



EVENT TERMS & CONDITIONS FOR SUPPLIERS & VENDORS

The following terms and conditions have been developed to ensure Cromwell & Districts Promotion Group (CDPG) events run smoothly with minimal disruption. By making payment to CDPG for attending our event you will be deemed to have accepted these terms and conditions. Please retain a copy of this document for your reference ensuring that you are aware of the responsibilities.

General conditions

Vendors/Suppliers are required to pay their attendance fee upon registration to confirm their attendance. If the CDPG considers a stallholder application unsuitable for whatever reason, the Vendor/Supplier will be notified as soon as possible and a full refund will be given.

Cancellations

In the event that Vendor/Supplier cancels their attendance at a CDPG Event, the following cancellation fees will apply:

- Cancellation notice received more than 6 weeks prior to the event date – Attendance fee minus \$25 administration fee will be refunded
- Cancellation notice received within 6 weeks prior to the event date – No refund

All cancellations must be advised in writing.

Any refund due will be made to the account from which online payment was made via Internet Banking.

CDPG reserves the right to cancel events where circumstances so warrant. These may include, but are not limited to, emergency situations and adverse environmental/weather conditions. If the event disrupted by factors out of the control of CDPG, CDPG will work with Supplier/Vendor to either find another common date or hold fees as credit towards a future CDPG event.

Sustainability

In the interest of sustainability, CDPG asks that Suppliers/Vendors think about where supplied products are going after the event. Please consider composting, recycling or repurposing all waste and leftover product.



Cleaning, rubbish & lock up

Suppliers/Vendors are responsible for ensuring their allocated space is left tidy. This means all rubbish needs to be removed, all hire equipment and rental collected, and all decorations taken down.

The Supplier/Vendor must remove all their rubbish off site at the end of the event and must leave the venue, including car parks and adjacent premises in good, clean and tidy order.

Parking

Supplier/Vendor shall ensure that no vehicle obstructs access in any way.

Furniture and Equipment

It is the responsibility of the Supplier/Vendor to ensure that all furniture brought in externally for an Event is removed by the end of the event.

All electrical equipment brought in by Suppliers/Vendors must be up to date with the current testing and tagging by a qualified technician.

Health & Safety

A Health & Safety document will be provided to all Suppliers/Vendors by CDPG for each event. Please ensure you read and understand for each event.