

# Richmond Craft Fair

Saturday 10<sup>th</sup> May 2025, 10am to 5pm

The Craft & Gift Marquee, The Green, TW9 1LX

## Stallholder Terms & Conditions

### Booking Terms:

- 1.1 Stallholders may only sell goods that they have listed on the booking form and that have been previously agreed by the organisers.
- 1.2 The May Fair committee reserves the right to refuse admission to or participation in the event.
- 1.3 Every endeavour will be made to meet the general wishes of stallholders with regard to site position inside the marquee, without causing unfairness to others. The final location plan of stalls will be determined by the organisers.
- 1.4 Stallholders must provide evidence of compliance with current health and safety, and hygiene requirements. These documents must be available for inspection on the day if required.
- 1.5 Stallholders are advised to carry £5m Public Liability Insurance that covers their attendance at Richmond Craft Fair. A copy of the policy should be supplied to the organisers in advance of the event and be available for inspection on the day if required.
- 1.6 Where required, stallholders whose trade, profession or practice is regulated in any way (licensed, certified or regulated) must provide evidence of compliance with such regulations. This includes raffles or any other activity regulated under the Gambling Act 2005.

### Cancellation Policy:

- 2.1 Cancellations made before 1<sup>st</sup> January 2025 will receive a full refund of any stall fee and equipment hire costs.
- 2.2 Cancellations made between 1<sup>st</sup> January 2025 and 11<sup>th</sup> February 2025: if the organisers can reallocate the stall space, a refund may be given subject to the deduction of an administration fee (25% of the fee paid).
- 2.3 Cancellations made after 12<sup>th</sup> February 2025: no refund of stall fees. Equipment hire costs may be refunded at the discretion of the organisers.

2.4 Failure to attend the event: no refund of stall fees nor equipment hire costs.

### **On the day:**

3.1 Stalls must be set up and ready for trading by 10.00 am and be managed by an appropriate number of people throughout the day until 5.00 pm.

3.2 Stallholders are not permitted to close or pack up during the Fair opening hours, as listed above.

3.3 Stallholders must keep their stalls and surrounding areas clean and tidy, and take any rubbish away with them at the end of the day.

3.4 No parking is provided on-site. The Richmond Parks regulations do not permit parking on the Green. There is a nearby public car park, located over the bridge in the corner of the Green that leads to the A316.

3.5 Stallholders must leave the site by 7.00 pm.

3.6 Stallholders must not encroach on neighbouring stall spaces.

3.7 Trestle tables are available to hire in advance. Please specify on your application form if you would like to hire any tables. Chairs are not provided.

### **Trading:**

4.1 Alcohol sold for consumption at the event is permitted by pre-approved application only.

4.2 Stallholders offering alcohol as prizes must obtain a Temporary Event Notice from Richmond Council and provide a copy to the May Fair Committee.

4.3 Weapons, replica weapons or toy weapons cannot be sold or given as prizes.

4.4 Living animals (e.g. goldfish) cannot be sold or given as prizes.

4.5 Leaflets may be offered from stalls, but not distributed by walking around or being handed out.

4.6 There is no power supply available. Generators are not permitted.

4.7 Wi-Fi is available, but the organisers take no responsibility for outages. Stallholders are responsible for ensuring that their merchant card machines are suitable for use in high-traffic environments, and for considering back-up methods for taking payment.

4.8 Please ensure that any food or cosmetic items to be sold, tasted or tested are clearly marked with ingredients and allergens. Please refer to Government guidelines:

<https://www.food.gov.uk/safetyhygiene/providing-food-at-community-and-charity-events>

### **Plastic Policy:**

5.1 Richmond May Fair is committed to avoiding the use of single-use plastic. We encourage all stallholders to avoid using single-use plastic straws, cutlery, plates or cups.

5.2 Please try to use paper or recycled bags on your stalls.

5.3 We recommend that you bring your own reusable coffee cup and water bottle for use on the day.

### **Advisory:**

6.1 The organisers of Richmond Craft Fair and the Richmond May Fair Committee shall not be responsible for any loss or damage to merchandise or personal property.

6.2 Money and valuables should be kept out of sight and secured.

6.3 We strongly recommend that stallholders obtain their own insurance to cover personal accident etc.

### **Privacy Policy:**

7.1 When you provide us with personal information to enquire about having a stall at the Richmond Craft Fair 2025, you give consent to our retaining it and using it for the process of considering your application and for future fairs.

7.2 Your information will not be shared with any person or organisation outside of the Richmond Craft Fair organisers.

7.3 If your application is successful, that will also imply that you consent to your stall title, brief description and any image(s) provided, being used by the organisers and/or the May Fair Committee in our marketing materials for Richmond May Fair 2025. This may be printed on the programme, included on the Richmond Craft Fair and Richmond May Fair websites or used with the associated social media marketing accounts.