



The basic conditions of this Stallholder Agreement are included here:

1.1 Fees

You must pay the amount listed on your application. The booking fee must be paid in advance, and as pitches are limited bookings will not be confirmed without receipt of funds. Payment will be requested around 30 days prior to the booked event.

1.2 Trading days and hours

As notified by the organiser as specified in the acceptance confirmation email. Stallholders must always conduct business from the stall during the trading hours specified.

1.3 Temporary basis

The right of occupation of a stall at the event is a temporary licence. Occupation of the stall will only be as a casual stallholder during the event. The Craft and Makers Market has absolute discretion to grant or revoke this right at any time.

1.4 Venue

All venue fire evacuation policies and procedures must be adhered to. Respect the venue, please leave facilities in a clean and tidy state.

1.5 Use of the stall

Stallholders must only use and occupy the stall for retail sale of products as described by the stallholder on your booking form.

Other stallholders may be permitted to conduct a similar business at the event. All goods and merchandise offered for sale or sold by stallholders must comply with relevant safety and compliance standards.

1.6 Stall Equipment

As specified on your booking confirmation. No tables or chairs are provided at any location other than NEWPORT (where it is an option for us to supply).

You are booking a trading space.

1.7 Timing for Loading and Unloading

Unloading and set up: **Traders will be granted access to our venues a minimum 1 hour before we open to the public.** Stall holders must not enter the venue until you have been signed in by our staff. Stalls must be set up and complete by the public admission time.

Packing away before event closure time is not permitted. If you fail to adhere to our Pack away rule, you will not be welcome at our future events. Late arrival (**within 30 minutes before opening to the public**) will not be permitted unless agreed by us pre-event. **Late arrival will result in automatic cancellation of your booking with no refund.**



1.8 Payment Method

Payment will be requested 30 days prior to your booked event. Please ensure you pay by payment deadline outlined on the email. Failure to do so will result in automatic cancellation of your booking.

1.9 Clean and Proper Condition

Stallholders must conduct themselves in a proper, polite and orderly manner at all times. Stalls must be kept in a clean and tidy condition and all rubbish must be taken home by you. No trade waste can be left on site. No music is to be played on speakers from stall holders including I pads / Phones / tablets.

1.10 Insurance

Stallholders must take out and maintain adequate product insurance at all times and a minimum £5 million Public Liability policy. This policy must be available to be viewed by organisers on the day either digitally or hard copy.

1.11 Sub Letting and Sharing

Subletting or sharing of sites is not permissible without the consent of The Craft and Makers Market.

1.12 Weather

The Craft and Makers Market will not be held responsible for trade affected by weather conditions or low footfall. We accept no responsibility for application refunds for cancellation by traders.

1.13 Cancellation of booking

No cancellations are accepted. Your booking fee is non-refundable. The booking fee is not transferable to another event. In the event of The Craft and Makers Market needing to cancel the event for any reason, you will be issued with a full refund within 7 days from the event date. We accept no responsibility for loss of earnings for traders.

If you advance book an event with The Craft and Makers Market and you cancel when payment is requested, your future bookings may be subject to advance payment on acceptance of your booking.

1.14 Food Vendors / Catering

You will need to register with the relevant local authority at least 28 days before you wish to trade.

Registration is free and cannot be refused.

<https://register.food.gov.uk/new>

If you require further advice, please contact the relevant local authority. Onyx Alliance Limited assume you have registered and accept no responsibility as event organisers if you have not

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obtained permission to trade. Your full details will be passed to local authorities in the event of investigation.

As well as being registered you will need to provide evidence of the following available to view on the day.

- * Public Liability Insurance Policy
- * Relevant Risk Assessments
- * Level 2, or above, Hygiene Certificate
- * Food Hygiene Rating or proof of Food Business Registration
- * Allergen Awareness Certificate

By making payment you have agreed to these terms and conditions.

Venue set up information will be sent to you on the WEDNESDAY prior to the event you have booked.