

The UXBRIDGE Wedding Fair is a boutique fair showcasing the many inspirational and creative local wedding vendors and independent traders in our community - all under one roof!

The terms and conditions have been developed to benefit and promote the event and to give the patrons the widest possible range of local wedding services. We're looking for florists, photographers, cake makers/decorators, transport providers, venue operators, dress/suit providers, favours/décor/table settings, event planners and more.

By completing the Vendor Application Form you are **indicating an interest** in being a vendor at this event. Please fill out your details below and attach sample images of your work.

Applications close Wednesday 17 September, 2019.
Vendors notified on 20 September, 2019.

Contact Name:

Business Name:

Business Physical Address:

Phone:

Email:

Website:

Facebook:

Category: (florist, hair/makeup, venue, etc)

Payment details

Full cost for a 1600cm square space + table is \$280 + GST.
Different or additional space can be negotiated. Please attach details of your preference/needs with this application.

Your business can have a continued presence within the venue in a smaller capacity (a floral composition with business cards, a wedding cake in a glass cabinet with business flyers etc) for the 2 weeks to follow at an additional \$80 + GST.

Full payment is required on acceptance of your application and before 2 October 2019.
You will be sent payment details via email when you receive your vendor confirmation.

I AGREE TO THE TERMS & CONDITIONS
above and attached

Signature:

Date:

By submitting the Vendor Application Form you agree to the Terms & Conditions of the **2019** Wedding Fair as below.

UXBRIDGE Community Projects Incorporated may accept or decline any application.

Vendors must provide all information required by UXBRIDGE Community Projects Incorporated and as stated on the application form.

Once the Vendor Application has been accepted and a signed agreement has been received, the vendor will pay a non-refundable deposit of \$100 (plus GST).

UXBRIDGE reserves all rights for the fair layout and allocation of position for each vendor within the venue. No vendor can move to any other area other than what is allocated. If a vendor has specific requirements for space then these must be discussed prior to signing an agreement.

No alcohol is permitted onsite.

Payment

All Vendors must pay in full for the space no later than 2 October 2019.
If Vendor fees are not paid by the due date the site may be offered for resale.

Event Day

The Wedding Fair will open to the public on Saturday 2 November 2019, 10am – 2pm.
Vendors must have their stands fully operational during the advertised opening hours of the fair. Vendor personnel must be in attendance between the hours 10:00am – 2:00pm Saturday 2 November. No vendors display is to be removed from the venue until after 2:00pm Saturday. Note: Public safety is of paramount importance so ensure all care taken is while setting up and dismantling your stand.

Stands

The Event Manager has the right to enter a vendor's site at any time and remove any article, sign, picture or printed matter which in their opinion could be offensive to the public, or is disrespectful to other vendors.
Vendors must display their Company Name clearly on their stand.

Vendors must set up Friday 1 November between 1 – 3pm and/or Saturday 2 November between 8 – 9:30am.

All displays must be set up by 9.30am Saturday 2 November, 2019. The event manager will check each display for health and safety purposes and to sign off.

Vendors must ensure their site is returned to its original condition before 4pm on Sunday 3 November. If a vendor has taken the extra fortnights package then UXBRIDGE must be briefed at time of agreement signing and this display must be in place before 4pm Sunday 3 November.

Nothing (including rubbish) must be left onsite.

All portable electrical equipment on site must have a current electrical test and tag, complying with NZS3760 wiring regulations.

Insurance, Security

Vendors are advised to arrange personal insurance cover for their own property. UXBRIDGE Community Projects Incorporated will take all care but will not be responsible for any losses or damage incurred at this event.
Vehicles must not block access ways at anytime including set up.

Health and Safety

Vendors must comply with local body bylaws and requirements and Acts of Parliament (including OSH Act and its amendments). Vendors are responsible for preparing and monitoring a Health and Safety audit for their site by identifying, isolating or managing any potential hazards for staff, volunteers, and the public.

Vendors are responsible for briefing all staff and volunteers working on their stand regarding the Health and Safety planning and monitoring of their site (if any).

All NO SMOKING policies apply inside and outside the UXBRIDGE buildings and grounds.

Each vendor must keep all display equipment and signs within their allocated boundaries.

The First Aid Kits and a defibrillator are located onsite at reception.

Accidents and hazards must be reported to reception.

Advertising

Post marketing opportunities exist for Vendors and can be arranged for a fortnight after the said event.

The privilege of distributing advertisements or other documents is exclusively for vendors at their respective stands. Placards or advertisement posted without authority will be removed.

Signage

UXBRIDGE reserves the right to remove any signage they deem inappropriate. No signage shall be erected outside of the vendors measured stand. No signage shall be erected outside the venue.

Use of Vendor Information

By completing the Vendor Application form the vendor agrees that UXBRIDGE Community Projects Incorporated (Referred to as UXBRIDGE) acknowledges that: (i) Vendor information details can be shown as part of the UXBRIDGE information. (ii) Vendor details can be made available to the media for use in compiling fair advertising, for human interest stories, as well as fair preparation and for UXBRIDGE to use in promotional material about the Show. (iii) Vendor and company details given to UXBRIDGE on the Vendor Application form will be directly transferred and used as the company listing in the fair programme. Vendors should clearly state the correct company name which will be publicised.

Removal

No vendors display to be removed from the venue until 2:00pm Sunday 3 November. Dismantling of stands may take place anytime after 2:00pm on Sunday 3 November. Displays must be completely removed from the grounds by 4pm Sunday 3 November.

Vendors must take special care while setting up and dismantling their display as public and young children are walking freely in the area.

Cancellations

In the unlikely event the UXBRIDGE finds it necessary to cancel or postpone the show, this contract will cease to operate upon notice to the effect, signed by the Event Manager of UXBRIDGE, being served on the Vendor in any of the following ways: posting to the address listed on the Vendor Application Form, or by handing to the Vendor, or by email or telephone call to the Vendor.

If the fair is abandoned or postponed due to any reason beyond the control of UXBRIDGE, UXBRIDGE is obligated to refund in whole or in part any payments made by the vendors.

Vendor Cancellation

If a vendor should cancel the contract or terminate a stand booking:- (i) on or after 30 September 2019 UXBRIDGE will retain all monies received. (ii) prior to 30 September 2019, any refund shall be at the discretion of UXBRIDGE, the deposit being non-refundable.

UXBRIDGE has the right to cancel this agreement and to retain any monies paid in relation to this contract if the vendor (i) infringes any of the vendor conditions, and/or (ii) does not occupy the stand during the full period of the fair which this contract applies.