



Gordon Castle

GORDON CASTLE COUNTRY FAIR AND HIGHLAND GAMES Sunday 19th May 2019

TRADE STAND AND FOOD CONCESSION REGULATIONS

APPLICATIONS

1. Application Forms

Application for the Trade Stand and Food Concession space must be made on the official form and must be returned to the Gordon Castle Estate Office by the closing date. Applicants must state briefly on the form what they propose to exhibit (e.g. Cards, Jewellery etc.).

Payment must be made with the Application Form.

2. Acceptance (for food concession only)

Food concessions will be notified of their acceptance by 31st January 2019, if not advised before, the Gordon Castle Highland Games and Country Fair will inform applicants if their application has been (a) accepted or (b) placed on the waiting list if additional space becomes available or (c) rejected by the Gordon Castle Estate Office which is not bound to give any reason for its decision.

3. Location of Trade Stand and Food Concessions

The positioning of Trade Stand and Food Concessions is at the absolute discretion of the Gordon Castle Highland Games and Country Fair.

4. Late Applications

If there is no applicant on the waiting list and there is space available the Gordon Castle Highland Games and Country Fair may consider late applications.

5. Accounts

- (a) Applications must be supported with full payment for whatever is ordered.
- (b) Applications employing an agent are subject to exactly the same payment arrangements as above.

6. Cancellation by Applicant

In the event of cancellation by an applicant after a stand has been booked and paid for, the applicant remains liable for the full amount. If however, cancellation is received before 1st April the Gordon Castle Highland Games and Country Fair will endeavour to reduce the amount for which the applicant is liable by re-letting the space, but there will still be an administration charge of 10%.

PREPARATION FOR THE GORDON CASTLE HIGHLAND GAMES AND COUNTRY FAIR

7. Site Preparation

- (a) All Trade Stand and Food Concession holders, exhibitors, staff and vehicles must only use the trade entrance to enter and exit the site.
- (b) Each Trade Stand and Food Concession must report on arrival to the Events Manager.

8. Occupation of Space

- (a) Please advise whether you will be setting up on Friday evening or Saturday morning before the event.
- (b) Stands must be occupied and ready for inspection by the Gordon Castle Estate staff by 9.30am on the Sunday morning.
- (c) No Trade Stand and Food Concession holder may occupy any space other than that allocated. ROPES, PEGS, TOW-BARS, SIGNBOARDS ETC., must all be contained within the boundaries of the stand, and must not overhang or obscure the neighbouring stands.



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- (d) All Trade Stand and Food Concessions must be in the name of the company or individual to whom they have been allotted as applied for in the official application form. No Trade Stand and Food Concession holder may sublet, divide, assign or share any allotted space without the approval of the organiser.
- (e) Trade Stand and Food Concession holders may request on the official application form to have their stands next to another particular Stand holder and the partition, if any, between the two stands may be removed. Requests for such sitting will not be considered unless applied for by both or all parties concerned.

SECURITY PRECAUTIONS, HEALTH & SAFETY AND INSURANCE

9. Hours of Opening

The Gordon Castle Highland Games and Country Fair is open to the public from 10.00am to 5.00pm on Sunday 19th May. Trade Stand and Food Concessions must be manned by at least one adult between 9.30am to 5.00pm on the day. You will be informed of setting up times in good time.

10. Health and Safety, Risk Assessment and Fire Precautions

- (a) As instructed by Moray Council it is the responsibility of all Trade Stand and Food Concession holders to complete the appropriate parts of the **RISK ASSESSMENT** forms **WHICH MUST BE RETURNED TO THE ESTATE OFFICE**.

All Traders dealing in food stuffs must comply with the Moray Council's Food Safety Checklist and the attached form must be completed and returned with the application.

- (b) It is the responsibility of Trade Stand and Food Concession holders to ensure that their stands are soundly erected and that their stands and exhibits are at all times safe.

