



## Corby Pole Fair Market – Information for stallholders

### Practical arrangements

*Times:* The market will be open to the public from 9am to 6pm.

*Your stall:* You will be provided with a standard covered show stall which consists of a table area of 7ft x 3ft. There is no power available to stallholders and you are not allowed to attach anything to the stall that could result in permanent damage.

*Access:* You must set up your stall between 6.30am and 8.15am. All vehicles must be clear of the site by 8.30am before road closures are in place at 8.45am. You will not be allowed to vacate your stall until 6pm. There is no vehicular access to the market between these times and any vehicles must be parked offsite.

### Terms & Conditions

1. All stallholders, their contractors and employees, while at the Festival, shall be subject to the rules and regulations of Groundwork Northamptonshire (the Organisers) as interpreted by the Organisers and its representatives, to any special conditions given with the application form, and to any other instructions given at the event by its representatives.
2. Your stall/pitch is not guaranteed until payment is received in full. Registration will not be complete until all supporting documents including a copy of your Public Liability Insurance certificate is submitted. Insurance cover must be in date at time of the festival.
3. The Organisers reserves the right to turn down a stall application if it is deemed that there are already sufficient stalls of that type, or similar, or if we deem that the type of stall is not suitable for the Festival. If, in the view of the Organisers too many stallholders apply to sell products of a similar nature, priority will be given to local businesses subject to standards of quality and at the Organisers discretion. If a stall is refused at the point of application a refund will be given in full.
4. The Organisers reserve the right to refuse any application without necessarily giving the reason for doing so. If a stall is refused at the point of application a refund will be given in full.
5. Unless specifically stated above, payments for stalls / pitches are non-refundable.
6. You will be allocated a stall number and location on the day; this cannot be changed. The Organiser reserves the right to vary the layout and positioning of the stalls if, in their opinion, such an amendment is in the best interest of the event.
7. Stallholders must inform the Organisers if for any reason they are unable to attend
8. Should you cancel your booking after payment has been made, no refunds will be given under any circumstances.
9. There will be no refund of fees in the event of adverse weather on the day or should the event be cancelled entirely for any reason. Stallholders are advised to consider their own cancellation insurance if required.
10. The organisers reserve the right to share contact details of stallholders with our professional advisers, contractors and the local authority if required for the smooth and safe running of the event.

11. Stallholders/Vendors must have valid public liability insurance (with a minimum £5m indemnity limit) a copy of which must be supplied to info@madewithmany.org with the payment. We maintain the right to recover costs from you in respect of claims brought against the Organisers for which you may be responsible.
12. In agreeing the terms and conditions, stallholders shall indemnify the Organisers and all event staff from and against actions, costs, losses (including legal fees), claims or demands in respect of any accident, damage, death or injury to any person or property arising directly or indirectly from the stallholder's use of the stall.
13. The organisers hold no liability for any losses incurred through theft and/or damage, and recommend that stallholders take out suitable insurance cover for these.
14. Stallholders must ensure that all relevant Health and Safety legislation is complied with at all times whilst you are at the event. In particular Stallholders must ensure that their activities and those of any participants conform to the Law and Health and Safety practice relevant to the stall.
15. No trader shall sell any item that contravenes any of the following, or similar associated legislation: Trade Descriptions Act 1968, Video Recordings Act 1984, Copyright Designs & Patents Act 1998 and the Trademarks Act 1994.
16. In the event of any damage to your stall and/or the surrounding area for which you were directly responsible or which is attributable to your stall and/or items sold from it you will reimburse the Organiser the cost of replacement or repair on demand.
17. Nothing can be posted on, tacked, or otherwise attached to official venue property without the express consent of the Event Management. Any banners or signs to be posted or hung must be approved by Event Management. It is your responsibility to ensure your space is clean and orderly before leaving. Failure to clean up your space may result in a clean-up fee.
18. Stallholders must display their trading address and contact details for the public to see at all times.
19. Stallholders selling food and drink items must provide the organisers with their food hygiene certificate and allergen information and display this on their stall.
20. The Organiser reserve the right to film and take photographs of the Festival for promotional purposes only.
21. You are required to bring all items necessary to facilitate the promotion of your products or services. The Organisers will provide no additional materials
22. The Organisers representatives have power to order the removal of any article from the ground or to close the stand of any stall holder who does not conform to the regulations of the Organisers or the directions of its officers and, if necessary to expel such stallholder or their representative from the event. In such cases the Organisers will not be liable for loss of trade and no refunds will be made to the said stall holder or their representative.
23. There is no power available to stall holders. Any electrical equipment used by stall holders must be PAT testing within the last 12 months.
24. No stallholder shall sell any goods or carry on any activity not stipulated on the application form. The Organiser's representatives shall have power to remove from the event any stall holder whose articles are not in accordance with the description given on the entry form, and the exhibitor shall forfeit all fees paid and the Organiser's will not be liable for compensation.
25. It is the responsibility of the stallholder to provide a complete and accurate description of the activity to be carried out/goods for sale/display on the application form.
26. Under no circumstances, will any caterers /vendors or stallholders be permitted to sell any liquid drinks or beverages nor hot food unless they have applied for, and been accepted, as a catering stand.
27. Under no circumstances, will any stallholder be permitted to sell or display any weapons or replicas or weapons of any kind, eg. guns, knives, crossbows, pellet guns, etc.
28. No stallholder shall sell any items or display any material considered offensive, including on grounds of sexism or racism. The decision of the Organiser's in these matters is final and any stand refusing to remove the offensive items will be closed down without refund or right of compensation.

29. The organisers have the right to amend these terms and conditions at their discretion. If a change is made a new set of terms and conditions will be sent to all confirmed stall holders.