

Sturminster Newton Cheese Festival Terms & Conditions

Exhibitors are advised to study the following Regulations and the Fire & Safety Statement before completing the application form and to retain a copy for their records. Submission of a completed application form will be deemed a complete and unreserved acceptance of the Terms and Conditions and Health and Safety Statement.

The term "Organisers" used in this document includes the members of the Committee of the Sturminster Newton Cheese Festival members and officers of the Rotary Club of Sturminster Newton and any person or organisation seconded to those organisations for the purposes of the Sturminster Newton Cheese Festival.

Pitch allocation and Position - Pitches will be reserved on receipt of a completed application form accompanied by a cheque for the full amount, made payable to The Sturminster Newton Cheese Festival.

Pitch sizes - In the Food Tents the standard pitch size is 3 metres x 3 metres. The organisers are unable to provide any tables, chairs or exhibition stands.

Refunds - In the event of cancellation or abandonment of the Festival the organisers may make refunds at their discretion. In the event of cancellation by the exhibitor within 2 months of the event, for whatever reason, no refund will be made.

Setting up and Removal of stands and exhibits - The show runs from 10.00 a.m. to approximately 5.30 p.m. each day. Exhibitors may have access to the show ground for setting up from 12 noon on Friday 10th September or from 7.30 a.m. on Saturday 11th September. Vehicles must be removed from the showground to the exhibitors' car park by 9.30 a.m. on the Festival days. Removal of stands and equipment may not take place before the close of the Festival on Sunday 12th September at approximately 5.30 p.m. or at the discretion of the organisers. **No vehicles will be allowed onto the site before that time.** Any vehicle being driven on the showground at any time must be driven by a fully licensed and insured driver. Vehicles must not exceed 10mph. **The safety of the public is paramount.**

Litter and Waste - It is the responsibility of each exhibitor to remove all rubbish and waste from the area of their trade stand. All waste to be properly bagged and placed in the skips provided. Failure to do so may result in exclusion from future Festivals.

Electricity - Electricity is available on site provided it is properly requested on the application form.

All Stall Holders that request an electricity connection must supply a list of the appliances and their associated power ratings that will be connected to the system, with their application forms. This list will be inspected and approved by the Cheese Festival Electrical Contractor.

All electrical equipment used by Stall Holders must be checked and rated according to Health and Safety regulations and will be subject to an inspection by the Cheese Festivals on-site electrician to ensure its safety.

The electricity points supplied by the Cheese Festival must not be overloaded by using multiple appliances and will be subject to an inspection by the Cheese Festivals on site electrician to ensure that is so.

Note - The Organisers do NOT provide connections to the electricity points. These MUST be provided by the exhibitors

Cooking - Please Note - No cooking will be allowed in the marquees except for small sampling. Any such cooking must only be with approved electrical appliances. **In no circumstance will naked flames be permitted. Anyone found breaching this regulation will be asked to leave the showground immediately.** Catering pitches are available outside the marquees.

Identification and Data Protection - All exhibitors must clearly display on their stand, their trading name and address. The details from the application forms will be retained on computer by the Organisers. These will not be passed on to any other data banks but may be published in the Festival programme and web site.

Liability - The Organisers accept no responsibility for damage to or loss of Trade stands, equipment or vehicles on the show ground or car parks. The organisers will not accept any responsibility for injury to exhibitors, staff and guests.

Insurance. - Exhibitors are advised to check their insurance policies in respect of loss or damage and must have adequate Public Liability insurance cover with at least a minimum limit of indemnity of £5,000,000 (5 million). This must extend to include liability for any Products or Services sold or supplied. Exhibitors will be asked to provide documentary proof of insurance that must extend to include participation in shows and exhibitions.

Health & Safety - Exhibitors are responsible for conforming to Health and Safety Act requirements and to the Cheese Festival Fire and Safety policy as detailed.

Tickets and Vehicle Passes – These will be sent to exhibitors approximately one month prior to the Festival. To minimise damage to the showground each exhibitor will be allocated 1 vehicle pass giving access to the showground at the appropriate times. If it is essential to have more than 1 vehicle with access to the showground the Organisers may at their discretion issue additional passes on request. Other vehicles must use the Public Car parking areas

Safety Policy Statement

- 1 **Health and Safety** - It is the policy of the Organisers to promote the Standards of Health and Safety as prescribed by the Health & Safety Executive (HAS) in the enforcement of the Health & Safety Acts. All exhibitors are required to comply with the instructions given to them by Officials and Stewards of the Festival regarding the safety of the public. Failure to do so may result in removal from the showground.
- 2 **Stewards** - Stewards appointed by the Organisers will be on duty on the showground and in the car parks at all times that the Festival is open.
- 3 **Accidents** – Any accidents must be immediately reported to the Stewards who will inform the Festival office for appropriate action.
5. **Fire** – All marquees are supplied with Fire Extinguishers and instructions as to their use will be distributed to all exhibitors. In the event of Fire you must inform the nearest Steward or the Organisers site office immediately.
6. **First Aid** – An ambulance and First Aid team are stationed on site. In event of anyone requiring First Aid you must inform the nearest Steward who will summon assistance.

- 7 **Hazardous Equipment and Substances** - No hazardous substances are permitted on the showground. If in doubt as to what may constitute a "hazardous substance" you must take advice from the Organiser's Safety Officer.
- a. **LPG Cylinder and Burners**
In no circumstances will LPG cylinders or equipment be allowed in any marquees. They may be used as part of Outside Catering stands subject to prior advice to and acknowledgement from the Organisers. Burners must be suitably sited and must have been examined and tested by a competent person and satisfactorily labelled to that effect.
 - b. **Electrical Generators**
Electrical Generators must be silent running, properly earthed and protected by an approved RCD Trip system. They must be sited in an area to which the public are not allowed access. They must have been examined and tested by a competent person and satisfactorily labelled to that effect.
- 8 **Animals** - Dogs must be kept on a lead at all times. Dogs must not be left unattended or in vehicles. In the event of any animal being left in vehicles in circumstances where it is considered to be in distress the Organisers reserve the right in extremis to break into that vehicle to alleviate the situation. No liability will be accepted for any damage ensuing from such action.
- 9 **Vehicle movements** – Exhibitors may have access to the show ground for setting up from 12 noon on Friday 10th September or from 7.30 a.m. on Saturday 11th September. To minimise any damage to the showground only vehicles showing an official vehicle pass will be allowed onto the showground. Any other vehicles related to exhibitors and staff must use the public car parks. Exhibitors' authorised vehicles must be removed from the showground to the exhibitors' car park by 9.30 a.m. on the days of the Festival. Removal of stands and equipment may not take place before the close of the Festival on Sunday at approximately 5.30 or at the discretion of the organisers. **No vehicles will be allowed onto the site before that time.** Any vehicle being driven on the showground at any time must be driven by a fully licensed and insured driver. Vehicles must not exceed 10mph. **The safety of the public is paramount**
- 10 **Children's Entertainment and Fair Ground equipment** – Entertainment devices must comply with "Code of Safe Practice at Fairs". They must be run by qualified adults, provided with the necessary safety fences and operated within the designated areas.