Great Get Together Festival and Armed Forces Day 24 June 2017

Stallholder terms and conditions

Please read this document along with the stalls application form.

For the purposes of this document:

**You/participant** refers to any person, firm, company, organisation or sub-contractor exhibiting, selling, carrying on business, operating at or participating in The Great Get Together Festival and Armed Forces Day event 2016 and also includes all directors, employees, or agents thereof.

**Us/event organiser** refers to the Royal Borough of Greenwich.

Please ensure that all individuals taking part with you (or on your behalf) at the event have a copy of this document.

All participants must adhere to all regulations for the duration of the event unless otherwise stated. If you are a food trader, please note you must comply with the additional food trader regulations listed in this document.

If you do not comply with the regulations we, the event organiser, reserve the right to remove you and your display from the site without any obligation to refund payment. In addition you may be charged removal costs.

Your attendance constitutes acceptance of the terms and conditions in this document and unconditional agreement and adherence with them. This includes your acceptance and adherence to any related terms and conditions that may be in place at the event.

**Pitch Allocation**

You will be allocated a confirmed pitch by us only when you have sent in full payment and all your documents have been approved.

We reserve the right to refuse or cancel any application which may already have been accepted and we reserve the right to require participants to move from an allocated pitch should the event’s operational requirements make this necessary.

**Sub-letting**

You must not sub-let or joint-let any part of your pitch.
Cancellation by the event organiser

In the unlikely event of all or part of the event being postponed or abandoned, or if there is a failure or curtailment of any supplies, services or facilities offered to participants due to strikes, lockouts or other circumstances beyond our control, we will not be liable in any way whatsoever for any expenditure, damage or loss sustained or incurred by you, the participant.

If we cancel the event for whatever reason after you have paid for your pitch, we will offer you a 50% refund of your pitch cost. By agreeing to our terms and conditions, you agree to accept a 50% refund as complete settlement and discharge, and will not claim against us for any other costs or expenses incurred.

Successful trading

To ensure your financial risk is kept to a minimum we urge you to research in advance the likely demand for your product or service by visitors to the event.

Display guidelines

Displays must not, wholly or partly, include the following:

- Auctions of any kind
- Gaming machines
- Second hand powered electrical appliances – other second hand goods only allowed at the discretion of the event organiser
- Potentially or literally dangerous goods including knives, guns or similar
- Alcohol of any kind including low alcohol products
- Age restricted goods including spray paints, tobacco products and fireworks
- Food or beverages, unless you are a food trader or agreed with us in advance
- Goldfish or other livestock
- Broadcasting or playing amplified music

We generally do not allow any type of display, entertainment or activity that is political, religious or controversial, except in certain circumstances and at our sole discretion.

We also do not allow commercial lucky ticket style stands. Displays featuring a lottery must comply with the provision of the Gambling Act 2005 (small lotteries) and their inclusion must be agreed with us in advance.

We will permit non-commercial charity tombola stalls at our sole discretion.

If your activities need any kind of licence, it must be available for inspection at the event. You must also display a clear sign stating your organisation along with your name and address.
Please ensure your signs and exhibits do not overshadow or obscure any neighbouring displays.

You must not use any amplification unless previously agreed in writing with us. This includes the use of radio frequency microphones or loudhailers.

All goods you offer for sale must be available for inspection before purchase and be clearly marked with the price.

Please see the stallholder business advice information sheet for further details.

**Pricing policy**

If you are charging for entertainment, products or services you must display a full list/programme in clear sight of the general public with prices clearly marked.

Your list/programme and prices must closely reflect what was submitted in your original application to trade.

Your list/programme and prices should be consistent for the duration of the event. Raising prices or reducing the quantity/quality of what you are selling is strictly prohibited and may result in you being asked to stop trading.

If, during the event, you want to reduce your prices or change the quantity/quality of what you are selling, please get the permission of the event organiser by consulting a member of the onsite events team.

**Stallholders selling similar products**

There will be a wide variety of stalls at the event. However, we cannot guarantee that any trader will have exclusive rights to sell a particular product unless this has been agreed with us in advance. If you require exclusive rights to promote your product/service, please inform us when you apply.

If we receive multiple applications from traders wishing to sell very similar products/services we will set a limit on numbers at our discretion.

**Children**

You must not offer/carry out any treatment/consultation to a child (0-18 years of age) unless a parent or guardian accompanies the child and their permission has been obtained. You must adhere to the Royal Borough of Greenwich policy in respect to the proper care and protection of Lost Children.

**Vehicle access**
You will be allocated one vehicle pass allowing access to the event site. If you need more than one pass please inform us in advance. No vehicles will be allowed onto site without a pass.

Passes must be prominently displayed on the windscreen and must carry a mobile phone number.

**Vehicle movement**

All traffic to, from and within the site must use the designated routes and entrances.

All vehicles should show hazard warning lights, proceed at no more than 5 mph and be escorted by a banksman. Drivers must comply with all directions and other requests from security and other personnel.

**Hours of trading**

Your stall must be fully set up and trading over the entire event running time. If you are using vehicles for loading/unloading please note vehicle movement on site is allowed only at specified times before and after the event running time.

**Sponsorship**

You must not acknowledge or accept the support of a sponsor without prior permission being obtained from us.

**Security**

You are responsible for the security of all goods on your pitch.

**Distribution of leaflets**

You are not allowed to distribute promotional material away from your pitch area.

**Exhibitor and stallholder lists**

Please be aware that we may circulate a list of exhibitors and traders to the media or add this to the event’s web pages before the event date.

**Eviction of participants**

We reserve the right to evict any participant whose presence in the event is deemed to be prejudicial to the best interest of the event.

