



## Earsham Mill Event Vendor Terms and Conditions

*Effective 5th February 2025*

These terms and conditions ("Agreement") govern the participation of vendors ("Vendor" or "Vendors") at the Great Winter Fayre, organized by Earsham Mill. By completing the Vendor Application Form and submitting payment, the Vendor agrees to abide by these terms.

### 1. Event Details

- **Event Date(s):** Saturday 22nd November 2025
- **Event Location:** Church Rd, Earsham, Bungay NR35 2TQ, UK
- **Event Hours:** 10:00am to 5:00pm
- **Vendor Set-Up Time:** From 7:30am
- **Vendor Tear-Down Time:** Until 7:30pm

### 2. Vendor Booth

- **Booth Size:** Each vendor will receive a 10' x 10' booth size. Vendors are required to stay within the boundaries of their assigned space.
- **Booth Location:** Booth locations will be assigned by the event organizers. Specific requests for location may be considered but are not guaranteed.
- **Booth Equipment:** Vendors must provide their own tables, chairs, displays, and any other equipment necessary for their booth. Table and chairs may be provided upon request, subject to availability.

### 3. Vendor Fees

- **Booth Fee:** The non-refundable booth fee of £50 is due upon acceptance of the application.
- **Additional Fees:** If electricity is required, a surcharge of £10 will be required.

### 4. Eligibility & Products

- Only handmade, original, or locally produced crafts and goods are allowed. The sale of mass-produced, imported, or commercial products is prohibited unless otherwise approved by the organiser.
- Products sold by vendors must comply with all applicable laws and regulations.

### 5. Payment and Cancellation

- **Payment Deadline:** Full payment is due within 14 days of submitting the application. Failure to make payment by this date will result in cancellation of the vendor's booth.
- **Cancellation Policy:** Cancellations must be made in writing to [contact@earshammill.co.uk](mailto:contact@earshammill.co.uk) at least 60 days before the event for a partial 50% Cancellations made after this date will not be eligible for a refund.

## 6. Set-Up and Tear-Down

- **Set-Up:** Vendors may set up their booths during the designated set-up time. Early arrival is encouraged to ensure timely set-up.
- **Tear-Down:** Tear-down is only allowed after the event ends. Early tear-down is prohibited unless otherwise agreed upon with the event organizers.
- Vendors must leave their booth area clean and free of trash. Any damage to the venue or booth areas will be the responsibility of the vendor.

## 7. Liability and Insurance

- The event organizers are not responsible for any loss, theft, or damage to vendor merchandise, equipment, or property during the event.
- Vendors are strongly encouraged to obtain their own liability insurance for coverage during the event.

## 8. Conduct

- Vendors are expected to conduct themselves in a professional manner at all times.
- Disruptive, disrespectful, or inappropriate behavior may result in removal from the event without refund.

## 9. Electrical and Additional Services

- Electrical outlets are limited and available on a first-come, first-served basis. Vendors requiring electricity must request it in advance and pay any applicable fees.
- Additional services, such as Wi-Fi, signage, etc., may be offered at the vendor's expense.

## 10. Food and Beverages

- If applicable, vendors selling food or beverages must comply with local health and safety regulations, including obtaining necessary permits or licenses. This includes being registered as a food business with the local council and complying with food safety regulations.

## 11. Marketing and Promotion

- The event organizers may use images of vendor booths and products in marketing materials (social media, posters, websites, etc.).
- Vendors are encouraged to promote the event through their own channels

## **12. Right to Refuse**

- The event organizers reserve the right to refuse or remove any vendor whose booth, products, or behavior is deemed unsuitable or non-compliant with the event's terms and conditions.

## **13. Force Majeure**

- The event organizers will not be held responsible for any cancellations or changes to the event due to unforeseen circumstances, such as natural disasters, acts of God, or government restrictions.

## **14. Agreement**

By making payment for a stall, the vendor acknowledges and agrees to the terms herein.

### **Additional Notes for Vendors:**

- Please make sure to bring your own change for sales, as the event organizers cannot provide change or cash handling services.
- Ensure that your booth is properly staffed during all event hours. If you need to step away, arrange for someone to manage your booth.
- Any vendors not complying with the event's policies may be removed from the fair without refund.