



## Terms and Conditions

### Booking and Payment

St Neots Town Council reserves the right to decline any trader's application without reason. Applications will be acknowledged by email and accepted applications will be issued with an invoice.

Pitch payment must be made in full at least 28 days prior to the event date.

**Failure to make payment will result in your pitch being cancelled.**

### Cancellation

In the event of a cancellation by the trader, St Neots Town Council reserves the right to retain any monies paid. Refunds will be made only at our discretion.

In the event of the cancellation, abandonment, limitation, or postponement of any event organised by St Neots Town Council, including inclement weather and force majeure, there will be no claim against St Neots Town Council. St Neots Town Council cannot be held responsible for loss of earnings because of any of these circumstances nor any other action by any third party beyond their control.

### Pitch Allocation & Set – Up

The Site Manager will allocate pitches to maximise use of the space available. It will not be possible to re-allocate space on the day of the event. Sharing of pitches is allowed if notified at the time of booking.

Traders must set up & clear away within the times detailed on the trader information pack, sent after pitch confirmation.

Traders must not pack or clear their stall before the event closing time without the permission of the Site Manager. Stallholders are responsible for leaving the area around their pitch clean and tidy





## Health & Safety

You agree to comply with all current legislation, and with all guidance and approved codes of practice published by the Health & Safety Executive. Traders must undertake a complete risk assessment for the stall and ensure that stands, equipment and displays are safe, secure and do not form any hazard or obstruction for the public. You understand and accept you are responsible for the safety and well-being of your staff, contractors and visitors to your space.

You agree to take all necessary fire precautions and to provide your own fire extinguishers that are in good order and have been properly tested within the 12 months up to the last day of the event. All electrical appliances should have proof of PAT testing.

Traders must maintain adequate shared access with their neighbours.

Traders must remove all rubbish, wrapping and waste at the end of the event.

No vehicles may be moved onsite during the hours the event is open to the public.

No flammable liquids, gases or explosive substances shall be brought onto or kept onsite.

No special effect such as candles, helium balloons, fireworks, explosives, smoke generators, or lasers shall be used onsite without prior written permission from St Neots Town Council.

## Site Rules

You agree to always attend your stand when the event is open to the public. Set-up must be complete before the event opens, and no dismantling or closing of stands before the event end is permitted without the express approval of the Site Manager.

Stallholders are permitted to drive onto the site to set up from the arrival time specified on the trader application form. Vehicles must be transferred to the onsite car park no later than 30 minutes before the opening of the event. During de-rig vehicular movements will be controlled by the onsite security team to ensure site safety.

## Responsibility

St Neots Town Council are not responsible for traders' property whilst attending any event.

Traders are required to have public liability insurance (£5,000,000 minimum) as St Neots Town Council can accept no responsibility or liability for trader's losses or claims from third parties.

Exhibitors are responsible for all damage or injury to persons or property occasioned by any of their





**St Neots**  
Town Council

Steve Van De Kerkhove Community Centre, Cemetery Rd, St Neots, PE19 2BX  
T: 01480 388911 E: [enquiries@stneots-tc.gov.uk](mailto:enquiries@stneots-tc.gov.uk) W: [www.stneots-tc.gov.uk](http://www.stneots-tc.gov.uk)  
**Town Clerk** – Chris Robson **Mayor** – Cllr Richard Slade

exhibits, any act or omission by them or their servants, agent, or contractors.

Exhibitors shall indemnify and hold harmless St Neots Town Council in respect of all liabilities, proceedings, damages, cost demands and expenses brought or made against or incurred by St Neots Town Council, in relation to or arising from any acts or omissions of the Trader.

