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CHANGE HISTORY

Fair Year / Iss	Changes Made – Note Changes are highlighted in Yellow	Next Review
2023/8	Updates to licences for ice cream vans ie must have street traders licence. Many smaller updates. Introduced definitions for caterers for food sold to eat at the fair or food sold to eat away from the fair. New section on Pedlars. Updates for Fairgrounds. Updates on when and where documents need to be sent to.	
2022/7	Updates to High Risk Activities, provision and access to documentation, and provision of a Health & Safety Risk Assessment template.	
2022/6	Updated with the 2022 details, in response to ongoing pandemic situation addition of Supplemental Ts & Cs document for any temporary Ts & Cs.	
2020/5	Updates to advertising, naked flames, National Mourning, Public health, Social media	
2019/4	Original issue 1 based on previous Terms and Conditions for 2020 fair. Version numbering follows on from previous Ts & Cs for consistency	

1.1 Introduction

1.2 Scope and Applicability

This document brings together all the policy and principles that were held in different documents. It also aims to contain the enabling activities / tasks that our stall holders, caterers, entertainers, and suppliers are asked to do to ensure the safety and successful outcomes of the Downton Cuckoo Fair.

The Health and Safety policies and the terms and conditions are on the web site:

- Company Health & Safety Policy
- Event Health and Safety Policy
- Event Terms and Conditions (this document) and the Supplemental Terms and Conditions
- Event Health and Safety Risk Assessment pro-forma and checklist
- Fair Conditions of Entry
- Fair Information for Visitors

These apply to everyone who has a stall, provides entertainment or provides a service to the Downton Cuckoo Fair ie all contractors, stallholders, entertainers, produce market, fairground operators, caterers and other participants, hereafter referred to as 'merchants'. References to the 'Fair' reflect the activities that occur primarily between the two road blocks. Note, they exclude independent events and run stalls etc that householders/organisations may have setup to run over the weekend of the Fair.

1.3 Observance of Regulations

Submitting an application for a pitch signifies acceptance of and compliance with the Event Health and Safety Policy, these Terms and Conditions and associated documents. Occasionally, it may be necessary to issue Terms and Conditions specific to a particular fair, these will be issued in the Supplemental Terms and Conditions document, the documents collectively form the Terms and Conditions. Downton Cuckoo Fair Ltd will assume that all staff, sub-contractors and any other persons acting on the Merchants behalf have full knowledge and understanding of this document and agree to comply with the Terms and Conditions documents.

The Merchants are required to comply with instructions given to them by members of the Downton Cuckoo Fair Committee (DCFC), the Security staff and Zone Managers of the Downton Cuckoo Fair (DCF) hereafter referred to as 'officers'. Merchants must undertake to carry out any alteration requested. Failure to do so, or if the Stall does not meet with approval after any such alteration, will result in the stall being closed.

Merchants must ensure the contents of the Terms & Conditions documents are distributed to their employees, sub-contractors or other persons acting on the Merchants behalf. The Officers have authority to remove any article from the Fair or to close the pitch of any Merchant who does not conform to the Terms & Conditions detailed in the relevant documents and if necessary, to expel such Merchant and/or his/her representatives from the Fair. The Downton Cuckoo Fair Ltd reserves the right to remove any items which cause a breach of these regulations and to place these items in a place for the Merchant to collect them and Downton Cuckoo Fair Ltd will not be liable for any damage in doing so.

It is a condition of participating in the Fair that Merchants are conversant with, and abide by, relevant legislation, regulations and best practice guides including the Food Safety (General Food Hygiene) Regulations 1995 and the Food Safety (Temperature Control) Regulations 1995. The Fair reserves the right to stop any Merchant from trading at the Fair if it does not comply with appropriate legislation, best practice or the guidance given by its Officers.

Enforcement agents from the Health and Safety Executive, Wiltshire Council and other inspectorates could be on site through the Fair. They have the authority to inspect throughout the Fair.

1.4 Health & Safety

All Merchants must complete the Downton Cuckoo Fair checklist and a Health & Safety Risk Assessment (our website has a proforma Risk Assessment if required) before the Fair. For Merchants with High Risk activities (see section 5) a Health & Safety Risk Assessment must be provided by 28th February 2023 to the risk.2023@cuckoofair.co.uk email (NB please add your Company name/Entry ID and post code to the email's Subject). Note the Officers will use the checklist for any on-site inspections.

Copies of documents referenced in the checklist, including insurance certificates, Checklist and risk assessments must be available for inspection at the Fair at all times. Merchants have a legal responsibility to take reasonable care for the health and safety of themselves and anybody else that may be affected by what they do or fail to do at the Fair. All Merchants must co-operate with the Downton Cuckoo Fair Ltd Officers to enable any relevant legal duty or requirement to be complied with. All Merchants shall read and comply with the Downton Cuckoo Fair Ltd and Event Health & Safety Policies, Terms and Conditions and associated documents eg Conditions of Entry, Information for Visitors.

Activities on pitches must be carried out in a safe and proper manner. Merchants must not intentionally or recklessly interfere with or misuse anything provided on the Fair site in the interest of health, safety or welfare. Merchants must display constant vigilance in the identification and control of risks. Any health or safety problem which cannot be put right must be notified immediately to the Officers. Failure to comply with these requirements could lead to the removal of that Merchant from the Fair site and/or prosecution by the Health and Safety Executive (HSE).

