

# CURATED BY DAPPER & SUAVE - TERMS AND CONDITIONS 2024

## 1. Definitions

1.1	'Venue' - the hired location for each event.
1.2	'CDS' - Curated by Dapper & Suave.
1.3	'Exhibitor' - the person(s) and business named on the booking form who has signed to electronically agree to these T&Cs.
1.4	'T&Cs' -the terms and conditions of this binding contract between Exhibitor & CDS.
1.5	'Event' - pop-up markets in whichever format /venue they are being hosted by CDS.
1.6	'Booking' - the space offered to you by CDS for an Event.
1.7	The 'Exhibitor Fee' - total amount payable by the exhibitor to CDS and will be confirmed in an invoice with date of when payment required.
1.8	'Scheduled Payments' shall mean the amounts payable by the Exhibitor to CDS towards the 1.9 Exhibitor Fee and the timings for making those payments as set out in an invoice.

## 2. Exhibitor Fee, Booking Form, Payment, Process

2.1	Exhibitor agrees to make full payment of all Exhibitor Fees requested by CDS.
2.2	Payment in full is required no later than 3 months prior to an event date.
2.3	Missed payment schedule dates may result in forfeiting the Exhibitor space.
2.4	Effective communication with CDS is the responsibility of the Exhibitor.
2.5	Exhibitor spaces are for one business only and cannot be shared.

## 3. Cancellation

3.1	CDS have the right to cancel an Exhibitor Booking if Scheduled Payments are not made on time and in full or in case of a serious breach by the Exhibitor.
3.2	Exhibitors are responsible for non-refundable costs incurred in case of Cancellation.
3.3	Refunds will be provided, subject to contributions from each Venue, unless Cancellation is due to serious breach by the Exhibitor or an Unexpected Event.
3.4	Exhibitors may, at any time, cancel their Booking with CDS. Exhibitor rights to any refund of the 3.5 Exhibitor Fee, or part thereof, will depend on when an Exhibitor decides to cancel their Booking.
3.5	Exhibitors must contact CDS by email to cancel to <a href="mailto:curated@dapperandsuave.uk">curated@dapperandsuave.uk</a>
3.6	Exhibitor refunds will be subject to the Cancellations Costs as described below:
3.7	CDS have the right to cancel an Exhibitor Booking if Scheduled Payments are not made on time and in full or in case of a serious breach by the Exhibitor.

14 days or less CDS retain 100%	14 – 30 days CDS retain 50%	31 – 60 days CDS retain 25%	More than 60 days Full refund
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## 4. Miscellaneous - Unexpected Events

4.1	'Unexpected Event' includes events beyond reasonable control (force majeure).
4.2	Acts of God (flood, drought, earthquake, other natural disaster, severe weather warning
4.3	Collapse of buildings, fire, explosion, or accident; Epidemic or pandemic (this includes but is not limited to COVID-19), in each case including, but not limited to, any actions, recommendations, announcements or restrictions, related to its subject matter (whether made by a government body, authority, public health organisation or other similar official body) or outbreak at any of the Venues.

<b>4.4</b>	Terrorist attack, civil war, civil commotion or riots, threat of or preparation for war, armed conflict, imposition of sanctions, embargo, or breaking off of diplomatic relations, nuclear, chemical, or biological contamination, or sonic boom
<b>4.5</b>	CDS to communicate options with Venue & Exhibitor in case of an Unexpected Event.

### 5. Food & Drink Related Business

<b>5.1</b>	All Food Exhibitors must have relevant hygiene ratings and food safety certificates and make them visible in their exhibitor space at every Event.
<b>5.2</b>	Food and Drink including samples can be given away Food must not be consumed in café areas in Venues
<b>5.3</b>	CDS will be apply for a TEN Licence if required.
<b>5.4</b>	Food Exhibitors must keep in regular communication with CDS if they have concerns about their stock levels running out before the end of an Event.

