

## Trade Stand Booking Conditions

It is understood that when purchasing outdoor exhibition space for the show, the booking terms and conditions as set out below will be adhered to.

The show is organised by Classics at Glemham Limited, hereafter referred to as the **Organisers**. All ground space is outdoors.

All trade exhibitors shall be deemed to have read and understood these terms and conditions.

1. Passes for staff/employees of trade exhibitors will be issued based on stand size, as follows:

- Art/Craft stall
- Auto jumble stall
- Small trade stand (approx. 100m<sup>2</sup>)
- Medium trade stand (approx. 200m<sup>2</sup>)
- Large trade stand (approx. 400m<sup>2</sup>)

If you think you will need additional passes, please discuss your requirements with us.

2. Public liability insurance is a requirement for all trade exhibitors at this event. The Organisers cannot accept any liability for any loss or damage sustained from any cause whatsoever. If you need advice on your public liability cover, please let us know and we will put you in touch with our professional risk managers/insurance brokers.
3. The organisers disclaim responsibility for any loss or damage to property of any trade exhibitors from any cause whatsoever.
4. The organisers accept no responsibility for the failure of any trade exhibitor to arrange the required insurance cover.
5. Whilst there will be personnel on site on Saturday and overnight until the show opens on Sunday, the organisers cannot accept any responsibility for the security of stands.
6. All trade exhibitors are required to conduct a Risk Assessment in addition to any other legally required documentation for your trade. Visit [www.hse.gov.uk](http://www.hse.gov.uk) if you require a Risk Assessment Template or contact the Organisers for guidance. Please forward a copy of your risk assessment documentation to the Organisers before 22<sup>nd</sup> August, so that it can be checked.
7. All trade stands must be compliant with current legislation and regulations relating to the trade or business concerned.
8. Unless explicitly agreed as part of the booking, the Organisers do not offer exclusivity for any product or service.
9. Stands need to be in place by 10.00am on show day.  
The show opens to the public at 10:30am on show day.
10. Trade exhibitors are not permitted to set up stand displays or move equipment across the site while it is open to public visitors.
11. Trade exhibitors must not bring explosives, dangerous or harmful substances into the venue. No naked flames, fireworks etc. are allowed, and any item or device deemed unsafe by the duty fire officer will be removed by the organisers or the fire officer.

12. While on site the designated Health & Safety officer has final say on any issues of Health and Safety, all trade exhibitors must adhere to their guidance.
13. All trade exhibitor's vehicles, unless forming part of the exhibit, must be removed from the display area by 10:00am on the day of the show. These vehicles should be moved to the appropriate parking areas as designated by the Organisers.
14. No vehicle whilst on the showground shall be driven at speeds in excess of 5 mph.
15. Vehicles, stands, gazebos, awnings, fixtures and fittings must fit within the space booked and allocated.
16. Trade exhibitors must not block the front of a neighbouring stand with their displays nor arrange their stand in such manner as to cause visitors to block the aisle in front of it, or any adjacent stand.
17. Trade exhibitors must ensure that CD/iPods, videos, televisions and any other sounds emanating from their stands are kept to a level that does not cause disturbance to other exhibitors. In case of dispute, the organiser's decision is final.
18. No voice amplifiers are to be used by any trade exhibitor.
19. Use of pre-recorded music or video material must be registered with the Performing Rights Society by the trade exhibitor.
20. No exhibitors other than the Organisers' appointed catering contractors and officially booked food stands are permitted to sell food and drink for consumption on the show ground.
21. There is no electricity supplied by the Organisers. Please let us know if you require a generator and we will provide a separate quotation or put you in touch with a supplier. We have negotiated a discounted deal with a local supplier.
22. Please indicate (for data protection purposes) if you are happy for your website/e-mail/telephone contact details to be published in the show guide and online materials relating to the event. If you have not given us your consent we shall assume you do **not** want your details published.
23. With the exception of the approved catering contractors, no cooking or barbecues are allowed on site.
24. Other than dogs on a lead, no animals are allowed at the event.
25. Stands must be staffed at all times throughout the opening hours of the show (10:30 to 17:00).
26. Exhibitors must not commence breakdown of their stands or displays at the end of show until at least 5pm on show day.
27. Stands must be cleared from the site within 24 hours of the show date.
28. Trade exhibitors must leave their pitches clean and tidy after use and place all rubbish in the bins provided.
29. Cancellation: a 50% refund of the initial booking fee is refundable in the event of cancellation provided notification is made to the organisers no later than 14 days before the show date. Cancellations notified after this date will not be eligible for a refund.
30. In the event of postponement or abandonment by the organiser the exhibitor shall not have any claim against the Organisers.