1.5 Stop Notices

Any merchant found in breach of the DCF Ts & Cs or for whatever reason may be issued with a stop notice and required

to cease trading / operating. Note the merchant cannot move their vehicle(s) until the end of the Fair. They may however, pack away their produce ready for the end of the Fair. Also, they may carry the stall and its contents to their vehicle as long as these activities do not impede the ongoing Fair.

1.6 Questions / Queries

Any questions / queries related to the booking process and the associated documents should be directed to the relevant lead:

Stalls, catering, fairground, rural craft demonstrations	Bookings@cuckoofair.co.uk
Produce Market	Produce@cuckoofair.co.uk
Health & Safety queries	Safety@cuckoofair.co.uk
Entertainment queries	ents-mgr@cuckoofair.co.uk

2 Applications & Allocation Processes

2.1 Showman’s Guild

The Merchant agrees that any booking in no way grants them any enduring rights to the fair eg Showman's Guild Rights.

2.2 Applications for Pitches

Last year’s stallholders receive priority booking. Application forms are sent in November to those Merchants we would like to invite back, and must be returned by the end of the calendar year to guarantee a place. Provision of a place at an individual fair infers no commitment that the same or a different place will provided at future fairs.

If you are applying for more than one type of stall please complete one booking form per type of stall. For example, Merchants wishing to apply for say, one food and one fairground, will need to complete two different forms.

Rural craft demonstrators are particularly welcome. Those applicants who compliment the large selection of existing crafts will be contacted in the New Year. Commercial caterers are severely restricted as we prioritise fundraisers for local good causes.

All applications will be assessed for quality and variety as part of the booking process. The Downton Cuckoo Fair’s policy is to promote primarily Wiltshire, South West and British sourced products. Priority will be given to merchants confirming in writing that the product they use has been sourced and supplied from Wiltshire or the South West and this fact will be clearly advertised by the merchant at the Fair. Sustainability is another key factor. The DCF prefers small company or sole-owner operated stalls.

Bookings are only accepted on a fully completed, signed and dated official application form. Applications must be signed by the Merchant, or in the case of a limited company, be signed by a Director or appropriate officer of the company, as confirmation of accepting the terms and conditions detailed in this and associated documents.

The key milestones with the application are:

Invitations sent to previous Merchants	November
Previous Merchants invitations returned before	December
New stall booking forms sent out	January
New stalls forms returned	February
Merchants provide all required documents to relevant emails	Before 28th February
Confirmation letters sent out	March

The Fair offers the following types of pitch:

- Traditional is 2.5m by 2.5m (Stalls in the marquees are now 3m frontage x 2.5m deep)
- Maxi available in yellow, orange, green and purple zones are 3m x 3m
- Pitch in Memorial Gardens and Produce Market is 3m x 3m
- Entertainment consist of 6m x 3m gazebos at The Bull Hotel and on the pavement outside The Goat
- The Maypole arena is 12m in diameter
- The Co-op arena is 15m x 10m.

With the exception of the Produce Market and the White Zone all pitches are on grass.

2.3 Payment

Please refer to the application form for pitch prices and payment arrangements. Payment in full must be enclosed/made with the application. Post-dated cheques/payment at the Fair will not be accepted. Payment must have been cleared by the bank before pitches are confirmed and passes posted to Merchants. Merchants are prohibited from exhibiting at the Fair until all monies have been paid.

2.4 Pitch Allocation

The position of pitch is at the discretion of the relevant Booking Manager. The Booking Manager will endeavour to meet all reasonable requests made by the Merchant regarding the position of his/her pitch. It will be the Merchants’ responsibility to make sure this location request is known to the Booking Manager on the application form.

No refunds will be given if a Merchant is not satisfied with the location of their pitch on arrival at the Fair.

Where possible we try to separate similar products offered for sale but reserve the right to give the public variety and choice. Please ensure you give us as much information as possible on your application form.

Please check the location of your pitch on the layout plans on the web-site BEFORE arriving onsite so you know where you are going and what car park you then go to – this aids setup of your stall.

2.5 Pitch Boundaries

All Merchants must not use any part of the Fair outside their allocated pitch. Please do not encroach onto the walkways and ensure your queuing customers keep them clear as well. Walkways, access points, fire exits and doors must not be obstructed. Space booked must include room for vehicles, tow bars, guy ropes etc. Additional space cannot be allocated on the Fair day. If the Merchant uses any part outside their allocated pitch, they will be required to move back into their pitch. If the Merchant continues to exceed their pitch, the Booking Manager/Officers reserve the right to close the pitch and demand the Merchant ceases trading without refund to the Merchant.

2.6 Pitch Numbers

Pitch numbers will be displayed on the pitch and provided to the Merchant in the confirmation pack sent prior to the Fair. Also note that the layouts of the zones shown on the web-site are indicative only. The definitive allocation is as detailed in your confirmation letter.

