

OUTSIDE EVENTS - BOOKING TERMS & CONDITIONS

To complete your registration with Salisbury Arts Scene please read, sign, date and return the Booking Terms and Conditions.

Bookings

Pitches are allocated by invite only.

Invites are offered to **regular** Exhibitors first, followed by other **current** Exhibitors and then **new** Exhibitors.

All efforts are made to include as many artists as possible and to provide opportunities for new artists as soon as places become available; in the first instance this may be at short notice.

When planning an event invites will be sent out with a short deadline for acceptance to be confirmed.

A pitch not being accepted within the stated time frame will be offered to another registered Exhibitor.

Pitches are only secured on receipt of acceptance email and payment.

A confirmation email and payment receipt will be sent to confirm each booking.

Event Day and Trading Hours

Outdoor events trade from **10am - 4pm** unless otherwise stated.

Set up time is from **7.30am**. Take down must not start before **4pm** (Or the published finish time).

Attendance of Event

Exhibitor must inform Salisbury Arts Scene of any delay in arriving on event days.

Exhibitors must inform Salisbury Arts Scene as soon as possible if unable to attend a booked event due to illness or any other unforeseen circumstance.

Exhibitors must cancel if they or their family show any signs of Covid-19 symptoms.

Insurance and Public Liability

Exhibitions can only join an event if they have current **Public Liability** cover up to £5'000.000

To be accepted exhibitors must forward a copy of their cover which shows their name, address, renewal date and amount insured for.

Food vendors must forward copies of all the appropriate documentation required before a pitch will be confirmed.

Booking & Pitch Fees

SINGLE PITCH - £60 **SHARING PITCH - £80** (max 2) **CLUB PITCH - £60** (max 5 sharing)

Fees to be paid via BACs transfer.

PITCH FEES INCLUDE

Set up & co-ordination
Profile page & Website listing
Social media posts
3 x 3 metre gazebo
6' fitted table cloths

Exhibitors are responsible for providing their own tables. A few tables are available to hire.

NB. Salisbury Arts Scene reserves the right to edit or make any changes to the information provided above if considered necessary for clarity, brevity or to correct errors.

Cancellations

If for any reason an event is cancelled by **Salisbury Arts Scene**, apart from the one listed below, a **full refund** will be offered. Reasons include high winds, heavy snow and further government restrictions to outdoor events. If preferred, payments can be transferred to a future event.

Events cancelled by **Salisbury Arts Scene** at late notice due to **unsuitable wet weather conditions** will incur the following fee being withheld:

Cancellation fee - £15 per exhibitor

This fee is to cover those costs already incurred by Salisbury Arts Scene in organising the event that are not refundable, including:

- 100% hire cost of the Market Square and Gazebos
- Preceding organisation and publicity of the Event and the Artists taking part.

The remaining pitch fee will be refunded or, if preferred, transferred to a future event.

A selected panel of exhibitors will make a joint decision with regards unsuitable wet weather cancellations. The panel represents the various arts and crafts displayed at events.

Exhibitor cancellations made after the commencement of the events marketing and one week before the event date will receive a **75%** refund.

Exhibitor cancellations made within one week prior to the event date, and up to two days before, will **not be entitled** to a refund, **unless** another suitable exhibitor can be found to replace them. A **50%** refund will then be given.

Exhibitor cancellations made within the two days before and on the day of the event, will **not be entitled** to a refund.

Refunded fees will be returned via BACs transfer.

Adverse Weather on Event Day

In the event of severe, adverse weather, including strong winds, Salisbury Arts Scene, in conjunction with Salisbury City Council's Market Officer, may declare that the event will close or partially close.

If full closure occurs before 0800 no Exhibitor or Food Trader may set up or trade. A small fee will be retained as stated under **Cancellation fees** for late cancellations.

If the full closure is declared after 0800 but before 1000 then the exhibitors may stay set up and trade until the closure is declared. The event fee will be refunded minus a small fee being retained as stated under **Cancelation Fees** for late cancellations.

If Salisbury Arts Scene declares the event is fully closed at any time after 1000 but before 1300 then trading must cease and exhibitors will be charged **50%** of the usual fee.

