

## TERMS AND CONDITIONS

**By applying to be an exhibitor at Buxton Wool Gathering you agree to abide by the following terms and conditions.**

- APPLICATION FOR SPACE – All applications must be made on the appropriate application form, which must be signed by the Exhibitor, such signature being an acceptance of all of the regulations. Electronic signatures will be accepted.
- The Organisers reserve the right to refuse any application whatsoever, whether received prior to the closing date for entries or not, and also reserve the right to cancel any entry which may have been accepted, without any reason being given. The Organisers' decision is final in all cases.
- CLOSING DATE FOR APPLICATIONS – 31<sup>st</sup> January 2021. Emails will be sent out by 1<sup>st</sup> March 2021 confirming places.
- PAYMENT – Invoices will be issued to successful applicants and payment must be made by BACS on receipt of invoice. Full payment to be made by 1<sup>st</sup> April 2021 – failure to pay in full by this date will mean the loss of your space allocation.
- ALLOCATIONS - The allocation of sites and positioning of stand space will be entirely at the discretion of the Organisers, although every endeavour will be made to meet Exhibitors' needs. If an Exhibitor does or does not wish to be placed alongside another particular Exhibitor, this must be noted in writing (preferably by email). Similarly, Exhibitors should notify the Organisers if they wish to share a space or be positioned with another trader / organisation and should receive permission in writing / by email in order to do so.
- WITHDRAWAL OR CANCELLATION OF SPACE RESERVED – Where an Exhibitor withdraws from the event or cancels a space reserved within 21 days of the event, all fees paid shall be forfeited and the Organisers reserve the right to re-let such space. If more than 21 days written notice is given, then the balance minus £15 per 2m space booked will be refunded.
- INSURANCE - All Exhibitors must be able to produce a current insurance certificate with a minimum Public Liability of £2 million. If this is not available at the time of booking it must be submitted prior to the event – you will not be allowed to stand without insurance.
- OPENING TIMES – The event will be open from 10am until 5pm on Saturday and 10am until 4pm on Sunday. All Exhibitors are expected to be set up 15 mins before the doors open to the public and remain on their stalls until the public have left. Please do not start to dismantle stands early unless told to by the Organisers.
- SETTING UP – Details will be provided via email closer to the event.

- DISPLAY OF GOODS – All goods and belongings to be confined to the paid for exhibit area and must not obstruct or endanger the public or other stalls. As some of the stands are irregular shapes then an allowance will normally be made to accommodate this (i.e. some 2m x2m stands may be 1.5 x 3m). If you have a particular set-up please let the Organisers know once you have been accepted. Please ensure the tables are covered by a cloth that hides any packaging and boxes.
- DAMAGE – The Organisers will not be responsible for any damage, breakage, loss or injury arising from any cause either in transit, erection or during exhibition, howsoever caused. The Organisers will not be responsible for the safe keeping of any article exhibited but will require Exhibitors to take charge of their own property.
- PARKING – Vehicles are allowed to drive directly to the front of the venue for unloading and loading however these must be removed as quickly as possible to allow other stallholders to have access. All parking in the surrounding area is Pay & Display and unfortunately we are unable to provide vouchers for this, so we recommend you factor parking into your costs.
- LITTER – All goods and rubbish to be removed by the Exhibitor.
- DATA PRIVACY - If you apply to be an exhibitor with Buxton Wool Gathering, the information and documentation, whether through this site, email, or in writing, will be retained until we have decided whether your application has been successful. If your application is unsuccessful, your details will be retained for a waiting list unless you request otherwise, in which case all information will be destroyed.
- If your application is successful, your information is retained until at least the end of the event. The details you provide, including business name, contact details, and media such as photographs, will be used our part of our marketing for the event. By applying you consent to the use of this information in this way. You can find our full [Privacy Policy](#), which explains how we use, store, and process your data, on our website.
- By applying you have given permission for us to use photographs taken at the show of your stand and you/your staff in our publicity and on social media. If you do not wish to be photographed please let us know in advance by email to [admin@buxtonwool.co.uk](mailto:admin@buxtonwool.co.uk).
- EQUALITY & DIVERSITY – All exhibitors must abide by the aims of the Equality and Diversity policy which can be found on our website: <https://buxtonwool.co.uk/equality-diversity-policy/>.