**Producers Terms and Conditions 2020**

**Definitions:**

* **The Organisers**: refers to the team involved in coordinating the Taste of Thame event
* **The Exhibitor:** refers to you.

**PARTICIPATION TERMS & CONDITIONS**

As an exhibitor during Taste of Thame you are joining a collaboration of local food & drinks businesses and producers, working together to provide an event for residents of and visitors to Thame. To ensure the success of Taste of Thame we ask exhibitors to agree to the following:

**ENTRY PROCESS & FEES**

* Submit our short Application Form as soon as possible. No applications will be accepted after 1st April 2020. Details of where to send your completed form are located in the footer of these Ts&Cs. Application forms can be downloaded from www.tasteofthame.co.uk
* Spaces will be allocated on a first come, first served basis by category. The Organisers reserve the right to limit the number of producers from any one category to ensure variety at the event.
* Taste of Thame is curated as a single event across several different venues. Spaces available vary significantly in nature from one venue to another. Every effort will be made to ensure that the space allocated to each Exhibitors is suited to the produce they are bringing. Once allocated a venue/space within a venue, Exhibitors will have to confirm in writing their acceptance of this venue/space within the venue and pay the entrance fee detailed. By doing so Exhibitors confirms that they have viewed the space and are aware of any restrictions it may impose. If The Organisers does not hear back from you by this date then your allocated space may be offered to an alternative exhibitor.
* Each producer is required to pay an entrance fee of £25 to contribute towards the publicity costs of the event. This must be paid in full as soon as possible, and by the end of March at the latest, otherwise your space will be allocated to another producer.
* Cancellation policy – if you decide to withdraw from Taste of Thame before 30 April 2020 we will refund up to 50% of their participation fee. Cancellations after 30 April will be non-refundable due to the costs already incurred.
* All Taste of Thame exhibitors must notify the Taste of Thame office as soon as possible if any of their contact details change prior to the event.
* Every effort will be made to accommodate all applications within 5 miles of Thame however Taste of Thame reserve the right to only accept producers back to the event for a maximum of 2 years in a row to ensure a varied event and allow producers from the same categories to receive equal exposure.

**EXHIBITORS COMMITMENT**

* Exhibitors commit to providing high quality products, in keeping with the details provided through the Application process.
* Taste of Thame Committee reserves the right to decline entries which are deemed not to be in the spirit of Taste of Thame.
* Taste of Thame has no responsibility for or liability from any business that may ensue from an Exhibitors participation in Taste of Thame

**YOUR RELATIONSHIP WITH YOUR VENUE**

* By applying to be part of Taste of Thame, The Exhibitors consent to the Organisers determining the which venue they will be placed in and agree not to approach Taste of Thame venues directly unless in agreement with The Organisers.
* Once confirmed Exhibitors’s will be introduced to the venue manager and commit to liaise directly with them to finalise layout arrangement and agree a time for set up and set down of their event.
* The Venue cannot play a role in making sales and should not be asked. Exhibitors are responsible for managing this themselves and must be in attendance at all time to enable this to happen. .
* At all times exhibitors must remember that they are exhibiting in a business and therefore the needs of this business must always be considered. Any Exhibitor who is deemed to have prevented a business from trading will be asked to remove their exhibition and will not be entitled to a refund of the exhibition fee.
* The event relies on the willingness of business venues to host the event for free. Although businesses do commit to support the event, Taste of Thame cannot accept responsibility for any venues becoming suddenly unavailable, for example due to closure. Where loss of venue occurs due to situations outside the control of Exhibitors a full refund of their entry fee will be given.
* If Exhibitors venue includes two or more exhibitors The Organisers will be responsible for allocating space within the venue. Exhibitors commits to collaborate with the other exhibitors sharing this venue.

**PROMOTION OF TASTE OF THAME**

* The Organisers will commit to creating and updating a website for the event.
* The Organisers will create and implement a publicity plan including a Social Media plan, local press releases, and where possible links to local radio and TV opportunities. Whilst every effort will be taken to ensure the profile of the event is high, The Organisers cannot be held responsible for other organisations choosing not to publicise the event as hoped. The Organisers will have a Publicity Plan in place and this is available for any of Exhibitors exhibiting in Taste of Thame to view, and play a part in improving and implementing.
* The Organisers will provide Exhibitors with a promotion pack that includes flyers, posters and instructions for Social Media Posting.
* Whilst every effort will be made to ensure the accuracy of information included in the Taste of Thame flyers/website, The Organisers cannot be held responsible for any omissions or mistakes which occur.
* Unless the organisers state otherwise, Exhibitors commit to provide high resolution images alongside their entry form to be used on the Taste of Thame website. If these are not provided exhibitors understand that they will not receive the same profile as other exibitors.
* Exhibitors will provide high resolution images alongside their entry form, labelled with details of their title and media used, to be used on the Taste of Thame website. If these are not provided, Exhibitors understands that they will not receive the same profile as other exhibitors in the exhibition. These should not include any advertising material such as a banner or logo.
* Once profiles are updated to the website, Exhibitors will be required to proof checking this. Changes will not be made unless instructed by Exhibitors.
* Exhibitors will collect an allocated quota of Taste of Thame flyers and posters on a given dates/time and from Thame Town Hall, or arrange for someone else to do so on their behalf. Exhibitors will ensure that these are distributed in an agreed area during the run up to the event to ensure a the widest possible reach for the event.
* Exhibitors will promote Taste of Thame through any online presence that they have, ensuring that they put up a least 1 post a week to each Social Media Platform that they have, letting people know about the event. In these posts Exhibitors will ensure that they incorporate the following:
	+ #tasteofthame
	+ #thame
	+ Link to @tasteofthame sites on Instagram, Twitter and Facebook
* Exhibitors will include the official Taste of Thame logo in a prominent size and position - preferably at the top of the page - in any additional marketing activity that they produce. The logo is available on Taste of Thame web site or can be supplied by email direct to you. Exhibitors should also include the Taste of Thame website address - [www.tasteofthame.co.uk](http://www.tasteofthame.co.uk)
* Share and comment on other posts shared by exhibitors and venues who are also participating in the event