

Springfest 2017

Trade Stand Regulations

1. The Organisers and employees shall not be responsible for any accident, damage or loss, however caused, which may occur to any person, motor vehicle or article of property.
2. The Organisers and their employees will not be responsible in any way for any article or object of any kind exhibited. The Exhibitor shall assume full responsibility of these, including liability for all claims arising out of the handling of exhibits and the conduct of their stand generally. The Exhibitor shall indemnify the Organiser against all claims, damages or expenses arising in any way out of the presence of the Exhibitor, his staff or exhibits at the Event. Acceptance of these conditions shall be a condition of entry.
3. The Organisers are not responsible for the security or safety of the exhibits or any personal effects or tools belonging to the exhibitor, the public or to any contractor or any structures on their stands.
4. The Organisers shall not be in any way responsible for:
 - i. Any claims for compensation or otherwise in regard to the holding of or for anything arising out of or in connection with the Event.
 - ii. Any accident that may occur or for the death, injury, disease or loss caused to any Exhibitor or his or her servant or agent, from whatever cause, death, injury, disease or loss arises.
 - iii. Any loss or damage whatsoever arising from abandonment, cancellation or postponement of the event or any such eventuality.
 - iv. The volume of the general public attending the Event should these figures not reach the number expected, hoped or catered for by the Organisers.
5. All Exhibitors must be open and ready for business by 9.00am on event days. All Exhibitor stands must remain open until 6.00pm each day.
6. No Exhibitor will be allowed to set up before 07.00 or after 22.00.
7. No vehicles may be on the pedestrian areas during the trading hours of the Event.
8. Exhibitors must keep their own area free of litter during and after the Event. Bins and skips are provided for your use and Exhibitors must clear their area of any boxes and rubbish during the Event, when necessary, and a complete clear at the end of each day.
9. No touting for business may be done outside your own designated retail/display area to the annoyance of your neighbours.
10. It is the responsibility of all Exhibitors to ensure their stands are correctly erected. Your stand must be equipped to meet statutory trading standards obligations, and health and safety guidelines, and have a minimum of one fire extinguisher for any stand with electrical or gas appliances. Exhibitors will be advised of the correct procedure to follow in the event of a fire or accident.
11. All risk assessment forms must be completed with a copy of your certificate of liability insurance, which should detail that you are trading at this event, and returned prior to the Festival start date.
12. Application forms must be returned to the organiser by no later than 18 February 2017, stating what they propose to exhibit along with payment in full. Where possible early applications are treated with priority on space allocation.
13. Non successful applicants will be notified by that date.
14. Cancellations are non-refundable.
15. There will be no sub-letting of trade stand and space to other exhibitors without the written consent of the Organisers.
16. Catering stands shall be the only stands permitted to sell refreshments and will be required to comply with local Environmental Health Regulations.
17. The Organisers reserve the right to expel or refuse admittance to any person.
18. No unauthorised trader will be permitted to do business.
19. The Organisers wish to be informed of the presence of any unauthorised traders.
20. Exhibitors will be expected to wear any identification as presented by the Organisers. Exhibitors should be dressed to represent their own business in a professional manner.
21. Exhibitors wishing to sell alcohol must notify the organisers in writing, and must organise their own alcohol licence.
22. No PA systems or music may be used without written permission from the Organisers.

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23. Utilities: electricity requests should specify the wattage required and the type and location of power supplies. All equipment must be PAT cleared or cannot be used. Private generators may be used provided they are certified and low noise, and written permission has been obtained from the Organiser.

I confirm that I have read and agree with the above Trade Stand Rules and Regulations. I have retained a copy of these rules and regulations for personal use.

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| Company Name | | | |
| Your Name | | Position | |
| Signature | | Date | |

Please return one signed copy along with the appropriate paperwork:

- Copy of your Public Liability Insurance for this event
- Copy of relevant PAT certificates (all electrical equipment should be tested and certified).
- Copies of relevant CORGI certificates for any gas appliances
- Application forms
- Risk Assessments
- Signed cheque, made payable to Springfest 2017, c/o Elektrik Marketing (see address below)

Cheques should be sent to :

**FAO Kat Kennedy
Springfest 2017
Elektrik Marketing
2 Cowdray Crescent
Renfrew
PA4 0BB**

Paperwork can be posted or sent electronically to the email address below

festivals@lochlomondshores.com

Thank you for applying to trade at Springfest 2017, we look forward to working with you to create a successful Festival.