**Non Compliance with regulations**
Failure to comply with the above regulations will result in the withdrawal of your pitch allocation. Our decision is final.

Health and Safety – rules and guidance

As the event organiser we have a duty to ensure that the event takes place in the safest possible environment.

If you have employees or volunteers on your stall or activity, you, as an employer, also have specific legal duties under the Health and Safety at Work Act 1974.

Section 2 of the act states that it is the duty of every employer to ensure so far as is reasonably practicable, the health, safety and welfare at work of all their employees and or volunteers.

Section 3 states that activities are carried out in such a way as to ensure, so far as is reasonably practicable, that all persons not in your employment who may be affected by your operations, are not exposed to risks in their health and safety.

To plan for a safe event Royal Borough of Greenwich ask potential stall holders to consider health & safety and undertake a risk assessment for the event.

Additionally where hot processes are involved a fire action plan is required, again an example template is available to view.

A risk assessment plus fire action plan where applicable need to be sent in with your application.

Public Liability insurance

We strongly urge all stallholders to obtain public liability insurance and, if applicable, employers liability insurance and product liability insurance, covering your legal liability arising out of your participation in the event.

Please note: No liability will be accepted by us, the event organiser (including our servants, agents, independent contractors or sponsors) for any injury (including fatal injury), illness, damage or loss whatsoever directly or indirectly occasioned to person or property, subject to the provisions of the Unfair Contract Terms Act 1977.

Temporary Structures

It is your responsibility to ensure that any structures (i.e. gazebos, tents) that you use at the event are inherently safe and wholly fit for purpose and set up by competent people. Your stall structure must be sturdy, weatherproof, windproof and designed and constructed to prevent the ingress of water and pests.
Stakes and ropes used to support your stall/activity structure must not present a trip hazard. You should be particularly careful to position supply pipes and wires/cables so that they do not create any sort of safety risk. Ropes, pipes or cables running along the ground must be safely covered by matting, cable covers or similar.

All structures will be subject to a visual inspection for safely, at our discretion. You should also carry out your own inspection and safety check in line with your duties of care under the Health and Safety at Work Act 1974.

We reserve the right to prohibit the use of structures and if necessary remove them from the event site if we deem them unsafe.

**Power**

We allow silent diesel generators on site on the condition that they don’t cause a nuisance to other traders or the public. Generators must have good ventilation and must be stored safely and away from combustible materials. They must be suitably secured away from public areas or fenced in.

Drip trays must be used to prevent any spillage and you must take extra care to avoid fuel spillage while refuelling. Equipment must not be running whilst refuelling and any fuelling operations must be carried out by a competent person.

Petrol generators are NOT permitted under any circumstances.

We reserve the right to ask you to stop or remove any equipment which we deem unsafe or is causing complaints.

Fuel must be kept in an appropriate fuel transport container with a screwtop lid. Containers must comply with all legal safety requirements. No more than two gallons of fuel may be stored. We will arrange a safe fuel storage area onsite – please contact us in advance for details.

**Liquid Petroleum Gas (LPG)** - the use of bottled gas for cooking requires special care. If you are using it on a mobile rather than a temporary stall, you should have a gas safety certificate covering installation. For full details please refer to the guidelines set out by the Chartered Institute of Environmental Health.

**Electrical installation**

All electrical wiring and appliances must have been tested by a qualified electrician. An up to date copy of your test certificate (Preferably NICEIC approved) must be available for inspection.

Electrical sockets must not be overloaded. Cables must be fully insulated where attached to metal framed structures.
Cables must not be dug into the ground without prior permission.

Generators and cables must not be accessible to the general public. If your set up requires barriers, you must provide them and set them up appropriately.

**Moving machinery and equipment**

Please be aware that visitors, especially children, will not be familiar with certain equipment or machinery so please ensure moving parts are properly guarded and you maintain continuous safety precautions.

All self-propelled implements and vehicles must be immobilised and battery leads must be disconnected when not in use. This does not apply to equipment and vehicles operative for display purposes or in attendance for emergency situations at the event.

**Fire Precautions**

If you are using bottled gas you must have the apparatus checked to ensure it is safely installed.

Please remember you need to comply with the Regulatory reform (Fire Safety) order 2005 whereby the onus is now firmly on you the employer to have in place adequate and sufficient fire safety arrangements and to have adequate and sufficient risk assessments in place and available for inspection.

If you have any enclosed display unit you must provide fire extinguishers.

**Prohibited activities**

We reserve the right to prohibit any activity which, in our opinion, is causing annoyance to other participants and or visitors. This includes using amplified sound equipment, buzzers, bells, microphones and flashing lights. It also includes the use of roaming promotional staff and distribution of promotional materials outside your own pitch.

Where neighbouring participants cannot mutually agree on levels of such activities we will act as arbiter. Our decision is final.

**Damage to the site**

When setting up, dismantling and removing structures or anything else related to your selling activity, you must ensure that no damage is caused to the site - carriageways, footpaths, hard standing or grass areas.

Failure to do so will result in you being liable for the cost of any reinstatement undertaken by us.
Disposal of refuse

You must comply with our arrangements for waste disposal on site. We will provide euro bins and litter pickers.

We will be responsible for maintaining the cleanliness of the public area between stands, but you are responsible for the maintenance of tidy and hygienic conditions in the immediate area of your stand. The immediate area constitutes a 2 metre radius around each pitch.

You will be required to work with our waste services team in the removal of all waste material or refuse created as a direct result of your operation.

Removal of equipment

Please remove your equipment after the event ends on 24 June. We cannot store equipment overnight on 24 June and anything left behind will be disposed of.

Further information about the event

Once you have paid your pitch fee you will be sent further details, vehicle access times etc. for the event.

Any questions?

If you have general questions about the event or application process please contact:

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