

# BIDDENDEN TRACTORFEST & COUNTRY FAIR 2019

## EXHIBITOR & STALLHOLDER TERMS & REGULATIONS

*THE BIDDENDEN TRACTORFEST & COUNTRY FAIR is organised by BEST (Biddenden Entertainment & Social Team) to raise money, which can be used to support clubs, amenities and charities within the local area. ALL profits raised are donated annually and over the last four years in excess of £70,000.00 has been donated to organisations nominated by the public or selected by the committee. For a full list of organisations who received a donation in 2018 go to [www.tractorfest.co.uk](http://www.tractorfest.co.uk) The organisers of TRACTORFEST are all volunteers who receive no remuneration. If you know of any local organisation you think may benefit from a donation in 2019 please contact [treasurer@tractorfest.co.uk](mailto:treasurer@tractorfest.co.uk) will full details. All applications will be considered by the committee after TF2019*

### 1. APPLICATION TO ATTEND

All applications to attend either as an Exhibitor or a Stallholder must be submitted on the appropriate form, (see [www.tractorfest.co.uk](http://www.tractorfest.co.uk)), which must be signed by the Exhibitor or Stallholder, (or their representative), as acceptance of the following regulations. It is the responsibility of the signatory to ensure that persons working for, or assisting, whether paid or unpaid are aware and abide by these regulations. TRACTORFEST® will only accept applications from stallholders who wish to attend on both event days. TRACTORFEST® reserve the right to refuse an application.

### 2. TIMINGS

#### a. Stallholders

Applications must be returned (no later than 30 June 2019) complete with relevant fees and supporting documentation as applicable. Confirmation with regards acceptance will not be given until payment has been received in full. If a Stallholder withdraws from the event or cancels space allocated to them for any reason the following refunds will apply.

Up to 1 March 2019 – refund in full.

Up to 1 April 2019 – 75% refund

Up to 1 May 2019 – 50% refund

Up to 1 June 2019 – 25% refund

**After 1 June – NO REFUND**

#### b. Application “Cut off” dates: Application to attend must be received no later than:

STALLS	30 June 2019
TRACTORS	01 August 2019
HORTICULTURAL MACHINERY	01 August 2019
STATIONARY ENGINES	20 June 2019
CLASSIC CARS	31 July 2019
MOTORBIKES	31 July 2019

#### c. Payments

All booking fees must be paid in advance:

Preferred payment is BACs: Account number: 53805143 Sort Code: 60-21-20

Cheques: made payable to TRACTORFEST

A levy of £25.00 will be charged for any dishonoured cheques.

### 3. ACCESS/EGRESS

- Entry to site will be strictly controlled. All Exhibitors, Stallholders, Marshalls, Entertainers and helpers will be issued with a pass/ticket prior to the event. To avoid delay pass/ticket must be available for inspection on entering the site at any time.
- EXHIBITORS/STALLHOLDERS will be allocated (issued) admission tickets pro rata with the size of their pitch. Further tickets can be purchased **in advance** up to a maximum of four (4) per pitch. At a cost of £3.00 per ticket or on line at the going rate.
- Access may be gained from 0730hrs (07.30am) on event days or from 0900hrs (09:00am) the day prior to the event.

#### 4. ALLOCATION OF SPACE

- a. **Stallholders** MUST pay for sufficient/adequate space to include, The Structure, Guy Ropes, Vehicles (including Tow Bars), Generators and any other space required for storage etc.
- b. Boundaries of pitch allocated will be clearly marked. Under no circumstance must stallholders occupy more space than allocated.
- c. **Stallholders** exceeding the limits of space allocated will be asked to pay a subsidy of £25.00 per Square metre or be moved to a different location.
- d. The allocation of space and location of Stallholders and Exhibitors will be at the discretion of TRACTORFEST® although every effort will be made to meet specific requests received in writing.
- e. **Stallholders** will be notified regarding location of pitch a minimum of four weeks prior to the event. If notification is not received the applicant should call 07934 270500
- f. No refunds will be given if Stallholder is not satisfied with location of their stand.
- g. All stallholder activity must be contained within the limits of the space allocated.
- h. **Exhibitors** will be allocated space on arrival.
- i. **NO EXHIBITOR or STALLHOLDER** shall sub-let the space allocated or move to a different location without the authority of TRACTORFEST®.

