

## Showcase 2018 Terms and Conditions



1. The annual Forest Showcase (“the Event”) is to be held on Sunday 7th October 2018 at Speech House between the hours of 10.00am until 5pm.
2. ‘Forest Showcase (“the organiser”) will provide public liability insurance for the Event save for as follows:
  - 2.1. Stallholders assume all risks connected with the supply of prepared or unprepared hot or cold food and drink, including the containers receptacles, cutlery and other utensils supplied for the ancillary use and enjoyment of the product, and will carry public liability insurance in an amount acceptable to Forest Showcase.
  - 2.2. An incident that is covered by the Speech House public liability insurance.
3. All Stallholders must have, if appropriate, their own Product Liability and Employers Liability Insurance
4. Whether or not an applicant is offered a space will depend on creating a well-balanced event with a wide choice of stalls although initially we will accept applications on a first come, first served basis
5. Payment in full must accompany the application form and no post dated cheques.
6. If you cancel your stand, fees will be refunded, less £70, but only if the cancellation is given before September 1st, 2018 and we are able to re-let.
7. Stallholders intending to sell alcoholic products for consumption at the Event or for Consumption in private will have the appropriate licence issued by the Licensing Magistrates, a copy of which should be produced on request.
8. Stallholders intending to use electrical appliances must have a current PAT test certificate for equipment to be used. This should be available for inspection by our electrician at the event. Please note that non PAT tested equipment cannot be used under any circumstances. PAT testing is available on site at a cost of £20 per item.
9. Stallholders must comply with legislation in respect of Environmental Health, Trading Standards and Health and Safety. The Forest of Dean District Council Environmental Health Officers will be inspecting stalls throughout the day; any stalls that fail to comply with regulations may be asked to shut down.
10. All stallholders must provide Fire Safety equipment appropriate to their operations that meet the requirements of the most recent statutory regulations and will provide on request a copy of the maintenance record for the fire safety equipment. Any stall that is considered to be a fire hazard or a danger to the public will be shut down.
11. All stallholders are responsible for keeping their stalls clean and tidy, and keeping the area around their stalls free from rubbish throughout the day. ***Please bring your own rubbish bags & take away refuse from your stall at the end of the day.*** The organisers reserve the right to charge you to clear up any rubbish that you leave on site.
12. Stalls must be ready to open at 10.00am on the Sunday morning and must not take down until 5pm, unless otherwise notified. Exhibitors arriving late may forfeit their stall. Stallholders may bring in equipment on the Saturday and remove on the Monday. Any equipment left over night is at the stallholder’s own risk.
13. Equipment, products or other items that have not been removed by Monday 8th October 2018 may be removed or destroyed and the cost of which will be passed on to the stallholder.
14. All stallholders are asked to co-operate with Site Marshals & Emergency Services. Many of the staff for this event give their time voluntarily; please treat them with respect and courtesy.
15. The Organisers shall not be liable for failure or delay in holding the Event due to Force Majeure.
16. The organiser reserves the right at any time to revise the floor plan and relocate any exhibitor as may be required. If this occurs the organiser will notify the exhibitor in writing. Any floor plans made available to exhibitors are intended for information purposes only and do not guarantee locations of any exhibitor. Exhibition space allocations will be made by the organiser.
17. The Organisers reserves the right to change the date or cancel the Event and in those circumstances the Organisers will provide notice as soon as possible but will not accept liability for any loss.
18. If an exhibitor wishes to share their exhibition space this must be agreed in advance with the organiser. All exhibitors shall not sublet or divide any exhibition space without prior permission.