

Merthyr Tydfil Global Village - Pentref Byd-Eang Merthyr Tudful



Charity Registration number: 1136982

Celebrating the Diversity of Merthyr Tydfil – Dathlu Amrywiaeth Merthyr Tudful

Terms, Conditions & Applications for Merthyr Tydfil Global Village

The applicant agrees to abide by the Terms & Conditions as outlined herein. *Merthyr Tydfil Global Village Trustees* ask for the full cooperation of all participants.

Participant Categories

Stage Performer (Not generating income)	Stage Performer (Generating income)
Workshop Provider (Not generating income)	Workshop Provider (Generating income)
Volunteer	Sponsor
Food vendor	Stall Holder (Generating income)
Stall Holder / Exhibitor Statutory Body	Stall Holder / Exhibitor Non-Profit Entity (NOT generating income)

Eligibility:

Merthyr Tydfil Global Village (MTGV) Trustees reserve the right to determine the eligibility of an entity for inclusion in the Festival. It will be the sole judgment of the Trustees if a participant as outlined above is deemed unsuitable in any respect, and may prohibit an exhibitor/participant from conducting and/or maintaining an exhibit/display.

Requirements, charges and space

- **All participants must submit their application before the closing date as specified on the website** in writing, along with the required deposit
- A non-refundable charge is required from **applicants as listed below:**

	Crafts/Stalls Generating income	Stall holders Not generating income	Food Vendors Cold food	Food vendors Hot food
1 Trestle table & 2 chairs	£20	£5	£25	£50
2 Trestle tables & 2 chairs	£30	£10	£30	£60
Extra chairs (For use within allotted space)	£1 each	£1 each	£1 each	£1 each
Outside Tented space*	£30 (inc 1 tables and 2 chairs)	£10 (inc 1 tables and 2 chairs)	-	£50 (inc 2 tables and 2 chairs)
Catering vans*	-	-	-	£50

*All BBQ etc and Catering Vehicles will be outside of the Marquee Covered area. Gazebos and vans should be pre-approved by MTGV Trustees. **Gazebos will only be supplied by MTGV upon prior agreement.**

- Food Vendors must have as a minimum level - Food Hygiene Level 2 Certificate. If food vendors fail to meet this requirement they will not be eligible for any refund.
- If necessary Food Vendor must display relevant gas certificates.
- Food Vendors must supply their own Hand Washing Facilities.
- MTGV will make arrangements to cover the food tent area tables with paper cloth.
- The deadline to submit food vendor application, charge and relevant certificates is as outlined on the website.

Electrical Power

All electrical power requirements MUST be noted on the application form. All electrical equipment must be PAT tested. MTGV cannot guarantee power points for all stall holders.

Electrical Power will be provided as per the following:

The Agreement is to supply **basic power** - a single cable with two 15 AMP circuits. (Which are two plugs that will run two electric kettles or ONE Microwave, or other equipment such as Video, Laptops, other display items etc.

SAFETY CONCERNS:

- All equipment including extension leads must be PAT Tested.
- Exhibitors/users are responsible for providing their own cables, extension leads.
- All cables, leads and equipment must meet the required Safety & Quality standards and codes.
- Loose electrical cords must be placed and secured in a manner that they do not present any hazard to other exhibitors or attendees.
- To avoid any tripping accidents, vendors must ensure that all extension cables from the main electrical source to the appliance are kept covered by tape.

Display Area Construction and Regulations

Vendors or exhibitors, if preauthorized, may provide their own canopy, gazebo or service vehicle to accommodate their allotted space.

Printed Materials and Signage

- Distribution of information / promotional materials printed by participants or their agents is limited to the area allocated to the applicant.
- Promotional material should have a focus which puts stress on education and good will, rather than any pressure or proselytizing.

(Proselytizing is the act of attempting to convert people to another opinion, particularly, to another religion, doctrine, or system of belief).

