



# Dorset Arts & Crafts Association

Registered Charity No 306252

2024

## Stallholder Terms & Conditions

### Showcase 2024

Friday 2<sup>nd</sup> – Tuesday 6<sup>th</sup> August

1. All Stallholders must be paid-up members of DACA.
2. All stallholders must have insurance cover for all eventualities, including Public & Product Liability Insurance to the value of £5,000,000 (Five million pounds sterling). DACA cannot accept responsibility for any loss by, or damage to, or consequential loss by or damage to you or your employee(s) which occurs as a direct result of the event. Stallholders are responsible for all loss or damage to persons or property which occurs as a direct result of their area/stall and agrees to indemnify DACA against any claims or demands which may arise.
3. Before an offer of a stall can be confirmed copy of Public & Product Liability insurance will be required. If this is through an association then valid proof of membership of the association and a copy of the certificate of Public & Product Liability Insurance for the members must be included with the application. Proof of membership must include evidence of the expiry date of your membership.
4. If the insurance expires between time of application and the start of the exhibition then proof of renewal must be sent within two weeks of that renewal date or if renewal falls after 15<sup>th</sup> July then the new certificate or proof must be shown before setting up your stall.  
Where proof of Public Liability insurance renewal is not provided within 2 weeks of date of renewal the committee reserve the right to cancel the stall booking. In this instance the stall fee will not be refunded.
5. If the insurance expires before the date the show finishes, then a copy of the renewal must be sent to DACA upon renewal.
6. Whilst every care is taken to safeguard stallholders goods DACA accepts no liability for loss or damage to the stallholders stock/work neither during the show nor during set up or dismantling.
7. No stall may be sublet or transferred to a third party or used for any purpose other than that agreed with the association as per the original application.
8. **Cancellations.**  
In the event of cancellation by the stallholder, where it is possible for the stall space to be re-sold a refund of 90% of stall fee will be made. (10% being due as administration fee.)  
Where the stallholder cancels within 6 weeks of the exhibition date it will not be possible to refund the stall fee.
9. All finished goods offered for sale must be made by the Stallholder Applicant or be produced from their original artwork.
10. Photographs supplied by the stallholder may be used by DACA for advertising purposes both in print and on-line.
11. No imported finished craft goods or those not made by the Stallholder will be permitted.

.../continued

12. Stallholders are responsible for transporting, unpacking, setting up and dismantling their stalls and displays. Drapes for the stalls are provided by the association. Stallholders own cloths or drapes may not extend beyond the top surface of the table.
13. The Exhibition site will be open from 9.30am to 5pm on Thursday 1<sup>st</sup> August and from 8 am on Friday 2<sup>nd</sup> August for setting up. Stalls must be in place and complete by 9.30am on Friday 2<sup>nd</sup> August.
14. Stalls must be dismantled and removed from the site immediately following the close of the exhibition on Tuesday 6<sup>th</sup> August.
15. Stalls must be manned through out the exhibition
16. All Stallholders under the Health & Safety at Work Etc Act 1974 have a responsibility to ensure so far as is reasonably practical, the health, safety and welfare of all employees, and that any plant or systems or work that may be used are safe and without risks to health. You should be aware that under the H&S at Work etc Act Exhibition stands are considered a workplace. Stallholders will be required to sign a form confirming they are aware of fire exit locations. There will be daily Health & Safety Inspections.
17. All Stallholders must adhere to fire evacuation procedures explained to them by DACA Exhibition Staff. Fire exits, evacuation routes and fire equipment must be kept clear at all times.
18. In the event of an accident or injury it should be immediately notified to a member of the DACA Exhibition Staff.

#### **Indoor Stalls**

19. Stallholders using their own display stands either on table top or floor standing must provide details and dimensions in the 'special requirements' section of the application. These stands must be stable, secure and self supporting. Maximum finished height from the floor must not exceed 1.8 m (6ft). Stands may not exceed the width of the stall; no boards may be used to extend the stand in any direction.
20. Those stallholders who have requested electricity supply for their stand may only connect lights, tills or laptops and chargers for phones and tablets. A valid PAT certificate is required for all items connected to the supply including extension leads and adaptors (eg. 3 way). No other items may be connected without permission of the Show Manager. All equipment requiring testing by DACA must be tested on Thursday 1<sup>st</sup> August.
21. Electrical leads must not trail across gangways or any passageways.
22. Stallholders may not nail, pin or fix anything to walls floor or fabric of the building or do anything that is likely to damage the building, or its furnishings or fittings. Stallholders will be liable for any damage they cause.

#### **Outdoor Stalls**

23. There is some space inside the school to store stock in the evenings.
24. Access is available through the back gate for setting up and taking down. For security of the site, this gate will be locked while the exhibition is open to the public.
25. All equipment requiring PAT Testing must be tested on Thursday 1<sup>st</sup> August.

..../continued

## **Privacy Notice**

At the Dorset Arts & Crafts Association, we take your privacy very seriously and we will always keep your details secure. Your details will never be shared with any third party.

As a member of the Association, you will receive member newsletters, subscription reminders and notices about general meetings, either by e-mail or by post, depending on the contact details you have given to us. You will also receive occasional e-mails about our exhibitions and our other activities.