# **Peterborough Radical Bookfair Terms & Conditions**

These Terms and Conditions form part of the contract between Peterborough Radical Bookfair and stallholders. They contain important information. Please make sure that you have read and understood them. If you have any queries please contact PeterboroughRadicalBookfair@gmail.com

**DEFINITIONS** The term “the organisers” as mentioned means solely the organisers of Peterborough Radical Bookfair, the Bookfair Collective.

The term “stallholders” as mentioned herein includes stallholders’ employees, helpers, agents and people running workshops or acting as “speakers at the event

## General Conditions

* 1. The Event is devoted to alternative literature and activist groups. Prospective stallholders and workshop parties will be required to submit a description of their proposed products and service, which the organisers reserve the right to accept, reject or require to be modified at their discretion.
	2. Stallholders must agree to follow the Safer Spaces Policy which we enclose.
	3. Decisions by the organisers on acceptance, admittance, allocation, location of stalls, workshops etc are final. Access, set-up and breakdown details will be discussed between the stallholders and organisers prior to the day.
	4. Attendance at an event is by agreement between a stallholder and the organisers and as such is not transferable by the stallholder.
	5. Participation at the Radical Bookfair does not indicate an automatic right to inclusion at future events. Contravention of any of these terms and conditions could result in exclusion from future Peterborough Radical Bookfair events.
	6. Stallholders agree that they shall not interfere in any manner with other stallholders or the organisers’ duites on the day.
	7. Stallholders agrees to abide by any other rules in force at the George Alcock Centre.
	8. Stallholders must be aware that this is a family event and therefore no graphic or offensive images are to be displayed.
	9. The sizes and details of any stalls or tables provided by the stallholders must be given to organisers prior to the event.
	10. Tables and chairs for stalls are available at this venue
	11. Stallholders are responsible for taking their own waste home. We are aiming for a zero-waste event and we encourage the use of environmentally-friendly practices.
1. **Terms of Payment**

All agreed payments for stalls must be paid in full in advance of the event. Payment is to Peterborough Radical Bookfair Sort code: 23-05-80 Account number: 45289567.

* 1. Payments for stalls are on a sliding scale, from £20, £10 to £5 depending on income and stallholder status (e.g. a bookshop would be expected to make a payment of £20, while a small community group / info stall, £5. Contact us if in doubt as we don’t want costs to be an issue. .
	2. Stalls/places at the event are only guaranteed after agreed payment is received.
	3. If the stallholder fails to make any agreed payment in accordance with Clause 2 of these terms and conditions then, without prejudice to any other right or remedy available to the organisers, the organisers shall be entitled to cancel the contract.
	4. Payment for stalls is non-refundable unless the whole event is cancelled.
	5. If the event is cancelled for whatever reason, neither the organisers nor the George Alcock Centre will accept any liability for the return of fees paid (save insofar as their own insurance permit) and/or other expenses incurred by the stallholder in any form whatsoever as a result of booking a stall at the event and in accepting the offer of a stall of any kind whatsoever at the Event the exhibitors will indemnify the organisers and the George Alcock Centre against any such claims.

## Access and Breakdown

* 1. The organisers will explain setting up times to stallholders at least a week prior to the Book Fair. Floor plans will also be available at least a week prior to the event.
	2. Stallholders will be expected to have completed clearance and to have departed from the hall within an hour of the closing time of the event.
	3. The organisers and the venue will accept no responsibility for injury or damage caused to stallholders and/or their stock and/or equipment and/or vehicles resulting from gaining access to or clearing from the Book Fair or from the activities of the contractors who may be working in the venue.
	4. To ensure that the building is left in good order after the Radical Bookfair. The organisers will charge the stallholder for the cost of making good/replacing any property or equipment that has been damaged by the stallholder or anyone associated with the stallholder..
1. **Occupation of Stalls**
	1. Sub-letting of stalls is not permitted.
	2. All stalls must be kept open to the public and no part may be separated off for such purposes as the conduct of trade-only business.
	3. Stallholders must have due regard for the wishes and rights of their neighbours, especially when it comes to security issues behind stands. A stall should not be set-up in such a way as to allow visitors easy access to the rear of neighbouring stalls. Where stallholders have created a “walk-in” type of stand, it should be arranged so as to provide adequate protection to neighbouring stalls from incursions by visitors.
2. **Health and Safety**
3. Stalls, merchandise etc must not encroach into the public circulation areas, fire exits, etc. Nothing must be put in front of the tables that could constitute a hazard to members of the public. Stallholders must familiarize themselves with the emergency procedures that are available at the George Alcock Centre (fire exits, first aid kits etc).
4. To ensure that all electrical equipment has been properly approved and tested in compliance with relevant Health and Safety Legislation.
5. The stallholders shall not bring or permit to be brought on to the premises any explosives, inflammable spirits or fireworks of any kind or without consent install any portable heaters of any type.
6. The stallholder shall not without the prior written agreement of the organisers use or permit to be used any naked lights any inflammable material, costume, decorations or scenery on the premises and shall not allow any act or performance to take place on the premises which might endanger persons on the premises or the premises themselves.
7. Smoking will not be permitted at the Radical Book Fair.

## Liability and Insurance

1. Stallholders will be liable for any hurt, injury or damage caused by them, their helpers, their stock or their property, to any other person or persons in attendance and/or to the property of such persons, and/to the Venue.
2. Stallholders who do not have Public & Product Liability Insurance must accept that the venue and organisers take no responsibility for loss of or damage to stock or personal belongings or injury to stallholders or the public caused by stallholders or the public. Our own and the venue’s public liability insurance DOES NOT cover stallholders.
3. Food vendors must hold a food hygiene certificate
4. Gas regulation certificates must be held and produced where necessary
5. Stallholders are expected to provide their own security and insurance cover for their stock. Neither the organisers nor the George Alcock Centre will accept any liability for loss or damage whatsoever however caused.
6. The organisers and the venue, their volunteers, agents and employees will not be liable for any claim in respect of any accident loss or damage incurred by any stallholder or any other participant of any kind whatsoever at or as a result of the event, and in accepting the offer of a stall of any kind whatsoever at the event the exhibitors indemnify the organisers and the George Alcock Centre against any such claims.
7. Any electrical items used by stall holders must be PAT tested. Please contact us if you are concerned about your Pat testing at least a month before the event (ie by September 14).
8. **Legal and Other Considerations**
9. Stallholders must not knowingly bring to the event or offer for sale any item that has been copied from the copyright designs of (an)other person(s) or that may be deemed to be “passing-off” or that is restricted by contractual agreements elsewhere. Where legal action has been initiated in respect of such infringements the alleged perpetrator must not bring the items in dispute to the Bookfair. The organisers and the George Alcock Centre and their volunteers and agents will not accept any liability whatsoever for any loss of business sustained by any stallholder whatsoever that may result from this or any other exclusion(s) of items that the organisers at their discretion may deem to be prudent.
10. Stallholders must take all reasonable steps to ensure that they do not infringe the law in any way whatsoever.
11. Stallholders must not do anything or display any item(s) that could bring the Radical Bookfair, the organisers or the George Alcock Centre into disrepute.
12. The stallholder agrees to observe, carry out and abide by any other rules for the time being in force at the George Alcock Centre.
13. We keep stallholders, speakers and prospective stallholders details for communication in relation to this and other events, we do not share them with other organisations and individuals.