



# Terms & Conditions

## **Exhibition Stand Details:**

Each stand comprises 1 x 6ft table, 2 chairs and tablecloth. If you have requested electricity please bring an extension lead. Stands will be allocated dependant on requirements and in accordance with fire and safety regulations. Stand sharing or subletting is not permitted unless prior agreement has been made with Salisbury City Council. Special requests will be considered but not guaranteed. Do not occupy any other space other than that which has been allocated to you. Please note that unless prior agreement has been made you may not be the only exhibitor of your product or service.

## **Fair Hours and Admission:**

The Guildhall Wedding Fair will be open to the public from 11.00am to 3.30pm and admission for customers is free. All timings are subject to change.

## **Set up of Stands:**

Exhibitors can arrive from 8.00am to set up and should be ready 15 minutes prior to opening time. Stands **should not** be dismantled until the close of the event at 3.30pm and the Guildhall must be cleared by 5.00pm unless by prior agreement with Salisbury City Council.

## **Insurance:**

Salisbury City Council is not responsible for either the person or items of the exhibitor and therefore bear no cost. The exhibitor will obtain their own insurance and public liability insurance to ensure cover in the event of any damages. The exhibitor should adhere to the health and safety requirements of the Guildhall. The exhibitor must produce a copy of their current public liability insurance with their application.

## **Payment:**

Payment must be made in full 6 weeks prior to the Fair by cash, credit card, cheque or BACS. If the balance is not paid Salisbury City Council have the right to resell the space. On receipt of full payment being received the exhibitor is accepting Salisbury City Council's terms and conditions. If a cheque does not clear and has to be resubmitted an additional administration charge of £10.00 will be made.

## **Cancellation:**

If an exhibitor is unable to attend on the day and gives 6 weeks notice a £25.00 + VAT admin fee will be charged and any balance refunded, any less than 6 weeks notice and the full payment is non refundable. The booking cannot be transferred to another Fair. If Salisbury City Council cancels the Fair in the case of extreme weather conditions or circumstances beyond their control Salisbury City Council are unable to refund any monies paid. If Salisbury City Council has evidence to prove that an exhibitor has not been professional in their dealings with customers, they have the right to cancel the stand.

## **Lunch/Refreshments:**

Lunch is included in your stand cost for a maximum of 2 people and tea and coffee will be available all day.

## **Advertising/Literature:**

Should you require your marketing literature to be distributed in our goodie bags this can be done with prior agreement at a cost of £25.00 + VAT. Under no circumstances can you distribute flyers from your stand from other companies other than your own without previous agreement/payment, if this is done we will ask you to remove them or leave without refund. We cannot guarantee the number of attendees and therefore cannot be held responsible for visitor numbers.

## **Liability for Loss:**

Salisbury City Council and any of their employees cannot accept any responsibility for the loss, damage, safety and theft of belongings to individuals and stock brought to display at the Wedding Fair.

## **Electrical Appliances:**

All exhibitors and their staff that use any type of an electrical appliance whilst on site must comply with the PAT tested ruling. If requested, you should be able to show the certified PAT tested label on the appliance along with a valid PAT test certificate for each appliance.

### **Order & Conduct:**

It is the responsibility of the exhibitor that all staff associated with the stand must conduct themselves in a professional manner at all times. Any exhibitor not conducting themselves in a professional manner will be asked to leave the premises or escorted from the premises by the organiser or security. Any payments made are non-refundable.

### **Smoking:**

The Guildhall is a non-smoking area; smoking is not permitted anywhere inside the Guildhall. Please also refrain from smoking immediately outside the Guildhall entrance under the Portico.

### **Guildhall Regulations:**

No nail or fixing of any kind shall be driven into or put onto any wall, floor, partition, pillar, ceiling, fitting or furniture of any kind. No blu-tack or other sticky fixing shall be applied to any wall, floor, partition, pillar, ceiling, fitting or furniture of any kind.

No posters, placards, banners or notices of any description shall be posted on or against any part of the exterior of the premises or inside the premises except with the consent of Salisbury City Council.

With the exception of candles, the use of any naked lights, weapons, explosives, flammable material, fireworks, smoke machines or other pyrotechnics is not permitted in any part of the Guildhall.

### **Applications for Space:**

Applications for space must be made on the booking form provided by Salisbury City Council and contain all information requested. Salisbury City Council reserve the right to accept or refuse any application without assigning any reason. Please do not send any money unless you have been issued with an invoice.

### **Allocation of Space:**

Stand space will be allocated at the discretion of Salisbury City Council to ensure a varied mix and a balanced exhibition.

### **Parking:**

There is no parking available outside the Guildhall, except for loading and unloading at the beginning and end of the Fair. Exhibitors will have to park in surrounding public car parks where charges do apply, including Sunday. However, Culver Street Car Park is free on Sundays.