

# Trefest: Exhibitree – 26-29 August 2011

## Terms and Conditions of Stand Bookings for Exhibitors

### About the Event

A well-established event in the beautiful setting of Westonbirt, The National Arboretum, one of the most spectacular tree gardens in the world. At the Trefest you will find everything from tools and timber, to wood turners and willow weaving, encompassing the story of wood from its primary source to its final form - whatever that might be! Now in its 19th year, is an established event which aims to maintain its high standard of exhibits and activities.

### About the Venue

Westonbirt Arboretum is a popular tourist attraction, set in 600 acres and containing 16,000 trees and shrubs.

### General Conditions

- All stands within the communal marquees must comply with a 2.5m depth.
- All exhibitors must have the name of their organisation displayed prominently on their stand.
- Please bring all equipment needed for your stand with you. We regret we are unable to supply logs, wooden posts, etc.
- No exhibitor shall share their stand with another company, exhibitor or trader, or sub-let any part of it without the permission of the organisers in advance. Failure to do so may result in the cancellation of your booking and forfeit of any fees paid.
- Any sponsorship agreements for individual stands, or marquees must be agreed with the Organisers in advance. Failure to do so may result in the cancellation of your booking and forfeit of any fees paid.
- All exhibitors must possess valid public liability insurance against third party risks/liability to the value of £5 million. Lower limits (£2 million) may be accepted for non-hazardous activities subject to the prior agreement of Westonbirt. Exhibitors must be able to produce a certificate on request. **Please state the amount of insurance cover you have, on the booking form.**
- All exhibitors and demonstrators will comply with the Forestry Commission risk assessment which will be sent out with the final information.
- No security is provided. Exhibitors are responsible for the safety and security of their stand and are advised to be suitably insured against fire, theft, damage or abandonment.
- Exhibitors will be responsible for maintaining their stand and campsite and leaving their pitch in a clean and safe condition. **Failure to do so will result in a £35 litter-picking surcharge.**
- If an exhibitor withdraws from the show or cancels any reserved space, all paid fees will be forfeited and the organisers (The Forestry Commission) reserve the right to re-let the space.
- If the event is cancelled or abandoned, all fees will be refunded.
- It is a safety regulation that all trade stands must be equipped with a **fire extinguisher** appropriate to the goods on sale. Any electrical connections must be EU compliant. All exhibitors must take responsibility for their own health and safety and that of the public who visit their stand.
- **Exhibitors are not permitted to set up their stand in any plot other than the one that has been allocated to them without the express permission of the organisers.** Although the show will endeavour to comply with exhibitors' requirements, we cannot guarantee the position of individual sites. If you have particular requirements please write them on your booking form.
- All catering is covered by the catering concession. No other exhibitors are permitted to sell foodstuffs unless they are in a raw or uncooked state.
- Cycling is not permitted at Westonbirt Arboretum.
- Exhibitors' dogs must be kept on leads at all times on the Festival site. Dogs can be exercised off the lead in Silk Wood. Dogs are not permitted in the Old Arboretum.
- Generators and loudspeaker systems will only be allowed with the advance permission of the organisers
- All exhibitors are required to comply with the instructions of the organisers. Anyone not doing so or causing annoyance to surrounding exhibitors will be expelled from the show site.
- As the National Arboretum, Westonbirt must do all it can to protect the trees for which we are famous. A 'Protection of Downland Trees' information sheet will be sent with the final details. Please abide by the conditions on the sheet.

### Admission

- All exhibitors will receive an allocation of visitor passes as stated and one vehicle pass – additional vehicle passes (appropriate to the stand) should be requested.
- Exhibitor passes this year will be wristbands. Wristbands must be worn by exhibitors at all times. Wristbands that are not worn, or have been damaged/removed will be treated as void and admission to the site may be refused.
- Vehicle passes permit vehicles into Westonbirt from 10:00 Thursday 25th August until 08:30 on the four exhibition days. After that time all vehicles must be stationed either in the space directly behind your marquee or in the main car park. The vehicle pass does not entitle you to park your vehicle on the exhibition grounds once the show is open to the public. Vehicle passes will be limited to two per exhibitor but only one vehicle can remain on the festival site during open hours.
- Extra Visitor pass can be booked in advance at a cost of £5.00 and will be invoiced with your exhibition space.
- Details of your allocation, site plan, setting up instructions, exhibitor and vehicle passes etc. will be dispatched June/July.

