



Charity number 1197599

Exhibitor Policy for Brereton Big Local CIO (events)

Introduction

Brereton Big Local CIO hosts events throughout the year. These can range from parades to large carnivals hosting between 4000-6000 attendees. Many of the events may hire out 'pitches. Those hiring the pitch are what Brereton Big Local CIO defines as an exhibitor.

Examples of exhibitors

Particularly at large events held by Brereton Big Local CIO offer a wide range of opportunities to small or local businesses. The exhibitors at events may include:

- Craft stalls
- Bakery stalls
- Food stalls
- Promotion exhibitors for example charities or fire service
- Face painters
- Bouncy castles

Exhibitor Requirements

All exhibitors hiring a pitch at a Brereton Big Local CIO event are required to adhere to the Brereton Big Local CIO policies and procedures in place to ensure smooth running and a healthy, safe environment for all concerned. All exhibitors are required to:

- Provide a copy of their Public Liability Insurance
- Provide a detailed risk assessment.
- Adhere to any requirements related to their own business health and safety policies, procedures, and risk assessments. For example, a bouncy castle hire company must be assessing safety of weather conditions prior to use and use appropriate anchoring.
- Ensure any merchandise does not breach any licence requirement, trading standards, copyright, or trademark regulations.
- Items that are deemed to possibly cause injury or hold health implications (such as glow sticks) have clearly communicated safety measures.
- Take all rubbish and litter away with you to dispose of
- Where possible remain on the pitch until the end of the event, this prevents gaps and empty stalls. Even if all stock has been sold, it provides a perfect opportunity for business promotion.
- Not use any equipment deemed flammable. Any equipment required will be provided by Brereton Big Local CIO (food vendors are an exception)

In addition, any food business or promotion of food or drink are required to:

- Provide evidence that the business is registered with a Local Food Authority.
- Provide evidence of food hygiene training for those staff handling high risk food. Chartered Institute of Environmental Health (CIEH) Level 2 or basic Food Hygiene is advised.
- Have a current Food Hygiene Rating of 4 or 5.
- Provide relevant cleaning materials, antibacterial spray, and paper towels.
- Provide adequate handwashing facilities, antibacterial hand sanitiser and gloves if applicable.
- Provide and use a temperature probe if required.



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- Provide appropriate, temperature-controlled storage and transportation based on food requirements.
- Any person handling food at such an event must be clean, free from food-borne illness or infection and fit to work. Where food handlers have suffered from vomiting and/or diarrhoea the “48-hour rule” must be applied.
- Provide and use appropriate, event specific, HACCP based Food Safety Management documentation.

Brereton Big Local CIO Requirements

Brereton Big Local CIO will endeavour to provide a safe space for all exhibitors. This would include:

- A flat, safe ground
- Adequate space for access/egress at the stall during the event
- Safety information such as emergency procedures.
- A point of contact for communication purposes prior to and during the event.
- A safe entrance/exit for transportation and set up purposes.
- Adequate time prior to the event to set-up and prepare the stall.

Cancellation Procedure

In exceptional circumstances the Brereton Big Local CIO may be required to cancel a planned event. Brereton Big Local CIO would endeavour to host a planned event, and take all possible steps to make this happen, however, there may be unforeseen circumstances where Brereton Big Local CIO would be required to cancel. Brereton Big Local CIO would endeavour to provide as much notice when cancelling an event. All event stall holders and exhibitors would be contacted via email or phone call by event organisers and offered an alternative date to exhibit. To be used in conjunction with Brereton Big Local CIO events cancellation policy.

If an exhibitor is required to cancel, Brereton Big Local CIO request as much notice as possible, we also appreciate that this may be difficult under certain circumstances. Any monies exchanged hands for hiring of the pitch will be non-refundable. However, at Brereton Big Local CIO’s discretion this may be refunded if a replacement for the pitch is found.