(c) In the event of a fire, Trade Stand and Food Concession holders should raise the alarm by shouting "FIRE" and warn all those in the immediate vicinity. Every effort should be made to extinguish the fire. (Please note on arrival the location of the nearest fire point to your stand). Dial 999 on the nearest telephone and inform the Gordon Castle staff at the Administration/Secretary's Tent. The occurrence of all fires must be reported to the Gordon Castle Highland Games and Country Fair. Every caterer and Trade Stand and Food Concession holder shall ensure that responsible persons are available to direct the public to safety.

(d) LPG Cylinders and Heating Applications. Where the supply is required to be within the tent structure, only one cylinder with a maximum capacity of 15kg should be used. Where the supply is placed outwith the structure it is to be protected and fenced against interference and the maximum capacity should not exceed 120kg with no more than 30kg in any one cylinder. Heating equipment should be fixed in position. The use of heaters with naked flames is not permitted.

The Gordon Castle Highland Games and Country Fair reserve the right to close any stand which, in the opinion of the authorised inspector, is not adequately protected against fire or, for any other reason, constitutes an unreasonable fire or other hazard. At no time may a vehicle be parked inside a covered stand.

11. Security

(a) **Property.** Trade Stand and Food Concession holders are advised to make adequate arrangements for the security of their goods from arrival on site till departure. All lost or found property should be reported immediately to the Secretary's Tent. Public announcements will be made over the public address system if a note with the necessary information, clearly written in block capitals, is handed in to the Secretary's Tent.

(b) **Hire: Term and Conditions of hire of tents and other equipment.** All orders are accepted on the following conditions:

- The period of hire starts one day before the Highland Games and ends the day after the Highland Games closes.
- The hirer is, during the period of hire, fully responsible for the safe custody of all hire tentage and equipment.
- The cost of any damage incurred during the hire period will be met in full by the hirer. The hirer shall vacate the stand space as soon as possible after the Highland Games is closed.

12. **Tidiness.** Trade Stand and Food Concession holders must ensure tidiness on their stands, and in the area in front of their stands to a depth of 3m. Bins are provided by the Gordon Castle Highland Games and Country Fair and are located at various points around the site. Only after the Highland Games closes should refuse be left



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outside the front of the stands. Cardboard boxes and packaging must be flattened and bundles for ease of handling. All other refuse should be bagged and disposed of in the bins provided.

13. Consequential Loss, Damage or Cancellation.

(a) Trade Stand and Food Concession holders have no claim of any kind against the Gordon Castle Highland Games and Country Fair in respect of any loss or damage or any other reason nor upon the postponement or abandonment of the Gordon Castle Highland Games and Country Fair or for any other reason.

(b) In the event of cancellation of the Gordon Castle Highland Games and Country Fair due to any cause whatsoever the monies paid for such Trade Stand and Food Concession space will only be refunded if such cancellation is made more than 30 days prior to the date of the event.

14. Liability

Trade Stand and Food Concession holders are responsible for any and all damage or injury to persons or property occasioned by any of the exhibits or stands or appliances or any act or omission by them or their servants, agents or contractors employed on the Gordon Castle Highland Games and Country Fair ground. Trade Stand and Food Concession holders shall be responsible for the safety of all exhibits and machinery capable of causing injury which must be safeguarded to the satisfaction of the Gordon Castle Highland Games and Country Fair and in accordance with Moray Council requirements.

15. Insurance. The Gordon Castle Highland Games and Country Fair is not responsible for the security and safety of individuals nor loss or damage of exhibits, personal effects or any property belonging to Trade Stand and Food Concession holders. In addition:

- Trade Stand and Food Concession holders will be responsible for insurance against fire, theft and third party damage to their stands, exhibits, property and personal effects.
- Trade Stand and Food Concession holders are also responsible for any damage caused by them to any property belonging to the Gordon Castle Highland Games and Country Fair or any of its contractors which include tentage, electrical equipment etc.
- The Gordon Castle Highland Games and Country Fair recommend that Trade Stand and Food Concession holders arrange their own insurance for this purpose.

