



# HARFIELD VILLAGE

## STREET CARNIVAL 2018

6 APRIL 2019

### TERMS AND CONDITIONS

#### 1. BOOKING PROCEDURES

- Bookings will only be accepted once we have received your completed stall application form.
- The completion of the application form does not automatically guarantee you a stall. You will be advised in writing if your application has been successful or declined.
- Bookings will only become effective when we receive your application form and payment.
- Successful stall applicants will be sent an invoice via e-mail.
- Allocation of stalls at the Carnival is at the sole discretion of the organizers.
- Should the Carnival become over-subscribed, applications will be placed on a waiting list and stallholders will be informed no less than one week in advance of the Carnival if a cancellation has been received.
- Only applications received between 1 December 2018 and 1 March 2019 will be considered.

#### 2. CANCELLATIONS

- Stallholder cancellation policy:
  - Cancellations must be received in writing
  - No refund is possible if the cancellation is made less than 2 weeks before the Carnival date
  - If a cancellation is received more than 1 month prior to the Carnival you will receive a full refund less a 10% admin fee.
  - Cancellations made less than 1 month will only receive a 50% refund.
  - Your space cannot be re-let without prior approval from the Carnival organizers

#### 3. STAND LOCATION

- The layout of activities and stalls for the day has been spread along the entire length of the carnival to ensure the public receives the best possible experience.
- The Carnival organizers have to comply with safety and security procedures when allocating stalls.
- Your stand allocation is final and no negotiations will be entered into on the day.

- You will be advised of your stand location no later than 14 days prior to the carnival
- Your stand size is 3m. If you require a larger stand, please indicate this on your application form (there will be an additional charge).

#### 4. SET UP

- From 06h30 to 08h00
- Second Avenue will be a ONE WAY ONLY DURING SETUP AND BREAKDOWN
- One way heading from Imam Haron Road to Kenilworth Road
- Cars are permitted to drop off in Second Avenue up to 08h00. You may offload your equipment and product and then move your vehicle to a parking area and then return to set up to avoid congestion.
- All vehicles are to be out of Second Avenue by 08h00 sharp. Failure to remove your vehicle will result in it being towed at your cost.
- Your stall will be reallocated if you have not arrived by 07h30
- NO ACCESS TO SECOND AVENUE VIA THE FOLLOWING ROADS:  
Bedford, Cambridge, McBride, Oxford, Pembroke, Rutland
- **Please do not set your stand up right against a resident's front door – allow space for them to exit and enter**

#### 5. GAZEBOS, ETC.

- Your stall is 3m wide
- If using a gazebo, please ensure it fits into this space and is not wider
- Supply your own table, chairs, umbrellas, gazebos etc.
- The Carnival is set up on a paved street. You will not be able to peg your gazebo into the ground and accordingly you will need to find an alternative way to anchor your gazebo in the event of wind.

#### 6. PARKING YOUR VEHICLE

- Parking is available in side roads which have not been blocked off (see above list)
- We are also attempting to negotiate additional parking at the various schools in the area and we will provide you with more information in due course
- Please be considerate and do NOT block driveways and garages when parking
- Should this not be adhered to, your vehicle will be towed at your cost.

#### 7. BREAK DOWN AT THE END OF THE DAY

- All stalls must trade until 16h30
- No vehicles will be allowed in Second Avenue before 16h30
- If you have sold out and wish to leave earlier, you will need to carry items to wherever you have parked your vehicle

- **Please ensure that the area around your stall is clean before you leave and no rubbish is left behind**
- Please exercise care when dismantling your stall

**The Carnival organizers cannot be held responsible for injury or accident caused by a stallholder's product, loss of profits, for damage or theft of the stallholder's stock or interruption of power or services.**

IF YOU HAVE ANY QUERIES, PLEASE CONTACT

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