2.7 Refusal of Applications

The Officers/Booking Manager reserves the right to reject any application for a pitch and the right to cancel the Merchant's use of a pitch at any time without any reason being given. In the event of refusal or cancellation Downton Cuckoo Fair Ltd will not enter into correspondence on the subject.

2.8 Withdrawal or Cancellation by the Merchant

Cancellation must be in writing to the relevant Booking Manager. For cancellations more than 28 days before the Fair, after the pitch has been re-let the booking fee will be returned minus an administration fee of £10.00 per payment attempt. To reflect Money Laundering legislation the refund will be made to the account it was paid from. No refunds will be given after 28 days before the Fair.

2.9 Sub-Letting

The Merchant shall not sub-let any part of the pitch.

2.10 Exclusivity

The Fair will not grant exclusivity to any company to promote or sell goods at the Fair.

2.11 Merchant Details

The application form provides details of how the Merchant is to provide the required information and the provision of the information indicates your acceptance of its publication on the DCF web-site. NB we'll only accept updates from the email provided on your booking form.

3 Cancellation or Abandonment by the Officers/Force Majeure

If at the absolute discretion of Downton Cuckoo Fair Limited the Fair, in full or in part, becomes unfit or unavailable for occupancy or it becomes impossible or impractical to hold the Fair for reasons beyond the reasonable control of Downton Cuckoo Fair Limited including (without limitation) fire, flood, storm, government intervention, National Mourning, malicious damage, terrorism, acts of war, acts of God, strikes, riots, Public Health, Environmental Incident, disease or any other cause Downton Cuckoo Fair Limited reserves the right (but shall not be obliged to) to cancel or abandon the Fair in full or in part. In these circumstances the parties agree and acknowledge that the Fair shall not have any liability to the Merchant for refunds or additional expenses or charges or to make payment for any other loss or damage suffered by the Merchant.

4 Liability, Indemnity, Insurance & Licences

4.1 Disclaimer of Liability

Save for death or personal injury caused by the negligence of Downton Cuckoo Fair Limited, its servants or agents, Downton Cuckoo Fair Limited will not be responsible for death, injury, disease or damage or loss caused by/to any Merchant or by/to their property or servant or or agent or by/to any Exhibit of whatever nature exhibited at the Fair by the said Merchant from whatever cause whether before, during or after the Fair.

Although Downton Cuckoo Fair Limited hold public liability insurance, no responsibility is accepted for loss howsoever caused, including earnings, theft, damage, power failure, bad weather, event cancellation etc.

4.2 Indemnity by the Merchant

Downton Cuckoo Fair Limited maintain the right to recover from the Merchant any costs incurred by Downton Cuckoo Fair Limited should the Merchant be legally liable for any claim or part of a claim in conjunction with the event.

The Merchant will indemnify the Fair for all claims arising out of the Exhibit and the Merchant's staff and invitees conduct at the pitch and against all claims, demands, proceedings, costs or expenses whatsoever in any way relating to or arising out of use of the pitch by the Merchant.

The Merchant will indemnify Downton Cuckoo Fair Limited for any claims which may at any time be made against Downton Cuckoo Fair Ltd in relation to the pitch, including any claim made by the general public, its customers, the

Merchant's employees, volunteers and invitees, arising wholly or in part from any act or omission of the Merchant. You further agree to indemnify Downton Cuckoo Fair Limited and its Committee, Officers, and Organisers against all claims, losses, penalties, fines and costs that may be incurred as a result of your failure to comply with this condition, and to pay to Downton Cuckoo Fair Limited any such sums on demand.

4.3 Insurance

The Merchant must fully insure, including adequate third-party insurance, the stall, displays etc (including stock if any) and the Merchant's fixtures and fittings. You must have your own Public Liability Insurance, minimum of £2M cover, and if applicable Product Liability Insurance. The Booking Form outlines any specific cover limits eg organisations running high risk activities such as use of gas/electricity, multi-rides, or fairground rides/attractions will require a minimum limit of £5 million for Public Liability. Also, if the Merchant has a team of people then they are advised to have Employers Liability Insurance. If the Merchant fails to arrange adequate insurance, he/she will not be allowed to participate in the Fair nor will be entitled to a refund. Evidence of insurance must be available on the Fair throughout the duration of setup, Fair and the break down period.

Merchants are advised to consider insuring against adverse weather conditions that could affect the running of the Fair. Downton Cuckoo Fair Ltd accepts no liability for any loss of trade or reduced footfall due to adverse weather and/or poor ground conditions.

4.4 Licences & Certificates

All Merchants must complete the Health & Safety Risk Assessment and checklist before the Fair, ideally as part of their booking. Note the Officers will use the checklist for any on-site inspections.

By signing the application form you agree and accept that the responsibility for ensuring that you apply for any licenses and certificates (eg alcohol, fire, electrical, food, gas, fairground, street traders etc) required is yours. You agree to obtain all licences and certificates required for the operation of your stall/vehicle, and you agree to comply with the terms and conditions of any licences and certificates during the event.

Details of all licences and certificates (eg alcohol, fire, electrical, food, gas, fairground eg ADIP/PIPA, street-traders etc) and relevant insurances must be readily accessible whilst you are at the Fair. See Section 5 High Risk Activities for additional requirements.

