

Woodfair South West Programme 2006 – 2008
Annual Woodfair – Roadford Lake
Saturday 12 and Sunday 13 July 2008

RULES AND REGULATIONS

Definitions:

“The Exhibition” means:	Roadford Woodfair 2008
“The Organisers” means:	South West Forest
“The Premises” means:	Roadford Lake
“The Landlords” means:	South West Lakes Trust

1. EXHIBITS PERMITTED

- a. Exhibitors' vehicles are not permitted on the showground and must be left in the exhibitors' car park during the event.
- b. The Exhibition is open to exhibits as approved by the Organisers.
- c. Exhibitors may display only exhibits manufactured by themselves or by an associated or subsidiary company or by a company for which they are wholesalers, agents or distributors.
- d. Exhibitors may not display any exhibits in addition to or in place of those described on the Contract for Space form except with the express permission of the Organisers.
- e. During the open period of the Exhibition exhibitors may not mount a competitive exhibition of sales within 5 miles of the premises unless for normal trading purposes from their own agent's premises.
- f. The Organisers reserve the right at their sole discretion to refuse and if necessary remove at the exhibitor's expense any exhibit which they consider to be in breach of these Rules and Regulations, detrimental to the proper and smooth running of the Exhibition or which in the opinion of the Organisers or of the Landlords, is likely to be dangerous or detrimental to the fabric of the land or premises.

2. DISPLAY OF EXHIBITS

- a. All exhibits must be on view all times that the Exhibition is open to visitors. The Organisers reserve the right to remove the cover of any exhibit not uncovered during the period, and shall not be responsible for any loss or damage caused in doing so.
- b. There must be a competent representative of the exhibitor in charge of exhibits at all times that the Exhibition is open to visitors.

3. ADMISSION TO EXHIBITION PREMISES

- a. Exhibitors must obtain from the Organisers the necessary passes to admit their executives, representatives and workmen during the installation, exhibition and dismantling periods. Contractors must also obtain similar passes direct from the Organisers.
- b. Any persons bringing goods into or removing goods from the Exhibition premises shall be in possession of evidence of his authority to do so.
- c. The Organisers reserve the right to refuse to admit or to expel any person at any time, notwithstanding that person's possession of any official pass or ticket.
- d. Drivers of vehicles entering the Exhibition premises must obey the instructions of the Organisers at all times and should ascertain from the Organisers the maximum loads or heights permitted before entering the premises.

4. INSTALLATION AND DISMANTLING

- a. The arrival, installation, erection and removal of stand fittings and exhibits must conform to the timetable, or to specific directions by the Organisers.
- b. If during the installation period an exhibitor's site is not occupied as required in the Exhibition timetable, the Organisers may, at their discretion, treat the space as inadequately occupied (see clause 11b) or in default (see clause 12b).
- c. During the Exhibition period exhibits or materials may be brought onto or removed from the stands, and maintenance or repair work carried out, only when the premises are closed to visitors and then only subject to the permission of the Organisers.
- d. Exhibitors may not remove any exhibits or stands from the Exhibition until 15 minutes after the Exhibition finally closes to visitors.

- e. Any property remaining after the end of the dismantling period may be removed and sold or otherwise disposed of by the Organisers at the expense of the exhibitor.
- f. Each exhibitor must arrange and pay for the conveyance of goods to and from his site in the Exhibition, for their reception and installation and subsequent removal and disposal. The Organisers do not take any responsibility for exhibitor's goods or property.
- g. Exhibitors must remove all stand fittings, displays, rubbish and exhibits from the premises by 12 noon on Monday 14 July 2008.

5. GENERAL STAND REQUIREMENTS

- a. *Height*
Stand fittings and structure on space-only sites should not exceed 3 metres in height without special permission from the Organisers.
- b. *Boundaries*
 - (i) No part of any stand or exhibit may overhang any gangway or exceed the allotted boundaries of a site.
 - (ii) Exhibitors must make their stand fitting contractors responsible for confirming the accuracy of the marking out of the site boundaries.
 - (iii) Exhibition space not provided with shell stands shall be clearly defined and the exhibits arranged inside the stand boundary.
 - (iv) Floor coverings shall be properly secured or weighted along the edges.
- c. Special permission from the Organisers is required for any of the following: Exhibits in motion; any stand or structure exceeding the height limitations; any walled enclosure; any double decker stands. Applications for such permission must be submitted to the Organisers in writing, and accompanied by full plans, at least 6 weeks before the Exhibition opens.
- d. *Signs and Fascias*
 - (i) The Organisers reserve the right to prohibit flashlights, spotlights, etc, which are causing annoyance.
 - (ii) Exhibitors must cover or decorate the back and front of all partitions, structures or signs to the satisfaction of the Organisers.

