



RULES FOR WOOLFEST STALLHOLDERS

1. Applicants for stalls are requested to adhere to The Aims of Woolfest statement. Stalls will be inspected during the show to check the suitability of merchandise, in accordance with this statement.
2. All sales and display materials must be confined to the exhibit space and must not obstruct or endanger the public or adjacent stalls. If displays are over 2m tall, the outside and back of stalls must be visually presentable as these are visible from adjoining stalls. Banners and signage must be single-sided to avoid impacting on other stands.
3. Stallholders will not be permitted to display goods, promotional materials or signage to their stalls anywhere within the show other than their allocated stall space. The organisers reserve the right to remove any such items.
4. Under no circumstances are stalls to be altered or stall gates handled by anyone other than the authorised staff of Mitchell's Lakeland Livestock Centre.
5. Stallholders **must** clearly and prominently display their business name on their stall.
6. Courtesy and consideration is expected of all vendors throughout the show and cooperation and patience is particularly appreciated during loading and unloading. Animals and children must be kept under control. Music is not acceptable as there will be musicians playing at the show.
7. Vendors are responsible for their own merchandise. There will be patrols overnight (and during the show to improve security), but high value items should be removed if possible and all stalls should be covered to avoid damage by any stray birds. Woolfest is not responsible for any loss or damage.
8. Acceptance of an application represents an agreement that the show will provide space and the vendor will be there for the full two days. Please make sure that your stall is manned during show times. All stalls **must** be set up by 9.30am on Friday 28 June 2019. Stalls **must not** be dismantled until 5.00pm on Saturday 29 June 2019.
9. Cancellation after 30 April 2019 will result in all fees being forfeited. If cancellation is prior to this date, fees will be refunded less a £25 administration charge.
10. All stalls allocated in 2019 must be paid for in full within 30 days of invoice date. Any late allocations must be paid in full before the event.
11. Sub-letting and/or sharing of stalls is **not** permitted without the approval of the Woolfest committee.
12. Stallholders must have public liability insurance of at least £2 million, valid on the dates of the show. A copy of the insurance certificate **must** be submitted before the show, ideally before 17 May 2019. (*Insurance renewal notices are not sufficient*). **If insurance is not supplied in advance your stall will be cancelled.**
13. Stallholders **must** bring a risk assessment for their stall to the show. The organisers reserve the right to inspect these.
14. Late payments will incur the extra fee £25. **Continued late payment may result in the loss of your stall.**
15. All goods and rubbish **must** be removed by 8.00pm on Saturday 29 June 2019. We appreciate your support in taking your rubbish home. Any goods left behind will be disposed of.