Michelham Priory

# Christmas Fayre at Michelham Priory

#  Saturday 30th November 2024

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| **Terms and Conditions** |
| **THESE TERMS AND CONDITIONS ARE SUBJECT TO CHANGE** |
| **Booking** |
| * A completed booking form is required by Michelham Priory no later than one month prior to the event to secure your booking.
* Stall holders are required to attend for the duration of the event and must not arrive late or leave early.
* Stallholders who fail to attend without cancelling in writing will not be refunded and may not be allocated a stall in the future.
* Written cancellations received no later than one calendar month prior to the event start date shall be refunded 75% of the stall fee. After this cut off no refund will be made.
* Sussex Past withholds the right to limit the number of stalls in any one category; **however, we are unable to guarantee exclusivity of products to any one stallholder.**
* Sussex Past cannot guarantee stall positions.
* Only those goods described on the booking form can be exhibited on or sold from your retail space. Failure to disclose your full product range could mean that you are asked to remove undisclosed items after you have set up.
* Michelham Priory reserves the right to require the removal of a stand or items on a stand if they are deemed by us as inappropriate for a seasonal family event and no refund will apply.
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| **Setting Up**  |
| * Please note: Vehicle access is via our 14th century gatehouse which allows a maximum height of 3m and a maximum width of 3m.
* Vehicles will be able to enter and set-up on Saturday 30th November from 08.00am\*. Stallholders must be ready for trade no later than 10:00am, and remain on site until 4pm and vacate by 6pm.
* Vehicles will not be allowed to remain on, or have access to, the grounds during event opening times. Please use trolleys to replenish stocks. **All vehicles *must* be removed from the grounds BEFORE 10am on the day.**
* Stallholders’ parking will be available, but we do ask you to use **as few vehicles as possible** because of the number of vehicles using the car park. Please follow the directions of the Parking Stewards when parking your car.
* We finalise the stall plan the week before the event. On arrival, stallholders will be taken to their pitch.
* Stallholders are asked NOT to remove stands until after the event is closed at 4pm on Saturday 30th November and vehicle access will not be permitted until the public have left.
* The site must be vacated by 6pm.

\***Set-up times for this event may change. We will contact all attendees and confirm the set-up and opening times at least two weeks prior to this event.** |
| **General Points** |
| * Sussex Past cannot be held responsible for any loss or damage to any exhibitor’s property howsoever caused.
* Exhibitors are required to provide their own insurances and licenses as appropriate in law. **We are required to see copies of these.**
* For Health and Safety reasons, the use of naked flames is forbidden on site.
* We now have WiFi available around the site. Please don’t rely on this as your only form of payment as with many people using it at once it can be unreliable.
* Michelham Priory House and Gardens operates a No Smoking and No E-Smoking policy; therefore smokers and vapers are requested to smoke outdoors (of any permanent or temporary buildings and marquees) and to dispose of their cigarette butts carefully.
* All exhibitors are asked to respect the noise level. No radios or other such devices are permitted during the exhibition.
* We would be grateful if all exhibitors would take responsibility for the upkeep of the area surrounding their exhibits at all times. We ask that you securely bag all rubbish and remove it from the site.
* Dogs **are permitted** on site at this event but must be always kept on a secured lead at all times. Dogs (other than assistance dogs) are not permitted within our buildings.
* We can provide a small amount of electricity **(2 amp maximum and suitable for lighting only)** for an additional charge to most stall locations but this must be pre-booked. When signing the booking form, you are also certifying that any electrical equipment you bring is PAT tested and safe and that you are liable for any failures or problems it may cause.
* Wi-Fi is available around the site. Please do not rely on this as your only form of payment as with many people using it at once it can be unreliable.
* Michelham Priory is owned and run by the Sussex Archaeological Society which is an entirely self-funded independent charity. All funds raised and income generated at Michelham goes straight to the continuing care and upkeep of the site and allows us to keep hosting events such as this. You can help support Michelham Priory during the event by making a donation, buying a souvenir guidebook or Society membership, using our café and shop and promoting this event to your friends and family. We will be encouraging donations at this event and very much appreciate any donation that you feel able to give.
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| **Health and Safety** |
| * It is the responsibility of the exhibitor to operate in compliance with the usual Health and Safety standards and the law.
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| **I agree to the above terms and conditions.****Name:**………………………………………………………………. **Company Name:**…………………………….. …………………**Date:**…………… ……………………………………………… |