



Saturday 12 May 2018

Exhibitor's Information and Conditions

- 1 Applications for stand space** - All persons wishing to book space must complete and return the application form to Conwy County Borough Council - the Organiser - and ensure payment is made by the date stated on the application form. The Organiser cannot be held responsible for any application lost or mislaid and reserves the right to refuse any entry at its absolute discretion.
- 2 Observance of regulations** - All exhibitors shall be subject to these conditions as interpreted by the Organiser.
- 3 Payment** - No application will be accepted without the full remittance in advance of the event.
- 4 Allocation of stand space** - Applications for space and positioning of sites shall be dealt with by the Organiser at its discretion.
- 5 Sub-letting** - No exhibitor shall sub-let or assign any portion of the space allocated to them.
- 6 Times of opening** - Set up from 7am. Breakdown from 6.30pm. Strictly no vehicle movement between 9.30am and 6.30pm. Timings may be subject to change to meet Health and Safety requirements.
- 7 Insurance** - A minimum of £5,000,000 public liability cover will be necessary. Failure to provide proof of public liability insurance in advance of the event will result in an application being refused or ejection from the event site.
- 8 Withdrawal or cancellation of space reserved** - Should an exhibitor withdraw from the event or cancel any space reserved for whatever reason all fees shall be forfeited to cover the cost of administration. The Organiser reserves the right to reallocate such space.
- 9 Adult supervision** - All market stalls/charity stalls/exhibitions/catering outlets **MUST** be supervised by an adult (over 18 years) **AT ALL TIMES**.
- 10 Imitation/potential weapons** - No imitation weapons are to be sold at all and exhibitors are reminded of their obligation not to sell potential weapons to under 18s. Checks will be made on the day.
- 11 Electricity** - Please inform the Organiser if you require power (see booking form). **NO PETROL GENERATORS WILL BE ALLOWED ON SITE.**
- 12 The use of loudspeaker equipment** - The use of loudspeaker equipment and shouting to attract custom by exhibitors is not permitted.
- 13 Casual traders** - No casual traders will be allowed on the day.
- 14 Rubbish** - Exhibitors are required to leave their space free of litter and debris. Commercial litter bins will be provided.
- 15 Street collecting** - Any applicant wishing to make an appeal for contributions to charities or voluntary organisations must indicate this on the application form. If approved, collections will only be permitted within the space booked.

- 16 **Food and drink** - The sale of food or drink is not permitted without prior permission.
- 17 **Alcohol** - Alcohol is not permitted to be consumed on site during the event. Neither is it to be sold or offered as a prize from any trader/charity/exhibitor or catering outlet unless agreed in advance with the Organiser.
- 18 **Bouncy castles** - The use of “Bouncy Castles” is not permitted without prior permission.
- 19 **Parking** - An exhibitor/vehicle pass will be forwarded to each exhibitor/trader approximately 7 days prior to the event taking place. The registration number of the accompanying vehicle must be indicated on the booking form. Only one vehicle per stand space will be allocated, due to limited on-site parking. **No additional vehicles will be allowed to park by displays/stands, unless agreed in advance with the Organiser.**
- 20 **Vehicles on site** - Subject to Health and Safety requirements, the vehicle pass must be clearly displayed. **The movement of vehicles on the Promenade is prohibited between 9.30am and 6.30pm unless agreed in advance with the Organiser. All vehicles on site to drive at no more than 5mph with their hazard lights on for health safety reasons.**
- 21 **Admission and removal of exhibits** - Exhibitors should arrive on site between 7am and 8am on the day of the event and be in position by no later than 9.30am. Exhibits may be removed from 6pm onwards unless agreed in advance with the Organiser.
- 22 **Event zones** - The event will be zoned. Your display will be situated in the appropriate zone which will have a zone manager. You will be told who to report to on the day in your exhibitor pack.
- 23 **Late applications** - Applications must be submitted by the deadline. Late applications will not be accepted.
- 24 **Advertising** - The event will be advertised as a whole and the Organiser discourages exhibitors from paying for separate advertising. If you want to discuss any marketing opportunities available to you, please contact the Organiser.
- 25 **Failure to observe conditions** - Exhibitors who fail to observe these conditions will entitle the Organiser to request the exhibitor to dismantle his stand and be ejected from site.
- 26 **No furniture provided** - It is the responsibility of stall holders to provide their own furniture. Assembly of equipment and temporary structures are the sole responsibility of the stall holder. The event Organiser should not be expected to assist with this.

**The Organiser retains the right to change any exhibitor conditions
on the day of the event as may be necessary**