



Fibre-East CIC
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PLEASE READ CAREFULLY BEFORE COMPLETING YOUR APPLICATION FORM

Stalls at Fibre East are in high demand. In order to be considered for a space you will need to:

- **Complete the application form attached fully, including the risk assessment form.**
- **If you would like to be in a specific area or have any special requirements. PLEASE STATE THESE CLEARLY on the application form. We cannot guarantee we will be able to honour them all but we will do our best.**
- **Please indicate if you would like a camping space – we cannot guarantee these nearer the event.**
- **Please note that we must receive a copy of your insurance/public liability certificate by the 15th June. If your renewal date is after the 15th June and before the date of the event. **YOU MUST** let us know. If we have not had your certificate or notification by the end of June. We will assume you no longer want your space and reserve the right to offer it to someone on the waiting list. Payment is non-refundable. No email reminders will be sent!**
- **Please be aware that by completing and returning an application form, you are agreeing to our Terms & Conditions (which include the above). Please read these carefully.**

****Strictly No Dogs****

FIBRE-EAST

28th – 29th July 2018

TERMS AND CONDITIONS

Public Opening Times: Saturday 1000-1700 Sunday 1000-1630

Exhibitor Set Up Times: Friday 27 July 2018 from 1000 – 1800

Latest set up arrival time : 1500

In consideration of other exhibitors, you will be expected to offload your stock as quickly as possible into the space and walkways in your area and remove your vehicle, then return to continue setting up your space. Leaving vehicles parked outside for extended periods of time or all day is unacceptable and inconsiderate to other exhibitors arriving at different times during the day.

Dismantling Time: Not before 1630 Sunday 29th July 2018

All school buildings to be vacated by 1830

All daily exhibitors and helpers must be onsite by 0930 each morning. This gives the Organisers 30 minutes to ensure all is ready for the Event to open to the public at 1000.

Setting up/restocking during Event

Exhibitors may continue to set up/restock on the Saturday and Sunday, but all vehicles **must be removed to the exhibitor parking areas by 0930.**

By submitting an Application Form, you are agreeing to these Terms and Conditions Special Note:

Verbal or physical abuse directed at any person representing Fibre-East CIC will not be tolerated from any Stallholder, Exhibitor or Visitor. Any person committing such an offense will be instructed to leave the Event immediately.

General

For the purposes of this document:

“Exhibitors” shall be understood to refer to anyone with a trade stand, exhibition, demonstration, workshop or display at Fibre-East 2017 and their helpers and assistants.

All Exhibitors, their helpers and assistants entering the Event will be subject to these Terms and Conditions and of the Event Organisers, Stewards and Helpers. Any Exhibitor or their Assistants, who do not comply with these Terms and Conditions, will be expelled from the Event. The Organisers, and delegated individuals are empowered to eject from the Event any Exhibitor or their Assistants who have gained entry under false pretenses.

“Organisers” shall be understood to refer to be the Organisers and delegated individuals organising and helping at this event.

Booking Process/Space Allocation

1. Any specific requirements should be noted on the Application Form. e.g. to be next to a specific exhibitor or not to be. If two exhibitors wish to be next to each other, the request must be made on both Application Forms
2. Allocation of space and positioning of trade stands will be entirely at the discretion of the Organisers, and whilst every endeavour will be made to meet any specific requests made by Exhibitors, these cannot be guaranteed.
3. Invoices will be sent to successful Applicants and full, non-refundable payment required within 10 days of issue. If payment is not received, the space will be allocated to someone else.
4. Payment will be required by cheque (to clear within the 10 days) or Direct Bank Transfer
5. Where an Exhibitor withdraws from the Event or cancels their space for any reason, all fees paid shall be forfeited and the Organisers reserve the right to re-let such space.
6. In the case of shared space, all those sharing a space must provide an Application Form, Risk Assessment and Insurance Cover.
7. No sub-letting of space is allowed.
8. No vehicles will be allowed in the Event Area during Public Opening Times
9. No Exhibitor attending Fibre-East is permitted to prepare and serve or sell any foodstuffs or drinks during the Event opening times.
10. Raffle Tickets – Selling of raffle or lottery tickets is strictly forbidden.

Space Rules

Exhibitors will be expected to keep their displays within their allocated space.

Exhibitors are required not to place exhibits, boards or placards of any description beyond the limits of the space allocated to them, or in such a way that they obscure either the Event signs or an adjacent stand, or obstruct walkways, entrances and exits. Any articles placed in contravention of this rule will be removed. Flagpoles are not permitted.

Any banners within the space allocated and paid for by the Exhibitor are permitted but are strictly prohibited elsewhere.

No stand or exhibit or part thereof may exceed 2.5 meters in height without the permission of the Organisers.

No vehicles may be used as part of an exhibit, unless by prior agreement with the Organisers.

No goods or packages can be received or stored by the Organisers.

Show Stand Safety

All temporary structures, information boards, fencing, rails etc are to be safe for their intended purpose and comply with relevant Codes of Practice.

Litter

Exhibitors are required to keep their stands and the portions of the walkways and exits immediately adjoining their stands clear at all times during the Event. Any litter and refuse generated should be secured and placed in the wheeled waste units provided placed beside the Pavilion at the rear of the Sports Hall. The Organisers reserve the right to charge for clearance of excessive or dangerous litter.

It is the responsibility of Stallholders and Exhibitors to ensure their space is left clean and tidy of rubbish before they leave.

Exhibitor Details/Fibre-East Website

A list of Exhibitors attending will be included on the Fibre-East website together with a link to their website

Exhibitor Information Packs and passes will be posted 4 weeks prior to the Event dates. Reusable wristbands are provided as below and according to space size reserved. Additional wristbands can be purchased at £7 per person per day.