If the Merchant fails to provide the required documents, he/she will not be allowed to participate in the Fair [see Stop Notices 1.5] nor will be entitled to a refund. Documentation must be available on the Fair throughout the duration of setup, Fair and the break down period.

5 High Risk Activities

5.1 Provision of Documents

All merchants undertaking high risk activities must provide a Health & Safety risk assessment and also complete the Cuckoo Fair Health & Safety Checklist. The documents eg insurance, certificates, licences and risk assessment etc must be provided according to the timescales BEFORE the Fair, as a minimum before 28th February 2023 by email to risk.2023@cuckoofair.co.uk including your Trading Name, Entry ID and Post Code in the Subject Line. Remember to bring all documents with you to the Fair as Officers will be doing on the day random spot checks.

5.2 Alcohol

Merchants selling alcoholic beverages must apply to Wiltshire Council for a TENS - Temporary Events Notice – and display it on their stall and have a qualified person as defined by the licencing laws for their operating hours at the Fair (1000 – 1630). Merchants must ensure they follow the rules regarding the prevention of crime and disorder, public safety, the prevention of public nuisance and protection of children from harm in the Licencing Act 2003. Merchants are responsible to ensure they do not sell alcohol by/to anyone who appears, drunk, disorderly or under 18 years of age, have a refusals log and undertake Challenge 25 to prevent sale to underage customers. Alcohol must only be sold in plastic glasses or in sealed containers (maximum 75cl each) for consumption AFTER the Fair. Merchants are requested to ensure that plastic glasses/containers provided by them are readily identifiable with their name, eg coloured or branded. Please also see sections "4.4 Licences and Certificates".

5.3 Continuously running engines eg Electrical Generators / Vans

These are engines that are operated continuously throughout the Fair. Apart from ice cream vendors, no generators or engines are permitted in The Borough.

We prefer the use of diesel generators at the Fair. Generators must be operated in a safe, well-ventilated location. All generators must be properly maintained and operated correctly in accordance with the manufacturer's requirements. These must be silent running, properly earthed and with outputs protected by an approved RCD trip system. The generator must have been recently tested with an in force certificate to that effect. Sharing of electricity between stalls is prohibited.

For vans with running engines and generators hot exhausts must be kept away from potential combustibles e.g. packaging, boxes, tents etc.

All fuel containers must be suitable approved containers (maximum 30 litres of fuel) and they should be stored out of direct sunlight and any potential ignition sources. Refuelling must be with the engine/generator off.

Engines/Generators should be allowed to cool sufficiently before refuelling using approved containers. It must be carried out safely in accordance with the manufacturer's recommendations and following the appropriate procedures eg Petroleum (Consolidation) Regulations 2014 (PCR).

A 6kg dry powder extinguisher that is in date, serviced and certified by a competent engineer must be placed with the generator / van

5.4 Catering & Burners

Catering Merchants are those preparing and selling food for immediate consumption; the food maybe hot or cold. Other Food/produce Merchants can only sell food for consumption outside or after the Fair at home. The offering of samples is permitted but must be stated as part of the application.

All catering or food/produce pitches must have food hygiene certificates available for review on Fair day. It is recommended that stalls obtain a copy of the "National Guidance for Outdoor and Mobile Catering" freely available from the Chartered Institute of Environmental Health.

All stalls that are cooking, selling chilled or pre-packaged food at the Fair must reflect the relevant industry guidance eg NCASS, appropriate registration eg Food Standards Agency, Food Hygiene Rating Scheme, PPDS compliant allergen labelling. As the Cuckoo Fair is held in Downton which is in Wiltshire then caterers/food/produce stalls will also need to comply with Wiltshire Council Environmental Health – see their website - <http://www.wiltshire.gov.uk/env-health>.

Burners must be suitably sited and must have been examined and tested by a competent person and with an in force certificate to that effect. Please also see section "4.4 Licences and Certificates" above. All hot food catering stalls must be provided with a 6kg dry powder extinguisher and fire blanket as a minimum. In addition, catering stalls with deep fat fryers should also have a wet chemical extinguisher (F Class).

Solid fuel for forge is permitted in Memorial Gardens only. No unauthorised cooking stove or BBQ of any description must be lit within the Fair area. Anyone authorised, when lighting such must ensure they have the appropriate fire-fighting equipment, first aid kit and that they are screened to prevent visitors and staff being put at risk of injury or death.

5.5 Liquid Petroleum Gas (LPG) / Helium / Compressed Air

Only cylinders approved for use must be used. LPG cylinders are not allowed to be used within marquees, gazebos or other enclosed spaces. They must be located away from the public in the open air and should be sited in a secure area and also fastened to ensure they cannot easily topple over. The maximum number of LPG in cylinders on any stall, including LPG connected to appliances or equipment, should not exceed 2. Under no circumstances are jubilee clips to be used.

Merchants with gas on their pitches must comply with all Fire Safety Regulations, HSE regulations and relevant guidance eg NCASS, CIEH, UKLPG or Calor. All gas operated equipment should have been checked by a competent Gas Safe registered gas fitter and certified as safe. Copies of this documentation must be available on the Fair site for inspection. Appropriate fire extinguishers must be provided where LPG cylinders are in use/stored and a competent person present.

