



## **Regulations stallholders of non-profit organizations Japanese Garden**

### **Article 1: Area of application**

These regulations apply to everyone who participates as a stallholder for non-profit organisations at the events organized by the City of Hasselt in the Japanese Garden or on regular, but busy days in the Japanese Garden.

With a “stallholder” these regulations mean the organization and its personnel and/or volunteers who have registered for the event organized by the City of Hasselt that takes place in the Japanese Garden or a specific day in the Japanese Garden and whose registration has been accepted as such by the City of Hasselt.

By registering, the exhibitor agrees with the contents of these regulations.

### **Article 2: Registration conditions events**

Registration for an event must always take place at least 1 month in advance via e-mail to [japansetuin@hasselt.be](mailto:japansetuin@hasselt.be). At the latest 2 weeks before the event, the stallholder will receive the decisive answer whether he can or cannot have a stand at the event he registered for. Deviations of these deadlines is possible, only when notified by email to [japanesegarden@hasselt.be](mailto:japanesegarden@hasselt.be) before the end of the deadline.

To register, the stallholder must complete Appendix 1 to this document for each event for which he has registered. He always mentions what he wants to promote and to which ends.

When registering for an event, the stallholder must provide following documents to qualify as stallholder:

- If the stallholder wishes to sell goods for charity purposes, a license for non-commercial sale has to be attached to the registration;
- If the stallholder wishes to use equipment that works with gas, a statement of honour “gas” needs to be added to the registration (document can be obtained by mailing [japansetuin@hasselt.be](mailto:japansetuin@hasselt.be)).

Based on Appendix 1, the ability to provide the necessary documents, the criteria mentioned below and depending on the number of seats available for the event, the stands for each event will be chosen, with the approval of the Hasselt College of Mayor and Aldermen.

Criteria that are considered when choosing the stallholders and their food en drinks they offer:

1. Japanese individuality of non-profit organization



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2. Link between the organization and the event held
3. History of cooperation with the Japanese Garden / City of Hasselt

### **Article 3: Stand price and cancellation policy**

The stallholder of a non-profit organization does not have to pay a stand price. Before the event he is required to mention whether he needs a whole (4mx4m) or half (2mx4m) tent and the number of tables and chairs.

The stallholder can cancel free of charge up to 1 week before the event by sending an email to [japanesegarden@hasselt.be](mailto:japanesegarden@hasselt.be).

If the stallholder does not cancel on time or is not present at the event for which he is registered, the City Hasselt will charge € 50 as compensation fee after the event.

### **Article 4: Liabilities of the stallholder**

Each stallholder claims to be a non-profit organization when subscribing.

The stallholder is solely responsible for the design and activities in and around his stand.

The stallholder will bring along one (or if necessary several) extension cables. He also provides all the necessary materials he needs to make and sell his goods.

The stallholder will get the provided tables and chairs from the stack himself to use them at his/her stand. After the event, he also returns the tables and chairs to the stack.

The City of Hasselt cannot be held liable for any damage caused by the stallholder during the event.

The stallholder indemnifies the City of Hasselt against any claim by third parties, due to damage, however named, caused by the stallholder itself or its employees.

Waste must be removed regularly in the yellow waste bags of the City of Hasselt. The staff or volunteers of the Japanese Garden will bring these yellow waste bags to the yellow waste containers at the nearest service entrance..

### **Article 5: Obligations of the City of Hasselt:**

If agreed in advance, the City of Hasselt will provide a tent and tables and chairs in proportion to the number of participating organizations.

The City of Hasselt commits itself to pay the amount of electricity and water consumed.

The City of Hasselt takes care of the organization and content of the event.

The City of Hasselt provides the publicity for the event on social media, as well as by the available offline communication channels.

### **Article 6: Rights of the City of Hasselt**

City of Hasselt has the right to remove not-allowed products from the stand.



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City of Hasselt has the right to assign a location to each standholder, taking into account the needed facilities for each stallholder.

### **Article 7: Severability**

In case any article in this regulation shall be held invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining articles shall not in any way be affected or impaired thereby.

### **Article 8: Disputes**

This regulation document is governed exclusively by Belgian law and is subject to the exclusive competence of the courts of Hasselt.

### **Article 9: GDPR**

By registering, the stallholder automatically gives permission to the City of Hasselt to use their name for communication purposes. The City of Hasselt will also save the details of the stallholders to inform them of upcoming events and opportunities.

If the stallholder does not agree with this, the City of Hasselt must be notified by email to [japanesegarden@hasselt.be](mailto:japanesegarden@hasselt.be).

### **Article 10: Practical arrangements**

**Location of the events:** The Japanese Garden, Gouverneur Verwilghensingel 23, 3500 Hasselt

**Duration of the events:** 10.00h to 17.00h (if there is a deviation, the stallholder will always be informed of this at registration)

**Build-up of the stand + placing of tables and chairs:** 08.00h to 10.00h

**Dismantling of the stand** 17.00h to 18.00h (small event) or 19.00h (bigger event) (the stallholder will always be informed of the exact dismantling deadline per event)

#### **Parking**

- To unpack, you can drive in the Japanese Garden before 10 am. However, you do not ride on the lawn and you will stay on the dolomite paths. At 10.00 am, the gates of the Garden will be locked and there are no more cars allowed inside the Japanese Garden.
- A penalty fee of 50 euros will be charged after the event if your car is still found inside the gates of the Japanese Garden at 10.00 am.
- All cars are then parked on the visitors' carpark of the Japanese Garden.
- Cars can enter the Garden again from 17.05h to load the stand.



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**Appendix 1: Information of the stallholder and registration for the event**

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**Company/organization:** .....

**Address:** .....

**Postal code + city:** .....

**Telephone number:** .....

**VAT-nr:** .....

**Website:** .....

**Contact:** .....

**E-mail:** .....

**Mobile number:** .....

**Name of the event you want to register:** .....

**Date of the event you want to register:** .....

I hereby declare that we do not wish to gain profit from this event.