



Festival Office

Church Street, Reepham, Norwich, NR10 4JW

e info@reephamfestival.co.uk

w www.reephamfestival.co.uk

STALL/STAND BOOKING FORM

Company or Stall name _____

Type of craft or product _____

Contact name _____

Contact address _____

_____ Postcode _____

Telephone number _____

E-mail address _____

Website address _____

Please indicate if you require an INDOOR TABLE TOP pitch or an OUTDOOR TABLE TOP pitch cost £20

OUTDOOR 3m x 3m pitches are also available at a cost of £35

Please forward a short description and photograph if you would like to be featured on the Festival Website. (F.O.C.)

Do you wish us to add a link, free of charge, from the Reepham Festival website to your

Website address Yes / No E-mail address Yes / No

Please forward copies of any other information or requirements you think may be relevant. (Certification etc.)

Please enclose a cheque for £20 for Table Top pitch or £35 for a 3m x3m pitch made payable to 'Reepham Festival' and return with this form to Reepham Festival Office, Church Street, Reepham, Norwich, NR10 4JW

Signed _____ Date _____

A Location, Site Plan and further details will be sent to you nearer the time of the event.



REGULATIONS FOR EXHIBITORS 2010

These regulations are issued by Reepham 10 Summer Festival and apply to all exhibitors, including charities and sponsors. Should an exhibitor choose to exhibit at the Reepham Festival, these regulations will form part of the contractual agreement with the Reepham 10 Summer Festival.

FESTIVAL HOURS

- The Music Arenas are open to the public between 11-00am and 7-00pm, 14th August 2010.
- The Market Square is open to the public for stands and stalls between 1-00pm and 5-00pm, 14th August 2010.
- The Market Square is open to the public for music between 7-00pm and 10-00pm, 14th August 2010.

SPACE AVAILABLE

- Standard outdoor pitches are approximately 3m wide by 3m deep including frontage.
- Tabletop outdoor and indoor pitches are approximately 6' wide by 2.5' deep.
- Pitches are sold in single units or multiples thereof.

ALLOCATION OF PITCHES

- The allocation of the space available and the positioning of stands will be at the discretion of Reepham Festival, who reserve the right to relocate your pitch at any time before your arrival if deemed necessary.
- All allocated sites will be marked clearly and exhibitors should endeavour to fill their entire pitch and remain within their own boundaries.
- Exhibitors should not set up until they are sure that they are on the correct pitch. A member of the Festival team will be at hand to advise.
- Exhibitors will not be allowed to set up before the stated times unless previously agreed with Reepham Festival.
- Vehicles are not permitted on pitches during festival opening hours unless pre-arranged with the Festival or are part of the stand.

PAYMENT

- No application form will be processed unless it is accompanied with full payment (including any optional extras) Cheques made payable to 'Reepham Festival'.
- A discount may be given on group bookings
- All applications are processed on a first come first served basis.
- If a receipt is required, the application form must be accompanied by a stamped addressed envelope.
- A receipt indicates that we have received your application form and payment; it does not guarantee your pitch.

CANCELLATION CHARGES

- All cancellations made will incur a £10 administration fee.
- If a cancellation is made within four weeks of the start of the Festival, Reepham Festival will endeavour to resell the pitch, and if successful, will refund the price of the pitch less a £10 administration fee. If the pitch cannot be resold, no refund will be made.
- If a cancellation is made within two weeks prior to the start of the Festival no refund will be made.

REEPHAM FESTIVAL'S RIGHT TO REJECT

- Reepham Festival reserves the right to reject any application.
- Reepham Festival reserves the right to decline at any stage the admission of any proposed exhibit or any exhibit already delivered. In such cases the fees may, at the discretion of Reepham Festival be refunded and, if refunded shall be accepted by the exhibitor in full satisfaction of any claims against Reepham Festival.
- Reepham Festival reserves the right to decline any request from an exhibitor to use his/her own power source.



REEPHAM FESTIVAL'S RESPONSIBILITY

- Reepham Festival reserves the right to postpone, cancel, or curtail the Festival. Where such a decision is made as the result of events outside the reasonable control of Reepham Festival (including adverse weather conditions), it shall not incur liability for loss or damage nor refund any fees and charges paid.
- Reepham Festival shall not be responsible for any loss or damage arising from any error in the apportionment of space or for any encroachment by an exhibitor on the space apportioned to another.
- Reepham Festival excludes all liability for loss of earnings arising from any incident beyond the control of the Festival Organisers.

EXHIBITOR'S RESPONSIBILITIES

- Each exhibitor is responsible for ensuring that they have adequate public/product liability insurance and display insurance certificates on their stand.
- Each exhibitor shall be solely responsible for any loss, injury or damage arising from any article or property exhibited or brought onto the Festival grounds by or for him. Each exhibitor shall indemnify Reepham Festival on account or in respect of any such damage or injury, which may be so caused.
- Each exhibitor shall be held responsible for the behaviour of his/her staff and for the consequences of any misconduct by them.
- Each exhibitor shall ensure that any product displayed or offered for sale conforms to all UK law and legislation, including, but not limited to, Health & Safety and Trade Descriptions legislation.
- Exhibitors intending to operate or display any potentially dangerous equipment or processes must inform Reepham Festival in advance of the Festival. At the Festival all necessary warning signs and safety barriers must be in place and adequate public liability insurance must be held by the exhibitor.
- Each exhibitor shall ensure that only trained personnel operate any plant machinery or demonstration equipment. Adequate precautions must be taken to protect the operator(s) and bystanders and all relevant methods for the safe display of such equipment must be taken.
- Any exhibitor who wishes to supply his or her own outside power source in the form of a mobile generator is required to indicate this on their application form. In this case the exhibitor must ensure that the device used is fully tested and certified and is acoustically silent in order that the equipment disturbs no other exhibitor. Any fuel supply for the device must be stored safely and only in purpose made clearly labelled metal or approved plastic containers. No more than five litres of fuel may be stored at any one time. Max decibels 90
- Reepham Festival requires that up to date vehicle registration numbers are supplied if different from stated registration on application form.

EXHIBITORS' BADGES

- Two exhibitors' badges will be provided per pitch booked. Badges will be supplied to the exhibitor on arrival to the Festival. Badges must be worn by those who are actually working on the pitch at all times. Additional badges are available upon request
- These badges confer no rights to park in any other location other than in a designated car park.