

# Christmas Market 2008

## TERMS & CONDITIONS

Please take a few moments to read these; they are written for the benefit of everyone & to ensure the Market operates to the very highest standards, at all times.

- The exhibitors will be hand picked against strict selection criteria to ensure the highest possible standards in terms of merchandise sold and presentation of chalet. No discussion will be entered into as to why one exhibitor is accepted and another refused.
- Exhibitors will not be able to select the position of their chalets and applications will not be accepted on the condition of being allocated a particular spot. However, it is the Organiser's intention to ensure all chalets have equally good positions, and strategies will be in place to ensure the crowds move around to all parts of the Market.
- Acceptance at the Christmas Market in 2006 and 2007 does not imply that one automatically has a place for 2008. In order to keep the Christmas Market interesting and exciting we may decide to put an exhibitor on hold for one or two years in order to have some fresh faces and to give others a chance to participate.
- The Market runs for 18 days from 10am until 6pm Sunday – Wednesday and until 8pm from Thursday to Saturday.
- Exhibitors will be required to make the appearance of their chalet as attractive as possible at all times. This includes decorating 'tastefully' the front & inside of their chalet, and also providing a smart sign for the front of their chalet. This should preferably be wooden and in keeping with the traditional style of the chalets.
- Precise details with regard to setting-up times will be sent out in November.
- Those exhibitors doing the first half of the Market must ensure their stalls are completely ready by 9am on Thursday 27<sup>th</sup> November for the Official Opening and for the Press event. Similarly, exhibitors doing the second half of the Market will be expected to be set up and to be ready by 9am on Saturday 6<sup>th</sup> December.
- Applicants must ensure their stalls are staffed at all times and for every day of the Market. Lateness/early departure, except with the express permission of the Organiser will not be tolerated and would jeopardize any future applications for a chalet.
- If you wish to bring additional electrical appliances (lights, kettles, etc) the Organisers must be informed in writing beforehand, or permission must be sought before they are installed on the day.
- Portable Appliance Test Certificate. If you use electrical equipment, we shall need to see the Certificate for each item. It is our responsibility to make sure that your electrical equipment is safe. We can test any uncertified electrical equipment for use during the period of the Christmas Market at a cost of £3 per item. Your electrical equipment, including new equipment cannot be used without a Certificate or if it fails the test. **This year we are getting an outside contractor in to deal with this, so you will be very vigorously checked- you have been warned!!!**

- We will ensure every chalet has a supply of electricity adequate for its needs, according to information supplied by you, the exhibitor. If however, there is an electrical problem in your chalet and it is found to be as a result of an exhibitors poor equipment, the exhibitor will be required to pay the electrician's bill and will be invoiced directly by the electrician.
- Insurance. All stall holders must have public liability insurance. We will need to have a copy of this with your application.
- No plastic banners will be allowed on the outside of chalets or attached to them in any way.
- Provision will be made for stall holders to bring vans and vehicles close to their chalets for unloading and loading every day, before the Market, and at the end of it. Timings will be very strict due to Health and Safety issues, and will probably mean stall holders arriving early or staying late. No deviation from this will be permitted. Further details about such arrangements will be sent to you nearer the time.
- The Organisers reserves the right to object to anything in any way associated with a stall, which is not deemed appropriate, suitable or befitting the appearance / ethos of the Christmas Market.
- The playing of soft music is acceptable in chalets, so long as it is not audible to surrounding chalets, and it must not conflict with any musical events (such as carol singing) which may be taking place near the Cathedral or around the Market.
- No alterations or additions are to be made to the fixtures or fittings in the chalets. Any stall holder causing damage to a chalet in any way will be liable for repair of that chalet.
- Whilst there will be 24 hour security at the Market, exhibitors are advised to take out their own personal insurance and to ensure their chalets are properly secured at night.
- The Organisers will not be held responsible in any way for any loss or damage to exhibitors' merchandise, property or personal effects.
- In some cases we will accept joint applications from exhibitors wishing to share a chalet with another exhibitor. If you are considering this, authorisation must be sought beforehand, and the second exhibitor must have been approved for hiring the chalet.
- In agreeing to participate at this event, we ask all exhibitors to enter into the spirit of the Market in a cheerful, agreeable and amicable way. The Cathedral and Organisers will do all they can to make the event a success and to look after every stallholder in every possible way, even at times beyond the call of duty. In this way we hope to create a happy, pleasant and friendly environment, not only for the public and visitors but also for all those working long hours to ensure the success of the event. There will be no place for anyone aggressive or disagreeable.
- Defaced, incomplete, inadequately filled out application forms, or those submitted without the correct documentation may be discounted. Presentation says a lot about an unknown exhibitor. If someone can't take the trouble to fill out the forms correctly, then it is possible they are going to be sloppy in other ways too!