

Daffodil Weekend Trader

TERMS AND CONDITIONS

Please read the information below and agree to your acceptance of these terms and conditions by ticking the box on your application form.

Applications, cancellations and payment:

- Applications close on the **20th January 2024**. Last minute applications made after then will be considered on the basis of availability only
- In the event of adverse weather, we reserve the right to move your pitch. Under very specific circumstances (e.g. flooding) we may need to cancel your pitch at short notice (a full refund will be issued under these circumstances)
- Successful applicants will be required to pay a non-refundable deposit upon request. Final balances will be due by 23rd February 2024. Unpaid fees will result in your application being rejected
- All payments due are to be made by **23rd February 2024**
- In the event that full payment is not received prior to the event, we reserve the right to cancel the booking without further notice
- All payments to be made by BACS or cheque

At the start and end of the event:

- Days run from 10am to 5pm on both Saturday and Sunday. For the safety of our visitors, traders will not be permitted to move their vehicles between 9.30am and 5pm
- You are not permitted to set up or dismantle your pitch between 10am and 5pm on either day. For the safety of our visitors, leaving the site before 5pm is strictly prohibited. All stalls must remain open and manned between 10am and 5pm
- You agree to allow sufficient space to manoeuvre into your pitch between stands/pitches

- Traders bringing caravans or trailers onto the site agree to protect the ground on which they park, through the use of boards or other suitable protection underneath wheels or jacking legs
- Unless permission is gained in writing prior to the event, trader's vehicles will be parked in the trader's car park before 9.30am and will not be moved until after 5pm

Sustainability:

- All food must be served in/on disposables made from either wood, paper/cardboard or leaves. This includes straws and pizza trays (pizza boxes are not permitted)
- Single use plastic (for example, cutlery, stirrers, carrier bags, packaging material etc) is not permitted
- Please check that all packaging, bags and wrapping is fully compostable. The rules around composting are very strict and using non-compliant disposables may mean you are not invited back to trade in the future
- To minimise landfill, all traders agree to clear away their own rubbish at the end of trading and remove it from site for disposal

Pitches and trading:

- The Thriplow Daffodil Weekend Organising Committee reserves the right to select appropriate traders for the event, from application forms received, to prevent the oversupply of a particular product, or to decline the sale of goods deemed not to fit with the overall theme of the weekend
- The Organising Committee will plan the layout of the event carefully in advance to try to satisfy the requirements of both members of the public and traders alike. The layout of the festival and specific pitch allocation cannot be altered on the day. **Any specific requirements or pitch preferences must be requested on your application form**
- The Organising Committee will ensure that there is a variety of stalls with a mix of producers, food and drink types and crafts but cannot guarantee

number of stalls per type or whether other stalls will be selling similar products as their secondary products

- Pitches are marked on the ground. You agree to adhere to your designated pitch. Failure to do so will result in you being asked to move to your designated pitch. If you are unable or unwilling to move, all future applications will be forfeited
- Your pitch size is measured according to your requirements taken from your application form. You agree to trade from within these measurements
- Pitches are 'space only' and do not include any other furniture/gazebos, unless specifically stated in the booking confirmation
- If booking electric hook up, electricity points are to be used for display lighting only (excluding Taste of Thriplow), unless prior arrangements have been made. Damage resulting from current overload will be charged to your business
- By submitting your form, you are agreeing to sell what you describe in your application. The selling of goods or services that fall outside your description is strictly prohibited
- Changes can be made to a trader's initial product list as long as this is done prior to the event and must be submitted in writing and will be subject to approval. In the event that a trader attempts to sell anything not listed on their application form they may be asked to cease such sales and in extreme cases be removed from the event. The Organising Committee is not liable for any losses incurred as a result
- You are only permitted to sell goods or services from your allotted pitch. Soliciting sales by entering or setting up in other areas is strictly forbidden
- Traders are not permitted to display signage or promotional materials outside their fixed pitch
- Traders may under no circumstance sublet all or part of their pitch
- Only silenced generators are permitted. **Petrol generators are not allowed onsite**

Documentation and regulation

- You will hold public liability insurance and documentary evidence must be present throughout the weekend for inspection
- You are responsible for bringing documentary evidence of current insurance, licences, and proof of training appropriate to your trade. This information MUST be available for inspection throughout the weekend
- All traders serving/selling alcohol will provide their own licences
- Traders should ensure that they meet (and where possible exceed) the expectations of regulations and safety guidelines
- All health and hygiene regulations will be observed in terms of the preparation, storage and sale of food and drink. The local Environmental Health team may attend without prior notice. Spot checks will also be carried out by Organising Committee members
- Written Food Safety Management Procedures are required by law and must be available for inspection at all times
- Should a trader fail to demonstrate Food Standards and Hygiene Practises to a level acceptable to any Environmental Health officer in attendance and/or to The Organising Committee, it may result in the trader being removed from the event. Under these circumstances, no refund will be given and any losses incurred by the trader shall be the sole responsibility of the trader

Event safety compliance

- You agree to comply at all times with the instructions of Events Managers or Safety Officers in regard to matters pertaining to health and safety and/or in case of emergency
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- All gazebos, tents or other self-build structures should be of sound construction including all supporting poles, frames, guy ropes, stakes, anchors, and fastenings

- **All hazards (for example guy ropes) will be clearly marked**
- This is an outdoor event that uses temporary structures over uneven ground. It is the trader's responsibility to ensure that all equipment (including but not limited to tables, display cabinets, catering equipment, display shelving, canopies and covers) is stable and secure
- All bottled gas will be stored safely and no open fires or barbecues will be permitted without prior written permission
- All food and drink traders are responsible for ensuring that they have their own food storage facilities in place to ensure all produce is kept within the required legal temperature ranges, throughout the course of the event
- All electrical equipment must be PAT tested, with certificates visible and with the dated test label clearly attached
- All gazebos must have a fire-retardant roof and side covers. All fire certificates will be available for inspection
- A spot check health and safety inspection will be led by the Health and Safety Officer on Saturday morning. Your co-operation in this is a requirement
- Any traders using LPG must have their equipment covered by a current Gas Safety Register test, and have a fire extinguisher on their stall
- You will read and agree to all Health and Safety requirements as detailed in the event Health and Safety documentation (attached with your booking confirmation)
- All traders and contractors at the event are expected to ensure that they provide a safe place and system of work, as is their legal duty under the Health and Safety at Work Act

GDPR

- Your application data will only be used by the Organising Committee for the purpose of assessing suitability for trading
- Your contact details will be retained so that we can pass on information about future Daffodil Weekends to you. Your details will not be shared or sold to any third parties

- If you wish us to delete your data after Daffodil Weekend, please advise us in writing

First aid and emergency action:

- Traders are required to provide their own first aid kit. Any additional necessity for First Aid will be provided by St John Ambulance who will be located at The Green
- All traders must report any accidents, incidents and near misses to the Health and Safety Manager
- In the event of an emergency evacuation of an area, traders will be instructed on the course of action by Organising Committee members. In the case of a fire, please make your area safe, if safe to do so and then follow the Organising Committee member's instructions to safety

NOTE:

We require all traders to comply with all instructions from members of the Organising Committee (identifiable through Daffodil Weekend ID badges), volunteers, or emergency services or other appropriate organisations, at all times.

The Organising Committee for the Thriplow Daffodil Weekend will always endeavour to help and accommodate all reasonable requests from traders; however, the Organising Committee's decision is final. Failure to observe the above Terms and Conditions will forfeit all future applications.