

## Exeter Craft Festival Terms & Conditions 2022

Goodwill is the essence. The deliberate minimising of the commerciality of the event underpins its unique character and reputation. The organising group is made up of unpaid volunteers, which helps keep costs to a minimum. The fee charged covers expenses and a fee to the Cathedral.

### **Our contract with you**

When we accept your application for a stand and your payment, these terms will constitute our contract with you.

### **What we require of you**

#### General

1. Your goodwill.
2. Your compliance, without quibble, with the requests of the event's organisers, who will be easily identifiable.
3. Your consideration for local businesses, residents and all users of this area in the City Centre and particularly for the users and authority of the Cathedral, whose goodwill we rely upon to run this event, so please respect the Cathedral and this area.
4. Your co-operation with the police, city authority, and all emergency services.

#### Specific

- A1. Access: Before the event you will be sent directions for car access to unload and take away. You must follow those directions as to route and timings; there is no parking available for anybody involved in the event (save for blue badge holders by prior arrangement. We may have to supply vehicle registration numbers to DCC for individual permission). Please arrange your equipment/wares so that they can be assembled and removed quickly, as somebody may be waiting behind you to do the same. Unloading times are on the admission notes.
- Devon County Council and the Cathedral are insistent that no vehicles are in the vicinity of The Green, other than at these times for obvious road safety concerns. So please do not bring your vehicle into Cathedral Yard etc. before the end of the festival each day. No vehicles are permitted on the grass.
- A2. Toilets: The Cathedral allow us free use of the toilets in The Cloisters (from 9am). The City Council usually opens Catherine Street toilets at 7.00am.
- A3. Litter and Rubbish: Please take it home.
- A4. Insurance: We insure the public who attend, NOT YOU OR YOUR EXHIBITS OR POSSESSIONS. You must carry your own insurance cover and complete the details on the online application form. Your insurance should cover all aspects of public liability. We will not accept any liability for your goods, either personal or for sale. IF YOUR INSURANCE IS DEFECTIVE THAT MAY INVALIDATE OUR COVER.
- A5. Security: We provide on the ground, personal security patrols overnight on Tuesday, Wednesday, Thursday, Friday and Saturday for tents only, NOT their contents. No extra police cover is available. If you wish to stay on your stand overnight, please advise us before doing so. Security staff will eject anybody on site without our authority. There is usually a minimum of two security staff on duty and that number may increase at higher risk times of the night.
- A6. If you wish to bring your own power source – we provide none – you must clear this with us before arrival. If the equipment's use proves to be a hazard or a nuisance, in our view alone, you may be asked to discontinue its use to fulfil our aim of a happy event for as many people as possible.

- A7. The Official Licence to Exhibit will be obtained by us and is displayed in the Information tent.
- A8. If you need an Alcohol Licence for your stand, the responsibility to obtain this and to comply with its conditions are yours alone. Please apply in plenty of time and use it responsibly. Failure to obtain a licence will not entitle you to cancel your booking.

A9. Cancellation

By us: Until 2020 we had never had cause to cancel the festival. In case of unforeseen circumstances, we reserve sole discretion as to whether cancellation is necessary.

If we cancel, we shall give as much notice as possible, and again, at our sole discretion, we should aim to refund as much of your stand fee as possible, after deduction of expenses incurred or unavoidable at that date. It is unlikely that the full fee would be refunded. You may like to consider insurance against such an eventuality.

By you: If you cancel at any time you will forfeit what you have paid us by that date. If we can re-allocate your stand you may get a refund (this may only be partial, dependent upon the re-let fee), also an administration fee of £50.00 will be deducted, but clearly there is no guarantee of a refund and you may lose your booking fee.

- A10. It is not feasible for us to provide a bank/credit card sales service for stallholders. Individuals or small groups of traders can arrange such a facility, and The Green is surrounded by banks and cash points.

Please make payment in full by the 28th of January 2022 You can pay by BACs, credit or debit cards. Failure to submit these payments will result in our offer of a place being withdrawn. If you withdraw for any reason, see A9 above.

### **What you promise us**

- a) That your goods on display and for sale comply with all the relevant legislation, are free from hazardous substances, and are suitable and safe for normal use and enjoyment.
- b) That you have made or personally overseen the making of the goods on display and for sale.
- c) You have insurance in effect as required by A4 above and produce evidence of this to us on request. Our own insurance may be invalidated if you do not comply with this.
- d) That you have properly assessed and addressed all risks to anyone attending your stand.
- e) That in an emergency, you will follow, without question or delay, the directions of a member of the organising committee or emergency services.
- f) You will familiarise yourself with the situation of the first aid services and the nearest fire extinguisher to you and the person operating it, who will identify themselves at the beginning of the festival.
- g) You will keep to the well established spirit of the event which makes it so consistently successful and well regarded.

### **What else we need to tell you**

- First aid facilities will be provided on site on all three days by qualified and identifiable personnel.
- We have carried out an annual risk assessment and we have proper provisions in place for an emergency evacuation.
- There will be a "Best Stall" prize awarded, judged by someone different each year. The winner will receive a cheque for £100, a rosette for display and a trophy to hold for the year. There will also be a "Runner Up" award of £25. The criteria for the competition judging are set out in the application form package.
- A committee member will meet you and visit your stand during the festival. You will be asked to give us your views and ideas in a feedback form.
- Enjoy the festival and make friends and money!

*Failure to comply with these terms and conditions may preclude you from taking part in future Festivals*