#### 5. LEGAL REQUIREMENTS

- a. **HEALTH & SAFETY** - Everyone exhibiting at TRACTORFEST® must abide by the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999, and provide with their application to attend, a completed risk assessment.
- b. **PUBLIC LIABILITY INSURANCE**  
All stallholders & exhibitors must have Public Liability Insurance with the minimum liability required for their business/exhibit. A copy to be provided to TRACTORFEST® prior to the event and a copy **must** be available on the stand throughout.
- c. **EMPLOYERS LIABILITY INSURANCE**  
Employers Liability Insurance must be held where required by statute. Employees are deemed to include, casual, volunteers and self-employed workers. A copy must be available throughout the event.
- d. **PRODUCT LIABILITY INSURANCE**  
Where applicable this must be carried to cover against injury to third parties by defective goods.
- e. **VEHICLE INSURANCE**  
All vehicles entering the site must be covered by minimum insurance required by the Road Traffic Act.
- f. **LICENCE TO DRIVE**  
Where applicable, Exhibitors must hold a current driving licence applicable to the vehicle they are driving. Anyone under the age of sixteen (16), authorised by the owner, to drive a TRACTOR, must be under adult supervision and hold a current driving licence applicable to the vehicle being driven.
- g. **FOOD & DRINK REGULATIONS**
  - (1) The Food & Drink Regulations 2006 make it an offence for anyone to sell or offer food which is harmful to health.
  - (2) If selling food, you are required to send food handling certificate, (for all those working on your stall), food safety management documentation, gas certificate (if applicable) and electrical certificate to TRACTORFEST® by 1 July 2019.
- h. **LICENCE TO SELL ALCOHOL**  
If selling alcohol, you are required to submit a TEMPORARY EVENT NOTICE (TEN) to Licencing Officer, Ashford Borough Council and send a copy to TRACTORFEST® by 1 July 2019.
- i. **ELECTRICAL EQUIPMENT**  
All electrical equipment must be PAT tested prior to the event

#### 6. RESTRICTIONS

- a. The sale of knives and catapults are strictly forbidden.
- b. The sale of Firearms is strictly forbidden.
- c. Cigarettes & Hand Rolling Tobacco – Any item offered for sale must bear the UK fiscal mark showing “UK duty paid”.
- d. Items offered for sale over £15.00 (other than food) should be accompanied by a receipt bearing the exhibitors trading address and phone number.
- e. Excavations – Strictly no excavations without TRACTORFEST® authority.
- f. **The sale of Birds, Animals or Livestock is STRICTLY FORBIDDEN.** Any stallholder breaching these conditions will be removed from site.
- g. **Dog's, must be kept on a lead at all times and any mess cleaned up.**

- h. Balloons and sky lanterns are **STRICTLY FORBIDDEN**.

## 7. VEHICLE MOVEMENT

- a. All Exhibitors vehicles must be parked and ready to exhibit by 0900hrs (09.30am) on the day of the event.
- b. No vehicle movement will be permitted after 0930hrs (09.30am) unless authorised by the Event Safety Controller/Officer and if so authorised must be escorted by a Marshall/Steward.
- c. All vehicle movement to and from Arenas must be accompanied by an event Marshall/Steward.
- d. Vehicles will be restricted to a maximum speed of 4mph at all times, including when the show is closed.
- e. Mini Steam Tractors will be permitted to move around site without a Marshall providing their speed does not exceed 4mph **and if safe to do so**. Under no circumstance are they to enter food/catering area.
- f. STEAM TRACTORS (Large) will not be permitted to move around site at any time whilst there are members of the public present.

