

Weald & Downland Open Air Museum

Event Booking Information and Terms & Conditions

Trade Spaces please see booking forms for the types of spaces available at each event.

- ***Historic Buildings***

There are many possibilities of units inside our historic buildings. Some have power available but several don't. Due to the nature of the old buildings all sizes are approximate, some floors are uneven and rooms may be unheated or open fronted.

- ***Traditional Marquees & Shedding***

Standard marquee spaces are 8ft in length by 6ft depth. Extra length can be hired. The frontage hired is inclusive of that required to access your stand space. Standard pitches are trading on one side only. Corner or entrance pitches are available on first come first served basis and not guaranteed! Details of footage available is on the booking form.

Marquee shedding (Sussex Food and Farming only) Space sizes are detailed on booking forms.

- ***Outside spaces (on grass)***

Trade stand spaces are in the open and the area required for tents must include sufficient space for guy ropes and for caravans, please leave sufficient space for tow bars.

Spaces start at 10ft x 10ft – this space is not suitable for a 9ft x 9ft gazebo!

Standard outside spaces are 16ft x 16ft. Extra footage can be booked in blocks of 6ft.

Spaces with extra depth are available to accommodate essential vehicles, caravans or marquees.

N/B If you are trading in one of our outside spaces you will need to provide an appropriate cover for your stall; we do not guarantee to move you under cover in the event of bad weather. Demonstration space can sometimes be provided at no extra cost, please ask for further information.

Please remember that the space is not reserved until we accept your application. Preference will be given to stands relevant to the event and to those who can demonstrate their craft during the day. After your application has been accepted you will then be sent an exhibitors confirmation pack which will include event set up details, passes and directions.

Stand Presentation

The presentation of stands is very important. All exhibitors should display their trade or craft in a professional manner. Back up stock should be contained within the hired unit and not be visible to visitors. The Museum reserves the right to exclude stands, which are not considered to be suitable. Our decision is final. No exhibitor shall sub-let any portion of the space allotted to him or move to any site other than that allocated. Traders will not be able to sell goods which have not been specified in the booking form in detail, and do not meet the specifications required for the event. We reserve the right to ask you to remove from sale any products which have not been declared on the booking forms.

Nothing can be attached to the fabric of the Museum buildings. The exhibitor should display boldly the name under which he is trading, as required under the 1985 business names act at the back of the stall visible to visitors. Banners are not permitted without permission.

Access to event sites:

When you receive your confirmation pack it will detail times for setting up and dismantling trade stands at events. It is expected that all stands will be set up at least 30 minutes prior to event opening times and stalls must not be dismantled before the close of show. Exhibitors are welcome to leave their stands up over night at their own risk. We reserve the right to allocate spaces in the best interest of the visitors. Overnight camping is available at some of our events, please ask for further details. Traders are not permitted to use Museum buildings after closing time.

Passes

Two Exhibitor passes will be issued as standard. Further passes can be purchased prior to the event at a discounted rate of £7.50 (Exceptions made for catering and demonstrator groups only)

One Vehicle pass will be sent with the exhibitors confirmation pack, extra passes can be requested free of charge.

Vehicles

Please park your vehicles as directed at the event by Museum staff and volunteers. Please do not park in the visitor disabled parking area. Vehicles must be off the trade stand site 30 minutes before the event opens. No vehicle movement is allowed on the showground during the show opening times. Vehicle passes should be displayed at all times. Vehicles will not be permitted to park with their trade stand unless prior permission has been requested and granted.

Tables

When ordering tables it is essential to order the correct number, as we do not guarantee extra tables will be available on the event day.

Health & Safety

All stallholders have responsibility for the health, safety and welfare of everyone at their stall, including visitors.

Risk Assessments:

You should carry out a risk assessment for your stand, equipment, and products. A blank form will be included in your exhibitor pack. It is compulsory to return the completed form to us prior to the event. Examples of risks to look out for are things that might be tripped over, anything hot, sharp projections from display stands or the possibility of any part of your stand falling over. More blank forms are available on request. When we have ascertained any risks we can look at ways of safeguarding our visitors.

Electrical

Electricity can be hired at some of our events, please refer to details on booking forms. A standard 13-amp socket will be provided with a maximum current drainage of 5 amps. Anyone requiring more than 5 amps should contact the events team prior to the event. Any electrical item should be compliant with the Health & Safety at Work Act and have an up to date (PAT) Portable Appliance Test label certificate. They must be correctly and safely wired and connected, particularly as they may get wet, have the correct fuse and not overload the system.

Food

All food provided as part of a commercial activity is now covered by food laws. Exposure to contamination, cleanliness, handling standards for food and associated equipment, surfaces and packaging, storage and display, and disposal of waste must all meet the required standards.

Stallholders selling foodstuffs must comply with the Food Safety (General Food Hygiene) Regulations 1995 as amended and the Food Safety (Temperature Control) Regulations 1995 as amended.

Food sales / Catering Tenders:

The Museum Café delivers most of the catering to the Museum Events; second to this is the Museum hog roast. Applications for catering tenders are on a needs basis for each show. Drinks are prohibited from being sold without prior permission from the Event Coordinator. Priority is given to producers of locally farmed products. To enable the public to have a diversity of food choice only two of any product will be accepted on the show ground (exceptions apply to the Sussex Food & Farming) Local food retailers are charged the standard pitch price.

Insurance

All exhibitors at any event must carry their own Public Liability Insurance for at least £2million. If you do not have this cover you must arrange it. Many stallholders do this through membership of the National Market Traders Federation Tel: 01226 749021. It is essential that we obtain an up to date copy of your insurance before the event and that you have evidence of your insurance with you on event days.

Noise / nuisance

Exhibitors must not use any loudspeaker apparatus, noisy engines or other offensive practices likely to cause annoyance to adjoining exhibitors or the Museum. Music should not be played at any time.

Dogs should be kept on a short lead at all times. Traders will not be able to keep dogs by their stands if they are in an area where food is being sold. All rubbish should be cleared up and taken home with you.

Cancellation of a booking or event

Bookings cancelled by you 30 days or more prior to the event will be given a full refund. No refund will be given if a booking is cancelled less than 30 days prior to the event.

If an event is cancelled prior to the show opening a full refund will be made. No refund will be given if the event is cancelled by the Museum after opening due to unforeseen circumstances.

Traders advice can be obtained from:

West Sussex County Council Trading Standards Service, Centenary House, Durrington Lane, Worthing, West Sussex. BN13 2QB

Tel: (01903) 839700 **Fax:** (01903) 839743

email: trading.standards@westsussex.gov.uk **website:** www.westsussex.gov.uk/TS/trading.htm