Managing your Display Area & Display Area Staffing

- Each individual staffing a participant's booth is required to register with MTGV upon arrival
- Each Participant will be individually responsible for compliance with local health, fire and safety and other regulations.
- Fire regulations require that aisles be kept clear at all times. Demonstration items shall not be placed on the aisle line of an exhibit.
- Participants may not assign, sublet or apportion to others all or part of the space allotted to the applicant, and may not advertise or display goods or services other than those manufactured, distributed or sold by the applicant in the regular course of its business.
- Qualified employees of the participant must staff exhibits at all times during event show hours

Music, Photographs and other Copyrighted Materials

It is the participant's responsibility to ensure that permits and licenses are gained for any copyrighted music, photographs or other copyrighted material.

Set-Up Time

- Participant's set-up must take place during **scheduled Setup Times: 9:00am – 10:30am** on the morning of the event. This is subject to change –please ensure that a mobile phone number is available for updates.
- Further directions regarding loading, unloading, a venue map with entrance and exits will be provided to successful applicants prior to the event.
- Any display area not claimed by 10:00 AM on the day of the festival, may be assigned to another applicant unless the *MTGV* has been made aware of extenuating circumstances.

Take-Down Time

- All participants **must remain intact until the closing of the show at approximately 5:30 PM** on the day of festival. (MTGV ask that participants realise there may be time slippage because of live performances)
- Exhibits shall not be dismantled or removed in whole or in part before the official closing time.
- If an Exhibitor/Participant closes their area before above noted time then they will forfeit their opportunity to take part in future events.
- All participants must be packed and all equipment removed by **7:00 PM** on the day of festival.

Damage to Festival Venue

- Participants must surrender space occupied in the same condition as it was at the time of occupation (clean & neat).
- Participants will be responsible for any damages- cleanliness to the area and/or allocated space - collection of rubbish.
- Participants also understand that MTGV is not responsible for claims and demands which may arise from or be assessed in connection with the foregoing undertakings and responsibilities of the exhibitor.

Performers & Workshop holders

- All performers and performance workshop holders are asked to arrive 45 minutes before their performance time as allotted.
- Please realise that this is a live event and time slippage may occur.
- MTGV cannot be responsible for loss of property, instruments etc. at the festival.
- You are responsible for ensuring your own safety. Whilst MTGV Trustees will do everything to ensure a safe event please note we do not take responsibility for issues outside of our control.
- Teachers/Parents/Guardians are responsible for ensuring young people arrive on time and are kept safe.

Volunteers

- Volunteers are asked to turn up on time and to undertake duties with due diligence.
- MTGV cannot be responsible for loss of property.
- Whilst MTGV will do everything to ensure you get adequate break-times please talk to a member of staff if you feel you need a break

Insurance

MTGV requires from all participants proof of a Public Liability Insurance for operation at the event. Risk assessments will also be required for participants (please see application form).

General

Please be aware of weather conditions on the day and dress accordingly. MTGV does not supply drinking water or sun cream (except to volunteers).

MTGV staff and volunteers can be identified by their brightly coloured waistcoats.

All matters and questions not covered by the Terms and Conditions herein are subject to the decision of MTGV Trustees

The Terms and Conditions may be amended at any time by MTGV *and* all amendments that may be so made shall be equally binding on all parties affected by them, as are the original Terms and Conditions. Every effort will be made to accommodate individual requests, but they cannot be guaranteed.

Application Form:

Each participant is required to complete, sign and submit an APPLICATION FORM to participate in Merthyr Tydfil Global Village. All application forms form part of these Terms & Conditions

Please print off 2 copies of this form, sign and send along with application form and any payment to the email address on your application form or by hand to the address below

I agree to the above terms & conditions:

Signed.....

Dated.....

Contact us:

If you have any questions or comments about these Terms and Conditions, please contact us at:
email: festival@merthirtydfilglobalvillage.org.uk or in writing to:

Merthyr Tydfil Global Village, c/o Merthyr Tydfil Housing Association,
11/12 Lower High Street, Merthyr Tydfil CF47 8EB