## 8. TRACTOR EXHIBITS

- a. All exhibits must be parked and ready to exhibit by 0900hrs (09.30am) on event days.
- b. No exhibits are permitted to move unless exhibiting in the arena at the allotted time and under supervision of an event Marshall/Steward.
- c. Exhibitors are requested not to leave the show ground during the event. In an emergency contact a Marshall or Organiser who will arrange an escort.
- d. No passengers are permitted to ride on a tractor unless the correct passenger seat is fitted.
- e. Where applicable, Exhibitors must hold a current driving licence applicable to the vehicle they are driving. Anyone under the age of sixteen (16), authorised by the owner, to drive a TRACTOR, must be under adult supervision and hold a current driving licence applicable to the vehicle being driven.
- f. Access to site will be permitted from 0900hrs (09.00 am) the Friday before the event.
- g. Exhibits must be safely parked, braked and/or choked in position and disabled when not being driven to and from the arena. No vehicle must be left unattended with engine running.
- h. Static Machinery – All static machinery should be secure with ignition keys removed. NO part of a raised machine should rely solely on hydraulic pressure. All sharp points and extended parts at head height should be clearly masked.
- i. Drip trays must be provided if vehicle has oil leaks.
- j. All entries must be presented in a clean condition.
- k. Insurance documents **must be available for inspection at all times**.

## 9. STATIONARY ENGINE EXHIBITS

- a. No Stationary Engine must be left unattended with engine running.
- b. Drip trays must be provided if vehicle has oil leaks.
- c. Stationary Engines must be run, for the majority of the time during the period 1000hrs (10.00 am) to 1630hrs (04.30pm) of the event days.
- d. Stationary Engines exhibits with moving parts must be displayed/operated from behind a safety barrier.
- e. All entries must be presented in a clean condition.

## 10. EXCLUSIVITY

TRACTORFEST® **DOES NOT** grant exclusivity to any Stallholder, Exhibitor, Company or organisation for the marketing or selling of goods at the event.

## 11. CANCELLATION OF EVENT

In the event, for whatever reason, that TRACTORFEST® be cancelled, no refunds of monies already received will be given. TRACTORFEST® therefore advise all Stallholders to seek cancellation insurance.

## 12. CAMPING

Camping will be permitted but only in areas designated by TRACTORFEST®. TRACTORFEST® do not guarantee that camping will be either adjacent or close to the owners' exhibit. TRACTORFEST® reserves the right to withdraw permission to camp if the vehicle/tent/structure, is considered inappropriate due to size or appearance.

### 13. COLLECTIONS AND APPEALS

Charitable or other institutions wishing to make appeals for contributions must obtain written permission from TRACTORFEST® and where applicable be in possession of authorisation documentation from the local authority.

### 14. DISPLAYED GOODS

Goods displayed must be in strict accordance with the description given on entry form. The selling of goods by auction is strictly forbidden.

### 15. SECURITY

TRACTORFEST® will not be held responsible for damage or theft of goods by a third party during the period the STALLHOLDER or EXHIBITOR is on site. TRACTORFEST® will have contracted security on site to assist with access control and visitor safety.

### 16. ADVERTISING

Advertising space is available in the event programme. Prices start at £40.00 offering a good way to promote your products and services. See [www.tractorfest.co.uk](http://www.tractorfest.co.uk) for full details.

### 17. SOCIAL MEDIA

TRACTORFEST® will be promoted via Social Media and local advertising. Please mention TRACTORFEST® in your social media.

### 18. WASTE DISPOSAL

- a. Bins for general waste disposal will be provided by TRACTORFEST® throughout the site with recycling skips for cardboard located in a designated area, which will be clearly marked, '**CARDBOARD ONLY**'. (**Boxes must be collapsed**)
- b. Stallholders and exhibitors must clear their stands and adjoining areas each day at the closure of the event.
- c. Caterers and exhibitors providing refreshments must provide their own bins for waste food and remove from site.
- d. No waste food must remain on site at the closure of the event. Any stallholder found to have left food items on site at the end of the event will be barred from future events.

### 19. CONTINGENCY PLANS

TRACTORFEST® Committee will do everything possible to ensure the safety of everyone attending the event and in doing so will have the following contingency plans in place:

- a. Medical
- b. Fire Regulations
- c. Terrorist Attack
  - (1) Gun Attack & Vehicle Borne
- d. Bomb Alert
- e. Lost Children
- f. Cancellation of Event