5.6 Electrical Equipment & Supplies

All electrical equipment, lead, sockets etc. must comply with the electrical safety regulations and be in good working order. These must be protected by an approved RCD trip system. Extension leads must not be overloaded and all leads, sockets and devices must be kept away from public access eg dug into the ground or covered by protectors.

Electricity supply (240v, nominal 5A) will only be available for Purple Zone Marquee stalls 51 – 63 – no sharing with other stalls is permitted. Merchants must have booked the provision via the Booking Manager via the Booking form. Supply is available from 0900 on Fair day. The Fair cannot guarantee additional electricity connections will be available on Fair day. Merchants must have an in-force valid PAT certificate(s) for their equipment to be connected. No PAT certificate, no connection.

5.7 Machinery / Demonstrations / Trailers

All static machinery should be secure, and no part of a raised machine should rely solely on hydraulic pressure to keep it in the raised position eg must be mechanically locked or braced to prevent collapse. Any moving exhibit should have a barrier restricting access to visitors.

Machinery Demonstrations – Adequate precautions must be taken to protect the operator and spectators, only competent operators are to be allowed to use the machinery. Booking Manager (via the form) and Event Control must have been informed and provided approval of any proposed demonstrations

Machinery Displays – Knives, blades, spikes and other sharp edges are to be guarded and all engines immobilised and horns disconnected.

Anything considered unsafe by an Officer maybe closed down and/or removed from the Fair.

Those with manned/large trailers etc that are positioned on grass must bring boards to go under all wheels of sufficient size to prevent sinkage.

5.8 Entertainment Displays / Fairgrounds / Apparatus

Providers of fairground/amusement activities must take responsibility for health and safety and abide by the appropriate trade body policies, UK regulations and codes of practice eg HSG175.

All providers must be members of a UK Fairground trade body eg Showman's Guild of Great Britain, Society of

Independent Roundabout Proprietors or similar. They must provide documentary evidence of membership.

Those UK Fairground trade bodies have provided details of the documentation to be provided to the Cuckoo Fair, and so all providers will provide preferably at the time of their booking form and at least before 28th February 2023 the following documents to the risk.2023@cuckoofair.co.uk email (NB please add your Company name/Entry ID and post code to the email's Subject):

1. Document showing membership of a trade body;
2. Document of public liability insurance eg a certificate in line with Trade Body requirements;
3. Document(s) detailing risk assessments;
4. Safety certificates (eg ADIPS/DOCs) for each of the rides they are bringing to the Fair.

All providers will bring to the fair the following documents:

- a. All the documents listed above eg 1 to 4;
- b. The Operations Manual (or the Controller's Pack) for each ride/activity.

The documentation at the Fair will be checked during the on the day audit. Note that no/missing documentation will result in the fairground/amusement activity being issued with a STOP Notice [see section 1.5] and a report being issued to the provider's trade body for them to take what action they deem necessary.

Those with manned/large trailers etc that are positioned on grass must bring boards to go under all wheels of sufficient size to prevent sinkage.

Every effort should be made to safeguard against "damage to" or "theft of" articles such as shoes and clothing left in their charge

5.9 Vehicle Movements

There is a traffic plan in force during Fair day and all Merchants must follow directions from signs, car park marshals and Officers. Only the minimum necessary movement of vehicles will be allowed – drive carefully as other merchants are also moving around the Fair Site. **Vehicles with trailers must have a banksman whilst manoeuvring around the Fair Site.**

There is a 5mph maximum speed limit in force across the Fair site, including car parks. This will be strictly enforced especially during build and breakdown phases. NB DO NOT drive over ramps and/or cones.

Vehicles should use hazard lights when moving around the site. Vehicles must at all times be driven by a properly licensed and fully insured driver. During the period of the Road Closure 0830 to 1800 the Fair becomes a pedestrian zone and so vehicle movements will be limited and under the direction of Event Control.

Vehicles, including trailers, that are parked on the Greens / Memorial Gardens must have spreader boards under all wheels.

The Downton Cuckoo Fair Ltd reserves the right to restrict vehicle movement in adverse weather conditions. In the event of poor ground conditions, the Downton Cuckoo Fair Ltd may be in the position to offer chargeable assistance to move vehicles and trailers on and off site. Merchants should ensure they know the location of the towing eye on their vehicle **and be able to set-up their vehicle for towing**. The Downton Cuckoo Fair Ltd accepts no liability for any damage incurred during the course of towing or otherwise assisting in moving Merchants' vehicles.

5.10 Stalls with Animals

The sale or use as a prize of any animal is forbidden. Merchants wishing to include livestock/animals on their pitch must obtain permission from the Booking Manager first and ensure they have the necessary DEFRA/movement licences in place. Ecoli and other diseases can be spread from animals to humans. A minute amount of bacteria can cause significant illness particularly in children. All stallholders with animals must display handwashing signs and provide suitable hand washing facilities. Please take time to remind visitors of the importance of good hand hygiene after they have been in contact with animals or before eating food. Please ensure that animal faeces is kept away from areas where it may be subject to visitor contact. If Merchants require water then this available from the centrally located Memorial Centre outside tap by the disabled parking bay.

