

## Bookings and fees

Bookings will be confirmed once we receive your completed booking form, full payment, risk assessment Public Liability Insurance. Stallholders will receive final event briefing via email closer to the date of the event.

A standard 6 ft table pitch inside will be a total cost of £130 for the entire weekend

A standard 3x3 m gazebo pitch will be a total cost of £150 for the entire weekend.

We are not able to offer individual days.

## Stall details

All trade pitches are 'end to end' and are based on the size of one standard 6ft trestle table per stall, ensuring there is enough space for stallholders and our visitors. You will be allocated a specific space before arrival, and this will not be subject to change throughout the weekend. Please ensure that you do not move to a different pitch and that your stand does not extend beyond the boundaries of your allocated pitch space. A table with two chairs will be provided.

Amplified 'pitching' and 'mobile selling' are not permitted. 'Sub-letting', assignment or resale of space is not permitted.

## Setting up and dismantling

Vehicle access will be from 7:00am Saturday 29<sup>th</sup> Nov and Sunday 30<sup>th</sup> Nov, and you may start setting up from this time.

All stands must be set up by 9:15am Saturday 29<sup>th</sup> Nov and Sunday 30<sup>th</sup> Nov.

Christmas Market public opening times will be advertised as 10am – 4pm Saturday 29<sup>th</sup> Nov and 10am – 4pm Sunday 30<sup>th</sup> Nov.

Vehicles can be parked by the entrance of the venue where your stall will be located.

Visitors to the market will also be able to park on site. Stallholders may start dismantling their stall (if they wish) after 4pm Saturday, and they must be clear and off site by Sunday at 5:30pm. Please ensure you have sufficient support to pack and load your own stock into vehicles before this time. Stallholders are not permitted to dismantle their stall before 4pm on Saturday or Sunday.

Please ensure you bring your own table cloth and table décor.

## Goods sold

Goods sold must be those described on the booking forms. If there are any changes to your goods, please let us know in advance to ensure that stalls do not conflict on the day. We reserve the right to allow you only to sell the goods and services that have been stated on your original booking form.

## Trading Standards and Health and Safety

Stallholders must be aware of and comply with any relevant trading standards, licensing and other requirements and legislation. Relevant hygiene certificates must be submitted to Hospice in the Weald in advance by anyone selling food. All stalls must be maintained in a clean, tidy and hygienic condition throughout the event. Regular monitoring must be carried out by the stallholder to ensure no hazards arise. All Stallholders must sign the risk assessment form as part of their booking. All stallholders are responsible for maintaining the appearance and cleanliness of their stall and the surrounding area. Please ensure any wrappings/storage boxes and stock are disposed of or stored out of sight before the event opening.

## Vehicles

Vehicle movement within the college parking areas are strictly monitored and controlled while the event is open to the public as we must ensure safe and unrestricted access for visitors. We ask that you do not move your vehicle at any time when the market is open to the public.

## Fire Prevention

No generators, petrol or other flammable substances are to be brought to the event without the written consent of Hospice in the Weald. No fire exits should be blocked.

## Electricity

If you require electricity, please ensure you have pre-booked with the event organiser to ensure you are correctly located at the time of booking and your need must be stated on the booking form. Please bring a long extension lead and ensure all electrical equipment is PAT tested and displays an in-date inspection label. **Please note that these spaces are extremely limited and carry an additional £5 surcharge.**

## Waste

All stallholders should minimize the waste produced in association with their stall. Food containers and packaging should be recyclable and/or compostable where possible. All waste produced from stalls i.e packaging or disposable elements must be taken away by stallholders.

## Claims, indemnity, and insurance

Each stallholder shall indemnify Hospice in the Weald against all liabilities, actions, costs, claims and compensations for injury or loss to any persons, or damages as a result of his/her involvement in the event.

Each stallholder must adequately insure to cover all his/her liabilities. Hospice in the Weald cannot accept liability for loss or damage to stallholders' stock or belongings or equipment and will not be responsible for monitoring the security of stallholders' equipment, stock, belongings and takings.

## Abandonment and limitation

In the event of cancellation, abandonment, postponement or limitation of the event, there will be no claim against Hospice in the Weald, who reserves the right to transfer the event to another venue and/or date. Hospice in the Weald cannot be held responsible for any loss of earnings or expenses incurred by the stallholder as the result of cancellation, abandonment or limitation of the event, the failure of electricity supply, inclement weather, incorrect or non-appearance of advertisements, removal of directional signs or any other factor.

## Non-compliance

Hospice in the Weald reserves the right to reject or cancel bookings for this and other events from any stallholder failing to comply with any of the aforementioned conditions or with any reasonable request made by Hospice in the Weald or their staff, either verbally or in writing. The stallholder may also be asked to leave the premises immediately. In this situation there will be no claim against Hospice in the Weald.

## Food and Drink

Food and refreshments will be available to purchase from our café/refreshment area over the weekend, alternatively please bring your own food.

Tea and coffee is available, free of charge, to stallholders from the refreshment area located in the middle section of the market. Lone stall holders may ask any Hospice in the Weald volunteer (wearing a Hospice T Shirt or Jacket) to collect a drink for them.

## Cancellations

We are unable to refund any bookings cancelled by the stallholder. Your fee instead will be treated as a donation. In the event that Hospice in the Weald need to cancel the event, a full refund will be offered.

## Rights to Amendment

We reserve the right to amend the above terms and conditions in line with guidance or restrictions from Kent College. We will advise all stallholders of any amendments should they occur.