

# The Rickmansworth Festival

Celebrating our Canals and Environment

## TRADE OR EXHIBITOR Terms and Conditions

1. All applications must be made electronically. The Rickmansworth Waterways Trust ('the Organisers') reserves the right to refuse any entry without giving any reason. No space can be reserved until the application, together with the entrance fee, has been received. Refunds will not be made if you cancel your attendance. The submission of your application constitutes acceptance of these conditions.
2. Space is allocated at the sole discretion of the Site manager, who reserves the right to make alterations prior to and during the event. Permission to enter the site may be refused without giving a reason; in which case money paid will be refunded.
3. All Exhibitors must provide their own shelter and tables.
4. Space is allocated based on the trading area but if a vehicle is required to be located to the rear of a stall holder's plot the application form needs to state this. Failure to inform Rickmansworth Waterways Trust at the time of application may result in your vehicle having to be parked in the stall holders' car park for the duration of the festival.
5. Any vehicle belonging to a stall holder that needs to leave the site at any time during the weekend will need to be parked in the stall holders' car park.
6. Please state your trade type in as much detail as possible. This is to avoid too much duplication of stall types. If two very similar traders apply, then the first booked and paid reservation will take priority.
7. Booking fees apply to the full weekend. Exhibits and stalls should be erected between 12.00 noon and 6.30pm on Friday 20<sup>th</sup> May or between 7.00am and 10.00am on Saturday 21<sup>st</sup> May. Trading will be allowed up to 9pm Saturday 21<sup>st</sup> and until 5.30pm on Sunday 22<sup>nd</sup> May. No cars are to be moved on site whilst the site is open to the public and stalls can be dismantled after 5.30pm on Sunday 22<sup>nd</sup> May.
8. Exhibitors and their contractors must comply with all current legislation and all guidance and approved codes of practice published by the Health and Safety Executive. Exhibitors must ensure their stands, equipment and/or display materials are safe and comply with the safety guidelines provided. Exhibitors must not occupy any part of the Site other than the Space allocated to them. The Exhibitor will also be responsible for the safety of his staff, contractors or visitors to the Space and for his and their property.
9. All exhibitors trading from a boat shall comply with the conditions of entry for boat entrants to the Festival, a copy of which is available from the Organisers. The mooring or disposition of such craft shall be as required by the Organisers.
10. Exhibitors must take all necessary fire precautions and must provide their own fire extinguishers, which are in full working order and have been tested within 12 months prior to the date of the festival.
11. The Exhibitor will be responsible for insuring his staff and property, and take sensible precautions to guard against accident, loss or damage. The Organisers shall at no time be held responsible for the loss, damage or destruction to any exhibit or property of the exhibitor or his staff, contractors or visitors however caused. The exhibitor shall not do or permit any act that might jeopardise insurance held by the organisers.
12. The Exhibitor and their contractors must have public liability indemnity insurance of at least £5,000,000 unless otherwise agreed in writing with the organisers. **[Note: if this condition causes a difficulty for any exhibitor, this should be discussed with the Festival Administrator at the earliest opportunity].**
13. The Exhibitor agrees not to leave any litter, or cause pollution to the waterway, the tow path, the Festival site or the surrounding area. This includes not discharging any toilets into the waterway and not leaving excrement from pets on the tow path or surrounding area.
14. No generators will be permitted (except with specific written agreement by the Organisers). Electricity can be provided for stall holders from our site mains supply and the cable will be finished with a cee form 16 Amp connector. A charge will be made for each 16 Amp supply required.
15. Exhibitors requiring electricity shall supply full details of their requirements at the time of booking and will ensure that all electrical apparatus complies with relevant safety standards. The Organisers reserve the right to check the Exhibitors equipment and to prohibit its use if thought to be unsafe. Whilst attempts will be made to comply with last minute requests these cannot be guaranteed and priority will be given to previously booked requirements.
16. No loudspeaker, radio mike, apparatus, other equipment or activity liable to cause a nuisance or annoyance to other exhibitors or the public whether by sound, smell or other cause will be permitted.
17. Catering is covered by a separate franchise, including the sale of soft drinks. Any catering trader wishing to attend the Festival should contact the Festival Administrator on [rickyfestivaltrade@gmail.com](mailto:rickyfestivaltrade@gmail.com).
18. No undesirable material, such as stink or smoke bombs or silly string shall be sold.
19. All information provided by you will be stored in accordance with current legislation. A copy of this information can be made available to you on request to [rickyfestivaltrade@gmail.com](mailto:rickyfestivaltrade@gmail.com). The Organisers promise not to sell your details to anyone else.
20. You agree not to invite any news or other media (including television companies) to report or film without the written agreement of the Organisers.