



# MAIDEN NEWTON AT WAR

JUNE 20th - 21st - 22nd 2008

[www.maidennewtonatwar.co.uk](http://www.maidennewtonatwar.co.uk)



## Terms and Conditions for Traders and Exhibitors

Please be aware that Maiden Newton at War aim to re-cycle as much of the waste from this event as possible. All Traders and Exhibitors are required to minimise their waste and where possible remove any waste from site to be re-cycled at their own premises.

### Pitch availability:

There are currently 27 - 5m by 5m pitches available on site for use by food vendors and other traders. These may be booked individually or in multiple units. All trade pitches are within the confines of Greenford School and adjacent to the main arena and stage. Exhibitors will be allocated space based on the needs identified on their application form.

It is desirable for the Event to have a mix of the following:

- Catering unit – baked potato or similar
- Catering unit – hot meals such as hot dogs, burgers etc.
- Catering unit – Hog roast or similar
- Catering unit – sweets, candy floss etc.
- Trade stands – market stalls, militaria, clothing etc.
- Community stands – village groups and charities
- Exhibitors – Radio Controlled Military vehicles, Re-enactors etc.

It is expected that many of the catering units will also provide non-alcoholic beverages, both hot and cold. It is further expected that bottled water will be made available via the catering units.

**A licensed bar is being provided by the Maiden Newton at War Committee for the Friday evening sing a long and the Saturday evening concert. No other alcoholic beverages will be sold on site.**

## GENERAL CONDITIONS AND REGULATIONS

1. Concessions as outlined above are offered in accordance with the General Conditions and Regulations for Traders and Exhibitors at the Maiden Newton at War Event 2008 (hereafter referred to as the 'Event') as given below.
2. If your application is accepted, you hereby agree that should inclement weather impair the movement of your units or vehicles and it becomes necessary for your unit to be recovered (e.g. towing), no responsibility for damage to vehicles or units, however caused, will be accepted by the Event, its Officers or Associates.
3. The highest standards of safety are required at all times and any failure to comply with current legislation (particularly Food Safety/Health and Safety at Work) would lead to the Traders/Exhibitors immediate removal from the Event.
4. The Event's policy is to promote primarily Dorset, South West and British sourced products. Priority will be given to Traders/Exhibitors confirming in writing that the products they use



