

POOLE CARNIVAL

STALLS AND TRADE STANDS TERMS AND CONDITIONS

GENERAL

1. The Poole Carnival are the organisers of this event and reserve the right to refuse any application prior to the event or on the day to any exhibitor.
2. The term 'Exhibitor' will be used throughout this document to refer to all stall holders, proprietors of rides and games and attractions at this event.
3. All applications for a stand must be submitted on the attached form which must be signed by the exhibitor.
4. A cheque for full payment must accompany this application form which is non-refundable made payable to Poole Carnival
5. Poole Carnival does not accept responsibility for any loss damage or injury.
6. No Alcohol can be sold or given as prizes.

EXHIBITORS

1. All exhibitors should arrive on the site from 8.30am and must leave the grounds by 6.00pm on the day of the event.
2. Poole Carnival reserve the right to refuse admittance to the event for all late arrivals
3. All exhibitors must be ready to commence trade by 11.00am.
4. Vehicles will be allowed access to allocated space only.
5. No movement of cars after 10.00am and before 5pm. No vehicular movement will be allowed throughout the event with the exception of emergency services.
6. Allocation of all exhibitors' position is at the discretion of Poole Carnival
7. Exhibitors will not be allowed to occupy a larger space unless prior agreement has been made with Poole Carnival.
8. All sites will be marked and exhibitors allocated a numbered position on entry to the event.
9. No exhibitor can move to another position without the prior consent of Poole Carnival.
10. All exhibitors are responsible for the setting up and dismantling of their position
11. All exhibitors are responsible for litter and rubbish clearance from their allocated space.
12. All exhibitors are responsible for the safety of their allocated space.
13. All exhibitors are responsible for the provision of their own equipment including tables chairs, gazebos etc.
14. All guy ropes and ground pegs must be clearly marked with hazard tape or similar hi-visible material to minimise trip hazards.
15. The barrier to the car park will be closed during the event except in the event of an emergency.
16. All exhibitors must comply with the Health and Safety at Work Act 2000 and other associated regulations and codes of practice. These rules apply to all members of your staff.

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CATERING

1. All caterers are expected to undertake the sale of edible goods in a hygienic manner.
2. All caterers are expected to comply with the Food Safety Act 1990.
3. Caterers should be aware that stalls may be inspected the by Environment and Consumer Protection Department of the Borough of Poole
4. All catering facilities will require copies of the following documents to be submitted with the application form:-
 - a. Public Liability Insurance
 - b. Food Hygiene Certificate
5. Any power cables must be clearly marked and guarded.
6. Catering facilities will be positioned away from children's play areas.
7. Adequate space will be provided between facilities to prevent any risk of fire spread.
8. Please note that outside water tap facilities are **not** available on Branksome Recreation Ground.
9. There is **no** electricity available on the site.
10. No vehicular movement will be permitted within the hours of the event without the permission of a Marshall or Poole Carnival official.
11. Silent generators should be used and preferably diesel fuel only

ALL RIDES AND INFLATABLES

1. All Rides and Inflatables will require copies of the following documents to be submitted with the application form:-
 - a. Electrical Test Certificates
 - b. Current Certificates of worthiness
 - c. Public Liability Insurance
 - d. Risk Assessment
2. All exhibitors are responsible for the safety and welfare of staff and public.
3. All bouncy castles etc must be fully tethered to the ground as per manufacturer's instructions. Please do not use the trees, bins, or benches etc.
4. All exhibitors are responsible for ensuring that best practice guidelines are adhered to by any subcontractors you may use for assistance.
5. Exhibitors are responsible for the safety of the general public regarding the clear marking or protection of generators, power cables and guy ropes etc.
6. Silent generators should be used and preferably diesel fuel only

INFORMATION

1. There will be a Marshall or Steward on the entrance gate.
2. On arrival at the event you will be allocated your position for the day by the Marshall.
3. The Marshalls, Stewards and Organisers have the right to remove any articles from the event or close to a stall of an exhibitor who does not comply with these terms and conditions.
4. The Stewards and Organisers have the right to expel from the event without compensation any exhibitor who does not adhere to the guidance given by the Stewards.
5. No liabilities will be incurred by Poole Carnival for any loss resulting from non-compliance.

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6. The exhibitor is responsible for all liability claims arising from either the sale, display, use, exhibition, housing or handling of goods and exhibits and the conduct of the stall staff at all times.
7. The site fee must accompany the application form plus any other necessary documentation.
8. Poole Carnival reserves the right to waive the stall fee by prior agreement.
9. Closing date for applications is 26 April 2014.
10. No late application will be accepted without the prior consent of Poole Carnival.
11. This event is monitored by Borough of Poole and relevant departments associated with events.
12. Please note that Borough of Poole does not permit multi-balloon releases from their land on environmental and wildlife protection grounds.
13. Poole Carnival will undertake a risk assessment of the whole area and this will include:
 - a. Emergency plans necessitating evacuation
 - b. Transport and vehicle management of the whole site
 - c. Temporary electrical installation and equipment.
 - d. Waste management.
 - e. First Aid Provision
 - f. Lost children
14. Should an accident occur then names and addresses of witnesses will be obtained by the stallholder and a Poole Carnival Official is to be informed immediately, photographs and a report made by the Poole Carnival with a copy being sent to the appropriate department of Borough of Poole.
15. Poole Carnival reserve the right to cancel this event at short notice and under these circumstances any monies paid by you will be returned
16. Please note it is your responsibility to ensure that best working practices and guidelines are followed by any subcontractors you are employing.
17. If the safe guarding of your equipment, employees and public requires that guarding or fencing be utilised, this must be supplied by you at your own costs.
18. Health and Safety requirements are to be followed by exhibitors at the Poole Carnival Event and the following documents will be required as indicated in Due Date column.

<i>ITEM</i>	<i>DUE DATE</i>	<i>PURPOSE</i>
Risk Assessment	At the time of Booking	Risk Control
Public Liability Insurance	At the time of Booking	Overall Safety of Event
Food Hygiene Documents	At the time of Booking	Overall Safety of Event
Name of Responsible Person - if not applicant	At the time of Booking	Communication
Do you have a First Aider available	At the time of Booking	Communication Overall Safety of Event
Confirmation of Special Requirements	At the time of Booking	Overall Safety of Event
Confirmation of Space Required	Standard Stall 3m x3m	Site planning
Rides Games Inflatable's displays etc	Frontage m	Site Planning
	Depth m Height m	

Poole Carnival
Branksome Rec Event Committee