6. EXHIBITS IN MOTION

- a. Exhibitors may not operate or put in motion any exhibits without prior written approval of the Organisers.
- b. Machinery in motion must be guarded at all times to the satisfaction of the Organisers.
- c. The Organisers reserve the right to prohibit the operation of machinery and of demonstrations, which, in their opinion are causing or may cause annoyance to other exhibitors or visitors.

7. FIRE PROTECTION

- a. Each exhibitor must ensure that there is at least one person on his stand, whenever the Exhibition is open to visitors, who knows how to use fire extinguishers.
- b. Flameproof and fireproof materials must be used in stand construction. Additional fire protection must be provided wherever required by the Organisers or any other competent authority.
- c. No exhibitor may do or permit anything that vitiate or affect the fire or other insurance policies or licenses covering the Exhibition and the Exhibition premises.

8. DISPLAY AND ADVERTISING FEATURES

- a. Exhibitors may display advertising material only on their own stands except by arrangement with the Organisers.
- b. Exhibitors may distribute circulars or other material only within their own stands.
- c. The Organisers reserve the right to prohibit as unsuitable or as annoying to visitors or other Exhibitors any display feature or advertising material or any sales method or demonstration which is causing offence.

9. ELECTRIC, GAS WATER AND WASTE SERVICES

- a. Electric, piped gas, water and waste services to stands are not available on the premises.

10. OCCUPANCY

- a. A site may be occupied by the exhibitor to whom it has been allotted and by his accredited agents as approved by the Organisers.
 - (i) No exhibitor may sublet his space or any part thereof.
 - (ii) No exhibitor may permit any non-exhibiting firm or its agents or representatives to use for any purpose whatsoever any space allotted to the exhibitor.
- b. All allotted space must be adequately occupied by the exhibitor to whom it is allotted. The Organisers reserve the right to take over and clear at the exhibitor's expense the stand fitting and exhibits from the

whole or any part of a space which they regard as being unsuitably or inadequately occupied. Any payment made or due in respect of such space will be forfeited, and the expense of filling the space will be payable by the exhibitor.

- c. An exhibitor's occupancy of a site does not preclude the right of access on to the site by representatives of the Organisers or any other competent authority.
- d. Each exhibitor exhibits entirely at his own risk. The Organisers are not liable for any loss or damage to persons or property which the exhibitors, their agents or contractors, or the staff or workmen of such exhibitors, agents or contractors, may sustain from any cause whatsoever. (Exhibitors are recommended to ensure themselves against such contingencies).

11. CANCELLATION OR DEFAULT BY THE EXHIBITOR

- a. An exhibitor will not be at liberty to cancel or withdraw his application for space once it has been allotted.
- b. If an exhibitor shall fail to pay any sum due to the Organisers or shall contravene or fail to observe any of the requirements of these Rules and Regulations, the Organisers reserve the right to revoke his allotment of space and to remove and exclude the exhibitor, his agents and property at his expense from the Exhibition premises and to re-allot the space. Such action by the Organisers shall not prejudice any other remedy which they shall have against the exhibitor nor reduce the amount paid or owing to him.

