

Stallholder Terms and Conditions of Participation

The Christmas Cotswold Fair

Please read these Terms and Conditions ("Agreement") carefully. By confirming your booking, you (the "Stallholder") agrees to be bound by the following regulations outlined by The Christmas Cotswold Fair (the "Organiser").

1. Financial Obligations

Payment Terms: All invoices must be paid promptly in line with the payment deadlines. The Organiser reserves the right to cancel bookings if payments exceed deadlines. Interest may be charged on overdue amounts. No stand or space is secured until payments are received in full

Commission Fee: All Stallholders agrees to pay **10% of full gross takings** (calculated on the total sales figure inclusive of VAT, with no deductions) to the Organiser. The 10% commission is a fundamental condition of participation. This must be settled before leaving the event site. Late payment penalties of £50 per week will be applied

Audit Rights: The Organiser reserves the right to monitor and verify payments taken by stallholders and may ask for proof of sales. If there is reasonable cause to suspect the full 10% of sales takings has not been declared, the stallholder will be excluded from all future events.

Site Access: no stallholder will be permitted access onsite unless stand and utilities payments have been made in full

2. Cancellation and Force Majeure

Stallholder Withdrawal: No refunds will be issued should an stallholder withdraw prior to or during the event.

Organiser Cancellation: Should the Organiser cancel the event prior to commencement, the stand booking fee will be refunded, less a **£100 administration fee**.

Force Majeure: The Organiser shall not be liable for any failure to perform obligations where such failure results from causes beyond their reasonable

control, including but not limited to: extreme weather, power failure, fire, flood, civil unrest, or governmental action.

3. Product Control and Sub-letting

Approved Goods: Stallholders may only sell products approved by the organizer in their original application or prior to the event. Unapproved items may be removed at the Organiser's discretion.

Sub-letting: Stands are non-transferable. Exhibitors are strictly prohibited from sub-letting, sharing, or parting with possession of their allocated space without prior written consent.

4. Logistics and Vehicle Access

Vehicle Limits: Each company is allowed a **maximum of two (2) vehicles** on-site. Registration numbers must be provided upon arrival at the event site

Site Access: Gates shut at **15:30 on Monday** for site safety checks. No vehicle access is permitted from **16:00**. The event closes to the public at 4.00pm on Thursday. Due to health & safety reasons, the movement of stallholder vehicles is not permitted until all visitors are off-site. You must follow organisers instructions at all times.

Parking: All vehicles must use the designated stallholder parking area. Fines will be issued for parking outside of this zone.

5. Stand Space, Management and Infrastructure

Allocation of Space: Organisers are responsible for allocating all Stallholder spaces. Requests can be submitted in advance to the organisers. While no requests are guaranteed every endeavor will be made to meet the stallholders needs. The organisers reserve the right to relocate any stallholder at anytime. Fire exits and access points should not be blocked at any time. Stallholders and their associated stock and possessions must be confined to the space booked, allocated and paid for at all times. Any products not within the confines of the stand will be removed by Organisers for Health & Safety reasons.

Furniture: Each stallholder is responsible for providing the furniture required for their stand space. All items and personal possession are bought onsite at the stallholders own risk. The organiser takes no responsibility for personal items onsite.

Table bookings: Tables can be hired from the organiser. These must be booked or cancelled by the **end of October**. No refunds are given for tables cancelled at any point. Stallholders are responsible for moving any unwanted tables to the storage area.

Rubbish: Stallholders must keep their stand space clean and tidy throughout the Fair and leave their space as they found it. All rubbish must be removed from the site. Failure to do so will result in a £50 fine.

Venue Care: No fixings (nails, glue, or heavy-duty tape) are to be applied to the marquee walls or venue infrastructure. Stallholders are liable for any damage caused to hired furniture or the venue.

Pack-down: At the end of the Fair, stallholders must collapse and stack their tables and chairs as instructed.

Sustainability: Stallholders agree to reduce plastic packaging, use eco-friendly bags only and be environmentally conscious throughout the event.

Charity Raffle: A suitable prize (minimum value **£20**) must be provided for the charity raffle, collected during setup on Monday.

Opening & Trading Times: All stands must be open and staffed during the event opening hours. On the final day of the Fair, all stands must remain intact and fully stocked until 4pm.

Dogs: Dogs or other animals are not permitted within the marquees.

6. Marketing and Media

Active Promotion: The stallholder agrees to promote the Fair via Instagram, social media, newsletters, and word-of-mouth throughout the year

Photography: The Organiser reserves the right to take photographs/video of stalls and products for future marketing and social media use. By participating, the Exhibitor grants a royalty-free license for such use.

7. Health, Safety, and Electricals

Electrical Load: All equipment must be **PAT tested**. To prevent power failure, the use of kettles, heaters, or high-draw appliances is strictly prohibited unless a dedicated supply was pre-booked.

Fire Safety: Fire doors are for emergency use only. They **must not** be used for general entrance or exit.

Alcohol Sampling: Allowed under the event TENS license only if a **Personal License Holder** is present. Limits: 50ml for beer/wine; 10ml for spirits. "Challenge 25" notices must be displayed.

General Compliance: All stallholders must meet mass event Health & Safety requirements. Respectful conduct toward staff, contractors, and other exhibitors is mandatory. Any personnel that are deemed to act in an aggressive or disrespectful manor towards staff, contractors or other exhibitors will be asked to leave site with no refunds on missed trading time given.

Health & Safety Briefing: All stallholders must have read the full Health & Safety briefing before arriving onsite for the Fair and all points must be adhered to at all times

8. Insurance and Liability

Public Liability: The stallholder must hold valid Public Liability Insurance. A copy must be submitted in advance and an in-date copy brought to the Fair.

Limitation of Liability: The Organiser accepts no responsibility for the loss, theft, or damage of any exhibitor property, stock, or equipment. Exhibitors are responsible for their own stock security at all times.

9. Data and Administration

Record Keeping: It is the stallholder's responsibility to keep a record of booking information. The Organiser is not responsible for re-confirming details during the lead-up to the Fair.

Data Consent: The stallholder consents to the collection of their name, email, and provided info for event administration purposes.

10. Enforcement

Failure to comply with any of the terms above may result in immediate exclusion from the event and/or disqualification from all future events organized by The Christmas Cotswold Fair.

Agreement: *By paying the booking fee and participating in the Fair, the stallholder acknowledges they have read, understood, and agreed to the terms outlined above.*

