

Sugarhill '08

Rules & Regulations for Traders and Fair Trade Policy

Definitions

1. The Organiser is Sugarhill Events Ltd.
2. Trade Space indicates the area where an Exhibitor trades from.
3. Exhibitors means traders, craft people, charities, non-commercial groups and companies wishing to exhibit within the Trade Space at the event.

Terms

1. **Applications** All applications for Trade Space should be submitted on the attached application form and returned to The Organiser. No Trade Space can be guaranteed until The Organiser has returned a confirmation letter and all payment for Trade Space must accompany your application.
2. **Hours of Exhibition** The Organiser reserves the right to alter the hours of operation at the event without advance notice to Exhibitors, visitors and other persons. No portion of an exhibit must be dismantled by an Exhibitor before the close of the event and on the last day of that event.
3. **Postponement or Abandonment** Should an event be postponed or abandoned due to strikes, lockouts, poor weather, acts of God, third party or other circumstances, no refunds will be available. Where the event is cancelled or postponed by The Organiser, refund of site rental will be made available to exhibitors.
4. **Default by Exhibitors** Exhibitors shall be in default under the general conditions of this application form for exhibition Trade Space should they:
 - Fail to make payment by the due date.
 - Fail to physically occupy their allotted exhibition Trade Space.
 - Use the Trade Space in a manner that contravenes the application.
 - Violate any applicable law or regulation or any rule or code of conduct.
 - Be in breach of any item or provision of this application.
5. **The Sunday Trading Act** The event is exempt from the Sunday trading laws and as such the Exhibitor may continue to trade on Sunday.
6. **Exclusive Rights** The granting of exhibition Trade Space does not guarantee the Exhibitor sole right of selling or promoting their particular commodity or service unless The Organiser approves such agreement in writing.
7. **Liability** Neither The Organiser nor their representatives shall be liable or responsible for any injury to the Exhibitor or their employees, agents, guests or visitors while within the confines of the Trade Space allocated to them.
8. **Security** Exhibitors shall be solely responsible for providing security for their own exhibition Trade Space. Neither The Organiser nor their agents shall be liable for any damage to property of Exhibitors or the property of Exhibitors agents, employees, guests or visitors and the Exhibitors agree to indemnify and hold harmless The Organiser and their agents against such loss.
9. **Unloading** Only one stock vehicle is permitted within the trade site area while unloading and loading.
10. **Stall Management** The Exhibitor shall provide an adequate number of staff for the operation of the trade site and ensure that such staff are over the age of 16, adequately trained, clean, civil, sober and well presented at all times. The Organiser may require the Exhibitor to remove any member of staff that in the opinion of The Organiser does not meet these standards. The use of offensive or abusive or threatening language by the Exhibitor or its staff will breach this clause.
11. **Overnight Sleeping** In line with Sugarhill's license and by order of Swindon Fire and Rescue Service, no persons are authorised to sleep overnight in the main event site. Space is made available in the camping fields or off-site accommodation can be arranged at the exhibitor's expense.
12. **Electrical Requirements** Exhibitors requiring an electrical supply should contact The Organiser to discuss their needs. Site electricity will be supplied from generators and The Organiser does not accept responsibility for continuous supply nor for the consequence of fluctuations in voltage including damage to equipment.

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13. **PAT Testing** All electrical equipment must carry a valid PAT certificate.
14. **Stand Cleaning** The Organiser will arrange for cleaning of the general areas of the site. Exhibitors must, at their own expense, keep their areas clean and in a first class condition throughout the duration of an event and must remove all rubbish to the bulk tidy bins.
15. **Insurance** Exhibitors shall be responsible for obtaining general public liability insurance with a minimum limit of £2,000,000 and shall provide as proof a certificate of insurance with the Trade Space application form. THIS IS A CONDITION OF ENTRY. Full risk insurance to cover all eventualities should be taken out including third party. Insurance should also cover all employees and their personal effects.
16. **No Tobacco or Alcohol Products** may be sold at Sugarhill '08. Any Exhibitor found selling these products will be removed from the site and no refund will be available.
17. **Branding** The Exhibitor shall not reproduce The Organiser's logo or any branding associated with the company or the premises on any publicity material or otherwise without the prior written consent of the Organiser.
18. **Admission Charges by Exhibitors** No Exhibitors shall charge an admission fee to their exhibit without prior written approval of The Organiser.
19. **Amplified Sound System or Radio Road Shows** will not be operated from any stand within the Trade Space without the written consent of The Organiser. In line with site regulations, all amplified sound must be terminated by 11pm. Also, the Exhibitor shall not use radio communication devices on the event site without the express permission of The Organiser.
20. **Damage to the Ground Surface** Any Exhibitor or contractor wishing to break the ground surface for the purpose of erecting an exhibit/marquee must first contact The Organiser to seek prior consent. Any Exhibitors or contractor causing damage to any part of an event site or any other area will be liable to the cost of reinstatement.
21. **Distribution of Literature, Display Notices & Banners** Exhibitors are not permitted to roam around the event site handing out literature. The distribution of all literature shall be confined to the Exhibitor's stand area only. Displays, Banners, Leafleting, Signage or other style displays are not permitted in the parking areas or on an event site or surrounding areas without the written approval of The Organiser.
22. **Car Parking** On request, each Exhibitor will be issued with two spaces for car parking. Additional car parking passes may be acquired at the discretion of The Organiser. Exhibitors must park in the designated "Exhibitors' Car Park" or be parked on their own exhibition Trade Space if the vehicle is an integral part of the exhibit. Any vehicle irregularly parked in the event site or obstructing exits must be moved immediately.
23. **Assignment** This application is personal to the Exhibitor and shall not be assigned, transferred or apportioned. No more than one business entity may exhibit or operate in a single exhibition Trade Space without the written permission of The Organiser. Further, Exhibitors shall display their products and conduct business only within their own exhibition Trade Space.

Fair Trade Policy

Sugarhill operates a Fair Trade policy, which states that all products sold at the festival should come from companies who actively encourage equal pay and decent working conditions. Please ensure that you are aware of the origins of your products.