

**Plumpton College and Sussex Federation of Young Farmers' Clubs**

**Open Day – Saturday 13<sup>th</sup> May 2017**

**Craft Stand Regulations – A Marquee, Plumpton College, Plumpton College BN7 3AE**

**1. Applications for Craft Stand Space**

All applications must be submitted on the appropriate application form, which must be signed by the exhibitor or his/her representative, such signature being an acceptance of the regulations. Payment of all the fees associated with the application must accompany the application form.

Plumpton College and the Sussex Federation of Young Farmers' Clubs reserves the right to refuse any entry whatsoever, whether received prior to the closing date for application or not, and also reserves the right to cancel any application which may have been accepted, without any reason being given.

**2. Observance of Regulations**

All exhibitors, their contractors and employees, while on the College site, shall be subject to the rules and regulations of the College and the stewards and officials appointed by Plumpton College and Sussex Federation of Young Farmers' Clubs

**3. Withdrawal or Cancellation of Space**

Where an exhibitor withdraws from the Open Day or cancels the space reserved for him for any reason, all fees paid may be forfeited, and Plumpton College and the Sussex Federation of Young Farmers' Clubs reserves the right to re-let such space.

**4. Allocation of Sites**

The allocation of sites and positioning of craft stand space will be entirely at the discretion of Sussex Federation of Young Farmers' Clubs, although every endeavour will be made to meet any request made by an exhibitor regarding the position of their stand.

- Exhibitors booking craft stand space must apply and pay for sufficient space for their stand to be erected on.
- Boundaries of sites will be marked and in no circumstances will exhibitors be allowed to occupy a larger space than allocated to them.
- Plumpton College and/or Sussex Federation of Young Farmers' Clubs will not be held responsible for damage caused by a third party during the Open Day period (ie the day before and the day of Open Day) and will not undertake to make good such damage.
- If an exhibitor does not wish to be placed adjoining any other particular exhibitor, this must be clearly stated in writing at time of making the application.

**5. Sub – Letting**

No exhibitor shall sub – let any portion of space allotted to him/her or move to any site other than that allocated to him/her.

**6. Times of Opening**

All trade stands must be open and manned throughout the time the College is open to the public (10.00 am to 5.00 pm). Trade, exhibition and craft stands must not be closed before 5.00 pm – any that do so will not be permitted to return next year.

There are to be no vehicle movement between the hours of 9.30 am and 5.00 pm.

## 7. Catering

Exhibitors may make such arrangements regarding catering on their own stands as they wish, provided that **no exhibitor may sell any foodstuffs or beverages** on their stand unless written permission has been obtained from Plumpton College or Sussex Federation of Young Farmers' Clubs prior to the Open Day. Exhibitors catering on their stands are reminded that they must conform to the requirements of the current Food Hygiene Regulations. Exhibitors must ensure that catering staff employed are provided with admission tickets and vehicle passes – otherwise payment in full as applicable will be charged at the gate.

## 8. Stand Preparation, Admission, Delivery, and Removal of Exhibits.

- Exhibitors may commence work on their stand on Friday prior to Open Day between 3.00 pm and 5.30 pm or earlier by appointment with Sussex Federation of Young Farmers' Clubs otherwise from 7.30 am on Open Day
- All stall holders to unload their cars by 8.30 am and having unloaded to drive their vehicles away from the marquee to the parking area. Stalls should remain manned until 5pm
- **All stands must be fully stocked and ready for business by 10.00 am on the Open Day.**
- Goods packages cannot be received by Plumpton College and should not be sent to Plumpton College unless there is a representative on the stand to receive them.
- No part of a stand may be closed or dismantled until 5.00 pm on the Open Day. Vehicles for the removal of stands will not be allowed to enter the site until such time as circumstance allow – this is subject to Health & Safety requirements. Stands and all exhibits must be cleared from the site by 7.00 pm on Open Day.

## 9. Signs

- All exhibitors must provide a clear sign bearing the name of the firm or organisation as entered on the application form.
- All stands and /or sites allocated to exhibitors will be clearly labelled by Sussex Federation of Young Farmers' Clubs. ID plates must not be removed, disturbed or obscured.
- Craft stand signs must not be erected in such a way that they overshadow a neighbouring stand.
- Exhibits must be placed so that they do not obscure the name signs of adjacent stands.

## 10. Collections, Appeals and Raffles.

Charitable organisations or other institutions wishing to make appeals for contributions to their funds and /or hold any types of draw must first obtain permission in writing from the Sussex Federation of Young Farmers' Clubs; in the latter case submitting a sample of any ticket to be used plus full details of such proposed activity.

**No activity of any nature may take place outside the limit of the own stand.**

## 11. Space Limitation

No exhibitor, whether a charitable organisation or otherwise, may carry on any activity outside the limits of their own stand.

## 12. Noise

Exhibitors must not use generators, any public address equipment, noisy engines or any other offensive practices to cause annoyance to adjoining exhibitors.

## 13. Non-Compliance with Regulations

Plumpton College or Sussex Federation of Young Farmers' Clubs has the power to order the removal of any article from the site or to close the stand of any exhibitor who does not conform to the regulations of Plumpton College or Sussex Federation of Young Farmers' Clubs, if necessary, to expel such an exhibitor or their representatives from the site.

#### **14. Recovery of Fines, Fees and Charges**

All fines, fees and charges are recoverable by Plumpton College and Sussex Federation of Young Farmers' Clubs, and until payment is made persons owing them shall be debarred from exhibiting at future Open Days at the College.

#### **15. Responsibility of Exhibitors**

Plumpton College or Sussex Federation of Young Farmers' Clubs will not be responsible in any way for any article, plant, machinery or object of any kind exhibited on the site.

The exhibitor responsibilities to include the full area allocated to them or otherwise under their control.

The exhibitor shall assume full responsibility therefore including liability for all claims arising out of the exhibition, handling or housing of such exhibits and the conduct of the stand generally. The exhibitor shall indemnify the College and Sussex Federation of Young Farmers' Clubs against all claims, damages or expenses whatsoever in any circumstances arising out of the presence of the exhibitor or his/her exhibits on the site. Acceptance of the foregoing provisions shall be a condition of entry.

Exhibitors are advised to insure against fire not only as regards their own property but also against third party claims.

#### **16. Disclaimer of Liability**

Plumpton College or Sussex Federation of Young Farmers' Clubs will not be responsible for the death, injury, disease, or loss caused to any exhibitor or to his or her servant or agent, or any member of the public or to any animal, insect, bird or thing of whatever nature, exhibited by the said exhibitor, from whatever cause death, injury, disease or loss arises.

The exhibitor of any animal, insect, bird or thing of any nature whatever will indemnify Plumpton College and Sussex Federation of Young Farmers' Club for any damage, loss, injury, or disease occasioned by the said exhibitor, his/her servant, agent, or by the said animal, insect, bird or thing, however such damage, loss, injury or disease shall be caused, will indemnify and keep indemnified.

#### **17. Late Entries**

Applications received after Monday 24<sup>th</sup> April 2017 will be considered only subject to space being available.

#### **18. Services**

There are no virtually no services available but there may be one or two electric sockets. All equipment using electrical services must be PAT Tested.

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