



## Cotswolds Living Landscape Festival 2016

### Terms and Conditions

#### 1. Organisers

The Cotswolds Living Landscape Festival is an event organised by the Cotswolds Conservation Board in partnership with the National Trust. **Please address all enquiries for this event to Chris Brant/ Rachel Cawte at the Cotswolds Conservation Board.** Tel: 01451 862003, email [festival@cotswoldsaonb.org.uk](mailto:festival@cotswoldsaonb.org.uk)

#### 2. The Event

The Cotswolds Living Landscape Festival takes place on **Sunday 18<sup>th</sup> September 2016** at the **National Trust's Lodge Park**, and is open to the public from **10:30am to 4pm**. The event site is the lawn in front the grandstand.

#### 3. Stand Eligibility

We are keen to keep this event local and relevant to the Cotswolds AONB landscape. Exhibitors should come from the AONB or the wider Cotswolds counties of **Gloucestershire, Oxfordshire, Warwickshire, Bath & North East Somerset, Worcestershire and Wiltshire**, or be able to demonstrate a strong link with the Cotswolds AONB. **Products sold should be locally produced and be made by the exhibitor (if you are unable to attend yourself, you may ask someone else to run your stand, but the products must be made by the person who booked the stand).** Where possible natural materials and local ingredients should be used or products should have a link to the local area or at the very least, a countryside/ environmental theme. **If you wish to share a stand with another seller, please check first with the organisers and note that both sellers must hold their own Public Liability Insurance.**

Acceptance of all bookings is at the discretion of the organisers. If you are unsure whether your business qualifies, please contact the organisers.

#### 4. The Booking Process

Please complete the online booking form (<http://goo.gl/forms/VvQ3qrw1IL>) and return it with your payment **by 31<sup>st</sup> July 2016**. Spaces are allocated on a first come, first served basis. We cannot guarantee to honour bookings made after this date and spaces may book up before this date. Please keep a copy of this form for your records. Payment can be made via our PayPal account [https://www.paypal.com/cgi-bin/webscr?cmd=\\_s-xclick&hosted\\_button\\_id=VMAA7U73N2KSL](https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=VMAA7U73N2KSL) Alternatively payment can be made over the phone using a debit/credit card. Call 01451 862000. Please note, **payment is non-refundable if you cancel your booking after 31<sup>st</sup> July. Cancelled bookings before 31<sup>st</sup> July will be refunded but will be subject to a £10 admin fee.**

We will aim to send you confirmation of your booking, and a receipt for your payment within 7 days of receiving your booking form. If you have not received confirmation within 14 days, please contact us.

Approximately 2 weeks before the event, we will send you an information pack including a location map for the event, a site plan showing the location of your pitch, a list of exhibitors attending, and vehicle / exhibitor passes.

## 5. Pitch sizes, allocation and cost

Your booking is for an outdoor grass pitch. Please provide your own shelter, tables and chairs if you require them. **We will not be providing marquee space, tables, chairs or electrical connections to any exhibitors. If you require electricity, please provide your own generator. Please inform event organisers if you plan to have a generator.**

**A standard pitch measures 4m frontage x 6m deep.** This is sufficient for a 3m x 3m gazebo, with space for guy ropes and for storage behind your stand. **The cost for this size of pitch is £35. If you require more frontage for your stand the additional cost is £5 per metre.** Please state clearly on the booking form the size of your stand to ensure we allocate you sufficient space. **If it is essential for you to have a vehicle at your stand,** please state this clearly on your booking form.

**If you require more than 6m depth or your stand is particularly large,** please contact organisers to discuss your requirements before booking.

If you require access space (e.g. to allow you to tow a trailer into your pitch, but then move your vehicle to the parking area), please state this on your booking form. **You will not be charged for access space, but we need to know if you require it.**

There will be a food and drink zone within the event site and local crafts and rural skills stands will also be grouped together. **We will allocate your pitch according to the information you provide on your booking form, so please be as detailed as possible. If we receive your booking after 31<sup>st</sup> July we cannot guarantee you a pitch. It will not be possible to move the position of your pitch on the day.**

## 6. Set-up

**You can access the event site from 8am on the morning of the show.** You are responsible for setting up your own stand, however there will be volunteers on site should you need assistance. **If it is essential that you arrive before 7am, or would like to set up the day before, please contact event organisers to discuss. Please note, there will not be overnight security and items are left at your own risk.**

Prior to the event, you will be provided with a site plan showing the position of your pitch. This will also be clearly marked on the ground with spray paint showing the front corners of your pitch and a laminated sign with your company / organisation's name, showing the middle front of your pitch.

There will be a designated section of the event field for exhibitors' car parking. **You must move your car to this area by 9.30am after which no vehicle movement is permitted until after 4pm** without express permission from the event organisers. **You will not be permitted to park your vehicle adjacent to / behind your stand unless you have specifically requested it and if necessary, paid for the extra space.**

## 7. Insurance / Licences / Risk Assessment

**Please provide details of your Public Liability Insurance** with your booking. You must hold Public Liability Insurance to exhibit at this event. If your policy is due to be renewed between now and the event, please send your current certificate now and a copy of the renewed certificate when you get it. If a stand is being shared, both parties must hold Public Liability Insurance. Please email a copy of your Public Liability Insurance to [festival@cotswoldsaoonb.org.uk](mailto:festival@cotswoldsaoonb.org.uk)

If you are providing food, please provide copies of any relevant food / hygiene certificates and confirm that your food business is registered with your Local Authority Environmental Health Department.

**All exhibitors must provide a risk assessment for their stand.** We have supplied a form with your booking information, however if you have your own document for this purpose, please supply this. If you require any assistance in completing a risk assessment, please contact us. **Your risk assessment should include safely erecting and securing your gazebo / displays/ generators and electrics / tables, avoiding any trip hazards and any hygiene considerations if you are selling food.**