

Mansfield Mind, Body, Spirit Show

Stall holder information / terms & conditions

Organiser Eric Henderson

www.northstarcystals.com/mansfieldshow

Tel: 07990 874699

**STALL SIZE we provide a 6 ft table and 2 chairs
2 x 6 ft tables for double stalls.**

**Single stand depth is maximum 5ft including the depth of the table.
Maximum of 2 people may operate from a single retail stand or
maximum of 3 people from a double stand.**

**You will need to bring your own stall covers / display lighting if
required. Tables must have a stall cover in place reaching down
nearly to the floor at the front.**

**Readers stands & massage / healing stands are for the use of a
single therapist or reader. Massage / healing stands, we provide a
6ft table, chair and couch space.**

**We have a limited number of allocated spaces available for
couches. If you want to use a couch , please enquire before
booking. If you need anything outside of the normal call Eric 07990
874699 and I will do my best to help.**

**Sub letting / splitting of stalls is not permitted without the written
permission of the organisers.**

**BROADBAND public wifi is available at the Fretwell Complex and
normally functions at a slow but acceptable speed. However,
sometimes when a lot of sales are being made, especially at the end
of the day, it can be very slow indeed. We do have a back up router
if you get problems, but the simplest solution is to have a card
reader with built in internet connectivity. These will connect to an
alternative source if the Fretwell wifi becomes unusable. If you
need advice on this, give Eric a call.**

AISLES must be kept completely clear at all times. 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. There is an LED lighting backcloth covering most of the walls. Nothing may be fixed to the backcloth. If you have booked a readers stall, we normally provide a single chair for you and a single chair, placed in the aisle for your client. Any different configuration, please check beforehand.

POP UP BANNERS we reserve the right to impose a limit of one banner per stall.

STALL NUMBERS stall 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 BY YOU If you cancel your booking up to 8 weeks before the event date we will give a full refund of any money you have paid, except for the deposit, which is non refundable.

If you cancel after the 8 week deadline then we do not offer a refund and the full balance is still payable, even if you are unable to attend the show. We may, at our absolute discretion offer a partial refund depending on circumstances.

Exhibitors are advised to take out their own insurance against loss of stand fees and consequential losses due to illness.

FINAL PAYMENT of any monies outstanding for stalls is due 8 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 eight 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 8 weeks before the event, but it is the stallholders

responsibility to ensure that payment has been made. Once you have paid the final invoice you can click on the invoice again a couple of hours later and it will have updated to PAID and acts as your receipt.

INSURANCE It is a strict condition of booking that you must have a minimum of £1m public liability insurance in place. If you are practicing a therapy then your insurance certificate must clearly state that you are covered for that therapy. Your insurance cover and certificate must be valid for the whole of the show. You must provide us with a copy of the insurance certificate at the time of booking or at the very latest 1 month prior to the event 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.

If you DO NOT HAVE PUBLIC LIABILITY INSURANCE we may be able to suggest insurance companies that provide one off event insurance for stallholders.

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 where applicable. Maximum power available to any stand is 200 watts please do not exceed this without our prior agreement as you may overload the room circuit. Most people normally use less than 200 watts and will be unaffected by the limit. 200 watts is 1 laptop and a CD player and 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. Goods may not be packed away or stands 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. No advertising boards or banners to be placed outside of the venue without our prior agreement.

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 no flames, smudging or incense burning please. Incense does tend to set off smoke alarms ! There are no exceptions to this rule.

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.

CHARITIES can sell raffle tickets, fundraising tickets and collect donations from behind their own stall only. No sales activity in the aisles or encroachment of goods into the aisles.

COVID 19 & other things

If the event is cancelled or postponed or is in our opinion rendered non viable because of external regulation or events beyond our control we will normally offer you the option of transferring to our next event or of having a refund, minus the deposit. However, if the cancellation or postponement is within 8 weeks of the event date we reserve the right to deduct a portion of stall fees to cover our costs involved in arranging the event.

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.