**SATURDAY 10TH JUNE 2023**

**Bankside Open Spaces Trust terms and conditions for**

**Community Stall Holders**

**TIMES**

Hours of trading: 12.00pm – 08.00pm

Set up times: 7.00am – 10.30am

Stall holders with vehicles must be parked by 10.00am (parking on Ayres Street will be offered on a first come, first served basis otherwise vehicles will need to be parked on surrounding roads)

No deliveries will be allowed to enter the site after 10.30am

All stalls must be ready for inspection by 11.00am

Site clear up and pitch vacation from 7.00pm to 10.00pm

No vehicles to move onsite between 10.30am - 9.00pm

**As soon as possible** you must provide the completed form (below) for your organistation by email to [festival@bost.org.uk](mailto:festival@bost.org.uk) - you will then be sent your site access details two weeks before the Festival

**ARRIVALS**

Vehicles are not permitted to drive on site without the guide of the parking/ market stall steward

All vehicles MUST NOT drive above 5mph

ALL vehicles must STOP when told to do so

All vehicles must display hazard indicator flashing lights whilst moving around the site at all times

**GENERAL GUIDELINES**

a) Allocation of stalls and sites will be at the discretion of the event/site managers. No discussions will be entered

into. Size of single market stall pitches are 7ft x 3ft – picture below of a double stall



b) All stall holders must apply to all health and safety guidelines relating to stall set up and fire briefings

c) Stallholders must have an up-to-date risk assessment, ensuring that it is available on the day and will abide by organisers risk assessment

d) Stallholders will be responsible for providing their own equipment to dress their stall

e) Staff need to be 16 years or older and be eligible to work in the UK

f) Behaviour deemed inappropriate and not conducive to fair trading may lead to the trader being asked to

cease trading

g) Stall holders should keep stall free from refuse and clean as they go along, and rubbish should be taken away offsite when you leave

h) Your area is to be left clean, tidy and damage free at the end of trading

**CANCELLATIONS & REFUNDS**

a) All stall booking payments are strictly non-refundable unless otherwise agreed with the site/event manager

b) The stallholder shall not have any claim against the organiser in respect of any loss or damage upon the

event’s failing (for whatever reason) to be held or the event’s venue being or becoming wholly or partially

unavailable for the holding of the event for whatever reason

c) The organiser will not be responsible for any loss or damage to personal property or cash. Bankside Open Spaces Trust is not liable for loss of revenue to the stallholders in any circumstances whatsoever

**POSTPONEMENT OR ABANDONMENT**

a) The stallholder shall not have any claim against the organiser in respect of any loss or damage upon the

event’s failing (for whatever reason) to be held or the event’s venue being or becoming wholly or partially

unavailable for the holding of the event for whatever reason

b) The organiser will not be responsible for any loss or damage to personal property or cash. Bankside Open Spaces Trust is not liable for loss of revenue to the stallholders in any circumstances whatsoever

**LIABILITY**

a) The stall holder is required to have taken out product and public liability insurance of at least £1

million. (*Please send relevant docs with signed registration form)*

b) The organiser shall not be liable for any loss or damage (including consequential or indirect loss or

damage) suffered by the stall holder whether such loss or damage arises from breach of a duty in

contract or in any other way (including loss or damage from the organiser’s negligence) and which

shall include (but not by way of limitation) loss of profit; loss of contracts; loss of or damage to property or

goods of the stall holder or any other person; or personal injury to the stall holder or any other person

(but only so far as such injury is not caused by the organiser’s negligence)

**FIRE PRECAUTIONS**

a) Stall holders must comply with all instructions given by the relevant authorities to avoid the risk of fire or any

other risk

b) All electrical appliances must be in safe working order and PAT tested within the last 12 months

**ITEMS FOR SALE**

a) All stall holders must fully comply with Sales of Goods Act and all related Trade Description Acts

b) You should only be selling items agreed on this form

By taking part in this event, you agree to have your photo taken or image recorded by video, which can be

used for marketing purposes in the future

Bankside Open Spaces Trust reserves the right in their absolute discretion to make any changes or

cancellations it considers necessary

**REGISTRATION FORM FOR COMMUNITY STALL HOLDERS**

**Stallholders Particulars**

|  |  |
| --- | --- |
| Name of Community Stall |  |
| Name of Lead Person |  |
| Address |  |
| Mobile number |  |
| Email |  |
| Vehicle Registration (please provide the reg of the vehicle you plan to arrive in on the day if you are driving on-site) |  |
| Crew Names |  |
| Any other specific requirements |  |
| Twitter handle: |  |
| Facebook page link: |  |
| Instagram handle: |  |
| Website link: |  |
| Hashtags: |  |

If you wish to send any marketing material/ images to us please email [MaryT@bost.org.uk](mailto:MaryT@bost.org.uk) with the subject title: BOSFest 2023 (insert company name) marketing.

The contact person serves as a link between you and BOST Festival organisers. The representative must be easily reachable and capable of making decisions.

**Product Details - if applicable**

Provide a full list of products that you plan on selling;

|  |
| --- |
| Items for sale: |
| Packaging used (e.g., is it sustainable?): |

**Selling Handmade Beauty Products**

|  |  |
| --- | --- |
| Notification to Department for Business, Innovations and Skills | Yes  No  |
| Notification to Trading Standards | Yes  No  |
| Cosmetic Product Safety Report | Yes  No  |
| Product Information File | Yes  No  |
| Products labelled for ingredients | Yes  No  |

On the return of this form, you will be sent an invoice for the below amount to be paid before the date specified – ONLY if you are selling items onsite otherwise your stall will be FOC.

|  |  |  |
| --- | --- | --- |
| Fee per community stall | £25.00 | To be paid by Friday 5th May 2023 |

NO LATE OR PART PAYMENTS WILL BE PERMITTED.

**Documents required if applicable**

|  |  |
| --- | --- |
| **Insurance** | **Attached** Yes  No  |

**Declaration**

All applicants must sign this form. Forms that are not signed will not be considered.

I declare that the above-mentioned information is true and correct. I agree to submit all the required certificates, and make payment. By signing this document, I confirm that I am fully authorised to sign the application form. I commit myself as a debtor with respect to adhering to the obligations as set out above.

I confirm that I have read the terms and conditions and agree to abide by them.

Signature:

Print Name & Surname:

Date: