



## **Stallholder Terms and Conditions 2018**

### **Trading**

1. Raffle tickets may not be sold, unless this is agreed by the Festival in advance.
2. Products and produce with faults must be clearly labelled and sold as seconds.
3. No electricity or generators available to stallholders.
4. All Traders are required to display their name and any business name on their stall.
5. It is not the responsibility of the Festival to provide coverings or signage for stalls.
6. Stallholders are responsible for their own advertising.
7. The Festival does not take any responsibility for any loss of income due to weather conditions, footfall or any other circumstance out of its control.
8. Entry to the square will only be permitted during the hours of 10am-6pm.
9. Stallholders are not permitted to bring vehicles on site unless there are special circumstances and this is agreed by the Festival in advance.

### **Applications**

1. Acceptance and non-acceptance of applications will be at the sole discretion of SouthWestFest and will be based on the information given by the applicant on their application.
2. SouthWestFest reserves the right to reject applications and not enter into any correspondence or otherwise explain the reasons for its decisions. All decisions made by SouthWestFest are final.
3. Stall rental and stall positions are totally at the discretion of The Festival.
4. Stalls cannot be transferred, sublet, franchised or sold to any other person.

### **Fees and insurance**

1. Stall fees are outlined in the application form and at [www.southwestfest.org.uk](http://www.southwestfest.org.uk)
2. Fees must be paid by due dates set by SouthWestFest and failure to pay the stall fee on time is a breach of these regulations. Any unpaid bookings may be cancelled.
3. All stallholders are responsible for their own insurance and The Festival does not take responsibility for this.

### **Cancellations and Refunds**

1. Notification of non-attendance is required. If no notification is given then no future bookings will be permitted and any monies paid will not be refunded.
2. A full refund will only be paid providing that more than 14 days' notice was given.

### **Food stalls**

1. Stallholders selling food products must send us copies of their valid Food Hygiene Certificate and Public Liability insurance documents at the time of application.
2. Traders who sell foodstuffs must comply with the requirements of the current Food Hygiene Regulations and Food Safety Act and must have hygiene and trading certificates as well as Public Liability Insurance documents available on the day of the event.
3. Failure to provide required documentation on the day of trading or failure to comply with health department standards and regulations may result in immediate closure of stall.

