



Petworth Pop Up on Tour Terms & Conditions

The policy of PPU is to choose a combination of high-quality crafts and gift items as well as limited services and food items. Care is taken to ensure variety.

Exhibitors are approved in the order their applications are received. Allocation of spaces at the venue is at the sole discretion of PPU.

We reserve the right at its sole discretion and without giving any reason, to refuse any application promptly returning the full fees received, and to ask exhibitors to remove any of their exhibits and make alteration to their display which is considered unsuitable, failing which the exhibitor is refused admission without refund of fees.

Booking procedure

- Bookings are only accepted after an Expression of Interest Form has been received and approved by PPU promoters.
- Not all applications will be successful, as we need to have a good mix and quality of arts and crafts. PPU Fair reserves the right to refuse applications without having to justify its decision.
- Bookings will only become effective when PPU receives your booking form and payment has been received.
- Allocation of spaces at the venue is at the sole discretion of PPU
- Confirmation of your booking will be sent by email.
- Should the Fair become over-subscribed, applications will be placed on a waiting list and Exhibitors informed no less than one week in advance of the fair if a cancellation has been received.
- Receipts for payment of stall will be issued if required. Please ask.
- We do require all applicants to have an active social media account where they promote their business

Method of Payments

Payment will be made through a PayPal Invoice or can be made either BACS or Cash prior to the date of you exhibiting. All payment must be made in full.

Cancelations/Refunds

Due to Petworth Pop Up on Tour being an outside event and is part of a larger organisation with West Sussex Council we are bound to work under WSC discretion. Under their terms -In extreme weather conditions ie if wind speeds are excessively high the event will be cancelled and full refunds will be made within 7 days of notification– All stall holders will be notified 72 hours prior to the event.

No refunds at 30 days or less

Unfortunately, with 30 days or less notice we have chosen not to provide refunds. At 30 days there are many demands on our time preparing for the upcoming event, we are not at liberty to promote the seat opening and try to find a replacement. There are also many costs which cannot be refunded from other vendors.

Processing Period

Any refunds will be processed within 30-days of the request.

No Shows

Guests who do not cancel in advance as outlined above, or who do not show up for the event, will not receive any refund.

Limited Liability

PPU is fully aware that the success of its exhibitors and their financial well-being is of paramount interest to its continued success and who will pursue appropriate promotional activities to achieve this end. It will furthermore take public liability insurance for its venues and requires that its exhibitors to do the same.

Every exhibitor shall participate in the Fair entirely at their own risk in every respect, and shall absolve PPU from responsibility for such risks, including personal injury, loss or damage to property: however, this injury, loss or damage may be caused whether by fire, theft, inclement weather, interruption of power, defect in the equipment and building or failure of subcontractors or agents to perform.

PPU cannot, however, be held responsible, and its exhibitors absolve it from and responsibility, for loss of profits, for damage or theft of exhibitor's stock, interruption of power or services, or failure of press advertisement fully contracted to appear, inclement weather and failure of sub-contractors or agent to perform, which may result in loss to exhibitors. PPU does not provide insurance cover for theft or damage to exhibitor's stock and recommends that they take adequate insurance against all risks. It is a condition of booking that exhibitors absolve PPU from and responsibility for refunding fees paid by them except as specified under these conditions.

PPU reserve the right, at their reasonable discretion, to vary

- (a) the times of opening to visitors of the event
- (b) the times of build-up and break down of the event;
- (c) the location of the site;
- (d) the dates of the event.

PPU will not be responsible to the exhibitor if and to the extent that an event of force majeure prevents or restricts PPU from running the event or carrying out any of its obligations in that connection.

No refund will be made in respect of any day on which the event has started, and the exhibitor should insure against any additional losses incurred by cancellation or abandonment.

PPU shall not be responsible to the exhibitor if and to the extent that a special event of force majeure, such as the death of a senior member of the Royal Family, prevents or restricts it from running the event or carrying out any of its obligations in that connection.

Should an exhibitor wish to cancel from the event, the exhibitor must write/email to PPU.

Indemnity clause.

The exhibitor indemnifies PPU against any and all loss, costs, expenses and liabilities caused by the exhibitor's breach of these conditions or by the negligence of the exhibitor, its servants, agents or sub-contractors.

Please note that all food exhibits have to comply with Health and Hygiene standards laid down by relevant authorities.

PPU provides public liability insurance, but all exhibitors are required to provide their own **PUBLIC LIABILITY INSURANCE**. General security is provided, but Exhibitors are advised not to leave valuables unattended PPU **cannot** be held responsible.

Rubbish

Exhibitors are responsible for clearing away rubbish from their own stands.

Use of Electrics

Exhibitors using electricity must provide their own power-breakers which comply to British Standards together with adequate extension cables for their needs. All electrical equipment needs to have electrical inspection certificate for any electrical apparatus in accordance with the latest edition of the IEE Regulation, which can be provide by any N.I.C.E.I.A. registered electrical contractor.

- Electrical equipment used can draw power of up to 500 Watts. Please consult us if you require extra electricity.

Smoking Policy

In the interest of Health and Safety we request there be **NO SMOKING** and **NO VAPING** permitted near or at the Gazebo pitches.

Selling Alcohol

If you intend to sell alcohol you will need to apply for a Temporary Event Notice (TEN). For further details and to download the form please visit:
<http://www.chichester.gov.uk/temporaryevent>

Data Protection

Please be aware that your information will be stored on our data base with your contact details, which we require in order to supply services to you. This information will not be divulged to a third party without your consent.

Appearance Release

Attendees of events understand they may be included in photos or videos of the event by PPU. If you do not wish to be included in photos or videos you must inform us in advance of the event.

PPU is not responsible for photos or videos posted by guests of the event.

Covid Safety

- Sanitiser/alcohol gel should be available
- Tasters/samples can be given but must be done so in a safe manner. Ie not upfront on display for people to choose but taken from behind the stall.
- Anyone with COVID symptoms or anyone who has been in contact with a positive COVID case in the 14 days prior should not be working.

Summery

Pay before 30 days of event

Provide a copy of your insurance

Arrive between 7.45am ready to start for 10am

Pack away after 4.00pm

Park your vehicle in the paying car park and ensure you have a ticket for the day

Share the event on your social media before the day and then during the event

Give Feedback as we are continuing to strive to make this a regular event and with your support and feedback, we can ensure we are creating the best PPU! So please take a minute to complete our feedback form in your complementary pack you will receive on the day!

We wish you a really successful day and thank you for being part of Petworth Pop Up on Tour

Cathy & Georgie

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