6 Incident Reporting & Management

6.1 Incidents / Emergencies / Fire

In the event of a fire or other incident, please do NOT dial 999 but call Event Control via their mobile number (see your confirmation letter) – they will contact the Emergency Services. The alarm should be raised via the Zone Manager and neighbouring stallholder(s) warned of the danger. If time allows unplug any electrical items and isolate gas.

Depending on the severity of the incident you may be asked to vacate your stall and leave your products. Ensure all of your team are accounted for and please leave the area as directed – it is for the safety of you and others.

6.2 Accident Reporting

Event Control will take the lead role in logging, taking action, monitoring status, and confirming closure of all incidents from 0600 through to 1800. It is important that any accident should be reported immediately to Zone Managers, Event Security, Information Centre or Event Control, so that appropriate action can be taken with regard to emergency services and so that it can be recorded in the Incident Log. Contact Event Control via their mobile number which is listed on your Confirmation Letter.

6.3 Incident Management

The DCF has a structured response and recovery plan to a significant or major incident. This includes acts of terrorism, significant weather, fire breakout and large scale medical incidents. In the event of a significant or major incident all DCF Officers will have identifiable high visibility clothing on and members of the public and Merchants will be directed accordingly.

7 Fair Passes & Access

7.1 Merchant Car Passes

Included in the price is the provision of ONE free car park pass for ONE vehicle per booking in the official car parks. Additional passes can be requested from the Booking Manager. Vehicles left in the car parks are left at the owner's risk. With the exception of the Memorial Gardens, parking is NOT permitted with stalls except with the pre-fair written permission from the relevant Booking Manager. In the Memorial Gardens parking is allowed immediately next to the 'stall'. NB vehicles must be within the boundary of the allocated pitch. Vehicle parking on site must not obstruct emergency exits or emergency routes. Vehicle passes are required on fair day only. Car park pass and pitch location will be sent to you when your booking is confirmed. In the case of fire you must leave your on-site contact details, including zone, pitch and mobile number, clearly visible in your vehicle. Please see the 'Booking & Supplier Info' section on the web site for further details eg maps, zone layouts etc.

7.2 Vehicle Movements [HIGH RISK]

This is a High Risk activity, please refer to section 5.9.

7.3 Fair Access / Site Opening Hours / Overnight Arrangements

The Cuckoo Fair is held in the middle of the Downton village. As such we request that all our merchants ensure that they observe the curfew that runs from 2200 hrs Friday night to 0600hrs Saturday morning. During this time there is to be no activity on site. Merchants may have access to the Fair during the following dates and times (Please also refer to 5.9 Vehicle Movements):

Day	Type of Access
Friday	No access, no overnight camping. No overnight security.
Saturday	Access from 0600hrs Saturday morning
	Please be on-site and setting up before 0830 otherwise your pitch space may be forfeit
	The Borough closed to all traffic 0830. No vehicles will be permitted to enter the site between 08:30 - 18:00
	All Merchants' vehicles are to be removed to the appropriate car park(s) by 09:00
	No vehicle, of any type, shall be driven, ridden, or pedalled around the DCF site between 09:00 - 16:30 unless officially authorised by Event Control
	All vehicles remain in car parks. No vehicles are allowed out of car parks until the end of the Fair – nominally 16:30 but maybe later if required – please wait until released by an officer of the fair after 1630. Any delay in the start of vehicle movements will be in the interests of safety.
	The Borough re-opened to all traffic 1800.

7.4 Communications

Merchants must listen out for and respond to broadcasts via the public address system. This will include health and safety announcements, incident updates, incident and emergency broadcasts. There will also be details on the DCF Facebook page. These can be accessed via the DCF web site.

8 Nature of Displays/Stalls

8.1 Description of Exhibits

Every Merchant must complete a short, but detailed description of his/her stall for free entry into the online Fair Guide. Goods sold and services offered and the manner of selling must, in the opinion of the Downton Cuckoo Fair Committee (DCFC), be conducive to the event. Merchants can only sell/promote goods and services as described on their application form. The Officers have authority to remove Merchants from the Fair whose goods are not clearly displayed for the public before sale. It is also your responsibility to ensure that the goods you offer for sale are fit for the purpose that you sell them.

8.2 Smoking / Open Fires

Smoking is not permitted in any marquee or other structure erected for use on the DCF site, including gazebos, toilets and marquees. This includes the use of e-cigarettes or similar. If smoking in any other area please ensure that you dispose of cigarette ends safely.

8.3 Use of Social Media & Copyright

The DCF digital media (web-site/Twitter/Facebook) must be the sole source of key information - in the event of an emergency it is used to provide important updates about the situation to the Merchants and the wider public.

Merchants are not permitted to copy details of the Downton Cuckoo Fair from our web-site / social media onto their own digital media (website, Facebook, Twitter etc). If Merchants wish to create entries on their social media then they must be clearly titled to include their own name – the use of Downton Cuckoo Fair is not allowed. Merchants must also include a link to the Downton Cuckoo Fair web-site / Facebook event page. All material on the DCF web site, social media etc is trademarked and copyrighted including the logo and name.

