

- Full payment is due at time of booking.
- The Wedding Fayre will run from 11am – 3pm.
- No refunds will be given, except where the event is cancelled by Hartlebury Castle Preservation Trust.

### Set up & Take down

- All stalls must be set up by 10.45am. Exhibitor access will be from 9.00am onwards.
- Exhibitors must not start to dismantle their stalls/displays until the last visitor has left (last admission 2.30pm).
- Exhibitors must not attach or stick items to the walls, furniture or any other part of the premises as this will incur damage.
- Exhibitors will not be able to change the locations of their stall on the day.
- The use of candles or any naked flames inside buildings on the premises is strictly prohibited.
- Helium balloons inside the Castle are not permitted.
- All electrical equipment must be PAT tested.
- Exhibitors must leave the premises clean and tidy and free from rubbish and refuse.

### Vehicle access

- Vehicles may unload/load from the Carriage Circle.
- All vehicles must be out of the Carriage Circle and in the designated Exhibitor Car Park by 10.30am.
- Vehicles inside the Carriage Circle may be no wider than 1.9m due to narrow gate entry.
- Hazard lights must be on at all times when inside Carriage Circle and speeds restricted to max. 5mph
- No moving vehicles may be in the Carriage Circle from 10.30am until the last visitor has left.

### General

- Exhibitors must not damage, injure or alter in anyway the premises or and of the contents of the premises and must make good any damage, injury or alteration caused.
- Exhibitors will be responsible for any goods or equipment belonging to their company whilst in the Castle, County Museum, Grounds, Cafe or Car Parks. Hartlebury Castle Preservation Trust will not be liable for any lost, stolen or damaged goods/equipment on the premises.
- Health and Safety regulations must be observed in the construction and design of stands, and all exhibitors must hold Public Liability Insurance.
- Smoking is not allowed anywhere within the pay boundaries of the site. There is a designated smoking point beside the Car Park. This includes e-cigarettes.
- No items shall be left in places deemed an obstruction to fire evacuation routes or considered a trip hazard to visitors.
- Stall holders must comply with any guidance/instruction given from the Hartlebury Castle Preservation Trust staff and supervisors.
- Stalls must be manned by a person over the age of 18 years old. Any accompanying children under 16 years old must be supervised by an adult at all times.

If you have any questions regarding the booking terms, please contact 01299 250797 or email [marketing@hartleburycastle.com](mailto:marketing@hartleburycastle.com)