

2023 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.

PLEASE NOTE THAT SOME CHANGES HAVE BEEN MADE TO THE 2023 EVENT. 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 2023 (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 by the BCA. 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 £10 per table – email fairs@barnes-ca.org for details.
4. Abide by any Covid rules that have been put in place by either Richmond Council or BCA and are in place in July.
5. Provide public liability insurance and health and safety insurance as appropriate sufficient 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 is also required. 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-andexamples.htm>.
6. Recognise that Barnes Green is open to the elements and therefore the ground may be slippery, 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 you (NB some stalls do not allow space at the back to erect a rain cover at all so please check with the organisers before Fair day). All gazebos must be adequately secured for protection against high winds.
7. Not bring onto the site any generator or other source of power without the BCA's prior written permission. Please note that there is no electricity on site.
8. 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.
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. 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 BCA's prior written permission.

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 hand out or sell balloons of any kind.

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 and first aid facilities for the duration of the event

4. Send out final joining instructions 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 year.

2. Refuse to refund the stall rental fee after the cancellation deadline of 31 May 2023. 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. To refuse to offer a stall to any applicant.

BARNES COMMUNITY ASSOCIATION

APRIL 2023