VEHICLES AND PARKING

16. Vehicle movement

(a) All Trade Stand and Food Concession holders and contractors' vehicles must be parked in the official Trade Stand and Food Concession car parks or stand space by 11.00 am on the Saturday and by 9am on Sunday. No further movement of vehicles is permitted until 6.00pm on either day except with the express permission of the Event Manager.

(b) Any 4WD vehicles used for demonstrations must operate within only the designated 'public free' areas.

(c) The Gordon Castle Highland Games and Country Fair vehicle pass must be displayed in all traders vehicles at all times.

LIVESTOCK

17. Live Exhibits

(a) The Gordon Castle Highland Games and Country Fair wish to encourage exhibitors to show livestock.

(b) Exhibitors must notify the Gordon Castle Highland Games and Country Fair giving full details in respect of any livestock exhibits on any stand during the Gordon Castle Highland Games and Country Fair, indicating the number and type of live exhibits, dates of arrival and departure, name and address of persons removing them, etc.

(c) The Gordon Castle Highland Games and Country Fair reserves the right to order the immediate removal of any livestock from the grounds which is in its opinion is not suitable for exhibition purposes or which is unsuitably penned. Exhibitors are responsible for complying with the current laws, rules and regulations of the United Kingdom, Scotland and the Local Authority in respect of all live exhibits.



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STAND SERVICES

18. **Catering on Stands.** Catering arrangements for visitors to the event have been made by Gordon Castle. Therefore the following restrictions apply:

- Trade Stand and Food Concession holders may only offer refreshments on their stands with the written permission of the Event Manager and this will be restricted to free drinks and light refreshment such as finger goods and nibbles.
- Any trader selling alcohol by retail, including off-sales, will be required to apply for an Occasional Licence to Moray Council. Trade Stand and Food Concession holders who make no charge for complimentary drinks do not require a licence provided that the supply of alcohol is in no way related to the customer purchasing goods.
- Trade Stand and Food Concession holders are reminded that they must comply with the Environmental Health Regulations.

19. **Water.** Water points connected to the public mains water supply are provided at various locations within the Gordon Castle Highland Games and Country Fair.

20. **Electricity.** It is the responsibility of Trade Stand and Food Concession holders applying for a supply to ensure that it is adequate for their requirements. If in doubt contact the Gordon Castle Highland Games and Country Fair for advice.

- (a) All additional electrical work due to under calculation of power requirements will be invoiced by the Gordon Castle Highland Games and Country Fair directly to the Trade Stand and Food Concession holder.
- (b) Trade Stand and Food Concession holders are not permitted to deal directly with the electrical contractor. Any changes or additions must be instructed through the Gordon Castle Highland Games and Country Fair.
- (c) The location of generators limits the areas in which electricity can be supplied.
- (d) Trade Stand and Food Concession holders intending to use electrical equipment must complete Part D in the Risk Assessment Form. Please check now that you have ordered sufficient power for your appliances.
- (e) Trade Stand and Food Concession holders are not permitted to use private generators.
- (f) Trade Stand and Food Concession holders should state their requirements clearly. Electrical sockets will normally be located at the rear of stands or where convenient and safe. Any special requests should be accompanied with details or a plan.
- (g) The electrical contractor is under strict instructions from the Gordon Castle Highland Games and Country Fair to take no direct instructions from Trade Stand and Food Concession holders. All Trade Stand and Food Concession holder's electrical appliances must have a current compliance test label and all lighting connections must comply with the current regulations.
- (h) The official contractor is obliged to give priority to his organiser's contract.
- (i) Late requests for power can usually be accepted without penalty up to the 15th March. After this date, electrical circuits are finalised, and additions may not be possible.
- (j) Every effort will be made to establish the power supply 24 hours before the event opens. No responsibility can be accepted for failure or interruption until all circuitry is complete and tested.
- (k) The accuracy and freedom from fluctuations of the voltage supplied cannot be guaranteed. Trade Stand and Food Concession holders planning to use delicate equipment should consult their equipment suppliers if in doubt.
- (l) Trade Stand and Food Concession holders are responsible for making their supply point and electrical equipment safe before dismantling their stand. The Gordon Castle Highland Games and Country Fair must be able to switch the power on again if necessary, without risk of accident.
- (m) The Gordon Castle Highland Games and Country Fair reserve the right to interrupt or disconnect any supply which appears to be unsafe. No refunds will be made.