8.4 Trading/display Hours

Pitches must be open and manned continuously from 1000 to 1630 on Fair day. You are NOT permitted to sell goods from the rear of your stall. You must stop selling promptly at 1630.

8.5 Stalls with Animals [HIGH RISK]

This is a High Risk activity please refer to section 5.10.

8.6 Signs

All Merchants must display a clear sign bearing the Merchant's name, or trading name, as displayed in the Fair Guide and address and as required under the 1985 Business Names Act. The sign must not overshadow neighbouring pitches. Merchants must display their prices clearly. Failure to do so may result in the Merchant being asked to cease trading.

8.7 Advertising around the Fair

Merchants are not permitted to canvass visitors or to distribute advertising materials outside of their own allocated Pitch. To help us reduce the amount of litter on site, leafleting or flyering is not allowed. Merchants are not permitted to fix advertisements to any part of the Fair including marquees, street furniture, vehicles in the car parks without permission from the Booking Manager. Political statements / advertisements are prohibited.

8.8 Merchant Staff

Each Merchant must nominate an individual as the responsible person for their stall. They will ensure that their team are aware of the relevant regulations and the 'Information for Visitors'. The Merchant must provide sufficient Employee Liability insurance cover. Merchants must not use public address equipment, noisy engines or make any noise or behaviour to cause a nuisance or annoyance to other Merchants, the public and/or The Fair organisers. Officers will decide what constitutes a "noise" or "annoyance" and may request the Merchant to cease using said equipment or behaviour. Merchants must not tout for business outside the confines of their pitch.

Any verbal or physical abuse of any kind towards visitors, customers, staff or volunteer Officers will NOT be tolerated on the Fair or on the surrounding areas including the car parks. Any verbal or physical abuse of any kind towards merchant staffs from visitors or other merchants will also NOT be tolerated on the Fair or on the surrounding areas including the car parks and should be reported to Event Control.

8.9 First Aid

Each stall must have a fully stocked, in date, First Aid kit including bandages and waterproof dressings. A responsible person needs to take charge in the event of accidents. Certificates must be available for inspection.

An Ambulance and First Aid team are stationed next to the Memorial Hall – in the centre of the Fair. They can be contacted via Zone Managers, Event Security, Information Centre or Event Control via their mobile number which is listed on your Confirmation Letter.

8.10 Fire Extinguishers & Fire Equipment / Inspections

Following revised guidance from the Events Industry forum and their Purple Guide as backed by the HSE all Merchants must bring fire fighting equipment appropriate for the fire risk of their stall/equipment. Any fire equipment provided must be in date and kept readily available for use.

In addition to any specific requirements in the High Risk sections above these are the general requirements. All extinguishers must be properly maintained and tested and serviced in accordance to BS506:PART 8:2012. Certificates may be checked. Adequate members of the merchant's team must be trained and certified in fire warden and extinguisher training – this is a certificated training course and a legal requirement.

Merchants must comply with Fire Safety requirements throughout the build-up, actual Fair and breakdown periods. The Downton Cuckoo Fair Ltd reserves the right of inspection by one of its Officers of any Merchant's Pitch and the Officers have full authority to order the use of the appliances or equipment to be discontinued immediately if in their opinion they constitute danger. The decision of the Downton Cuckoo Fair Ltd is final.

8.11 Radios & Drones

Merchants must not use two-way radio or radio microphone equipment at the Fair. The flying of unauthorised drones & kites is not permitted on the Fair (including car parks).

8.12 Photographers

No unauthorised person at the Fair (including car parks) shall ply for trade as a snapshot or video photographer or solicit trade with visitors to the Fair in any capacity deemed by the Officers to cause annoyance. Officers reserve the right to remove anyone who does not follow this term.

8.13 Merchant's Dogs

Merchants wishing to bring their dogs (only guide dogs are permitted at the Fair) to the Fair must ensure they comply with the 'Information for Visitors' details on the web site. <https://cuckoofair.co.uk/info-4-visitors-how-to-enjoy-the->

[fair](#)

9 Items Sold / Services Provided

9.1 Sale of Food & Drinks from Pitches

No Merchant other than food and drink stalls will be allowed to sell food or drink at the Fair. Please also see section “4.4 Licences and Certificates” above. General stalls are authorised to offer visitors small amounts of food and/or drink free of charge. All catering (cooking food for immediate consumption/sale of chilled food) and food retail (selling pre-packaged food for later consumption) must follow good food hygiene and safety guidance and practices at all times. This will include having a current and up-to-date HACCP plan; effective management of allergens and a score of not less than 4 in their last EHO inspection.

9.2 Food / Produce Reminder Pre-Packaged Food for Direct Sales (PPDS)

As a reminder, please note, the law on Allergens changed in October 2021. All Pre-Packaged Food for Direct Sales (PPDS) will need to carry allergen advice in the same way as packaged food is currently required to do. You may take this opportunity to make this information available for all your product offerings. For more information please see <https://www.ncass.org.uk/resources/legal-compliance/the-allergen-hub/pre-packed-for-direct-sale/>

9.3 Alcohol [HIGH RISK]

This is detailed in the High Risk section above – “5.2 High Risk Activities – Alcohol”.

