



Terms and Conditions for Stalls at the Reigate Priory Park Community Festival 25/06/2011

Bookings:

1. All applications for a stall must be made using Reigate Events Collective (R.E.C) on-line registration form except stalls selling or serving food where a different form is required and available on request.
2. Once an on-line registration has been made, the application will be reviewed to avoid duplication of similar stalls and to ensure varied and diverse opportunities for visitors to the event. If an application is successful a confirmation e-mail together with payment methods will be sent within 7 days of the registration being received. Acceptance of an application is at the R.E.C's discretion.
3. Pitches will be booked once payment is received on a first come/ first served basis (not allowing for duplicates of similar stalls).
4. A 3m x 3m pitch costs £35.00. Payment will be accepted by cash, cheque made payable to 'Reigate Events Collective' or bank transfer. Charities and community groups will receive a 50% discount reducing the cost to £17.50. All payments must be received by 25 May 2011.
5. Early payments discounts will be available for payments which are received no later than 24 April 2011. This discount will reduce the cost to £30 per stall (£15 for charities and community groups).
6. We can advise you of stall availability by email but will not accept bookings without an online registration form and accompanying payment.
7. R.E.C. reserves the right to refuse or cancel any booking without giving a reason.
8. **ALL BOOKING FEES MUST BE RECEIVED 1 MONTH PRIOR TO THE FESTIVAL DATE.**

Stallholders are required to adhere to the following:

1. Access may be gained from 8.30am.
2. All stalls must be set up 15 minutes prior to the advertised start time of 10.30am.
3. Support vehicles must leave the public area by 1 hour before the start time.
4. Stallholders are to supply their own equipment and provision for weather conditions.
5. Stalls are to be laid out in an attractive and safe manner.
6. Stallholders should check that their gazebo and/or table/s are erected correctly and must not do anything to encroach upon gangways, exits or other stallholders' access.
7. Stall holders are not to clear away until the advertised finishing time of 17.00.
8. Your stall area must be left clean and tidy at the end of the day.
9. **ALL RUBBISH MUST BE TAKEN AWAY WITH YOU.**

Products offered for sale:

1. R.E.C. will only accept bookings from exhibitors whose stock is acceptable.
2. Anyone wishing to book should send or email photographs of their stock or provide a web address where their stock may be viewed.
3. R.E.C. will vet applications to ensure a reasonable standard of workmanship and to avoid excessive duplication of any one kind of craft / product.
4. When booking please describe the craft(s)/product(s) that you will be displaying, these will be the only crafts you will be permitted to display.
5. Any stallholder displaying goods other than those on their original application form or subsequently agreed upon by R.E.C. prior to the event may be asked to remove them immediately.

Additional Activities on the stall

1. Stallholders must give full details of any activities which they wish to carry out or demonstrate on the stall on their registration form. R.E.C reserves the right to refuse any activities if they duplicate those of other stallholders or are deemed unsuitable for the event.
2. R.E.C reserves the right on the day to ask for activities to be stopped if they were not included on their registration or for reasons of H&S.

Insurance:

1. R.E.C. will not accept responsibility for any loss or damage to your stock/products/crafts – we therefore require you to take out your own Public Liability Insurance if you have not already done so.
2. R.E.C will need to see documentary proof of Public Liability Insurance prior to the day of the festival.

Allocation of pitches:

1. Pitches will be zoned into areas featuring complimentary stalls.
2. Pitches will be allocated according to zone and on a first come – first in basis.
3. R.E.C. will attempt to place each stall in a considerate and rational manner, though there is only so much we can plan in advance – please be sympathetic to this on the day.

Cancellation of bookings:

1. Cancellations will be accepted up to 14 days before the date of the festival - we will refund your stall fee minus £5.00 administration charge.
2. Any booking cancelled at less than 14 days notice before the festival, for whatever reason, will forfeit the total stall fee.
3. Cancellations must be advised in writing or by e-mail.

The R.E.C will do its utmost to ensure that the Festival is successful, but we cannot be held responsible for the weather, interruption of power or services, failure of media advertising to appear.

Contact the Reigate Events Collective with any questions by email to: stands@reigateeventscollective.co.uk.

In all matters of stall approval, allocation, activity, conduct, cancellation and refund the decision of the REC will be final.