21. **Telephones.** BT land lines are not available on the event site. Trade Stand and Food Concession holders are therefore advised to use mobile phones.



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SELLING

22. Sale and Advertisement

- (a) Trade Stand and Food Concession holders wishing site advertising or banner space in either the main ring or perimeter fencing must apply in writing to the Gordon Castle Highland Games and Country Fair office. The appropriate charges will be invoiced by the Gordon Castle Highland Games and Country Fair and must be paid prior to the event.
- (b) No Trade Stand and Food Concession holder shall sell or offer for sale or advertise any article at the Gordon Castle Highland Games and Country Fair other than on their stand and within the space allocated. Trade Stand and Food Concession holders may not distribute handbills, leaflets or posters outwith the stand space. The Gordon Castle Highland Games and Country Fair reserve the right to take whatever action is deemed necessary if the above instruction is disregarded.
- (c) Signs and other advertising material must be in keeping with the general standard, style and tenor of the Gordon Castle Highland Games and Country Fair. The Gordon Castle Highland Games and Country Fair reserves the right to require any Trade Stand and Food Concession holder to remove any board or other advertising material on request.
- (d) Trade Stand and Food Concession holders are fully responsible for the removal of their advertising banners after the close of the Event. The Gordon Castle Highland Games and Country Fair will not be responsible for the safe keeping of banners, nor the theft of any that are left on site after the Event.

23. **Collections, Appeals and Raffles.** Charitable Institutions wishing to raise funds at the Event must first obtain written permission from the Organiser. If permission is granted, which is not guaranteed, collections, tombolas, etc. may only be conducted within the limits of the institutions own stand and in compliance with current laws and regulations.

24. No itinerant vendors are permitted at the Gordon Castle Highland Games and Country Fair, or in the car parks.

VEHICLE PASSES AND ENTRY TICKETS

25. Vehicle Passes:

- (a) Vehicle passes must be displayed at all times. Each Gordon Castle Highland Games and Country Fair pass issued to Trade Stand and Food Concession holders entitles one vehicle to enter the Event site.
- (b) Vehicles without passes will NOT be permitted entry to the site during the whole period of the Gordon Castle Highland Games and Country Fair. Trade Stand and Food Concession holders are responsible for providing the members of their staff, contractors and private catering staff, where applicable, with the necessary vehicles passes and tickets for each day that they are required.

26. Entry Tickets:

- (a) Each Gordon Castle Highland Games and Country Fair Trade Stand and Food Concession ticket admits one person to the Event. These are not transferable and cannot be used by the general public.
- (b) Any Trade Stand and Food Concession holder may purchase in advance additional tickets at the prices shown on the application form.

27. **Scale of Issue of Vehicle Passes and Entrances Tickets.** There is a free issue of vehicle passes and tickets, for the use of Trade Stand and Food Concession holders and their staff, based on the stand size. This is explained in the Information for the Trade Stand and Food Concession Holders.

28. **Issue Date.** Passes and tickets will be sent out in April. Trade Stand and Food Concession holders not receiving their application by 6th May 2019 should contact the Gordon Castle Highland Games and Country Fair office. No free passes or tickets will be issued on site.



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29. Refunds:

- (a) Under no circumstances will refund be made to the Trade Stand and Food Concession holders, their staff or representatives who have arrived at the car park or entrances without their tickets and have paid public prices to gain admission to the Gordon Castle Highland Games and Country Fair.
- (b) No refunds will be made to the Trade Stand and Food Concession holders, their staff or representatives who have purchased tickets in advance or during the day of the Gordon Castle Highland Games and Country Fair and which are subsequently not used.

