



CHRISTMAS MAKERS MARKET

2ND DECEMBER 2023

INFORMATION PACK

2023

TERMS AND CONDITIONS

1. Observance of Regulations

All Craft Exhibitors, their employees, and associates while within the Market premises, shall be subject to the rules and regulations of the Market, as interpreted by the Market Organisers, Stewards and Officials appointed by the Organisers.

2. H.S.E. Regulations

The venue has its own Health and Safety Policy in place, but those exhibiting at the Market should have their own Current Risk Assessment. If you do not have your own Risk Assessment form, a generic form is in the application pack for you to complete.

Could all Craft Exhibitors ensure that they are fully conversant with, comply with, all current Health and Safety regulations, particularly with regards to equipment and public safety.

Please observe all Covid19 rules issued by government and in place at the venue.

3. Fire Protection and Safety.

Fire extinguishers and exits are located at various points within the venue.

Make yourself aware of their locations when you arrive.

No LPG (*Low Pressure Gas*) e.g.: Butane, Propane allowed in the venue.

4. Electrical Equipment

Limited 240v socket outlets are available on the perimeter walls only.

You must provide evidence that, electrical equipment including, extension leads, in use at the Market is to a standard that complies with the Portable Appliance Test (*PAT*) regulations.

If any electrical equipment, connected to the electrical supply, causes an issue. You must remove the equipment from the Market and the Organisers will not be liable for any loss of trade caused.

Any damage resulting from non-adherence to this instruction will be chargeable to the Exhibitor to cover the full cost of subsequent repair.

5. Insurance

There is no insurance cover provided by the Market Organisers for Exhibitors.

Craft Exhibitors are responsible for their own valid Public and Employers (*where applicable*) Liability Insurance.

We require proof of valid insurance on application to the Exhibition.

A copy must be available on the day of the Market.

6. Signage

Exhibitors must restrict their signage to their allocated trading space.

DO NOT fix signage of any description, to any wall or other surface in the venue.

Any damage resulting from non-adherence to this instruction will be chargeable to the Exhibitor to cover the full cost of subsequent repair.

7. Noise

Exhibitors must not use any loudspeaker apparatus, or other offensive practices to cause annoyance to adjoining Exhibitors.

8. Behaviour

The behaviour of the Exhibitors and their agents / employees must always be exemplary and fitting for a family environment. Exhibitors and their agents / employees must comply immediately with instructions from Market Stewards / Officials.

9. Market Cancellation

The Market Organiser reserves the right to cancel the Market for any reason.

The Organisers will endeavour to give at least 24 hours' notice, except in the case of extreme circumstances. In certain cases, there may be a need to abandon the Market after it has commenced, for example in extreme weather, or if there is a danger to life.

If the event of cancellation. Exhibitors will receive a refund of any payments made, less a small administration fee, except where, Exhibitors donate their fees.

The Market Organisers are not responsible for any financial, trading, or other loss of whatever kind incurred by the Exhibitor.

10. Application for Space

All entries must be on the appropriate entry form by **Friday 3RD November 2023**.

Application for a stall is online.

You can obtain an application form in PDF. format by emailing: reptonmakers@gmail.com

We will process only fully completed documentation.

Send or make no payment at this stage.

We will advise the successful application or otherwise, by **Friday 10TH November 2023**.

11. Payment

We request full payment for allocated spaces, with final confirmation of your successful application.

Payment requested within 14 days of invoice and by **Friday 17TH November 2023** at the latest.

Failure to meet this deadline may result in cancellation of your reservation.

12. Refunds

If you are unable to attend the Market for any of the reasons indicated below, you can apply for a refund.

You will receive a refund for the following reasons:

- Government imposed cancellation
- Government imposed restrictions including lock down, or if the location is in a tier that does not allow mass gatherings.
- If you (or someone you live with) test positive for Covid-19 up to 10 days before the Market.
- If you have symptoms of Covid-19 (a new continuous cough, a temperature, or loss or change of smell or taste) please do not attend the Market.
- If someone in your household has a positive test result, requiring self-isolation, or your area is in a local lock down, please do not come to the Market.

Should the Exhibitor cancel their attendance at the Market for any reasons other than for Covid-19 reasons then, refunds are at the discretion of the Organiser.