9.4 Sustainability & Plastics

Where possible Merchants should use containers, cutlery, napkins and any other disposable materials made from recyclable or sustainable materials. Merchants shall provide appropriate packaging. Plastic straws are not permitted at the Fair. Your pitch must be operated in a clean, hygienic and tidy condition at all times.

9.5 Collections & Games

Merchants who are a charity or other organisation wishing to make appeals for contributions towards funds and/or wish to hold a draw, must first obtain permission from the Booking Manager in writing. Collections must not be made outside the allocated trade/exhibition space. Games of chance, auctions and lottery are prohibited.

9.6 Face Painting

No Merchants other than authorised face painters (as agreed with the Booking Manager) will be allowed to sell or offer face painting anywhere at the Fair.

9.7 Banned Items

No balloons, Chinese lanterns, small plastic freebies or similar items are to be sold or given out at the Fair or in the car parks. The Officers have authority to remove Merchants from the Fair who exhibit “Cheap Jack” articles. The definition for “Cheap Jack” is defined by the Officers.

Do not light fires or bring flaming torches, candles, night-lights, fireworks, or any other type of real flame. Do not bring flammable substances, eg charcoal, or fuel.

No version (including replicas) of flying products eg Chinese lanterns/drones, revolvers, pistols, laser pens, fireworks, throw bangers, spray string or the like, pea shooters, knives, catapults or crossbows may be displayed, sold or used at the Fair. Any Merchant found displaying, promoting or selling such items will be removed from the Fair immediately and will not be invited to exhibit at future fairs.

9.8 Receipts

All items sold, with exception of food and drink, over the value of £25 should be accompanied with a receipt bearing the Merchant’s trading address and trading phone number.

9.9 Goods Ordered at the Fair

All orders taken at the Fair must be delivered promptly. Where the delivery time is expected to be more than 3 months after the Fair date, customers must be made aware of this at the time of ordering. Failure to abide by this condition may result in the Merchant not being invited back for future years.

10 Pitch Build-up & Breakdown

10.1 Deliveries

Merchants must not make any arrangements for items to be delivered to the Fair. The Downton Cuckoo Fair Ctee will not sign for any deliveries on behalf of Merchants. There is no vehicle access after 0830.

10.2 Contractors

If you are planning to use contractors then the Booking Manager must be informed at the time of application. Merchants are responsible for ensuring all contractors are notified in advance of the Terms & Conditions of the Fair as detailed in this document and other relevant information provided from the Booking Manager, including pitch locations. Merchants are responsible for appointing competent contractors and ensure they hold the correct method statements, risk assessments and insurance to comply with Health and Safety law and relevant legislation. The Downton Cuckoo Fair

Limited reserve the right to cease any work from a contractor which its Officers deems to be unsafe without any right to refund or compensation. Downton Cuckoo Fair Limited will not be held responsible for any dispute between a Merchant and contractor or enter into any dispute, which may arise out of private work undertaken. Any cost incurred before, during or after any dispute will not be the responsibility of the Downton Cuckoo Fair Limited.

10.3 Structures

Merchants are responsible for ensuring that their structures (eg their gazebo / displays, pitches, masts etc) are safe, use fire retardant materials, be erected within the boundaries of their pitch and be secured reflecting the forecast weather conditions.

All sharp points and extended parts, particularly those at head height for visitors, should be masked to protect the visitor from injury. Any moving exhibit should have a barrier restricting access to visitors. Signs and promotional material should be secure to prevent injury to visitors.

10.4 Electricity for Stalls [HIGH RISK]

This is a High Risk activity please refer to section 5.6.

10.5 Breakdown of Pitches

Merchants and/or their staff may not take down their structures until after 1630 on Fair day. They must not take their vehicle from the car parks until authorised by a DCFC official. They are required to be off-site by 1730.

10.6 Restoration of Pitch (including Rubbish)

If the Merchant damages the ground on their pitch eg breaks the soil/scorching/oil stains, the Merchant must restore the ground before leaving the Fair. Any hire items (eg tables / chairs) must be placed on the edge of the green nearest the 'B' road. Your pitch must be left in a clean, hygienic and tidy condition.

If a Merchant is considered to have created excessive waste then they will asked to cease trading and will not be invited to future Fairs. All small items of rubbish must be cleared from the pitch and placed into designated bins. Merchants are asked to ensure that if they have many items / bulky rubbish they are taken away by themselves and not placed in the smaller Fair bins.

10.7 Failure to Clear

If the Merchant fails to clear their site in the manner and timescales required then the Downton Cuckoo Fair Ltd will undertake the work and charge the Merchant an appropriate amount.

10.8 Overnight Arrangements

The Fair does not provide overnight facilities for Merchants.

10.9 Security

The Fair site is not secure. The Downton Cuckoo Fair Ltd will not be held responsible for the loss, theft or damage of any vehicles, goods or gazebos, displays, stock etc. on site in the build-up, on Fair day or during breakdown. All Merchants are fully responsible for the security of their pitch and stock and all claims arising from the conduct of the pitch.

Please note: These terms and conditions are subject to change with the latest copies and updates available on the web site. Also, refer to the Supplemental Terms and Conditions for those items that may only apply to a single fair.