

York Museum Gardens

Home and Garden Fair 2026 in York Museums Gardens Terms & Conditions

1. **Applications** for trade exhibition must be made via York Museum Trust's (YMT) website, using the official booking form. If you require the booking form in an alternative format, please contact the Events Organiser.
2. **Payment** must be made within 7 days of receiving your invoice. Failure to pay could result in your space being given to someone else as we are unable to reserve pitches.
3. **Insurance:** You must provide a copy of your Public Liability Insurance, with £5,000,000 minimum cover. This must be submitted to the Event Organiser via email within 14 days of receiving your invoice. We are unable to process your booking without this documentation and failure to do so could result in your space being lost.
4. **Risk assessment:** A site-specific risk assessment must be completed and submitted to the Event Organiser via email within 14 days of receiving your invoice. We are unable to process your booking without this documentation and failure to do so could result in your space being lost.
5. **Food hygiene certificate:** Any vendors selling food in any condition are legally required to possess a food hygiene certificate, a copy of which must be submitted to the Event Organiser via email within 14 days of receiving your invoice. We are unable to process your booking without this documentation and failure to do so could result in your space being lost.
6. **Cancellation:** If Exhibitors wish to cancel their booking, a request must be submitted to the Event Organiser in writing. A full refund will be given, providing the cancellation is received **more than 12 weeks prior to the event**.
7. **Event cancellation:**
 - a. If, for any reason, the Home & Garden Fair 2026 must be cancelled, prior to commencement of the event, York Museums Trust shall not be responsible for any costs incurred, aside from refunding the booking fee to exhibitors.
 - b. If, for any reason, the Home & Garden Fair 2026 must be cancelled during the event, York Museums Trust shall not be responsible for any costs incurred and will not refund the booking fee to exhibitors.
8. **Trade Stands:**
 - a. Applications must accurately and comprehensively describe goods to be sold during the event. All items must comply with current Health and Safety regulations.
 - b. Stalls must only occupy the square footage paid for and allocated. Storage space will be provided. Under no circumstance will extra space be taken up by stall holders, their furniture or merchandise. Should this happen, the Organiser reserves the right to remove any goods or furniture, without

notice, which is not within the allocated square footage paid for by the Exhibitor at the time of booking, on the grounds of health and safety.

- c. Power supply is not included unless pre-arranged with the Event Organiser. Please note that Halogen lighting and any type of heaters are not allowed.
- d. Any electrical equipment brought onto the site must hold a relevant PAT test certificate.
- e. It is the responsibility of the Exhibitor to make their stand safe. A site-specific risk assessment must be completed which considers any potential risk, and details actions to minimise this risk. YMT reserves the right to remove any equipment deemed unsafe or unsuitable.
- f. During the Fair opening times, attendance at all sessions is compulsory and stands should be always manned, with cash removed nightly. YMT takes no responsibility for goods or equipment brought onto and stored on site.
- g. Halogen lighting, lit candles, naked flames and heaters are not allowed.
- h. To avoid trip hazards, all electrical wires must be taped down and covered with cable covers.
- i. Exhibitors will be given two trader identification badges per stall. Badges must be worn while on site.
- j. Exhibitors must ensure all items for sale comply with current Health and Safety legislation.
- k. Exhibitors are reminded of their responsibilities under the Food Safety Act 1900, the Food Standards Act 1999 and all relevant hygiene, health and safety laws and regulations and will be required to complete and return all relevant documentation as requested. Failure to do so may result in exclusion from the Fair.
- l. YMT holds a current license for the sale of alcohol and will apply for a TENS from the Local Authority for this event which will cover all traders.
- m. The selling or holding of any auctions or games of chance and the sale of raffle tickets is not permitted without prior written permission from the Event Organiser.
- n. An Exhibitor may not sublet nor share a stand with another Exhibitor without prior written consent of the Event Organiser.
- o. Exhibitors must comply with any reasonable instructions given by any authority regarding fire precautions and safety. The YMT Stewards withhold the right to prohibit any activity or practice deemed to be unsafe.
- p. Exhibitors must contain their sales activities to within their allocated area. They must not block any emergency exit or walkway. Any distribution of leaflets must take place within the stand space allowed. Unauthorised banners and fly posting will not be permitted within the Gardens.

Parking & Set Up

9. There is no Exhibitor parking at the Museum Gardens, or anywhere else on-site. Exhibitors are asked to unload swiftly and considerately at the designated drop-off areas, with the parking permit provided displayed clearly on their vehicle's dashboard. Exhibitors are not permitted to set up stalls while their vehicle is parked on the YMT site. Should you need to return to the site to collect surplus equipment following set up, please do, but your vehicle should be parked off-site at one of the nearby public car parks in the meantime. No exceptions will be made. Due to limited access, it is imperative that Exhibitors are prepared to comply to the rules above, to ensure emergency vehicle access and to maintain a fluent set up and take down process.
10. Erection of stands will be on Friday 19 June 2026, and Saturday 20 June 2026 – within a designated time slot. On Saturday, Exhibitor set up must be completed by 10am ready for the doors to open. Further details will be sent to Exhibitors nearer the time should their application be successful.
11. Stands may be dismantled from 4.30pm on Sunday, but not before members of the public have left the site.
12. Please ensure that you take all litter with you as the site has limited facilities for storage and disposal of rubbish.
13. Smoking is not permitted anywhere on the site.

14. Security

Overnight security will be provided.

15. Alterations and Disclaimer:

- Every endeavour will be made to preserve the published layout of the trade exhibition area, programme of events and timings. Should it be necessary to make any revisions, YMT reserves the right to make alternative arrangements.
- Allocation of stalls is at the discretion of the Organiser and is non-negotiable.
- While YMT will make every effort to secure a high level of attendance to the Fair, no guarantee of numbers can be given, and no discounts or refunds are available if numbers do not reach the projected levels.

Event Organiser:

Jocelyn Palmer

Events Manager, York Museums Trust

M: 07784 933077

E: jocelyn.palmer@ymt.org.uk