Should the Organiser cancel the Market, fees paid will be refundable.

No refunds, full or partial, will be available should trading not meet with your expectation.

We will consider a refund of full payment prior to the Market on contacting the Organiser with good reason for non-attendance, up to and including **Friday 24TH November 2023**.

13. Trading Times

Trading times on Market Day are between **10.00 am** and **4.00 pm**.

You may not trade before this time.

Access for set up will be from **8.30 am**., completed by **10.00 am**.

You may not dismantle before **4.00 pm**.

14. Allocation of space

The allocation and position of space is entirely at the discretion of the Market Organisers.

We will endeavour to meet but cannot guarantee any request made by an Exhibitor.

Exhibitors will be allocated a position by the Market Organisers, and it will be a condition of the Market Organisers acceptance of an Exhibitor application for stand space that the Exhibitor will take and accept the site allocated, irrespective of condition or position.

15. Photography

There will with no doubt be photographers at the Market acting for the Market, public and the Press. They may take photographs of your stand, customers, or staff. We may use these pictures for future advertising, and they will appear on social media after the show.

Should you object to a particular photograph of your stand/staff/customers, you may contact the Secretary and ask for its removal from our social media by emailing: reptonmakers@gmail.com.

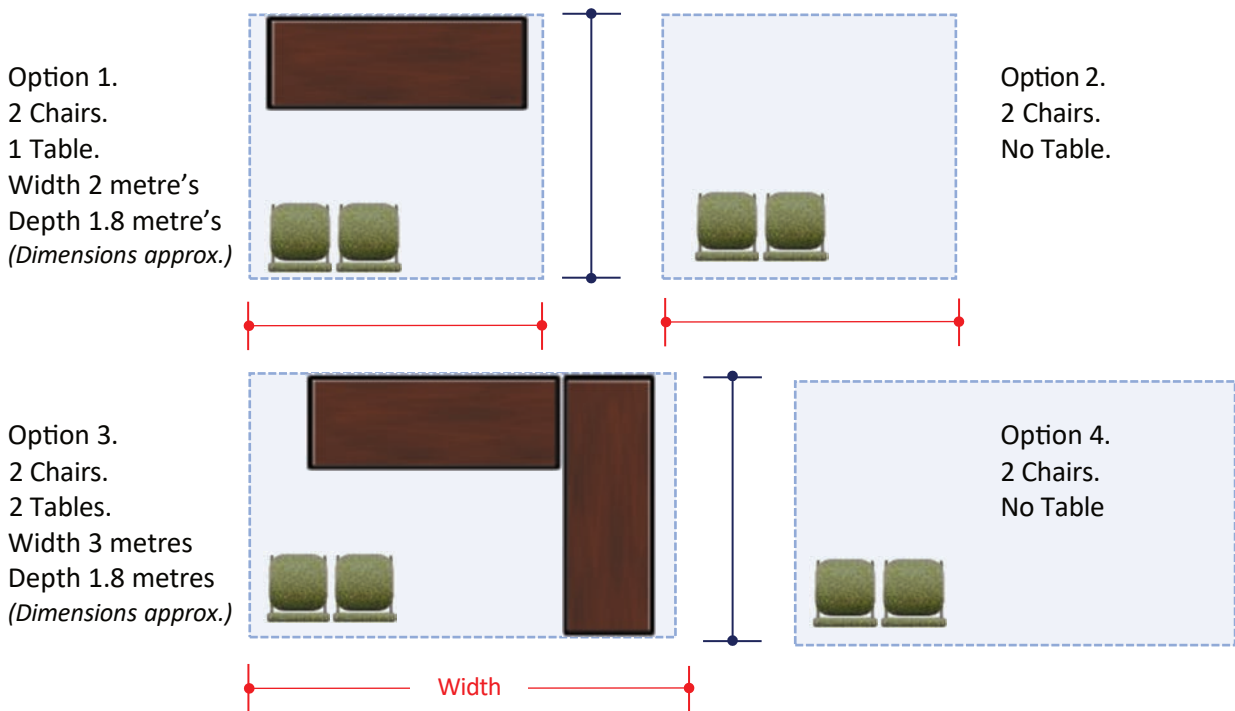
16. Right of refusal or removal

Non-compliance with any of the above may result in expulsion from the Market and/or subsequent refusal of future applications.

