

January 2020

Terms & Conditions for Stallholders, Caterers and Sub-contractors

1. All stallholders, traders owners, exhibitors, their agents, employees and assistants, whether formally employed or not and including any volunteers, while at the event, shall be subject to the rules and regulations of the Organiser (Littleborough Events and Associations Forum), as interpreted by the Organiser and the appointed marshals.
2. All stallholders' property, including equipment, stock and vehicles, will be only allowed on the event site at the stallholder's own risk. Stallholders must indemnify the Organiser in respect of all risks, including, but not limited to, risk of fire, flooding, loss through damage, theft, accident to equipment, stock, vehicles, staff or public on or at their stall whatever the cause during the event, or during the setting up or dismantling of the event or at any time the stallholder's property is on site. The stallholder must insure themselves against these risks and produce evidence of this if required. The Organiser has taken reasonable precautions to ensure the health and safety of everyone present. For these measures to be effective, stallholders must take reasonable precautions to avoid and prevent accidents occurring and obey the instructions of the Organiser, its officials and stewards. Stallholders are asked to prevent hazards of tripping, falling or equipment/goods falling onto people, and to clear rubbish and debris regularly. Stallholders are reminded that they, and anyone working with them, must ensure they are fully conversant with and comply with all current health and safety regulations, particularly with respect to equipment and public safety. All stallholders are required to have their own Public Liability Insurance in place.
3. All vehicles must display an event vehicle permit. Failure to do so may result in parking fines being issued.
4. All stallholders, caterers and sub-contractors selling food and or drink must be authorised by the Organiser, registered with Rochdale Council, have appropriate food hygiene certificates in place and must comply with all current Food Hygiene regulations and gas safety regulations, if appropriate.
5. Food vendors must complete and return a Food Vendor Questionnaire to Rochdale Council.
6. The letting will relate only to the date(s) specified on the Application Form submitted.
7. The letting fees must be paid at least 7 days before the event is held and are not refundable under any circumstances. If not so paid the pitch will be re-let.

8. The site must be occupied only by the stallholder, their agents and employees. And under no circumstances sublet or licensed to anyone else.
9. Pitches will be guaranteed until 10.00am each day of the event. After 10.00 am pitches may be re-let. Stalls must not be dismantled nor stock cleared away before 3.30pm and all trading must cease by 4.00pm. Vehicular access or movement is not allowed on site between the hours of 11.00am and 4.00pm.
10. On completion of business each day all refuse and litter generated by stallholders, caterers and sub-contractors must be picked up by them and removed from the site. They should provide an adequate number of bins within the bounds of their site or pitch to deal with rubbish generated by their activity.
11. The site must be left in good order.
12. All business must be conducted in a clean, honest, civil and business-like manner
13. No food and drink of any description are to be sold without prior consent of the organiser.
14. No alcohol, live animals or fishes are to be sold or offered as prizes by any stallholder other than approved alcohol vendors.
15. No lotteries, competitions or cash collections, for charities, other organisations or individuals are permitted at the event. Charities may operate tombolas, and similar raffles offering instant prizes, from their stall only. (Subject to appropriate approval under The Gambling Act [if necessary]).
16. All business must be conducted from the allocated pitch. Stallholders are not permitted to roam the site selling or promoting their goods or services.
17. All stallholders must display clear pricing for the products on sale. Alcohol vendors must display a "Challenge 25" poster.
18. The stallholder, their agents and employees will do nothing to adversely affect the health, safety and well-being of themselves, other traders or other persons attending the event.

19. Only goods described at the time of application may be displayed or offered for sale on the pitch. Goods considered unsuitable in any way by the Organiser must be removed from the pitch.
20. Mains electricity will not be available on site. The use of generators on site will be subject to prior written approval by the Organiser. It is the responsibility of the stallholder to ensure that his/her equipment is suitable, compatible and complies with all Health and Safety requirements.
21. Stallholders must not use any loudspeaker apparatus, equipment or machinery or any other offensive practices to cause annoyance to adjoining stallholders. If this request is not adhered to then The Organiser reserves the right to require the apparatus to be turned off.
22. The trader/stallholder must be in possession of suitable Public Liability insurance cover of not less than £1,000,000 which must include an Indemnity to Principals clause. Evidence of this may be required. (Increased cover may be required for specific stallholders and they will be notified individually).
23. Nothing in these conditions is to be taken as relieving or excusing the stallholder, their agents or employees, from any legal duty or responsibility.