

2024 BCA BARNES FAIR - RULES AND REGULATIONS FOR BCA EVENTS

IT IS IMPORTANT THAT THE RULES AND CONDITIONS SET OUT BELOW ARE READ BY ALL STALLHOLDERS.

THE DECLARATION AT THE BOTTOM OF YOUR APPLICATION FORM MEANS THAT YOU HAVE READ AND WILL COMPLY WITH ALL RULES. THIS IS A CONDITION OF YOUR APPLICATION BEING ACCEPTED.

PLEASE EMAIL ANY QUERIES TO FAIRS@BARNES-CA.ORG

The Stallholder will:-

1. Settle the invoice for their stall(s) AND ensure they are a current member of the BCA by 30 April 2024 (either already a Standard or Concessionary member or a Friend of the BCA) using the payment link sent with invoice.
2. Not let or sub-let any part of the allocated stall.
3. BRING THEIR OWN TABLE FOR THEIR STALL. Trestle tables are NOT provided. All tables should be no longer than 6ft and be set back 3ft from the pathway. An access gap of 2ft.6ins is required either side of the table. Some trestle tables can be ordered at an additional cost of £20 per table – see application form for details.
4. Abide by any Covid rules set by either Richmond Council or BCA and are in place in July 2024.
5. Maintain public liability insurance and health and safety insurance as appropriate to cover the Stallholder's risks and potential liability attendant upon participating in the Fair. A public liability insurance certificate should be available for viewing by the organisers. If selling food or drink, a food hygiene certificate/TEN notice may also be required. Stallholders are responsible for ensuring they have all necessary documentation. We recommend Stallholders have a risk assessment and method statement in place – see <https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>
6. Recognise that Barnes Green is open to the elements and therefore the ground may be slippy, uneven or waterlogged. Stallholders must take care to protect themselves, their stalls and produce against the elements and ensure that any rain cover does not encroach onto the neighbouring stall or extend more than 10ft behind them. (NB some stalls do not allow space at the back to erect a rain cover at all so please check with the Fair organisers before Fair day.) All gazebos must be adequately secured for protection against high winds. A suitable gazebo size for a single stall is 3m x 3m.
7. Not bring onto the site any generator or other source of power without the prior written permission of the Fair organisers. Please note that there is no electricity on site.
8. Access the site only from 7am on Fairy day and ensure that all vehicles are removed from the site by 8.45am and not returned before 5.30pm or until the site is cleared and it is declared safe to do so by the Fair organisers. Arrival on the Friday before the Fair is permissible only with prior consent from the Fair organisers.
9. Take away any rubbish and discarded items (including fliers etc) from their stall and ensure the area is totally clear before vacating the site.
10. Not cook, prepare food or sell alcohol on the stall unless prior permission has been given by the Fair organisers. Not offer weapons, toy or replica weapons or living animals as prizes or for purchase.

All due care and precautions must be taken as regards anything on a stall which could pose a risk or harm to others (such as heated objects, sharp objects, any operational machinery etc).

11. Enter the Fair via the Access point that is indicated in their Fair information pack (circulated in June) and show their car pass to the traffic marshals. The car pass must then be displayed in the windscreen and be clearly visible when entering the Rocks Lane car park.
12. Not tout for business by stopping visitors nor leaflet indiscriminately.
13. Not operate any tombola or raffle without the prior written permission of the Fair organisers.
14. Eliminate the use of single use plastic and polystyrene products as much as possible and replace with environmentally friendly products. If plastic bags are handed out with purchase, these should be reused and reusable.
16. Not sell balloons unless they are reusable and recyclable.
17. Comply with this Rules and Regulations Policy for BCA Events.
18. Treat our staff and volunteers with respect.

The Barnes Community Association will:-

1. Determine the position of each stall.
2. Provide toilet facilities (including disabled facilities) on the Fair site.
3. Provide adequate services for the day including refuse removal at regular intervals and the presence of the Police, security and first aid facilities for the duration of the event
4. Send out final joining instructions to Stallholders in June that provide full information regarding the allocated stall, including the stall number, a map of the site, vehicle pass and details of the Stallholders' car park in Rocks Lane.
5. Promote the event via banners, Prospect magazine, local press and social media channels.
6. In the event of serious weather or unforeseen circumstances affecting the organisation of the event, post up to date information concerning any new arrangements on the BCA website and social media and keep this updated on a regular basis. No stall refunds will be made in this instance.

The Barnes Community Association in its absolute discretion reserves the right to:-

1. Refuse any application made by any party who failed to observe the Stallholders' obligations in the preceding years.
2. Require a Stallholder to vacate the site if the Stallholder is not complying with the Stallholders' obligations. This may result in any future application by such Stallholder being refused.
2. Refuse to refund the stall rental fee after the cancellation deadline of 31 May 2024. An administration charge may be levied for any cancellations requested before this date.
3. Re-let an allocated stall, after 10am on Fair Day in the event of a Stallholder's failure to turn up by that hour.
4. Refuse any application made by any lobbying or campaigning group or any political party.
5. Move or reallocate stalls should the weather or other factors make this necessary. In this situation, affected Stallholders will be notified by the Fair organisers.

6. Refuse to offer a stall to any applicant.

BARNES COMMUNITY ASSOCIATION

JANUARY 2024