The Organisers shall have full and free right to refuse to accept any entry, to cancel any entry after it has been made and accepted, to refuse admission to the Market venue of any proposed exhibit and/or to remove, or order to be removed, at the risk and expense of the owner thereof any exhibit which has been admitted to the Market venue.

There shall be no obligation upon the Organiser to make or offer any explanation or reason for any such action and the Organiser or Venue Committee or shall not incur any liability or responsibility in this matter.

17. Stall Areas Available



The Number of tables we can provide is limited to 20.

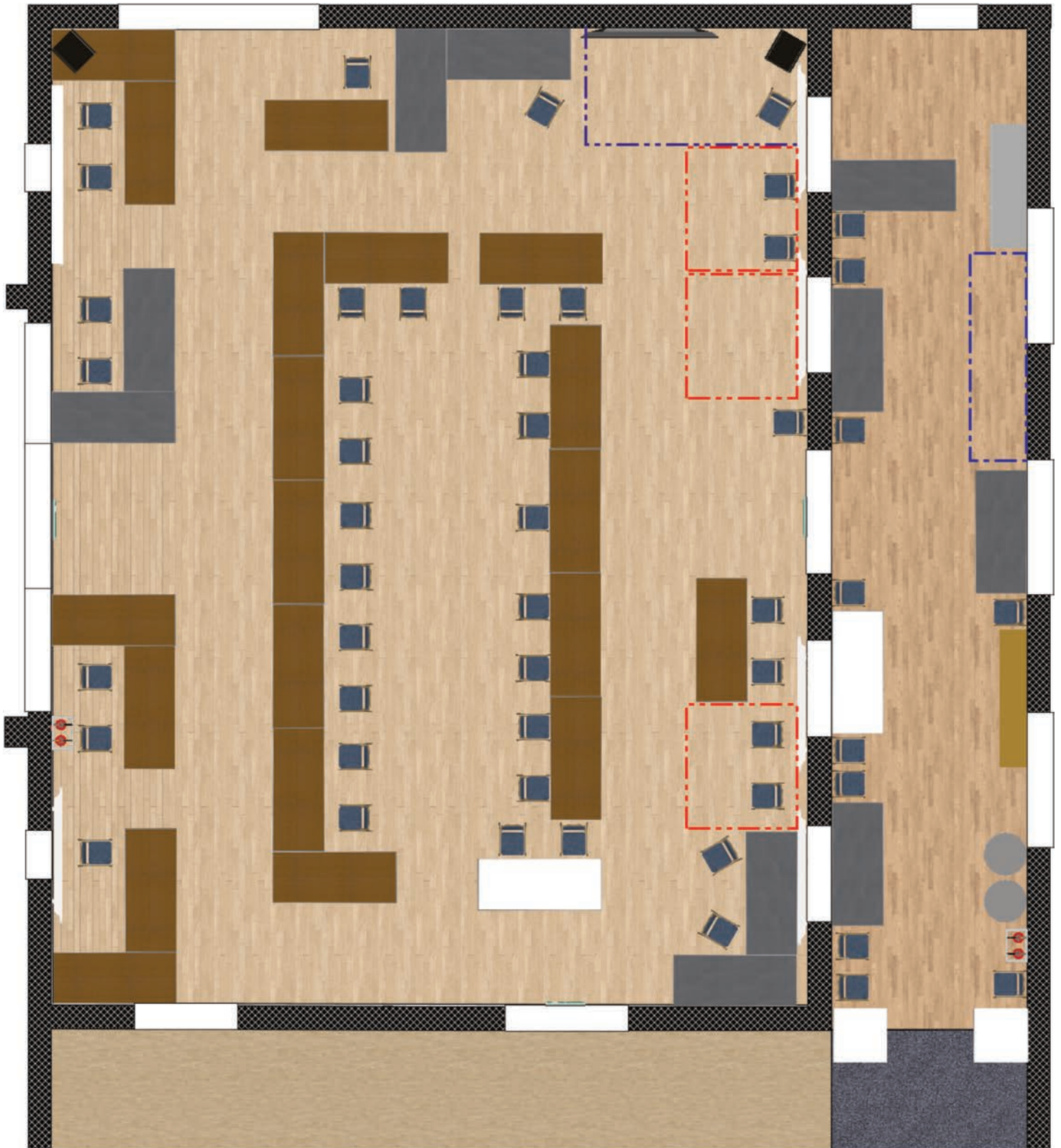
If you have your own Display Stands/Tables, you are welcome to use them and an area for own displays can be made available.

