

POOLE CARNIVAL CHARITY FAIR

TERMS AND CONDITIONS

GENERAL

- The Poole Carnival Committee 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.
- The term 'Exhibitor' will be used throughout this document to refer to all stallholders, proprietors of rides and games and attractions at this event.
- All applications for a plot must be submitted on the attached Application Form which must be completed in full and signed by the exhibitor.
- Full payment must accompany the application which is non-refundable, cheques should be made payable to Poole Carnival.
- Poole Carnival does not accept responsibility for any loss, damage or injury at the event unless as a direct result from an action caused by an appointed representative of the Committee.
- No alcohol is to be sold or given out as prizes unless approved by the Poole Carnival.
- Any charities collecting funds on their stall need to provide a copy of the Collection Permit approval from the Council.

EXHIBITORS

- All exhibitors should arrive on site from 8.30am and must leave the grounds by 18.00pm on the day of the event.
- Poole Carnival reserve the right to refuse the admittance to the event for any late arrivals.
- All exhibitors must be ready to commence trading at the official opening time.
- Vehicles will be escorted to the allocated space only by a marshal approved by the Committee for unloading only and then removed to the authorised parking area before the start time.
- No movement of vehicles will be permitted between 10.00am and 17.00pm when the event is open to the public and then only if escorted by an official marshal of the Committee.
- Allocation of all plots is at the discretion of the Poole Carnival.
- Exhibitors will not be allowed to occupy a larger space than that applied for unless approved by the Poole Carnival.
- All plots will be clearly marked and exhibitors will be advised of their allocated position prior to the event.

- No exhibitor can move to another position without the prior agreement of the Poole Carnival.
- All exhibitors are responsible for the setting up and dismantling of their position.
- All exhibitors are responsible for the removal of all rubbish from their position.
- All exhibitors are responsible for all health and safety at their position.
- All exhibitors are responsible for the provision of their own equipment at their position.
- All guy ropes and ground pegs must be clearly marked with hazard tape or similar hi-visible material to maximise notice and minimise tripping hazards.
- The barrier to the main car park will be closed during the event except in an emergency.
- All exhibitors and employed workers must comply with the Health & Safety at Work Act 2000 and other associated regulations and codes of practice.

CATERING

- All caterers are expected to undertake the sale of edible goods in the appropriate hygienic manner.
- All caterers are expected to comply with the Food Safety Act 1990 and other associated regulations and codes of practice.
- Caterers should be aware that their units may be inspected by the Environment and Consumer Protection Department of the Poole Borough Council without prior notification.
- All catering facilities will require copies of the following documents to be submitted with the completed, signed Application Form:
 - Public Liability Insurance for a minimum £5 million,
 - Valid Food Hygiene Premises Certificate (copy as original MUST be displayed during event),
 - Dated and signed Risk Assessment.
- Any power cables must be clearly marked and guarded.
- Catering facilities will be positioned away from children's play areas.
- Adequate space will be provided between facilities to prevent any risk of fire spread.
- Caterers should have adequate hand washing facilities as outside tap water is NOT available at this location.
- There is no outside electricity available at this location.
- Silent, diesel generators should be used and suitably guarded for Health & Safety and fire risk precautions.
- No movement of vehicles will be permitted between 10.00am and 17.00pm when the event is open to

the public and then only if escorted by an official marshal of the Committee.

RIDES AND INFLATABLES

- All rides and inflatables will require copies of the following documents to be submitted with the completed, signed Application Form;
 - Electrical Test Certificates,
 - Current Certificate of Worthiness,
 - Public Liability Insurance for minimum £5 million,
 - Dated and signed Risk Assessment to cover all rides and inflatables being used.
 - Appropriate copies of ADIPS or PIPA certificates.
- All exhibitors are responsible for the safety and welfare of staff and public in their area.
- All exhibitors are responsible for any rubbish build up in their immediate area.
- All inflatables must be fully tethered to the ground as per manufacturer's instructions and not to any trees, bins, benches etc.
- All exhibitors are responsible for ensuring that best practice guidelines are adhered to by any sub-contractors used for assistance.
- Exhibitors are responsible for the safety of the general public regarding clear marking and protection of generators, power cables, guy ropes etc.
- Silent, diesel generators should be used and suitably guarded for Health & Safety and fire risk precautions.
- Traders should make every attempt to protect the ground from any damage as any charges invoked by the Council will be passed on if it is found that this condition has not been met.

INFORMATION

- There will be at least one appointed marshal on the main car park gate on arrival to check your acceptance and direct you to your allocated site. Please treat these with respect at all times.
- The appointed marshals, stewards, SIA security and organisers all have the right to remove any articles from the event or close to a stall of any exhibitor who does not comply with these Terms and Conditions which have been approved and adopted by the Committee.
- 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.
- No liabilities will be incurred by the Poole Carnival for any loss or damage resulting from non-

compliance.

- 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 employed staff at their unit at all times.
- The agreed Site Fee must accompany the completed, signed Application Form together with the required additional documentation as detailed.
- Closing date for ALL applications will be **31 July 2017.**
- No late applications will be considered without full consent of the Committee prior to the event and only on receipt of all necessary requirements.
- This event is monitored by the Borough of Poole and relevant departments associated with events.
- Please note that the Borough of Poole DO NOT permit multi-balloon releases from their land on environmental and wildlife protection grounds.
- Poole Carnival will undertake a full Risk Assessment for the whole area which includes;
 - Emergency Evacuation plans,
 - Transport Movement on Site,
 - Temporary electrical installation and equipment,
 - Waste management,
 - First Aid provision,
 - Lost and found children.
- Should an accident occur then names and addresses of witnesses should be obtained by the stallholder and a Poole Carnival official notified immediately. Photographs and a report made by the Poole Carnival will be sent to the appropriate department of the Borough of Poole as soon as possible.
- Poole Carnival reserve the right to cancel the whole event at short notice and under these conditions any money paid to Poole Carnival will be refunded as soon as possible.
- It is the responsibility of the exhibitor to ensure best working practices and guidelines are followed by and sub-contractors employed.
- If the safe guarding of your equipment, employees and public requires that guarding, fencing or barriers be utilised, this must be supplied at your own cost.

19/02/2017