

Stall Holder Terms and Conditions

Please read these terms carefully. By booking a stall you agree to them.

Definitions

In these terms, “**the Organiser**” means Bedford Borough Romanian Community, “**the Stall Holder**” means the person or business booking a stall, and “**the Event**” means the event named on the Enquiry Form.

1. Booking and payment

- 1.1 The Stall Holder must pay the stall fee in full to the Organiser. The Organiser is under no obligation to reserve any space until full payment has been received.
- 1.2 The Organiser may refuse any application without giving a reason. Any money already paid will be refunded, less reasonable expenses as determined by the Organiser.
- 1.3 The Stall Holder may not sublet or share the space allocated to them.

2. Stall position and layout

- 2.1 The position of each stall will be decided by the Organiser. The Organiser may change a stall's position, or vary the general layout of the Event, at any time and for any reason, even after a space has been allocated.

3. Cancellations and changes

- 3.1 If the Stall Holder wishes to cancel or change the date of their booking, they must notify the Organiser in writing. The following charges apply:
 - Notice given 14 days or more before the Event: 50% of the stall fee is retained.
 - Notice given less than 14 days before the Event: no refund.
- 3.2 If a Stall Holder has booked and paid but does not attend, the Organiser will attempt to re-let the space.
- 3.3 If the Event has to be abandoned for any reason, the Organiser may refund payments made, less reasonable expenses as determined by the Organiser.
- 3.4 All details and information supplied about the Event may be changed without prior notice.

4. On the day

- 4.1 The Event will be open to visitors on the dates and at the times stated on the Enquiry Form. During these times, tables must not be covered or left unattended, and stalls should be adequately staffed.
- 4.2 Stall Holders must not obstruct, or allow anyone to obstruct, gangways or walkways.
- 4.3 All packaging, empty cases, boxes and wrappings must be removed from the Event area during opening times.
- 4.4 Stall Holders must make sure that they and their staff know where the nearest fire extinguisher and fire exit are.
- 4.5 No writing, stapling, gluing or sticking on the walls, stalls or marquee is permitted.
- 4.6 All rubbish must be removed and disposed of by the Stall Holder.
- 4.7 If an electrical supply is required, all electrical items used must be CE or UKCA marked and PAT tested.

5. Food stalls

- 5.1** All Stall Holders operating food stalls must comply with the Food Hygiene and Food Labelling Regulations and any other statutory legislation or re-enactment in force from time to time, including allergen labelling and temperature control requirements. In particular:
- a) A first aid box must be provided, and any cuts and abrasions must be covered with a blue waterproof dressing.
 - b) All food must be stored above the ground and protected at all times from the risk of contamination. The recommended height is 18 inches (45 cm) above the ground.
 - c) Only pre-packed foods for direct sale and fresh fruit and vegetables may be sold from market stalls. These must comply with all food labelling requirements, and the stalls must be covered.
 - d) Open or unwrapped food, other than fruit and vegetables, may only be sold from stalls or vehicles approved by the local authority for this purpose.
 - e) Stall Holders selling cooked or raw meat, poultry, fish or dairy products must provide adequate refrigeration, and these products may only be sold from stalls or vehicles approved by the local authority for this purpose.
 - f) Waste water from sinks, wash-hand basins and similar must be removed from site by the Stall Holder at the end of each day.
 - g) Food handlers must not smoke behind or near the sales counters.
 - h) Food handlers must keep their clothing, and all parts of the body likely to touch food, clean.
 - i) Food handlers should wear clean, washable over-clothing, preferably a coat or overall.
 - j) No un-bagged refuse, waste or unfit food may be allowed to build up on or around the stall. It must be bagged securely and regularly throughout the day.
- 5.2** Contract caterers and mobile food units must be registered with their local authority and able to show that they are trained in food hygiene. Registration with a local authority is a legal requirement for all food businesses, including mobile food units and contract caterers.

6. Compliance, insurance and security

- 6.1** Stall Holders must act in accordance with the law and comply with the requirements of the venue and all local and statutory regulations, including environmental health, fire safety, trading standards and health and safety.
- 6.2** Stall Holders indemnify the Organiser in relation to any advice given and/or claims made in connection with any product, goods or service they offer.
- 6.3** The Organiser prefers Stall Holders to provide a copy of their Public Liability Insurance.
- 6.4** The security of each stall is the sole responsibility of the Stall Holder. Stall Holders are advised to take out their own full-value, all-risks insurance.
- 6.5** The Organiser recommends that nothing valuable is left unattended overnight. Stall Holders must assess the risk themselves, and anything left at the premises is at the Stall Holder's own risk.

7. Liability

- 7.1** Any sale made between a Stall Holder and a buyer is solely between those two parties. The Organiser and the venue are not responsible for, or associated with, these sales.
- 7.2** The Organiser takes no responsibility for contracts or agreements between the Stall Holder and external suppliers.

- 7.3 To the extent permitted by law, the Organiser is not responsible for any personal injury suffered by the Stall Holder, their staff or agents. Nothing in these terms limits liability for death or personal injury caused by negligence.
- 7.4 The Organiser accepts no responsibility for damage to, or loss of, any property brought in by the Stall Holder, whether by theft, fire, accident or any other cause.
- 7.5 If the Event is not held or is cut short for any reason, no Stall Holder shall have any claim against the Organiser or its officers, volunteers, agents or representatives for loss, damage, interest or compensation of any kind, including consequential and economic loss.

8. Photography

- 8.1 The Organiser may take photographs of Stall Holders, their stalls and products, and use them for marketing, including social media and print.

Stall Holder agreement

I have read and agree to these Terms and Conditions.

Business / stall name	_____	Event	_____
Name	_____	Signature	_____
Date	_____	Stall number (optional)	_____