

Mansfield Mind, Body, Spirit Show
Stall holder information / terms & conditions

STALL SIZE we provide a 6 ft table and 2 chairs for your stall (2 x 6 ft tables for double stalls), but you will need to bring your own stall covers, shells or display lighting if required. Sub letting / splitting of stalls is not permitted without the written permission of the organisers. If you are using a shell stand please note that the width of the shell for a single stall should not exceed 7 feet. Pop up banners, signs, clothing rails etc. must be kept wholly within the confines of your own stand area and not intrude into the aisles or the communal space between you and the next stall. One banner per stand only please. Single wall stand depth is maximum 5ft including the depth of the table. If you prefer a smaller table or intend using a couch let me know well before the show as it may not always be possible to change on the day. Maximum of 2 people may operate from a single retail stand or maximum of 3 people from a double stand. Readers stands & massage / healing stands are for the use of a single therapist or reader. Massage / healing stands, we provide a small leaflet table, chair and couch space. If you need anything outside of the normal call Eric 07990 874699 and I will do my best to help.

STALL NUMBERS stand allocation is at the discretion of the organiser in order to ensure a balanced layout. We reserve the right to change stall allocations or to alter the exhibition layout, at any time, in order to ensure a balanced exhibition.

CANCELLATION full refund if cancellation is received up to 8 weeks before event date (except for deposit, which is non refundable). If cancellation is received after the 8 week deadline then the full balance is still payable, even if the exhibitor is unable to attend the show. If, due to circumstances beyond our control, an event is cancelled by us, we will refund in full any monies you have paid, including deposits. In the event that the scheduled event venue becomes unavailable on the scheduled date(s) we may substitute another venue. Should part of a venue become unusable or unavailable for any reason, we will attempt to provide alternative stall allocations within the venue, however we reserve the right to cancel stall allocations at any time. If we cancel a stall allocation we will not be responsible for any consequential loss or travelling or accommodation costs that may have been incurred by the exhibitor in attending the event.

FINAL PAYMENT of any monies outstanding for stalls is due 6 weeks before the start of the event. We reserve the right to alter prices at any time, even on confirmed bookings, should there be any significant changes in organisational costs / taxation rates. Around six weeks before the event we will send you an invoice for any outstanding balance, together with event programmes, exhibitor passes and information regarding set up times, parking etc. We reserve the right to relet stalls where the final payment has not been received 1 month prior to the event. We do send a reminder around 6 weeks before the event, but it is the stallholders responsibility to ensure that payment has been made.

INSURANCE

You must have a minimum of £1m public liability insurance in place, valid for the whole of the show. If you are practicing a therapy then your insurance certificate must clearly state that you are covered for that therapy. **It is a condition of our event insurance that we have a copy of your insurance certificate in our hands at least 1 month before the show date. We regret that stallholders who are unable to provide this will not be able to stand and under such circumstances no refund will be given.**

ELECTRICITY is available to all stalls, please bring a multi gang extension lead, as on some stands it may be necessary to plug into the same outlet point. All electrical equipment used at the show must be PAT tested.

Maximum power available to any stand is 140 watts please do not exceed this without our prior agreement as you may overload the room circuit. Most people normally use less than 140 watts and will be unaffected by the limit.

140 watts is 1 laptop and a CD player and 1 low wattage light or 2 – 3 LOW WATTAGE LIGHTS. A phone charger is 10 watts. The venue is very well lit. Stall lighting should be LED low wattage type. Under no circumstances can high wattage floodlights, kettles or heaters be used.

ATTENDANCE stallholders are expected to be in attendance for the whole of the period in which the exhibition is open to the public. Stands may not be dismantled until after the official closing time.

TYPE OF THERAPY only the therapies / goods specified on your booking form may be sold or practiced at the show. We reserve the right to ask you to remove any goods not so specified. We normally only accept a single distributor of branded goods such as Weleda, Neals Yard etc.

Readings of any type including clairvoyance, intuitive, tarot, auric, tea leaves, mediumship, channelling, runes. crystal ball, palmistry or other divinatory devices and systems may only be given or advertised at the show if we have agreed with you beforehand. The organiser's interpretation of what constitutes a reading is final.

RUBBISH please bring a bin bag with you and remove all rubbish from your stand area at the end of the event.

FIRE DOORS must be kept clear at all times.

SIGNS no posters, signs, or promotional material to be affixed to walls, fixtures or furnishings. All promotional material, material for sale should be kept within the confines of your own stall unless otherwise agreed with the organiser.

LIGHTS / AUDIO VISUAL EQUIPMENT / NOISE we try very hard not to make too many rules about what can and cannot be done or used at the show. If you are using very bright lights, AV equipment etc. please take a moment to check with your adjoining and opposite stallholders that it is not adversely affecting them.

NAKED FLAMES / INCENSE strictly no flames, smudging or incense burning please.

CONFIRMATION we will send you a confirmation, on receipt of your booking form and payment. Most payments are made by bank transfer or cheque, both of which are easily traceable and for this reason we do not issue a separate receipt unless specifically requested.

GOODS can be left overnight entirely at your own risk. Neither the venue nor the show organisers accept any liability for loss or damage however caused.

Work from behind your stall, do not work from the front as it causes congestion in the aisles. Charities can sell raffle tickets, fundraising tickets and collect donations from their own stall only.