

TERMS AND CONDITIONS:

Definitions – ‘Organisers’ are Banbury Town Council. The ‘Event’ is the name allocated to the event by Banbury Town Council. ‘Pitch Space’ is the area assigned to the exhibitor by the Organiser. ‘Site’ refers to the whole area under the supervision of the organiser for the event. ‘Operator’ refers to you and your business. Safety – All persons and vehicles must follow the instructions of officials and observe all safety Instructions.

1. Applications – Request for display space must be made via Bookteq with all relevant details and accompanied by the appropriate payment. Pitch size requirements must be correct at the time of submitting the application form as these will be marked out on the day. Trading can only take place according to the space booked. The submission of the application form constitutes acceptance of these conditions. All information must be correct at the time of entry to the event.

2. Applications – Although bookings will be considered in order of application, the organiser aims to ensure as wide a variety of products are available to event visitors. Therefore, the organiser reserves the right, should it be necessary, to use their discretion and decline an application. The organiser will not undertake requests for specific pitch locations. Locations are set so as to ensure a good variety throughout the event.

3. Space Allocation – Space is allocated at the sole discretion of the organisers who reserve the right to make alterations to the location at any time prior to or during the event. The event organiser will layout the event area in advance. We will attempt to provide pitches that result in a good overall variety in flow and layout, for both exhibitors and visiting public. The layout cannot be altered on the day. Unfortunately, we cannot guarantee the same pitch each year.

4. Pitches - Traders must not distribute literature in any area other than the allocated pitch. The walking with or shaking of tins/buckets is strictly prohibited in any area other than your allocated pitch. This also applies to the selling of raffle tickets or other chosen items. Trading locations must be left in the same condition as they were found during setup, with any damages being reported to the organiser.

5. Payment – Should will be taken online via Bookteq once an application has been approved. VAT to be paid. No operator will be permitted to trade at the event without payment and required paperwork having been received in full.

6. Cancellations - will be accepted and refunded up to 28 days before the date of the event. Any bookings cancelled with less than 28 days’ notice, for whatever reason, will forfeit the total pitch fee paid even if the pitch is re-let. If the operator is unable to attend, Banbury Town Council must be informed as soon as possible. Cancellations can be made via Bookteq within this time period.

7. Adverse Weather – The organiser will do everything reasonably practicable to ensure a safe and successful event. The organiser cannot be held responsible for severe adverse weather conditions which may result in the event being fully or part cancelled. The organiser reserves the right to cancel the event if extreme weather conditions are experienced and pose a risk to the health and safety of all. In these circumstances no pitch fee will be refunded.

8. Insurance – It is a requirement by Banbury Town Council insurance company that for entry onto the site all operators interacting with the public should have public liability insurance to meet claims of up to £10 million.

9. Liability – Banbury Town Council recognises it has a duty of care to all attendees. However, the organisers cannot be held responsible for any injury to persons, or loss or damage to property, however caused.

10. Health & Safety – It is the responsibility of operators, contractors and staff to be aware of and conform to all current Health & Safety legislation at all times whilst attending the event. Any incidents that occur whilst onsite, must be reported to the organisers immediately. Should any activity be deemed unsafe, the organiser has the authority to stop and remove the activity/ operator from the event.

11. Fire Safety - All traders serving hot food must carry sufficient fire safety equipment at all times. All closed in areas are strictly No Smoking.

12. Alcohol – a premises license is obtained by Banbury Town Council for the sale and consumption of alcohol on site. Traders selling alcohol must hold be a Personal License Holder (PLH) and supply a copy of the license as part of the application. At some events it may be a requirement for each operator to apply for and obtain a temporary event notice (TEN) from the relevant licensing authority. This will be made clear at the time of application.

13. Rubbish/Cleanliness – Operators with hot food must provide and maintain a sufficient number of rubbish bins in the vicinity of the pitch. They should remain clean at all times and emptied when required so as not to be regarded as unsightly or for reasons of health and safety. At the end of the event all rubbish must be removed from site or placed in the large receptacles provided. Operators must also ensure tables, chairs and countertops remain clean and tidy at all times.

14. Services - The venue offers no services by way of gas, electric and water. All operators with hot food must bring a must bring a sufficient supply of water for cooking, sampling and to be adhering to food hygiene safety practices. Electricity is not provided as standard, but can be booked for an additional fee. Operators must not interact with the organisers power supply and any issues must be reported immediately.

15. Lighting - is not provided. Traders are required to ensure sufficient lighting is available within their selling space if this is deemed necessary.

16. Generators - must be kept away from public using physical barriers and operated in a safe manner at all times. Generators must be Silent, in good working order, and serviced regularly. Only 1 days' worth of fuel supply may be kept onsite at any time.

17. Access – Except for vehicles designated as a necessary part of the event and previously agreed in writing with the organiser, all vehicles must leave the site during event hours. There will be no provision for car parking – many public car parks are available within close proximity, at an additional cost to the trader. Any vehicles left on site without permission during the event, or causing an obstruction may be moved by the organisers at the operator's risk and cost.

18. Set up and Breakdown – The organisers will confirm times for trader access for set-up prior to the start of the event. Overnight set up can only be arranged by prior agreement. Vehicles will not be allowed on site for breakdown before the end of the event. The end time of the event will be agreed by the organisers.

19. Dogs – All dogs must be kept on a lead whilst in the site area. Owners are reminded of their responsibility to clean up after their dogs and use the dog litter bins provided.

Please only submit an application if you agree and comply with the conditions stated above.