

## Duchy Rosewarne updates:

### 1. Application for Space

a. Trade spaces are open sites and sufficient space must be booked to include guy ropes, awnings, caravan and trailer tow bars. Under no circumstances is your stand to protrude beyond the frontage line of your site, so please book adequate space. Traders who need to draw stock from their vehicles must allow enough room to park these vehicles on their site.

- All applicants for space are subject to the completion and receipt of the Trade Application form, which must be signed by the exhibitor or his representative.
- Duchy College will allot spaces for trade stands which must be adhered to and reserves the right to cancel any entry or exhibit that they consider objectionable or inappropriate. The decision of Duchy College shall be final.
- **Other than by official caterers appointed by Duchy, the selling of food/drink for consumption on the festival site is prohibited. Free samples are permitted.**
- The sub-letting of all or part of a stand by an Exhibitor is expressly forbidden unless authorised by the Event's Organisers in writing.

### 2. Withdrawal or cancellation of space reserved

- a. In the event that an exhibitor will withdraw or cancel the space reserved for them for any reason they shall forfeit all fees paid. Duchy College reserves the right to re-let such a space.
- b. The organisers reserve the right to instruct any trader to stop operating immediately should they consider the operation to be to the detriment of event.

### 3. Setting up and dismantling

- a. You will be directed to your stand on arrival. While we will make every endeavour to meet specific requests by exhibitors regarding the positioning of their stand we cannot make any guarantees.
- b. All equipment and materials must be kept within the curtilage of your site. Please impress upon lorry drivers to use all care to avoid damaging the ground surface, and do not park on other people's pitches.
- c. Trade stands must be open by 9.30 am on the morning of 21<sup>st</sup> May and vehicles not forming part of the stand must be removed to the car park by 9.30 am.

- d. To ensure safety for all, no trade exhibitor's vehicles will be permitted on the show ground between 9.00 am and 4.30 pm. All vehicle movements to be severely restricted.
- e. Stands must not be dismantled until 4.00 pm.
- f. Waste must be disposed of in the appropriate containers, or taken away with you at the end of the event.

#### **4. Showground vehicles, caterers and parking arrangements**

- a. Access to the grounds on the day is strictly limited, please ensure you have your pass available for inspection by the gate attendants, or you will not be able to gain entry to the ground.
- b. Access to the ground will be available from 1400hrs the day before by request – Duchy College will take no responsibility for anything left over night – ITEMS LEFT AT YOUR OWN RISK
- c. One vehicle pass is provided per pitch, but the vehicle must be parked within the curtilage of your pitch or removed to the public or trade vehicle car park.

#### **5. Opening Times**

All exhibition stands will be expected to remain open and be manned throughout the time that the show is open to the public (10.00 am – 4.00 pm).

#### **6. Photographs**

Duchy College may wish to take photographs of your stand for inclusion in future publicity. Please indicate on your application form if you do not wish photographs of your stand to be used.

#### **7. Responsibility of Exhibitors and Traders**

The organisers will not be held responsible in any way for any article, plant, machine or object of any kind exhibited or offered for sale in the showground. Exhibitors and traders will assume full responsibility therefore, including liability for all claims arising out of the exhibition, handling or housing of such exhibits and the conduct of their stand generally. The Exhibitor or trader shall indemnify Duchy College against such claims, damages or expenses whatsoever, in any way, arising out of the Exhibitor or his/her exhibits, or the Trader and their stock in trade, in the event. Acceptance of the foregoing conditions shall be a condition of entry.

Please retain this page for your information

## **8. Insurance**

Exhibitors and traders must ensure that they have adequate insurance cover, not only with regard to their own property but also against Third Party Claims – especially Public Liability indemnity against claims arising from the conduct of their stands and from fire. Larger exhibitors should ensure that their insurance cover is adequate for carrying out business away from their usual premises and small exhibitors are advised to check that their Home insurance policy has adequate cover for attending shows under *Working from Home*.

## **9. Disclaimer of Liabilities**

By applying to participate in the event the participant waives the right of any action against the Festival organisers Duchy College; festival contractors; their employees or anyone assisting the event, in respect of any loss' injury or damage sustained by the participant in relation to attendance at the event whether directly or indirectly as a consequence of any act or omission on the part of said bodies or other participants.

## **10. Open Sites**

Open sites are available in the showground for those wishing to provide their own form of cover or those wishing to display their goods without cover. (Food cannot be displayed without cover.) These sites are let on a frontage basis and allowance should be made for any vehicles and guy ropes when making your application. Under no circumstances will anyone be permitted to take up space other than that which is allocated to them.

## **11. Application Forms**

Application forms must be completed and returned to [events@duchy.ac.uk](mailto:events@duchy.ac.uk), with payment details to follow, on or before 24<sup>th</sup> April 2023. Entries received after the due date will only be considered if there is space available.

## **12. Fire and Safety Regulations**

- a. No heating or cooking appliances are permitted to be installed within a marquee or stand which is not specifically laid out for the purpose. Exhibitors and traders must have these appliances installed in a non-combustible heat-insulating base and surround fireproof cement sheets or insulating board. This shield of non-combustible material should be at least 60cm's (2ft) away from combustible fabrics or other materials and care must be taken to ensure that no combustible material can be blown against the heaters. Heating appliances, gas piping and gas cylinders

must be kept out of the reach of the general public and stocks of inflammable liquids and spare gas cylinders must be kept in a safe and secure position outside the marquee or stand, and care taken to avoid leaking or spillage.

Gas: If you intend to have any gas operated equipment please advise the festival office on your Booking Form, include within your Risk Assessment and provide suitable first response firefighting equipment with staff adequately trained in its use. The supply pipework from gas cylinders to apparatus should be fitted with approved armoured flexible piping of sufficient length, and with correct connections.

- Duchy College reserve the right of inspection of all marquees and stands by one of its officials or a representative of the County fire Service and the said official shall have full authority to order that the use of any appliance or equipment be discounted immediately if in their opinion it constitutes a danger. All stands using bottled gas are required to have the installation checked by a qualified fitter to ensure that the apparatus is safely installed. Duchy College's decision in this matter must have been accepted as final. All exhibitors and traders using bottled gas are required to supply a suitable fire extinguisher in the interests of fire safety.
- Exhibitors and traders must realise that these precautions are necessary to protect both themselves and the general public.
- Exhibitors, traders and demonstrators must comply with all appropriate safety precautions for operating engines and machinery. Persons operating such machinery will be held solely responsible for the safe running of such machinery, which is to be guarded securely from the public.

It is the responsibility of all exhibitors to ensure that they comply with food safety, health & safety, employment, licensing and any other relevant legislation. Staff manning stands must be fully trained in the operation and safe use of all equipment.