### 6. Outdoor Food & Drink

<b>6.1</b>	You must supply a risk assessment to include trip hazards, sharp objects, health and hygiene hazards, infrastructure hazards including vehicular access.
<b>6.2</b>	A level 3 and minimum level 2 for each staff member is required to exhibit.
<b>6.3</b>	Traders using electrical equipment must provide the relevant PAT certificates.
<b>6.4</b>	Traders using gas must provide a copy of the relevant Gas Safety certificates.
<b>6.5</b>	All food available must be labelled with a full list of ingredients and allergens and clearly visible either on signage on the stall or on the product itself.
<b>6.6</b>	All food must be protected from the risk of contamination - people, animals ,weather and stored off the ground.
<b>6.7</b>	Foods stored at correct temperatures in line with the Environmental Health requirements.
<b>6.8</b>	Suitable thermometers should be available, check food temperatures throughout the day.
<b>6.9</b>	When setting up, packing down, care should be taken for your safety and of others.
<b>6.10</b>	Stallholders must operate strictly within the boundaries of the space provided
<b>6.12</b>	Please be considerate to your market neighbours.
<b>6.11</b>	All traders are requested to look at providing their produce in more ethical and environmentally friendly/biodegradable packaging wherever possible.
<b>6.12</b>	Stall holders supplying their own infrastructure such as a metal framed gazebo must ensure that it is fit for purpose and weighted appropriately the use of weights is compulsory at all markets regardless of the weather and bring your own table.
<b>6.13</b>	Please provide your own bins and take rubbish of site at the end of each day.
<b>6.14</b>	When leaving the event, stallholders must remove and take away their own trade waste and ensure their pitch area is left in the same condition that it was in before they set up.

### 7. Pre-Event

<b>7.1</b>	All Exhibitors must arrange Public Liability Insurance to a value of £5 million.
<b>7.2</b>	Exhibitors must inform CDS of products and services they intend to sell at each Event & note that they may not be able to sell the full range at every event.
<b>7.3</b>	Exhibitors must keep CDS informed if their product range or business changes direction to support the curation of each Event for the customer.
<b>7.4</b>	Exhibitors must inform CDS of additional display materials planned to be used & agree with CDS before bringing to any Event ensuring to not encroach on other Exhibitors space.
<b>7.5</b>	Promotional material will be provided for use ahead of each Event with Set up, get in times, car parking, floor plan, Wi-Fi will be communicated via email – do check spam /junk
<b>7.6</b>	At Denbies Wine Estate, CDS will ensure that a table measuring 6ft (L) x 2 ft 3” (W) x 2 ft 3.5” (H) and two chairs are provided for each Exhibitor within the Exhibitor Fee.

## 8. Event

8.1	Exhibitors can only access each Event once CDS have confirmed that the Venue is ready.
8.2	CDS reserve the right to ask Exhibitors to amend their display to fit the space, or remove products or services not previously agreed for sale.
8.3	CDS and the Venue accept no responsibility for any items lost, stolen or damaged.
8.4	Exhibitors must remain within the hired facility of each Venue.
8.5	Exhibitors are not permitted to use glue, adhesive tape, Pritt pads, nails or drawing pins to attach items to walls, pillars, or fixtures. Damages will be charged to the Exhibitors.
8.6	Exhibitors must not move equipment, fixtures, or fittings without consulting CDS.
8.7	Lit candles are not permitted at Denbies – see note <b>10.3</b>
8.8	Any issues during an Event must be raised directly with CDS, not the Venue.
8.9	Discriminatory or bullying behaviour will not be tolerated, CDS reserve the right to take appropriate action.
8.10	Exhibitors must ensure tablecloth covers the table on all sides and back up stock is tidied away to give visitors a professional welcome.
8.11	CDS will work with the Venue to meet electrical requirements where possible.
8.12	Exhibitors are responsible for PAT testing all electrical equipment and avoiding trip hazards to customers and other Exhibitors from cables.
8.13	Exhibitors must adhere to CDS etiquette guidelines -smoking or vaping within or close to the Venue, excessive alcohol consumption, venue cleanliness, respectful behaviour. Any violation of this etiquette guidelines may result in an Exhibitor being asked to leave.
8.14	Exhibitors must not consume personal refreshments in the café area of Venue.
8.15	Assistance support who do not add value to selling of products and services leave the Event space during Event hours.
8.16	Dogs are not permitted inside Denbies Wine Estate or The Great Conservatory -Syon Park

## 9. Post Event

9.1	ALL exhibitors must ensure they leave the Exhibitor space clear of rubbish
9.2	Exhibitors must provide takings to CDS within 24 hours for collation and review of the success of the event to enable future planning of CDS events.
9.3	CDS will share relevant information about the performance of the event to Exhibitors.

## 10. Syon House

10.1	Tables are not provided and will need to supply your own standard trestle table.
10.2	1 x chair will be provided for each business (not outside vendors)
10.3	Candles can be lit and wax melts but must sign a waiver prior
10.4	On occasions in adverse weather conditions The Great Conservatory, given the nature of its construction and being 200 years old is not watertight and may let in rain.

Updated October 2024

