



# FollyFest 2016

## Stallholder Terms and Conditions

### 1. Booking Terms & Application Deadline

- The closing date for booking a stall using the online form is 1<sup>st</sup> July 2014
- All stalls will be allocated on a first come-first serve basis and in order of selected preference
- **“Premium” and “Free Standing” Stalls may only be booked for the entire weekend**
  - “Premium” stalls are also required to trade during Friday evening
- “Small” stalls may be booked for one day only (Saturday or Sunday) at the cost shown on the pricing list; **priority will be given to those stallholders looking to reserve a pitch for two days**
- A booking will not be confirmed unless a valid risk assessment and a copy of public liability insurance are supplied (see section 3 below)
- Stallholders will be invoiced for payment in advance and a booking will not be confirmed until the invoice has been settled
- FollyFest is a non-profit making organisation; once your booking has been confirmed, no refunds or rebates can be given

### 2. Stall Types

- “Small” stalls (approx. 2.5m) will be supplied with a 6FT X 3 FT “traditional” market stall with table and canopy provided
- For all other stalls, you must provide your own gazebo or van/vehicle; dimensions are approx. and as follows:
  - “Premium” stalls 4.5m<sup>2</sup>
  - “Freestanding” stalls 3.5m<sup>2</sup>

### 3. Arrival, Set Up and Departure

- Special condition for “Premium” stallholders:
  - **Premium stalls must be set up between the hours of 2pm and 5pm (at the very latest) on Friday and be ready to trade by 6pm**
- Stallholders must ensure that they arrive between 9-11am on Saturday and Sunday; arrival outside of these times may be restricted due to road closures and/or performances on the main stage
- Stallholders must be ready to trade no later than 11.45am and **actively trade until at least 6pm on both days**
- The surrounding roads will be closed during FollyFest
- Stallholders will be able to access stalls using their own vehicle before 11am on both days and will be advised where to park your car, which will be within 5 minutes’ walk
- Vehicles must be parked in accordance with the given instructions
- Emergency exit route(s) must be kept clear at all times
- Traders must leave the site as found with all refuse being put in appropriate waste bins



4. Stall holders are responsible for all health and safety issues connected with their stall
  - A risk assessment **must be completed and uploaded where indicated using the online stall reservation form at time of booking**
  - Stallholders should hold valid public liability insurance; **a copy must be uploaded where indicated using the online stall reservation form at time of booking**
  - Stallholders that wish to sell food must comply with the Food Safety (General Food Hygiene) Regulations 1995
  - All electrical equipment brought on to the festival site must have a portable appliance test (PAT) certificate
  - Stallholders using gas cylinders must comply with Gas Safety (Installation and Use) Regulations 1998
  - FollyFest will not accept liability for such matters
  - First Aid during the Festival will be provided by appropriately qualified first aiders
5. General
  - Traders attend at their own risk and FollyFest accepts no responsibility for persons or property
  - Stalls may not be sub-contracted
  - No amplified music on stalls
  - No fireworks, lasers or weapons may be sold or given away
  - No open fires
  - FollyFest do not supply any power supply to stalls
  - Timings are subject to change if requested by the local authority; should this happen, stallholders will be notified as soon as possible