STANDS

30. Types of Stand. There are four different types of retail site available:

1. Open Space
2. Tented Space
3. Food Court & Craft Market Marquee Space

(a) **Open Space.** Stand space is calculated in multiple units of 3m x 3m as shown on the application form and is suitable for Trade Stand and Food Concession holders who only require open space for their own marquee, display or exhibit. These spaces are located at the discretion of the Organisers however location requests will be considered. Trade Stand and Food Concession holders requiring additional space (Nos of units per m²) must be noted on the application form. The price for this is shown on the application form. Please note that areas where this can be achieved are limited.

31. **Tented Space.** These are available in the sizes outlined on the application form. The rates quoted in the application form are inclusive of a marquee and open space ground rent.

32. **Food Court & Craft Market.** These spaces are located in large marquees and are available in two sizes as shown on the application form. Multiples of either can be hired.

33. Closing Down.

- (a) Trade Stand and Food Concession holders, their employees or contractors, must not close up, take down or dismantle their stands, or pack up their exhibits, until after the event is closed each evening, and then only after any electricity supply has been made safe.
- (b) Trade Stand and Food Concession holders will not be allowed to leave the Event site until the public car parks are nearly clear and the traffic moves freely. This will be at the discretion of the controller of the traffic.
- (c) The Gordon Castle Highland Games and Country Fair will not be responsible for any item of equipment belonging to the Trade Stand and Food Concession holders left on their stand after their departure from the Gordon Castle Highland Games and Country Fair site.
- (d) All stands and exhibits must be removed from the ground within three days of the close of the Gordon Castle Highland Games and Country Fair. Trade Stand and Food Concession holders must leave their stands and sites entirely clear of litter and particularly of nails, pins, metal, glass etc. to avoid the risk of injury to equipment or staff at the conclusion of the Gordon Castle Highland Games and Country Fair. Any Trade Stand and Food Concession holder leaving the stand area in an untidy condition will be liable for the extra cost of labour to clean up the site.
- (e) Trade Stand and Food Concession holders who remove turf or disturb soil must restore it prior to leaving the site.

34. **Recovery of Charges, Fees and Fines.** All charges, fees and fines shall be recoverable by the Gordon Castle Highland Games and Country Fair, and until payment is made indebted Trade Stand and Food Concession holders shall be debarred from future Events.

35. **Constructive criticism and suggestions.** Trade Stand and Food Concession holders are invited to write to the Organisers after the Gordon Castle Highland Games and Country Fair with constructive criticisms or suggestions that may be helpful in planning future Events.



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RESPONSIBILITIES AND INTREPRETATION OF REGULATIONS

36.

(a) All Trade Stand and Food Concession holders and other persons in charge of stands and all persons admitted to the Gordon Castle Highland Games and Country Fair shall be subject to the rules of the event and shall abide by the regulation of the Gordon Castle Highland Games and Country Fair. Trade Stand and Food Concession holders shall be responsible for the conduct of their staff or representatives on site at all times.

(b) The Gordon Castle Highland Games and Country Fair reserves the sole and absolute right to interpret these and any other prescribed conditions and rules and to settle arbitrarily and determine all matters, questions of differences in regard thereto or otherwise arising out of or connected with or incidental to the Gordon Castle Highland Games and Country Fair.

(c) Also, to refuse and to cancel any entries, to postpone or abandon the Gordon Castle Highland Games and Country Fair and relax conditions as the Gordon Castle Highland Games and Country Fair may deem expedient.

(d) Application for a Trade Stand and Food Concession space confirms acceptance of the Regulations and Conditions, and space will be allocation on that understanding.

LICENSES

37. **Second Hand Goods.** Trade Stand and Food Concession holders offering second hand goods for sale must hold, and have ready for inspection, a current license from their local authority or the Moray Council. Food Court stand holders must also comply with the supplementary instructions attached to the Food Court application forms.