This is reflected in the pricing below.

Option 1	Two Chairs One Table	£30
Option 2	Two Chairs No Table	£20
Option 3	Two Chairs Two Tables	£40
Option 4	Two Chairs No Tables	£30

18. Venue Stall Area Layout

All areas are subject to change dependent on Reservations and Options chosen.



19. Generic Risk Assessment Form

Repton Artisans Makers' Generic Risk Assessment Form

EVENT NAME		REPTON ARTISANS MAKERS CHRISTMAS MARKET 2nd December 2023 10:00 am. till 4:00 pm.		CONTACT		reptonmakers@gmail.com	
VENUE ADDRESS		REPTON VILLAGE HALL, Askew Grove, Repton, Derbyshire. DE65 6GR					
EVENT DESCRIPTION The display and sale of handmade crafts produced by the vendors to be held within the confines and boundary of Repton Village Hall							
PERSON COMPLETING RISK ASSESSMENT				DATE			
CONTACT DETAILS				SIGNATURE			
CONTACT DETAILS				DATE			
AREA OF CONCERN	POTENTIAL HAZARD(S)	WHY IS THIS A HAZARD	SUGGESTED SOLUTION	OWNER	CHK		
Slips and Trips	Wet floor, from spillages, sweat or because it is raining outside. Cables running to or from your electrical equipment, mats, anything that could cause someone to fall over	If the floor has wet patches, then someone may slip, and it is likely that they would hurt themselves. If the floor space for your event is not kept clear and tidy someone may be injured. This could also damage your equipment	Ensure that the floor is kept clean. If you notice any spillages, contact event steward. Make sure, you organise your stall space so that no cables are trailing across areas people are likely to walk. Keep everything tidy.	Exhibitors Organisers Public			
Pandemic	COVID 19	Coronavirus disease (COVID-19) is an infectious disease. Most people infected with the virus will experience mild to moderate illness and recovering without special treatment. Some will be seriously ill and require medical attention. It is important that you do not lift anything that you are not completely happy with.	Follow all guidance issued nationally by Government and locally by the event and venue.	Exhibitors Organisers Public			
Manual Handling	Moving heavy or awkward items	It is important that you do not lift anything that you are not completely happy with.	Do not lift anything that you are not comfortable with - seek assistance!	Exhibitors			
Electrical	Laptops, lighting etc... anything electrical that you bring to your event	Any electrical equipment not tested has the potential to affect the market power supply. A problem for you and other users on the market.	Ensure all electrical equipment that you bring to your event is PAT certified where appropriate	Exhibitors Organisers			
Fire	Heat sources such as Candle, LPG heat sources, etc. flammable things that will easily burn such as fabrics, paper or similar items.	Fires are very rare; fire could spread to a building or burn an individual. Neither is acceptable. You must be mindful of what you are bringing into an event.	Ensure no increased fire risk due to your stall. No candles/tea lights/pressurised gas such as Helium for balloons or LPG (e.g., Butane Propane)/Set display lights correctly.	Exhibitors Organisers			
COSHH *	Chemicals Substances e.g., Paint, detergents cleaning products et al.	These items must have information with them stating how they should be safely used and disposed of.	Follow the manufacturer's instructions	Exhibitors Organisers			
Fire exits Extinguisher's	Lack of knowledge of fire exit positions and blocking these exits. Being unfamiliar with evacuation procedures	Fire exits and fire evacuation routes should always be kept clear. If these are not clear and the fire alarm is sounded, people will be delayed from exiting the building, at worst trapped.	Keep fire evacuation routes always clear. Make yourself familiar with evacuation routes. Follow any instructions given.	Exhibitors Organisers			
Finances	Cash, Debt	If you take money at your event someone may take it from you. If you do not plan your event security properly then you may be left out of pocket.	Think about how to keep any money secure. Have a cash box. Be always vigilant.	Exhibitors Organisers			

COSHH * Control of Substances Hazardous to Health



Repton Makers

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