

Codsall Christmas Fair Group
Terms and Conditions for Stallholders

Introduction

This document confirms the responsibilities of both parties when booking a space for a stall, food outlet or ride at Codsall Christmas Fair

Definitions

"The Organisers" means Codsall Christmas Fair Group and any other organisations or persons it employs specifically for the Event

"Event Area" means the area of Codsall as identified by the Event Area Map issued by the Organisers

"Stall" means any retail outlet, fairground ride or other entertainment, within, or adjacent to, the Event Area on the day of the Event

"Ride" means fairground-type ride, bouncy castle or other similar entertainment for children

"Stall space" means a space suitable to accommodate a standard stall of 3.0 x 3.0 metres unless otherwise agreed with the Organisers

"Double Stall" means a stall of 3.0 metres deep x 7.0 metres long that would occupy the space of two adjacent stalls unless otherwise agreed with the Organisers

Whereas:

The Organisers undertake to arrange and organise Codsall Christmas Fair in Codsall village and persons or organisations wishing to partake in the event as retailers of goods, services or entertainment, or to promote a business or a service, may do so at the event subject to the following Terms and Conditions

1. Stall sizes:

A standard stall is 3.0 x 3.0 metres. Anything larger than this must be discussed and agreed with The Organisers at the time of booking.

2. Fees:

3.1 For bookings and payments received on or before 30 September

Single stalls: £30.00; Double stalls: £60.00.

For bookings and payments received after 30 September

Single stalls: £35.00; Double stalls: £70.00

Larger stalls at the Organisers discretion and subject to quotation and availability. Bookings may be accepted after 15 November at the discretion of The Organisers

3.2 Food outlets and rides: 15% of the gross takings on the day

3. Bookings:

Bookings can be made:

- by phone to Megan Barrow (07702 310939)
- using the Booking Form at the end of the document "Advice to Stallholders"
- using the email link on the website info@codsallchristmasfair.co.uk.

At the time of booking, Stallholders must provide full contact details so that the Organisers can contact you with information about the event.

You must provide:

- Contact name
- Name of the organisation you represent
- Postal address and postcode
- Contact phone number
- Email address

4. Payment for stalls:

4.1 **A booking is not confirmed until payment is received in full** (other than hot food providers or rides)

4.2 Retailers of hot food or rides must make payment not later than 14 days after the event

4.3 Cheques should be made payable to Codsall Christmas Fair Group

4.4 Payments can be made either personally at Codsall Parish Council office or by post to Megan Barrow, Codsall Christmas Fair Group c/o Codsall Parish Council, Station Road, Codsall, WV8 1BY. Codsall Parish Council office hours are 10.00 to 12.00, Monday to Friday.

5. At the start of The Event, the Stallholder must:

5.1 Arrive at the Event Area within the time period directed by the Organisers

5.2 Occupy only the space allocated

5.3 Provide and erect his own stall or ride, together with any products to be sold or promoted, within the time period allowed and be open for business at the time indicated by the Organisers

6. During the event, the Stallholder must

Act in a responsible manner with due care to visitors and other stallholders and with particular attention to the many young children that will be present

7. At the end of the event, the Stallholder must:

7.1 Remove his stall and goods from the Event Area within the time allotted by the Organisers and at the very latest by 9.30pm

7.2 Follow instructions given by marshals for vehicle access to and from the Event Area

7.3 Collect any waste or debris that may have accumulate around his stall and put it in a waste bin or a refuse sack.

7.4 Leave the Event Area as quickly as possible and as directed by the marshals

8. Insurance / Health & Safety

8.1 The Stallholder must provide documentary evidence of:

8.1.1 Suitable Third Party Liability Insurance of at least £5 million

8.1.2 All necessary safety certificates for his equipment (for example, MOT on rides, safety certificate for gas supply equipment, etc.)

8.2 The Organisers reserve the right to cancel the event if it felt that weather or other conditions are such that they are unsuitable for the event to take place