



## RainbowBiz CIC

### Patron: The Rt Hon Lord Barry Jones PC

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## MBS Festivals Terms and Conditions

### General

Our Festivals are organised and run completely by hardworking volunteers. Each event is licenced by Flintshire County Council.

RainbowBiz have their own not for personal profit Hippy Stall which raises money for community projects which promote equality and diversity. In light of this, we would ask traders not to sell:

- incense products
- ash catchers
- fair trade or festival clothing

This is to ensure that we are able to raise much needed funds. If you are unsure about any products, please contact us to discuss prior to the event. We appreciate your support with this.

### Booking

All applications must be made in advance of each event, the relevant application form must be emailed to [mbs@rainbowbiz.org.uk](mailto:mbs@rainbowbiz.org.uk) It is essential that this application is completed as fully as possible. Once your application is received, it will be considered by the MBS Team. We reserve the right to refuse any application made to any of our events.

We ask all traders to send photographs of their stall to show the kinds of products and layout of their stall. This is to help us to avoid duplication and loss of trade where possible.

### Trading Activities

All traders must state clearly on their application form what trading activities they will be engaged in at the event.

Our "Charitable Organisation" rate at our MBS Festivals are to enable Charities or registered Social Enterprises to come along to the event to offer information materials about their own specific organisation. This pitch is not allocated for any commercial trading purposes.

It is essential that commercial traders do not encourage our customers to purchase their goods or services on the premise that monies are being donated to a charity. Traders may wish to make their own personal donations but this should not be reflected at our event. Indeed, this could lead to traders being asked to leave the event if they do so.

## **Payment Terms**

If your application is successful you will then receive an invoice for your pitch. A 50% non refundable deposit payment must be made by bank transfer or cheque quoting the relevant invoice number, in advance of the event. If full payment is not received two weeks prior to the event, your pitch will be offered to other traders. RainbowBiz CIC cannot be held responsible for any losses incurred due to released stall pitches. Please note deposits are non refundable.

## **On the Day**

Traders will be given an arrival setup time on their invoice, it is essential that you do not arrive earlier than the specified time, to allow our volunteers to setup the venue. You must report to the event co-ordinator who will advise you of your allocated pitch area. Please ensure that you stay within your allocated pitch and do not erect additional rails, tables, etc as this causes upset amongst other traders.

In the interests of health and safety, traders are asked to put all boxes and display baskets on their tables, to keep floor space clear of obstructions.

As soon as you have setup, please ensure you return your pitch allocation number ticket with your donated raffle prize to the event co-ordinator. We do request that you do not hold your own raffle at our events, again, this impacts on our fundraising.

Traders must ensure that they leave their area clean and tidy and remove all rubbish from the venue when they leave.

## **Privacy Notice**

The MBS Festivals are organised and funded by RainbowBiz CIC directly. In order for us to administer these events is dependent on you provided personal data. RainbowBiz CIC will be the data controller for the personal information it receives.

RainbowBiz CIC will use this data to carry out its public task in the administering and monitoring of its funds.

### What will RainbowBiz CIC use your information for?

RainbowBiz CIC will use your data for administration, planning and event development as well as monitoring statistics to aid marketing.

Any statistics published by RainbowBiz CIC are anonymised, meaning that individual traders cannot be identified.

## Your rights and choices

Under the General Data Protection Regulation (GDPR) you have the right to:

- access the personal data the RainbowBiz CIC holds on you
- require RainbowBiz CIC to rectify inaccuracies in that data
- object to processing on grounds relating to your particular situation (in some circumstances)
- restrict processing (in some circumstances)
- have your data erased (in certain circumstances)
- lodge a complaint with the Information Commissioner's office (ICO) who is the independent regulator for data protection

## How long will RainbowBiz CIC keep your information?

Data will be retained for a 12 month period to allow RainbowBiz CIC to contact you regarding future events and opportunities to work with our social enterprise. It will also enable us to use your data to inform marketing methods and produce anonymised statistics to highlight our community engagement.

## Contacts

For further information about the information which RainbowBiz CIC holds and its use, or if you wish to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer  
RainbowBiz CIC  
33 Chester Road West  
Queensferry  
Flintshire CH5 1SA  
info@rainbowbiz.org.uk

To contact the Information Commissioner's Office, please see details below:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
029 2067 8400 (Wales helpline) or 0303 123 1113 (UK helpline)

[Home](#) | [ICO](#)

## Notifications of changes

If we are going to use your data in a different way from that stated at the time of collection, you will be notified. All of RainbowBiz's processing will be in compliance with the extant data protection legislation.

## What personal information about you is collected and used by RainbowBiz CIC?

Some of the data collected by RainbowBiz CIC will be personal data and/or special category data as defined in the General Data Protection Regulation which includes:

### Personal Data

- Surname
- Forename(s)
- Address
- Postcode
- Telephone number
- Email address

## How will your data be used by RainbowBiz CIC?

- For administration purposes, to ensure the data we collect about you is stored correctly, securely and to a high standard of quality
- To help make decisions on current and future MBS Festival events
- To help RainbowBiz CIC allocate and monitor funding and revenue
- To give auditors the information they need to do their job
- To help monitor equality and diversity across the MBS Festival events
- In analysis and research, where we will sort through the data to identify patterns and similarities. This will allow RainbowBiz CIC to make future improvements to MBS Festival events
- To produce anonymous official statistics

## Who does RainbowBiz CIC share your data with?

Currently RainbowBiz CIC shares your data with Board Members and our official Accountant.

## Data Sharing Agreements

RainbowBiz CIC will have a formal data sharing agreement in place whenever we share your data with a third party. Part of the agreement means the third party will have to sign a confidentiality agreement in relation to your data to show that they operate satisfactory information security procedures and that they destroy their copies of your data when it's no longer needed. They can only use your data for the reason they sign up to and nothing else. All copies of data transfers are logged and recorded.

## Security Arrangements for your data held by RainbowBiz CIC

The data RainbowBiz CIC collects about you will be stored in an access controlled secure database which is regularly tested for safety and integrity.

## **Insurance and Liability**

RainbowBiz CIC and the venue accept no responsibility for any stall holders liability. It is strongly recommended that you hold your own public liability insurance for each event. Please note, all therapists / healers will need their own additional insurance.

## **Trader Cancellation**

All cancellations must be made in writing to [info@rainbowbiz.org.uk](mailto:info@rainbowbiz.org.uk) up until 5 working days before the event. In this instance, if there is availability, we will offer you an alternative pitch at the next event. In all cases your 50% deposit will be retained, however we will offer you a refund for any additional monies paid if you are unable to attend the alternative date offered.

If a cancellation is made within 5 working days of the event, we cannot offer an alternative pitch at a future event nor can we offer a refund under any circumstances.

## **Force Majeure**

In the event of ANY unexpected event beyond our control RainbowBiz CIC accepts no liability of any losses to traders or visitors at our MBS Festivals. These include Acts of God due to adverse weather, closure of venue and any other unforeseen circumstances.