### Setting Up

- Stands must be open to the public between 0900 and 1700 on all four days and if a stand is not operative by 10am of 1st day then we will assume you are not coming and make such use of stand as deemed fit.
- Breakdown starts no earlier than 5pm Monday 29th August. All exhibition material must be removed from the marquees by 1pm on Tuesday 30th August.
- Good housekeeping is expected from all exhibitors and the site must be left clean and tidy. Any rubbish must be removed at the end of the event. You will receive an invoice if the organisers have to remove your waste material.
- All trade stands must have the name of their organisation displayed prominently on their stand.
- Traders are not permitted to sublet their stands, nor are they permitted to re-sell their stands to other traders.

## Exhibition space and charges

- Exhibition space is available as open plots plus an individual small marquee provided by the organiser, individual space within a framed marquee, or as open field plots where the exhibitor provides their own cover.
- The open field plot price includes an allowance of up to 1m depth display space in front of your marquee.
- If you intend to bring your own marquee it must be in a **clean and presentable order**, safe for use and securely pegged down. **It must be fire retardant. You must provide a fire extinguisher.**
- Exhibitors can only exhibit out of a booked marquee or their own marquee. Exhibitors will not be able to sell directly from their vehicle or from a caravan and awning.
- It is a strict requirement that plot only exhibitors who need to hire a marquee must do so through the Forestry Commission. This arrangement allows the organisers to work with one Marquee Company, to quickly and successfully erect all the necessary marquees in the right plots.
- Tables and Chairs must be booked in advance. Furniture booked will be kept at the Forestry Commission Information Marquee for collection.
- Exhibition space will be allocated on a "first come first served" basis and may be restricted to avoid too much of the same goods.

## Setting up and opening times

- Stands etc. can be erected from **9am to 6pm on Thursday 25 August 2011**. Build up cannot take place outside of these times unless agreed in advance with the organisers.
- Vehicle movement must stop at 8.30am on each day of the show. All Vehicles must be removed from the show site until 6pm.
- The show will officially open at 9am and close at 5pm on the 26, 27, 28 and 29 of August 2011. During the time the show is open, exhibitors are not permitted to move or clear away their stands.
- Stands can be broken down from 5pm on Monday 29 of August 2011. Exhibitors must be packed up by 12pm on Tuesday 30 of August 2011, leaving their trade stand site and their campsite in a clean and tidy condition. All rented equipment should be left in the condition it was found.

## Power

- Electricity can be provided to the main marquee and a limited number of open field sites. Exhibitors must provide their own cable to reach from the 13amp supply at the back of their site. **Exhibitors must state the power rating for all electrical equipment and appliances on their application.**
- Power must be booked in advance. Each power supply will be a double-headed outlet. You must not exceed 13amps or 4kw per power supply booked.
- Kettles and fan heaters are not permitted to be used as these frequently overload the power supply.
- The power supply will be turned on between 8am and 6pm.

## Demonstrations

- Demonstrators must comply with the risk assessment sent out with the final information.
- Demonstrators must wear the correct Personal Protective Equipment for the activity they are undertaking. This may include footwear, gloves, ear defenders and safety goggles/glasses as appropriate for the activity being undertaken.
- Demonstrators must provide safety equipment to ensure the audience is protected from flying shavings of wood and any other potential hazards.
- All hazardous parts must, where appropriate, be covered with functional machine guards and at no time during operation may the machine guards be removed.
- Build up of sawdust/off-cuts must not be allowed to occur. Working areas must be kept tidy.
- When not in use all tools must be stored away from members of the public.
- Demonstrators must provide a suitable fire extinguisher.

## Vehicles

- Vehicular movement on the show site must stop at 8.30am and will not be permitted again until 6pm. Vehicles are strictly banned from moving around the show site between these times.
- Spaces will be available for cars/vans, at the back of the marquees.
- Vehicles without passes will not be allowed on the festival site to unload, load or park.
- The maximum speed limit on site is 10mph.
- Access ways to the front and rear of stands must be kept clear.
  - Vehicles must not be parked underneath the canopy of trees anywhere on the arboretum grounds. This is to protect the trees. Any vehicles found parked under tree canopies will be towed away.

## Marquees

- Stand holders should be aware that the marquees hired are laid directly to ground. It is possible that moisture from the ground can build up within the tent overnight as condensation, especially in stands that do not have floors. Westonbirt and the marquee contractor cannot be held responsible for damage cause to any stock or personal property through condensation or indeed any other water ingress throughout the course of the event. Stallholders should have appropriate insurance for all property bought onto Forestry Commission Property'

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## Liability Disclaimer

Save for death or personal injury caused by the negligence of the organisers or anyone for whom they are in law responsible, The Forestry Commission nor any of its employees, accepts liability for any accident, loss, damage, injury or illness to any persons in any way whatsoever. The Forestry Commission shall not be liable in respect of any loss or damage whatsoever arising from the abandonment, cancellation or post-ponement of the event, or any such eventuality.