



Great Torrington Building Preservation trust Ltd

Town Hall, High Street, Great Torrington, Devon, EX38 8HN

Email: admin@greattorrington-townhall.org

Website: www.greattorrington-townhall.org

Terms & Conditions

By completing and electronically signing the Booking Form, you affirm and agree that you have read, fully understand and agree to be bound by these Terms and Conditions. Your Booking Form along with the agreed Terms and Conditions form your Contract with Great Torrington Building Preservation trust Ltd (Known as Great Torrington Town & Community Hall).

Definition

In these Terms and Conditions, the following definitions apply: –

“Booking Form” means the Organisers Booking Form that is attached to these Terms & Conditions.

“Contract” means the Booking Form and Terms and Conditions

“Exhibitor” means the person, firm or company agreeing to take a stand at the Exhibition under the Contract

“Fayre” means the venue where the Exhibition will take place. (Great Torrington Town and Community Hall)

“Organiser” “We” “Us” means Great Torrington Building Preservation trust Ltd (Known as Great Torrington Town & Community Hall).

Applications

To book an exhibition space please complete the Contract and send a non-refundable deposit. Once we have received your payment and booking form, we will confirm your booking by email.

Please remember it is a non-refundable deposit, and this deposit cannot be



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transferred to another Fayre. The Organisers reserve the right to accept or refuse any application without a reason being disclosed.

3. Payments and Cancellation

The Exhibitor shall pay an immediate non-refundable 50% Deposit for each booking. The Exhibitor must sign and return the Booking Form, along with the Terms & Conditions within 7 days of issue. No reservation shall be made unless the Organiser have received the non-refundable deposit and signed Contract from the Exhibitor.

The final balance of each booked stand must be paid no later than 31 days before the Fayre.

If the Fayre takes place within 30 days of Booking, 100% payment is required at the time of booking.

Any cancellation by the Exhibitor must be done so in writing. The Organiser must be notified in writing either by email to admin@greattorrington-townhall.org or by recorded delivery to the Exhibitors office address at: Great Torrington Building Preservation Trust Ltd (Town & Community Hall), High Street, Great Torrington, Devon EX38 8HN.

Cancellation will only be deemed accepted once written acknowledgement has been confirmed by the Organiser.

Should an Exhibitor cancel their booked Fayre with less than 30 days' notice prior to the booked Fayre, no refund will be given and Exhibitor



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remains liable for any outstanding balance which must be paid by the due date.

If cancellation is received prior to 31 days the Organisers may return the 50% final payment. No monies can be returned whatsoever in the event the Exhibitor fails to comply with these terms.

In the unlikely event that a booked wedding fayre is postponed or cancelled due to force majeure, the Organisers will make every effort to offer an alternative stand at another fayre organised by us at a later date to be arranged.

If the Exhibitor fails to pay the final balance on the due date for payment, the Organisers may at any time thereafter either:

(i) by notice to the Exhibitor declare the balance remaining unpaid whereupon the Exhibitor shall pay such balance to the Organisers forthwith on demand;

or

(ii) reserve the right to cancel your booking and no refund will be provided.

The Organisers may cancel forthwith any booking at any time if:

a) The Client is in breach of any of its obligations hereunder;

b) The Client ceases or threatens to cease to carry on business

4. Stand Allocations

If the Contract together with the non-refundable deposit is not received by the Organisers within a period of 7 days, the Organisers may allocate the stand elsewhere without notice to the Exhibitor.

Stands will be allocated by the Organiser with the Exhibitors' preferences in



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mind and every effort will be made to accommodate this. However, the Organiser reserve the right at any time to make such alterations in the floor plan of the Fayre as may in their opinion be necessary in the best interests of the Fayre as a whole.

Allotment of space by the Organiser shall not imply that they accept the proposed exhibits, and the Exhibitor must ensure that exhibits on the allotted stand comply with these Terms and Conditions. The Organisers reserve the right to exclude and/or require to be removed any exhibit which in their opinion is not appropriate to the Exhibition. The decision of the Organisers as to the eligibility of the exhibits will be absolutely final and binding.

In circumstances where the allocated space is not occupied by the Exhibitor 20 minutes prior to the Fayre opening to the public the Organisers may allocate the space to another Exhibitor or rearrange as they see acceptable. In such case, refunds will not be available and the Exhibitor is no longer entitled to this space. The Exhibitor will be offered if possible an alternate stand which may differ in size and space. If the Exhibitor arrives after the fayre has opened to the public there is no guarantee that there will be an opportunity to exhibit.

Each exhibitor will be provided with an appropriately sized table and electricity if required. Please see section 10 for electrical requirements. Please use the Booking form to inform us of any special requirements, such as the need for a power supply. Power supply will be an additional charge.



