

**BERKHAMSTED CHAMBER OF COMMERCE (BDCC)**  
**MEDIEVAL FESTIVAL 2022**  
**Terms & Conditions**

The Event is organised by Berkhamsted and District Chamber of Commerce (BDCC).

All Registered Stallholders must sign a Stallholder Agreement. The basic conditions of this Stallholder Agreement are included here:

**1 Fees**

Fees are payable to BDCC. Stallholders must pay the full amount listed according to type of stall. Pitches cannot be confirmed without receipt of funds and the appropriate listed insurances and certification.

**2 Trading days and hours**

As specified in confirmation letter. Stallholders must conduct business from the stall only during the trading hours.

**3 Temporary basis**

Occupation of the stall will only be as a casual stallholder during the event. BDCC has absolute discretion to grant or revoke this right at any time. Application for a pitch does not guarantee acceptance. All funds will be reimbursed to unsuccessful applicants.

**4 Venue**

The actual location of the pitch at the event will be at BDCC's discretion. Pitch availability is on a first come first served basis. It is the stallholder's responsibility to ensure their stall – including any ropes and/or other equipment - fits on the pitch applied for and allocated to them.

**5 Use of the stall**

Stallholders must only use and occupy the stall for the sale of products and/or purposes as described by the stallholder on the application. Other stallholders may be permitted to conduct a similar business at the event. All goods and merchandise offered for sale or sold by stallholders must comply with relevant safety and compliance standards.

**6 Stall Equipment**

The event organiser does not provide any stalls, stall furniture or stall weather protection.

**7 Timing for Loading and Unloading**

As specified in confirmation letter. Moving vehicles are prohibited within the event during trading hours.

**8 Payment Method**

Stallholders can pay by bank transfer or by cheque. Payee details on application form. All payments must be made prior to a pitch being allocated.

**9 Appropriate behaviour and presentation**

Stallholders must conduct themselves in a proper, polite and orderly manner at all times and keep noise to a minimum. Stalls must be kept in a clean and tidy condition and remove all rubbish from their pitch. Recycling bins will be available and instructions provided on the day

**10 Insurance, Licencing and Certification**

Stallholders must hold adequate product insurance at all times and a valid minimum £5 million Public Liability policy. This policy must be attached to the submitted application. Stalls providing food and drink must have valid, appropriate documentation and registration as required on the application form. Documentation must be appended to the submitted application and also be available, with the stall, on each day of the event, for inspection

**11 Sub Letting and Sharing**

Subletting or sharing of pitches is not permitted without prior consent of BDCC.

**12 Weather**

BDCC will not be responsible for any impact of the weather on trade neither will it provide refunds for cancellations.

**13 Cancellation of booking**

There will be no refunds for cancellation excepting extreme extenuating circumstances, at the discretion of BDCC.

**14 Indemnification**

By submitting a pitch application, the stallholder acknowledge they hold a current Public Liability Policy for £5,000,000. The stallholder application acknowledges that BDCC is indemnified against all claims arising from damage/injury to goods or persons. The stallholder signs here to confirm they have read the above terms and conditions and agrees to be bound by them

Name:

Signed:

Date: