



Guildford Cathedral Christmas Fair Friday 20 & Saturday 21 November 2020 EXHIBITOR BOOKING TERMS & CONDITIONS

It is understood that in signing for and purchasing exhibition space at the above event that the Exhibitor Booking Terms & Conditions will be adhered to.

Exhibitors and Organisers: – For the purpose of this document ‘Exhibitors’ shall be understood to refer to anyone with an exhibition stand or display at the above event. Organisers shall be understood to refer to be the delegated individuals of Guildford Cathedral.

1. All bookings must be accompanied by:
 - a. full payment
 - b. a copy of your risk assessment
 - c. a copy of your public/products insurance liability certificate
 - d. copies of food hygiene certificates/personal licences where appropriate
2. Description of goods to be exhibited or sold. Only items described on the booking form will be allowed.
3. Exhibitors are reminded that they must comply with all relevant Trading Standards requirements and ensure all items for sale comply with current Health and Safety legislation.
4. Withdrawal or Cancellation of Space Reserved. Where an exhibitor withdraws from the event or cancels a space reserved, for any reason, all fees paid shall be forfeited and the Organisers reserve the right to re-let such space.
5. Allocation of Space. The allocation of sites and positioning of exhibition stand space will be entirely at the discretion of the Organisers, although every endeavour will be made to meet the Exhibitors’ needs.
6. Sub-Letting. The sub-letting of all or part of a stand by an Exhibitor is expressly forbidden unless authorised by the Event Organisers in writing prior to the event.
7. Exhibits **MUST** be confined to the space allocated and paid for.
8. The erection of stands can begin on Friday from 7.30am. Please note between 8.00am – 9.00am Morning Services are taking place in The Lady Chapel, we ask you to respect this and keep noise to a minimum during this time. Take down to be complete by 5pm on Saturday. No part of the stand can be dismantled until 4.00pm on Saturday 23 November, once the public have left the building.

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9. Advertising banners. Advertising banners within the space booked and paid for by the Exhibitor are permitted but are strictly prohibited elsewhere.
10. Litter: Exhibitors are required to keep their stands and the area immediately adjoining their stands clean at all times during the event. Any litter and refuse generated should be placed in suitable receptacles and taken away at the end of the day. At the end of the event the stand must be left in a clean and tidy condition. The Organisers reserves the right to charge for clearance of excessive or dangerous litter.
11. Raffle Tickets. Raffle tickets may only be sold with the prior consent of the Organisers.
12. The Cathedral is a place of worship and all users of the building and grounds are required to be mindful of its sanctity and treat it with the highest respect and reverence. Please ensure that:
 - a. inconsiderate and inappropriate behaviour and language are avoided
 - b. all instructions from the Cathedral staff are acted on immediately and without question.
 - c. any problems are raised immediately with the Cathedral Events Team.
13. Under no circumstances must anything be attached to, or suspended from, the fabric of the Cathedral building.
14. Damage: The Organisers will not be responsible for any damage, breakage, loss or injury arising from any cause either in transit, erection or during exhibition, howsoever caused.
15. Accidents. The Organisers will not be responsible for any accidents, fatal or otherwise, that may arise from an Exhibitor reserving an exhibition area at the event. It is a condition of entry that each Exhibitor shall hold the Organisers blameless and indemnify them against any legal proceedings arising from such accident. This rule will also apply to any contractor or sub-contractor employed at the event.
16. Disclaimer of Liability: The Organisers will not be responsible for the death, injury, disease or loss caused to any Exhibitor or to his or her servant or agent, of whatever nature, regardless of the cause of death, injury, disease or loss arising.
17. Security. Exhibitors/stand holders are responsible for the safe keeping of all goods or items on their stands. The Event Organisers will not be responsible in any way for the loss or damage to Exhibitors property whilst it is on Guildford Cathedral property.
18. Insurance. It is a condition of entry and booking an exhibition stand that each exhibitor shall hold the necessary Public/Products Liability insurance for a minimum of £2,000,000.
19. The Event Organisers reserve the right to refuse admission or change the site plan at their discretion.
20. The Event Organisers also reserve the right to refuse an application for exhibition space.

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21. Health & Safety. It is a legal requirement that every exhibitor should provide a meaningful risk assessment outlining their activities and methods employed to control any hazards and risks. The risk assessment to be submitted with the booking form.
22. In the event of the death of the Monarch or a senior member of the Royal Family the Cathedral may have to cancel this event as a mark of respect from the day of the death until the day after the funeral. In these circumstances Guildford Cathedral will cancel the booking shall refund any facility fees paid to the Cathedral. This shall be Guildford Cathedral's only liability.
23. If Guildford Cathedral is unable to make the venue and other booked facilities available to the Exhibitor in accordance with this agreement (including any circumstances where the venue becomes inaccessible, closed (temporarily or otherwise) or the Event is interrupted) for reasons outside of Guildford Cathedral's reasonable control including, without limitation, any mechanical breakdown, terrorism, explosion, epidemic, natural physical disaster, strike, riot, war failure in the supply of any utilities or telecommunications facilities, fire, Government restriction, weather conditions, flooding or other act of God or any other reason, Guildford Cathedral shall notify the Organiser as soon as reasonably possible. If the parties are able to agree changes to the booking to overcome the difficulty, then the booking will be altered accordingly. If the Organiser does not wish to accept alterations proposed by Guildford Cathedral, Guildford Cathedral may cancel the booking, giving as much notice as possible, and shall refund any facility fees paid. This shall be Guildford Cathedrals only liability.
24. These terms are governed by the law of England and Wales and are subject to the exclusive jurisdiction of the courts of England and Wales.