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- have been sourced and supplied from Dorset or the South West and this fact will be clearly advertised by the Traders/Exhibitors at the Event.
5. Priority will be given to Traders/Exhibitors who confirm in writing at the time of tendering that they will use recycled or sustainable products and that they have the facilities to re-cycle their waste.
  6. Traders/Exhibitors must provide a high quality at a sensible price. Price lists must be displayed prominently on the Unit(s) at the Event.
  7. Traders/Exhibitors are not permitted to offer for sale any goods that could be considered to be Nazi paraphernalia. The Event organisers reserve the right to insist that any such objects are removed from public sale or view.
  8. Traders/Exhibitors are encouraged to dress in period costume and to decorate their stall in a similar manner. Please note that to avoid causing any unnecessary offence only invited Re-enactors will be permitted to wear German uniform as part of their exhibition. This will be strictly controlled by the Event Press Officer.
  9. Traders are to confirm at time of application the number of 5x5 m pitches they require per unit to include, if necessary, tow bars etc. (max. one vehicle per pitch).
  10. Traders/Exhibitors will be responsible for keeping their area clean (litter free) and tidy.
  11. SERVICES: Please note there will be a standpipe in the vicinity of the pitches. PLEASE NOTE GENERATORS MUST BE ADEQUATELY SILENCED AND IN A GOOD STATE OF REPAIR.
  12. Traders/Exhibitors must hold Public Liability insurance for at least £5 million and a copy of the policy certificate is to be included with the application form. Any Traders/Exhibitors employing people must have Employers' Liability Insurance to satisfy Health and Safety requirements. Where a Trader/Exhibitor does not have Employer's Liability cover, because they rely on volunteers or self-employed persons, they must have Public Liability cover. Public Liability cover provides protection for claims made by visitors to the area of the Trader/Exhibitor unit. This is particularly important where volunteers or self-employed people are working for a Trader/Exhibitor since there is a strict duty of care to these persons as they are treated as your employees.
  13. Acceptance of your application will be sent in writing as soon as possible, but no later than Friday 13<sup>th</sup> June 2008. Traders/Exhibitors will not be given information verbally.
  14. To confirm your booking payment must be made in full at the time of application. Please make cheques payable to Maiden Newton at War. Cheques will be returned to unsuccessful applicants (there are no fees for invited Exhibitors).
  15. Traders/Exhibitors sites and type of product will be chosen at the discretion of the Event organisers.
  16. The Event organisers reserve the right to adjust the allocation and location of sites in trading/exhibition areas in the interest of variety and customer satisfaction.
  17. A Trader/Exhibitor who amends or withdraws his application after it has been accepted may be excluded from applying for future Event contracts (booking fee is non-refundable).
  18. Please complete and return the application forms as soon as possible, but by no later than Monday 9<sup>th</sup> June 2008. Failure to do so will result in your application not being considered.
  19. HOURS OF OPENING. All units must be fully stocked and operational during the Event opening times of 10.00 am to 4.00 pm Saturday and Sunday. Trading during the Saturday evening concert is discretionary. Pre-Event and 'out of hours' trading is not permitted unless previously agreed.
  20. SAFETY OF GOODS AND FIRE PROTECTION. The Event will not in any way be responsible for the safety of any goods or equipment belonging to, or being delivered to, the Traders/Exhibitors. The Trader/Exhibitor is responsible for providing fire protection in respect of each unit. All units and sites will be subject to a visit by the Event Health and Safety Officer. Oxyacetylene cylinders are completely banned from anywhere in the Event. Any person found to have such a cylinder will be ordered to remove it and not be able to participate in the Event until this has been done. All Traders/Exhibitors are responsible for carrying out their own Hazard Analysis/Risk Assessment and must ensure that they have copies with them at the Event in case of 'spot checks'.
  21. DISPOSAL OF RUBBISH. It will be the responsibility of the Traders/Exhibitors to provide suitable containers and to ensure frequent and adequate disposal of all rubbish and litter. All sites must be cleared of litter each evening and after the Event all fittings removed and areas cleaned/re-instated before leaving.
  22. SUPPLIES. Traders/Exhibitors must arrange for delivery of supplies before 9.30am (Saturday and Sunday) or between 4.00pm and 6.00pm on Saturday 21st. Delivery vehicles will be permitted to enter the Event during these times but must be off site during the hours of



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- opening. A surcharge of £50 per incursion will be levied against the stall holder for failure to comply.
23. **STAFF.** The Trader/Exhibitor is responsible for the behaviour of the employees and will ensure they are suitably dressed at all times. Polite, efficient and speedy service is paramount throughout the whole period of the Event. NB the Trader/Exhibitor will undertake to comply with Health and Safety Executive Regulations, Food and Hygiene Regulations and Fire and Safety Regulations and ensure all staff members are fully briefed with the same.
  24. **ADMISSION TICKETS.** Traders will receive a complimentary allocation of tickets to cover 2 persons manning each unit on each Event day and one Exhibitor Vehicles pass. Additional personnel tickets must be ordered and paid for in advance of the Event (Payment to be sent with the order). Exhibitors must notify the Event organisers of their ticket (and additional vehicle) requirement in advance via their application form. The Trader/Exhibitor will be responsible for the proper use of such tickets.
  25. **SUPERVISION.** The Trader/Exhibitor will be required to supervise arrangements on-site and to carry out reasonable directions made by the Event Officials to rectify any omissions and faults they consider necessary to maintain the highest standards. The Trader/Exhibitor will inform the Event Secretary of a contact name and mobile telephone number for 24 hour contact during the Event period, please make sure this is stated on your application form.
  26. **ARRIVAL.** All units must be on site and in position by 9.00am on each trading day, Saturday 21<sup>st</sup> June 2008 and Sunday 22<sup>nd</sup> June 2008. If you are unsure of the location of your site, please go to the Event Office to confirm actual position. Units positioned incorrectly will not be permitted to open for business until they are relocated to their allocated site.
  27. **SITE CLEARANCE.** Traders/Exhibitors are responsible for ensuring all sites allocated to them are cleared/re-instated and equipment and rubbish removed by 6.00pm Sunday 22<sup>nd</sup> June 2008.
  28. **CONDITIONS.** The Event Organisers reserve the right to cancel any contract in the event of unforeseen circumstances rendering it desirable not to hold the Event or in the event of the Traders/Exhibitors not complying with the agreed Conditions.