

TERMS & CONDITIONS

Bodenham Arboretum – Craft Fairs

Cost per stall: £50 for 2 days. Please note – you must be able to commit for 2 days.

If you are interested in attending our craft fair as a trader please register your interest in one of the following ways:-

- Download the application form from our website – go to www.bodenhamarboretum.co.uk/news/
- E-mail us – info@bodenham-arboretum.co.uk (with 'Craft Fair' as subject).
- Telephone us on 01562 852444.

Terms and Conditions

By participating in our Craft Fair you are confirming you agree with Bodenham Arboretum's terms and conditions, which have been put together to protect your business, Bodenham Arboretum and our visitors.

COVID Cancellations. In the event of a lockdown/an event has to be cancelled due to COVID we will refund 75% of stall fees, the other 25% will part cover costs incurred by Bodenham Arboretum in promoting the event. If a trader has to cancel due to COVID fees may be refunded with proof of test provided.

Stallholders will be responsible for: - their own table, chairs, gazebo or stall and canopy – suggested size 3m x 3m. Please note that a canopy / covering is advisable in case of rain.

PHONE SIGNAL FOR CARD PAYMENTS. Testing your phone signal on our site prior to booking to ensure (if required) that you can take card payments for your goods.

Public Liability Insurance – all stallholders will need proof of insurance.

Your Stall - stallholders must operate strictly within the boundaries of the space allocated to. Please be considerate to your Craft Fair neighbours. The presentation of stalls should be professional. Please ensure nothing sharp or dangerous is attached to tables or gazebos that could endanger or cause harm.

Own Gazebos - stallholders must ensure that their stall is fit for purpose and weighted appropriately. Bodenham Arboretum is not liable for any damages caused by your infrastructure.

Stall positioning - Bodenham Arboretum is responsible for the allocation and position of stalls, and it is not permissible for stallholders to change their stall position on the day.

Bodenham Arboretum reserves the right to change stall locations.

Waste / Rubbish - when leaving the event stall holders must remove and take away their own trade waste and ensure the stall area is left in the same condition that it was in before they set up their stall that day.

Cancellations by traders must be made 10 days prior to the first day of event.

Stall Safety - we expect all stall holders to ensure their stall is set up safely. It is essential that all walkways are clear, nothing that is hanging could cause harm and that the products are stacked securely.

Safety / Risk Assessment - we need you to think over the risks of participating in our event and plan a risk assessment. Plan out what you have to do to keep yourself and our visitors safe. Thinking of trip hazards, sharp objects, health and hygiene hazards, infrastructure hazards (especially when you provide your own gazebo, weights etc). It is the trader's responsibility to ensure their products conform to the accepted legal framework and legislation for general consumer sales in the UK.

Trader Regulations - it is your duty to always be up to date with governmental legislation regarding your product. It is your responsibility to ensure all your accreditation for your goods is up to date.

Alcohol Traders - you must have a personal licence to sell alcohol at the events. You need to supply Bodenham Arboretum with your personal licence number. If the personal licence holder is unable to work the stall, you must ensure you designate a competent member of staff who understands the responsibilities of your personal license. You must display a challenge 25 sign on your stall.

Electricity & Lighting – please note there is no electricity / lighting on the fair site.

Professional - when showcasing at our Craft Fairs, stallholders acknowledge that they will not engage in any false or misleading conduct including, but not limited to, selling counterfeit goods or mislabelling goods.

When showcasing at our events our stallholders acknowledge and agree that Bodenham Arboretum cannot give any warranties regarding possible sales, visitor numbers, and exclusivity of goods.

When showcasing at our events our stallholders acknowledge and agree that Bodenham Arboretum is not liable for theft of goods at our events.

Payment terms - will be on the confirmation/invoice and your stall will need to be paid for in advance of the event.

Cancelling - if you need to cancel the event we need you to let us know by 12 noon 10 days before the event takes place. After this time, we can only refund you if a replacement is found. Please let us know ASAP if you are unable to attend an event, an empty stall is detrimental to the event and to your fellow stallholders.

Promoting the Event - It is advisable to connect with us via social media channels and take advantage of our strong social media following. Bodenham Arboretum has over 18,000 followers on Facebook plus we will promote the event via our Newsletter (over 15,000 recipients). We will also produce an advert / artwork for you to use on social media.

Your Application - we need you to provide us with a description of what you intend to sell, together with a photograph and details of your actual stand / stall.

Any additions/amendments need to be approved by Bodenham Arboretum.

Any additional items not agreed may be asked to be removed on the Fair day.

We are unable to offer any of our stall holders exclusivity.

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On the day

You will be expected to arrive from 8.00am and to be set up for 9.45am. Upon arrival you will be shown the location for your stall. When setting up, closing down, loading and unloading, care should be taken for your own safety and the safety of others. Where traffic management cones and signs are in place, it is the responsibility of all stallholders to ensure that they are correctly repositioned if moved for access.

Stallholder Parking – stallholders will be allowed to park within walking distance to the event site and this is accessible by foot during the event, should you need to access your vehicle.

No smoking - Smoking is strictly prohibited around, next to, and in front of the stalls. If you need to smoke we advise walking outside the event area to the allocated smoking point on the carpark.

Weather - Bodenheim Arboretum Craft Fairs will take place despite rain. Should we have to cancel due to strong winds we will give stall holders as much notice as we can and promote the cancellation on our social media.

Trader Expectations - any unacceptable behaviour including aggression, abusive language or refusal to comply with a reasonable direction will be treated as a breach of these conditions. Such a breach is likely to result in that stallholder being required to leave the Craft Fair immediately.

Any stallholder using equipment or practices that could endanger the health & safety of any persons will be asked to leave the event.

No Show - In the event that you cannot attend it is your job to let Bodenheim Arboretum know as soon as is possible.

Leaving the Craft Fair - we expect all traders in most cases to stay for the duration of the event – until 4pm. Bodenheim Arboretum reserves the right to close the event earlier than advertised should conditions dictate.

Bodenham Arboretum cannot accept responsibility for traders' stalls / content / wares left overnight – if you do wish to leave anything you do so at your own risk.

Confirmations - once we have received your Application Form, we will confirm if you have been accepted, together with an invoice for £25 which is to be paid within 7 days to ensure your pitch. Once you have received our confirmation invoice, our working relationship has started and you automatically agree to work under these terms and conditions.

When participating in our events our stallholders acknowledge that they have read our terms and conditions and have accepted them.