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5. Rules and Restrictions

No smoking or vaping in the Town Hall. The use of naked flames is also forbidden.

Exhibitors may not promote through any means any event or business contrary to the event they have booked to attend with Great Torrington Building Preservation trust Ltd (Known as Great Torrington Town & Community Hall).

Exhibitors deemed by the Organisers to be acting in contention with this may be asked to leave the premises without a refund and may also be prohibited from attending future fayres.

6. Alcohol

Venues are licensed premises, therefore Exhibitors may not bring in their own alcoholic goods for own consumption. However, Exhibitors may be permitted to bring alcohol to the Wedding Fayre for their exhibition stand at the full express permission of the Organisers. The Organisers must be notified at the time of booking should the Exhibitor intend to bring alcohol onto the premises for their exhibition stand. Alcohol will be removed from the Exhibitor on the day of the Fayre if prior expressed permission has not been granted.

7. Conduct

The Organisers promote and expect a professional and courteous manner in every aspect of the Fayre. The Organisers will not tolerate any form of inappropriate behaviour. Exhibitors deemed to be causing annoyance or



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disturbance to the Organisers, venue staff, other Exhibitors or visitors may be asked in extreme circumstances to leave the premises and will not be offered a refund.

8. Arriving & Dismantling procedures

Exhibitors may arrive up to 2 hours prior to opening time to enable them to set-up.

We ask that your exhibition stand is ready and dressed 15 minutes prior to the Fayre opening time the public. The stands may only be packed down after the advertised closing time of the event and each stand cleared within 2 hours of closing including any rubbish/excess materials disposed of appropriately. Dismantling before the advertised closing time is not permitted unless express permission has been given by the Organisers. Anyone failing to adhere to this requirement may be refused stands at future fayres. The Organisers accept no responsibility for any item or items left behind or damaged in any way.

9. Health & Safety

Exhibitors are liable under the health and safety at work act 1974 and must comply with the regulations set out within it. Furthermore, any fire / health and safety rules set out by the venue require every Exhibitor's compliance. It is the responsibility of the Exhibitor to ensure they adhere to health and safety laws and regulations. Exhibitors exhibiting food products must be registered with their local environmental health department and have the relevant certificates as proof if requested. The Exhibitors are responsible for making any relevant certificates or licences available for inspection if requested.



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10. Electrical Requirements

Exhibitors are urged to bring their own extension leads and any other equipment they may require. Equipment must have the relevant PAT certification label and trip guards. Failure to meet this standard will result in the inability to use the equipment.

11. Insurance

The Exhibitor alone holds the responsibility to ensure they are appropriately insured to exhibit safely and with adequate protection against any potential claims. The Exhibitors alone are responsible for any injury or death due to their acts or omissions. The Organisers accept no responsibility for any injury, damage or death caused by an Exhibitor

As a public event, all reasonable precautions are made to ensure the safety and well-being of all attendants to our Fayres, both Brides and Exhibitors. However, should an accident occur, the Organisers are not responsible for the safety of any person or property, including for the loss, damage or theft of Exhibitors. We would ask that all Exhibitors ensure that they have their own insurance to cover any liabilities and/or risks. It is a condition of exhibiting at Great Torrington Building Preservation Trust Ltd (Known as Great Torrington Town & Community Hall), that you must hold your own Public Liability Insurance, and you may be asked to demonstrate that you have this document either before or during the Fayre.

12. Goodie Bags Inserts

Once payment has been received by the Organisers for Goodie Bag Inserts, it is the responsibility of the Exhibitor to ensure their Leaflets /



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Inserts for the Goodie Bags arrive no later than 14 days prior to the Fayre date at our head office, Great Torrington Town Hall, High Street, Great Torrington, Devon EX38 8HN. Leaflets / Inserts must promote one business only, unless prior agreement is authorised. The Organisers reserve the right to refuse distribution if the material is considered unsuitable or detrimental to the quality of the exhibition and the reputation of the business. If the Exhibitors inserts do not arrive 14 days prior to the Fayre date then the Organiser has the right to cancel the inserts and no refund shall be given.

13. Personal Data Protection

Any data provided by Great Torrington Building Preservation Trust Ltd (Known as Great Torrington Town and Community Hall) is for your personal use only unless otherwise stated. It is governed under the Data Protection Act 1998

You confirm that in providing your personal data and content to us you are acting in accordance with the provisions of the Data Protection Act 1998. We will from time to time use your data to market things of interest to you through email or by telephone, no other third party will have access to your data.

14. Amendment of Terms and Conditions

The Organisers reserve the right to amend in any way the terms and conditions set out in this document at any time. No waiver or amendment to these terms and conditions will negate the Contract made between the parties.