If Salisbury Arts Scene declares the event is fully closed at any time after 1300 but before 1500 then trading must cease and exhibitors will be charged **75%** of the usual fee.

Refunded fees will be returned via BACs transfer.

Damage to Stock and the Public

Salisbury Arts Scene takes no responsibility for damage caused to exhibitors stock or display during an event, including during the set up and take down, due to weather, accidents, or any unforeseen circumstances.

Salisbury Arts Scene takes no responsibility for damage or injury caused by exhibitors stock, displays and demonstrations during an event to the exhibitors staff, fellow exhibitors and their staff, event stewards, customers and the public.

Event Marketing

All registered Exhibitors will be required to publicise each event via social media platforms, word of mouth and any other suitable option available to them.

Stalls - Exhibitors

An Exhibitor may only trade from a pitch provided for them or by themselves which meets the required standards.

Exhibitors must check their stall has been and stays secured appropriately in adverse weather conditions. Canopies, clips and display goods must be positioned high enough so as to cause no risk or danger to pedestrians.

All structures and display of goods are to be within the perimeter of the stall. Overhangs must not cause a hindrance to others, an obstruction or a danger to pedestrians/vehicles.

All avenues, passages and other areas between pitches, and adjacent highways must be kept free of obstructions.

Any proposed exhibits, and any proposed changes to exhibits, are subject to approval of the Salisbury Arts Scene at their absolute discretion.

Stalls - Food

Food traders must comply with all relevant statutory, including those relating to food hygiene and health and safety.

Traders selling foodstuffs must be able to produce a health and hygiene certificate or equivalent certification on demand to Salisbury Arts Scene. Traders selling foodstuffs must be registered with their local Environmental Health Department and provide Salisbury Arts Scene with a copy of their certification.

Food Traders shall comply with the provisions of all Acts of Parliament, bye-laws and orders of regulations made relating to Food hygiene and safety, sale of goods, and weights and measures.

Power

Salisbury Arts Scene cannot guarantee the use of Market Square electrical supply to any Exhibitor or Food Trader and can refuse allocation of power.

Any electrical appliance brought to the allocated space for use by an Exhibitor or Food Trader shall require the approval of the Salisbury Arts Scene.

All electrical cables must be placed so as to prevent tripping hazards and as far as possible away from pedestrian areas. Cables must not be run across the floor of pedestrian areas. Where required they can be suspended at a height of no less than 2.2m above ground, so pedestrians can walk safely underneath.

All Exhibitors using the Council power supply need to ensure that all portable appliances (light fittings, computer tills, scales, music systems, refrigeration equipment etc) have had a Portable Appliance Test (PAT) within the last year, and can provide evidence of such.

All electrical circuitry must be weather resistant, and so placed and maintained to prevent electrical short circuit or danger from electric shock.

Salisbury City Council reserves the right to check all or any electrical appliance connections, cable and cable runs at any time via an authorised and qualified electrical contractor. The Exhibitor or Food Trader will immediately give access to such personnel upon request.

All Exhibitors and Food Traders using LPG (Liquefied Petroleum Gas) such as Carlo Gas for cooking and heating, are required to have an up-to-date 'Gas Safe' certificate, and be able to provide evidence of such on request. Cylinders should be fitted with pressure relief valves and an emergency shut off valve.

Generators are strictly forbidden without prior consent from the SCC Market Officer. If permission is granted only silent Diesel Generators are allowed. Generators must be placed within a bund enclosure to prevent fuel spills contaminating the area. Generators should be stored away from combustible materials and have good ventilation.

A suitable Fire Extinguisher should be within easy reach for all Exhibitors and Food Traders using power.

Open Flames

It is recommended that the following points should be ensured if using an open flame such as a barbeque or pizza oven. Please note that this is not an exhaustive list and it is the Food Trader's responsibility to ensure all Regulations and Standards are met.

The naked flame should be enclosed so members of the public cannot access it.

Any such open flame should be raised off the ground and never left unattended.

A bucket of water, sand or relevant fire safety equipment should be nearby for emergencies. All ashes must be taken off site and not disposed of in an event/market/public bin.

Salisbury Arts Scene and Salisbury City Council has the right to request you leave the event should adequate measures not be put in place.

