



BRISTOL AFRO CARIBBEAN EXPO 2017 STALLS INFORMATION & APPLICATION

Thank you for your interest in operating a Stall at BRISTOL AFRO CARIBBEAN EXPO 2017. Below are the Stalls Information and Application Form.

STALL FEES

- £55** Small (4x2 feet)
- £75** Medium (5x2 feet)
- £95** Large (6x2 feet)
- £10** Surcharge for Clothing & Apparel displays requiring an extra hanging space.
Limited Alcove spaces available

DATE & TIMES

Bristol Afro Caribbean Expo will run from 11 am to 7 pm.

Doors to The Venue will open at **9 am for Stall Holders**. Set up is to be completed by **10:45 am**.

The gates will open to the public at 11 am. **There shall be NO STALL set up beyond 10:45 am.**

There is a car park on site at a cost of £4 for the day.

Teas, coffees & light refreshments will be available to Stall Holders during this period.

Stalls must remain open for the duration of the Expo.

Stall Holders must dismantle stalls and be off site by 9 pm.

There is a Closing Session at 5:30-7 PM with the new Jamaican High Commissioner.

Dismantling of stalls will begin at 7:30 pm.

All rubbish, waste and stock must be removed from stalls.

ELECTRICITY

Stall Holders may not make any alterations or modifications to electrical connections or to the power supply system shall be made. **Do not** access any power distribution boards. Only Site Electricians will be permitted access.

Ensure that all electrical equipment is switched off before leaving the Stall unattended.

All electrical equipment and leads must comply with Electrical Regulations and current Proof of Testing Tags must be clearly visible.

Power disruption causes serious electrical disturbances to the Expo and Venue. Therefore appliances which trip out the circuit breakers will be removed. Bristol Afro Caribbean Expo 2017 reserves the right to refuse the use of faulty or unsafe equipment.

Bristol Afro Caribbean Expo 2017 and the Venue does not warrant provision of an uninterrupted

power supply and shall not be liable for any costs that may arise from the National Grid supply system and any equipment failures.

RUBBISH

Caribbean Expo 2017 will be responsible for the removal of rubbish created by Expo Attendees outside of the Stall. Vendors will be responsible for the removal of rubbish inside the Stall.

SECURITY

Caribbean Expo 2017 takes all reasonable security and safety precautions, it shall not be held liable for any loss or damage to Vendors' property whilst at the event. Security personnel will be on hand at the event.

FIRE, HEALTH AND SAFETY REQUIREMENTS

Bristol Afro Caribbean Expo 2017 takes all reasonable precautions to avoid accidents. However, Vendors are also required to do all in their power to maintain high safety standards. Please note the following requirements:

Due to Fire Regulations, Vendors must not block or inhibit designated entrance/exit areas.

It is the Vendors responsibility to ensure all staff, contractors, suppliers and personnel associated with their Stall are familiar with, and comply with Health and Safety Employment Act 1992.

Due to Fire Regulations, Vendors must not block or inhibit designated entrance/exit areas
Avoid all overhead decorations and flags which protrude from poles around the venue.

Do not leave equipment in operation unattended.

Should Vendor/s identify Health and Safety hazards or issues which the Vendor is unable to resolve, it is the Vendors responsibility to inform the Market Stalls Area Head or Event Security immediately.

BRISTOL AFRO CARIBBEAN EXPO 2017 reserves the right to take action to immediately terminate any activity that may be a threat to public safety.

CODE OF CONDUCT

Any attendee of the event who is jeopardizing the safety of others or themselves, or is acting in a way deemed unacceptable, or poses a health risk to themselves or others, or acts in an unlawful manner will be ejected from the event.

SALES, AVERTISING, PROMOTION and RESTRICTIONS

Vendors will only be permitted to sell product/s that are listed on their approved Application Form. Permission to sell items or ranges of product that have not been pre-approved prior to the Expo will not be granted.

Vendors are not permitted to sell any of the following items or ranges of products such as:

Items with Bristol Afro Caribbean Expo 2017 branding.

Items or promotional material including relating to Drug Use.

Items which infringes any copyright or license

Vendors must provide their own means of displaying signs; no poles or rope will be provided. Stalls must have clear and aesthetically appealing signage and must remain within the allocated stall space. Any signage or promotional banner which violate Health and Safety Regulations, Neighbouring Stall space and/or Expo rules will be promptly removed.

Bristol Afro Caribbean Expo 2017 IS a sponsored event. Our two main sponsors are **GRACE FOODS and VICTORIA MUTUAL BUILDING SOCIETY**. They shall be the **ONLY** stall holders allowed to place Branding and Promotional material and equipment outside their stall area.

Stall Holders may hand out flyers, leaflets and any other printed promotional items throughout the Expo. Branded goods are to be distributed via the Stall area.

Violation of these rule will **NOT** be tolerated.

GENERAL INFORMATION

There will be no free accommodation provided for Vendors and Staff. Stall Holders are not permitted to sublease stalls or part of to another vendor without prior approval.

Bristol Afro Caribbean Expo 2017 is an environmentally friendly Expo. Except for branded plastic carrier bags and Food Stalls, all packaging used by Stall Holders and Vendors should be recyclable.

We are a family friendly Expo therefore, **SMOKING IS NOT PERMITTED** in any the Expo areas.

APPLYING FOR A STALL

due to space restrictions there will be a limited number Stalls. We aim to promote a diverse and varied Expo, therefore, there will be limits on stall repetition. Please include as many details about the product/s you intend to sell, as possible when completing the 'Application Form' below.

Bristol Afro Caribbean Expo 2017 will be a great event and the team looks forward to receiving your application. Should you require any additional information, please email: Info@carib-expo.com

Thank you,

Primrose Granville

07786 383 708

Caribbean Expo Founder

<http://carib-expo.com/>

APPLICATION FORM

NAME OF STALL:

NAME OF OWNER/OPERATOR:

ADDRESS:

PHONE NUMBER/S:

EMAIL:

SIZE OF STALL REQUESTED:

SMALL **£55**

MEDIUM **£75**

LARGE **£95**

ALCOVE **£10**

PRODUCT/S INTENDED FOR SALE AT CARIBBEAN EXPO 2017:

PLEASE EMAIL YOUR APPLICATION TO: Info@carib-expo.com