



## Venue Terms and Conditions Taste of Thame 2025

### Definitions:

- **Organisers:** refers to the team involved in coordinating the Taste of Thame event
- **Venue:** refers to you.
- **Exhibitor:** refers to local producers taking part in the event

### PARTICIPATION TERMS & CONDITIONS

As a Venue 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 Venues to agree to the following:

### ENTRY PROCESS

1. Submit our online Application Form, no later than Friday 28 March 2025 through our website [www.tasteofthame.co.uk](http://www.tasteofthame.co.uk)

Please note: All venues within the town centre will be included in the event as long as they are able to host one of the following activities:

- Host a producer in your venue OR feature a producer in a bespoke menu
  - Run a food or drink related activity that showcases a local producer who is already a core part of your menu
  - Run a demonstration
  - Run a food or drink related workshop
  - Run a special taster/menu item for the event
2. The Organisers will contact you to confirm details and ensure that they have all the information needed and will then create a website to show your involvement.

### VENUE COMMITMENT

- Venues commit to providing high quality products in keeping with details in the Application process.
- The Organisers reserve the right to decline entries which are deemed not to be in the spirit of Taste of Thame.
- Venues must notify the Organisers as soon as possible if their circumstances change and they can no longer participate in the event.
- Venues commit to provide high resolution images alongside their entry form to be used on the Taste of Thame website. If these are not provided venues understand that they will not receive the same profile as other venues. These should not include any advertising material such as a banner or logo.

- Once profiles are updated to the website, Venues will be required to proof check this. Changes will not be made unless instructed by Venues.
- Venues commit to displaying flyers and posters about the event within their premises prior to the event.
- Venues will include the official Taste of Thame logo in a prominent size and position 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. Venues should also include the Taste of Thame website address - [www.tasteofthame.co.uk](http://www.tasteofthame.co.uk)
- Venues will commit to promote the event through their mailing list or online presence, and share and comment on other posts shared by other exhibitors and venues who are also participating in the event to help to boost the overall presence of the event online, incorporating the following:
  - #tasteofthame
  - #thame
  - Link to @tasteofthame sites on Instagram and Facebook
- Venues commit to putting a feather flag outside the front of their property at the start and end of the event.

## VENUE RELATIONSHIP WITH EXHIBITORS

- Venues paired with a producer as part of this event commit to liaise directly with the exhibitor to determine layout arrangements and agree a time for set-up and set-down times for the event.
- Venues are not expected to play a role in making sales unless you choose to do so. This will be a direct agreement with the exhibitors based in your venue. Please inform the organisers if you are experiencing any pressure from exhibitors to do more than you feel comfortable with.
- Venues understand that at all times the needs of their business come first and that any Exhibitor who is deemed to have prevented a venue from trading will be asked to remove their exhibition. If this situation occurs, please contact the Organiser.
- Venues agree that if they host two or more exhibitors the venue is responsible for allocating space within the venue.

## ORGANISERS COMMITMENT

- The Organisers will commit to creating 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 provide each Venue 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 as a result of incorrect or late information being provided by venues.