Food Stalls/Vendors

All market Food Traders handling and preparing of food must comply with current food hygiene regulations and SCC council's guidelines.

Food Traders handling open foods must have their own facilities solely for the hygienic washing and drying of hands.

All Food Traders must be registered with their local authority* as a food business. The registration must cover the scope and nature of the activities undertaken at the market. (*mobile food businesses are required to register with the local authority in which they store their equipment.)

Food Traders must make Salisbury Arts Scene aware of any change in their National Food Hygiene rating as shown on the Food Standards Agency Website.

All Food Traders must have sufficient food hygiene training to allow them to handle and prepare food safely.

Signs

Any signage used on stalls including trade names, banners, frames etc must be clean and in good order.

All signs must comply with the Trade Descriptions Act and shall not be in any way offensive or misleading.

Health and Safety

Salisbury Arts Scene regard with the utmost importance the Health and Safety of exhibitors, our customers and the public who attend the events. Salisbury Arts Scene, in conjunction with Salisbury City Council will do everything reasonably practical to prevent injury to individuals and to protect employees, exhibitors and property in general.

All Exhibitors have a legal obligation to adhere to safe working practices and to promote this policy by: Knowing their individual responsibilities, and responsibilities as employers in relation to health and safety at work; Adhere to all safety measures whether given verbally or in writing; Ensure working practices within their areas of responsibility are kept up to date; Maintain working practices strictly within the meaning of this policy document.

Any accidents and 'near misses' involving exhibitors, their employees or members of the public must be reported to the Salisbury Arts Scene immediately for investigation and entry in the accidents book.

Litter and Refuse

No litter or refuse may be deposited by Exhibitors or Food Traders outside their allocated space, except in a bin or other receptacle provided by Salisbury Arts Scene and Salisbury City Council.

Exhibitors will be responsible for the management and removal of their own waste; except where specifically agreed with Salisbury Arts Scene, in accordance with any provisions for waste removal from the Market Square provided by Salisbury Arts Scene and Salisbury City Council.

Exhibitors will keep their allocated space clean during the day and shall be responsible when trading has ended for leaving the space in a clean and tidy condition to the satisfaction of Salisbury Arts Scene.

Exhibitors should not dispose of any noxious and foul liquid waste onto the pavement or surrounding areas but disposed of appropriately.

All pitches should be left clean and clear of refuse at the close of trading.

Vehicles

An Exhibitor may bring their vehicle on to unload and set up their exhibit from 07.30am.

Once unloaded the vehicle is to be removed from The Market Square by 09.30am.

Only food vehicles which are an essential and substantial part of the Food Traders stall are exempt.

Breaking down of exhibits may begin no earlier than 4pm. Vehicles may return after 4pm unless otherwise agreed with Salisbury Arts Scene.

Restocking from vehicles coming onto The Market Square is not permitted.

Salisbury Arts Scene will decide if a vehicle is a substantial part of the Food Traders stall and required to stay on The Market Square. Storage is not accepted, except for refrigerated foodstuffs to comply with the Food Hygiene Regulations.

In all such rare cases where the vehicle is deemed part of the Food Traders stall, it will be included in measurements of the Stall floor space required by the Food Trader and charged accordingly.

All vehicle movement associated with The Event operation shall, regardless of the time of day, be at a maximum speed of 5 miles per hour and hazard warning lights must be on.

When loading/unloading their vehicles, all Exhibitors and Food Traders shall cause as little obstruction and inconvenience to the general public, other Exhibitors or the councils' employees and contractors as possible. Exhibitors and Food Traders must comply with requirements to ensure emergency access to events.

When vehicles are stationary on The Market Square, any oil or other substances dripping onto the Market Place surface must be removed by the Exhibitor or Food Trader.

Damage To Guildhall Square/Market Place/Property

Any damage done in the Guildhall and Market Place to buildings, walls, concrete, paving or other roadways, hydrants, meters, water taps and services and electrical supply services etc by the Exhibitor or Food Trader or their employees/representatives, is to be paid for in full by the Exhibitor or FoodTrader.

AGREEMENT

By signing this form you agree to having read the **Terms & Conditions** and to respect and abide to each of the terms and conditions as laid out and have kept a copy on file for your reference.

Name (in capitals)

Signature

Date