5 mtr space: 2 passes : 10 and 12 mtr space: 3 passes : Larger spaces: 4 passes.

Trading Standard Regulations

Exhibitors, Demonstrators, Workshop Tutors or Display stands must comply with all relevant Trading Standards Requirements.

Risk Assessment Forms

Every Exhibitor must provide a Risk Assessment form and this must be returned **with the Application Form**. The Organisers advise that Exhibitors should give careful consideration to goods they are selling i.e. any items that are sharp or pointed, must be considerably displayed towards the back of a stand or have suitable covering; if items have been hand dyed, then consideration should be given to labels containing advice/warnings about any possible allergic reactions, if there are any.

Responsibility of Exhibitors/Stall Holders

The Organisers will not be responsible in any way for any article, plant, machinery or object of any kind exhibited at the Event. The Exhibitor shall assume full responsibility therefore, including liability for all claims arising out of the Exhibition, handling or housing of such exhibits and the conduct of the stand generally. The Exhibitor shall indemnify the Organisers against all claims, damages or expenses whatsoever in any way arising out of the presence of the Exhibitor or his exhibits at the Event. Acceptance of the foregoing provision shall be a Condition of Entry.

Insurance

Exhibitors must take out insurance not only as regards their own property, but also against third party claims – e.g. Public Liability Insurance to the value of £2M. Proof of Insurance Cover is required from every Exhibitor and must be sent by **15 June 2018**. Any Exhibitor without proof of Public Liability Insurance will not be allowed to take part in the Event. Exhibitors should also insure against the Event being cancelled due to Act of God or circumstances beyond the Organisers Control.

Disclaimer of Liability

The Organisers will not be responsible for the death, injury, disease or loss caused to any Exhibitor or to his or her Assistant/s or Agent, or to any animal, insect or thing of whatever nature, exhibited by the said Exhibitor regardless of the cause of death, injury, disease or loss arising.

The Exhibitor of any animal, insect or thing of any nature whatever will indemnify the Organisers for any damage, loss, injury or disease occasioned by the said Exhibitor, his Assistant/s or Agent, or by the said animal, insect or thing however such damage, loss, injury or disease shall be caused.

Accidents. The Organisers will not be responsible for any accidents; fatal or otherwise that may arise from an Exhibitor, or their helpers/assistants, reserving a trade stand or exhibitor area at the Event. It is a Condition of Entry that each Exhibitor shall hold the Organisers blameless and indemnify it against any legal proceedings arising from such accident. This rule will also apply to any contractor or sub- contractor employed at the Event.

Damage/Loss

The Organisers will not be responsible for any damage, breakage, loss or injury arising from any cause either in transit, erection or during the Event, howsoever caused. The Organisers will not be responsible for the safe keeping of any article exhibited and will require Exhibitors to be responsible for their own property.

The Organisers provide overnight security for both nights.

Livestock

No livestock is permitted at the Event without permission from the Organisers and relevant paperwork being in place.

Dogs. Working dogs only allowed. The Organisers must be notified of any support dogs. Any such dogs attending must be exercised off site.

Advertising

External trading and distribution of handbills is strictly forbidden on any area owned or supervised by the Organisers other than on the Exhibitor's paid for trade stand space. This Regulation includes such areas as caravan parks, car parks, approach roads and lay-bys.

Photographers

It shall be a Condition of Entry to the Event, that no person shall apply for trade as a snapshot photographer or solicit trades with visitors to the Event in any other capacity deemed by the Organisers to be annoyance. Anyone who infringes this Regulation may be expelled from the Event without recompense. Video digital recorders used with the view to the sale of video tapes/digital media will not be allowed.

A Photographer appointed by Fibre-East Organisers may take photographs of traders' stands. Acceptance of these Terms and Conditions means that these photographs can be used without charge for press/promotion relating to Fibre-East in promotional materials/reports etc.

Generators

No generators whatsoever are permitted in the Fibre-East 2017 Exhibition area other than those used by the Caterers and Sheep Shearing Demonstration, unless by prior agreement with the Organisers.

LPG/Petrol/Flammable Liquids/Pesticides

None of the above is permitted at the Event. Any substances that may be hazardous to the health should be notified to the Organisers and may be prohibited or subject to further specific regulations.

Machinery

The demonstration of moving machinery is strictly prohibited at the Event. Cycles, motorcycles, motor trikes and farm bikes are prohibited.

Radios

The use of private radio transmission is strictly forbidden.

Heavy Goods Vehicles (HGV)

Please be sure to notify the Organisers at the time of Booking if you will need to bring a Heavy Goods Vehicle as special access arrangements and parking will need to be made. No HGV will be permitted access without prior consent.

Safety Requirements – Health and Safety at Work Act 1974

No plant machinery, steam or pressure vessels are permitted at the Event

The ruling of the Organisers/Stewards/Helpers of the Event on the safety of an exhibit or part of an exhibit shall be immediate and final, but consent to the

working of an exhibit shall not relieve any Exhibitor of liability as laid down in these Rules. The Organisers hold the Exhibitor wholly responsible for the observance of statutory regulations governing the safety of all display structures used by them.

Catering

The Organisers have made Catering arrangements for Visitors to the Event

Traders not Booked

Traders who have not booked and paid for a space and who arrive at the Event will on no account be allowed to set up and trade. Any person found to be contravening this rule would be evicted from the Event.

The Organisers reserve the right to refuse any Application whatsoever whether received prior to the Closing Date for Applications or not, and also reserve the right to cancel any Application which may have been accepted without any reason being given.