

MYERSCOUGH COLLEGE OPEN DAY AND COUNTRY FAIR – SUNDAY 8 JUNE 2025

TERMS AND CONDITIONS FOR EXHIBITORS/TRADERS/CATERERS

1. **Bookings**

All organisations/individuals wishing to exhibit or trade (known as 'vendors') at the Myerscough College (known as 'the college') Open Day and Country Fair must complete an application form and then, if accepted, the Booking Form duly signed by the vendor or his/her agent together with a completed Risk Assessment Form for each activity, details of public liability insurance, food hygiene certificate (where applicable) and payment, by the date specified. No vendor will be accepted without this documentation.

2. **Allocation of Site**

The allocation of sites and positioning of exhibits will be entirely at the discretion of the college although every endeavour will be made to meet any request by the vendor regarding the position of their stand. Vendors are reminded when booking their sites to include enough space to accommodate any display vehicles, trailers, gazebos, etc. Vendors must check the positioning of their stand prior to erecting any part of it.

3. **Sub-letting**

No vendor shall sub-let any portion of the space allocated to them. If sub-letting is found to have taken place, the organisation may be removed from the Open Day.

4. **Times of Opening**

Public/event times - 10.00am-4.00pm.

5. **Health and Safety**

All vendors are required to abide by health and safety rules and regulations. The vendor is to ensure that a completed Risk Assessment Form for each activity is submitted with the Booking Form. Vendors are responsible for keeping their display areas safe, neat and tidy at all times.

6. **Generators**

The use of generating equipment by vendors is strictly prohibited without permission from the college. This is to comply with health and safety requirements. In certain circumstances, the college may grant consent where it is considered that a generator is necessary. All electrical equipment must have an up to date test certificate and be safe to use.

7. **Disclaimer of Liability**

The college or its employees shall not be held responsible for any accident, fatal or otherwise, damage or loss, however caused, that may occur to vendor, their servant or other person, any article, animal or property brought on to the college campus, whilst entering, leaving or being carried into or out of the college campus.

8. **Vendors' Responsibility**

Each vendor shall be solely responsible for any loss, injury, damage, or damage by fire that may be done to, occasioned by, or arising from any machinery, article, animal, or property exhibited or brought on to the college campus by them. It is a condition of entry that each vendor shall indemnify and hold harmless the college against all actions, suits, expenses and claims on account of, or in respect of, any such damage, injury or death which may be caused or occasioned.

9. **Vehicles on Site**

All vendors are required to remove any vehicles which are not part of their exhibit to one of the designated car parks by 9.00am when the campus will be pedestrianised until 4.00pm. The college has the power to remove any vehicles not complying with this condition.

10. **Admission and Removal of Stands**

Access to the college on Open Day will be from 7.30am. Removal of stands may commence immediately after but not prior to the close of the Open Day at 4.00pm.

11. **Fire Protection**

Vendors are required to supply fire extinguishers as a precaution. Vendors using bottled gas installations are required to have a certificate of examination by a qualified gas fitter within the last 12 months. A copy of this certificate is to be provided at the time of booking. Vendors providing their own cover will need to meet the latest fire retardant specifications.

12. **Collections and Appeals**

Collections at the Open Day are not permitted. Any charity or vendor supporting a charity may only raise money through the sale of merchandise. Sales or promotion of the charity must not be made outside the limit of the vendor's own stand.

13. **Political/Extremist/Racist Propaganda**

No political, extremist or racist propaganda will be allowed in any marquee, stand or other part of the Open Day under any circumstance whatsoever.

14. **Machinery in Motion**

All exhibits containing moving parts must comply with health and safety regulations. All tractors or power units fitted with implements or attachments must be immobilised whilst on display. Electrical or mechanised cutting equipment such as chainsaws must not be demonstrated without written permission from the college. Exposed shafts, pulleys, etc. must be guarded.

15. **Cancellation in Whole or Part**

The college reserves the right to determine the cancellation of whole or part of the Open Day should circumstances necessitate. The college will not be in any way responsible for any claim for compensation or otherwise in regard to the cancellation in whole or in part of the Open Day or for anything arising out of or in connection therewith.

16. **Security**

The college accepts no responsibility for the security of stands, equipment, stock, cash or any other property of the vendors, who are strongly advised to arrange their own insurance cover.

17. **Insurance**

Vendors must ensure they have a minimum of £2M public liability insurance cover in place at the time of the Open Day. Vendors are also advised to have adequate cover in place in the event of Open Day being cancelled in whole or in part for whatever reason; employer's liability, and personal accident cover for staff.

18. **Dogs**

Dogs are permitted on to the college campus provided that they are leashed at all times and any animal waste removed and placed in the bins provided.