12. ABANDONMENT AND LIMITATION

- a. In the event of any abandonment, postponement or limitation of the Exhibition, any limitation of the use of the premises or any part thereof, or any failure of the services provided therein, caused by events beyond the reasonable control of the Organiser, any exhibitor or his agents or contractors shall have no claim against the Organisers in respect of any resulting loss or damage and the exhibitor's liabilities shall not be affected.
- b. The Organisers shall reserve the right to alter the location and layout of the exhibition or reduce the space allocated to any exhibitor whose stand is affected by such alteration or reduction but will not be liable to make any further payments or compensation and the exhibitor will not be entitled to withdraw from the Exhibition.
- c. The Organisers accept no responsibility if delivery of goods and materials or the execution of work is held up or prevented by any cause beyond their control, including without prejudice to the generality of the foregoing:
 - (i) Strike, lockout, labour disturbance or restriction.
 - (ii) Failure by the exhibitor or any third party to observe any of the provisions of the National Labour Agreement for the Exhibition Industry, copies of which will be provided to the exhibitor on request.
 - (iii) Failure by the exhibitor, his agents or contractors to give instructions or supply the necessary drawings in due time.
- d. If for any reason whatsoever beyond the reasonable control of the Organisers, including without prejudice to the generality of the foregoing, trade union action, the Organisers decide that in the interest of the Exhibition as a whole an exhibitor's stand must be closed down or certain items removed from it, the exhibitor or his agents or his contractors shall close down or remove the same and shall have no claim against the Organisers in respect of any resulting loss or damage and the exhibitor's liabilities shall not be affected.
- e. In the event of postponement of more than three months from the advertised opening date or cancellation of an entire exhibition through causes within the control of the Organisers, the Organisers will repay such stand rental as has already been paid to the Organisers by the exhibitor, but shall be under no liability to the exhibitor in respect of any actions, claims, losses (including consequential losses), costs or expenses whatsoever which may be brought against, suffered or incurred by the exhibitor as a result of the happening of such events.
- f. Nothing in these Rules and Regulations shall be taken to limit or exclude the Organiser's liabilities for personal injury or death resulting from its negligence.

13. DAMAGE TO THE EXHIBITION PREMISES

- a.
 - (i) No exhibitor may do or cause any damage of any kind to the exhibition premises or to any of the fixtures and property belonging to the Organisers or to the Landlords or their agents.
 - (ii) No exhibitor may alter or interfere with the structure of the Organisers and of the Landlords.
- b. Any damage which may have been done or caused by the exhibitor or his agents or contractors to the exhibition premises or to any fixtures or property belonging to the Organisers or the Landlords shall immediately be made good at the exhibitor's expense to the entire satisfaction of the Organisers or the Landlords.

14. CLAIMS, INDEMNITY AND INSURANCE

- a. Each exhibitor shall indemnify the Organisers against all liabilities, actions, costs and claims for injury or loss to any person or damage to or loss of any property arising as a result of his occupancy of a site or of any act, omission or negligence done or omitted by the exhibitor or his agent or any other person under his direction.
 - b. Each exhibitor must adequately insure themselves and keep insured to cover liabilities under these Rules and Regulations. He must also insure fully and comprehensively (including third party and liability cover) the exhibition stands, contents, staff and visitors etc. against all risks and provide evidence of the relevant policy to the Organisers prior to the event, including the name of the Insurer, the policy number, expiry date and Limit of Indemnity.
15. CONDUCT
- a. Each exhibitor shall assume responsibility for the good behaviour during the entire Exhibition period, including the installation and dismantling periods, of his own and his agents' or contractors' employees or workmen, and of visitors while on the exhibitors' allotted stand space.
 - b. Exhibitors must not do or permit within the Exhibition premises anything which shall in any way be a nuisance or which is in the opinion of the Organisers contrary to the character of the Exhibition.
 - c. Each exhibitor must adequately insure themselves and keep insured to cover liabilities under these Rules and Regulations. They must also insure fully and comprehensively (including third party and liability cover) the exhibition stands, contents, staff and visitors etc. against all risks and provide evidence of the relevant policy to the Organisers prior to the event, including the name of the Insurer, the policy number and Limit of Indemnity.
16. REFRESHMENTS
- a. No exhibitor shall sell in the Exhibition premises anything for human consumption by eating, drinking or smoking without prior consent.
 - b. Exhibitors may entertain invited visitors with refreshments, to eat and drink.
 - c. No exhibitor may do or permit anything, which may infringe the wine, beer, spirit or other relevant licences.
17. APPLICATION OF RULES AND REGULATIONS
- a. Each exhibitor is bound in all respects by these Rules and Regulations and in addition shall be bound by and comply with and be deemed to have full knowledge of the regulations of the Landlords for the use of the Exhibition premises or of the plant in connection therewith by exhibitors and others that are in force at the time of the Exhibition.
 - b. Each exhibitor is bound in all respects by these Rules and Regulations as may affect such agents and contractors, and any claim arising from the failure of the exhibitor to give such notice shall be the sole responsibility of the exhibitor concerned.
 - c. Should any question arise whether provided for in these Rules and Regulations or not, the decision of the Organisers shall be final.
 - d. The Contract for Space form is subject to and does not vary these Rules and Regulations.