

Description of your Stall – Please provide a full description of your products and prices

Power Supply

You will be provided with a domestic 13A double socket. Additional ground power is subject to availability.

Please list below all equipment that requires power on your stall:

Please tick the box to confirm your equipment is PAT tested

Documents Required

Please be aware that to for your application to be successful, the following documents are required:

- Photos of your products and stall
- Copy of public Liability Insurance Certificate (Must include: Insurer name, Policy Number, Limit of Indemnity, and Expiry Date)
- Complete the enclosed Risk Assessment or provide your own
- Copy of Basic Food Hygiene Certificate/Alcohol License
- Copy of Food Hygiene Rating/Certificate issued by local authority (Local authority must be visible on certificate. If in doubt contact your local authority trading standards/environmental health department)
- (If using a gas supply) A Copy of Gas Safety Certificate

Contact Details – Your Next of Kin

Name	
Mobile Number	
Telephone Number	
Relationship to You	

Data Protection

Salisbury City Council will not sell or rent your personally identifiable information to anyone, or use the data for any other purpose incompatible with the purpose for which it was originally collected.

We will only hold your information for as long as necessary for the purposes of contacting you with regards to the event and/or notifying you of any further Events/Markets we may organise.

Please tick the box to confirm you consent to your personal data being held for the purposes listed above:

Please tick the box if you would like to be kept up to date on any future Events/Markets: (You can opt out of this at any time by emailing christmasfayre@salisburycitycouncil.gov.uk)

Submitting Your Application

Forms must be sent to the Christmas Fayre Team at the email:

christmasfayre@salisburycitycouncil.gov.uk

Or returned to:

Christmas Fayre Team

Salisbury City Council

The Guildhall

Salisbury

Wiltshire

SP1 1JH

Salisbury City Council will notify you to confirm that your application had been received. Submission of an application does not guarantee a pitch at the event. The Council will review all applications to ensure suitability and a mix of goods.

Closing Date for Applications is 30th April 2020

Applicants will be notified about the success of their application by 31st May 2020

Risk Assessment – Please complete the template below or attach one of your own

Risk Assessment Form Part 1

A stall is a workplace covered by health and safety legislation. As the stallholder it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand.

This template is for a simple stall which does not require any structural approval from the organiser.

Please ensure you sign and date in the space below.

Responsibilities	Yes	No
Lifting heavy products during the build-up/breakdown		
Working at height (using ladders)		
Display of anything containing liquid fuel or flammable substances		
Display or sharp objects		
Demonstrations of any kind i.e. Therapies, Massaging		
Working machinery of any kind even if static		
Using power tools during the build-up/breakdown		
Any potential fire hazards		
Any other hazard not identified above which could be a risk		

Please note this is not an exhaustive list. You are responsible for identifying any aspect of your stall which could present a hazard. If you have answered Yes to any of the above, please complete the template below including signature and date.

Risk Assessment Form Part 2

Risks	Who Could be Harmed	Control Measures in Place

Signed:

Date:



Stall/Vendor Terms and Conditions

Applications

Please submit completed applications **by 30th April 2020**. Salisbury City Council will notify you to confirm that your application has been received.

Please note that submission of an application does not guarantee a pitch at our Christmas Fayre.

Payment

Please do not send payment with your completed application. Payment will be required once your successful application has been confirmed and an invoice will be sent to you to request payment.

Your pitch is not confirmed until a 50% deposit has been received.

Full payment will be required 30 days before the beginning of the Christmas Fayre.

Failure to pay in line with our payment schedule will result in a non-allocation of trade space and another trader being offered the pitch.

Set-up and Break-down

- You will be allocated a stall upon arrival to the site for set-up. **The stall you are given is non-negotiable.**
- Stalls must be ready and open with staff present for the stated opening time of that day.
- All equipment must be contained within the space allocated.
- Restricted unloading and loading will be available on site, however parking is not available. We advise you to park in a nearby car park, but please note that parking permits are not included.
- You will be expected to unload everything from your vehicle and remove the vehicle.
- All stalls should be maintained in a good state of repair and condition to the satisfaction of the Market Officer.
- All stalls are required to have signage on them. This signage must be suitable, safely secured, and not exceed the boundaries of the allocated stall.
- All vehicle movement associated with the Christmas Fayre operation shall, regardless of the time of day, be at a maximum speed of 5 miles per hour and hazard warning lights must be on.
- No Trader has any rights to trade from any specific location within the Christmas Fayre, regardless of previous attendance. The agreement is to be able to trade from the Christmas Fayre only, not from a specific location within the Christmas Fayre.

Electricity

No generators or engines will be permitted, if any stall holder wishes to bring battery powered displays and equipment, this must be agreed in advance in writing with The Organisers.

All Traders using the Council power supply need to ensure that all portable appliances (light fittings, computer tills, scales, music systems, refrigeration equipment etc.) have been Portable Appliance Test (PAT) within the last year, and can provide evidence of such.

The Council cannot guarantee the use of their electrical supply to any stallholder and can refuse allocation of power.

Leaflets

Leaflets are not to be given out at this event. Leaflets can be placed on the stand for the public to pick up if they so wish, however the flying of leaflets is prohibited at this event.

Security

Limited general security will be on site throughout the Christmas Fayre. Stall holders are responsible for the insurance and safekeeping of all equipment or articles brought onto the site and no responsibility is accepted by The Organisers.

Subletting

Stall holders are not permitted to sublet, sub-contract nor share any part of their allocated site.

Health and Safety

Salisbury City Council regard with the utmost importance the Health and Safety of employees, our customers and the public who attend the Christmas Fayre. The Council will do everything reasonably practical to prevent injury to individuals and to protect employees and property in general.

Stall Holders must take responsibility for health and safety and abide by the appropriate regulations and codes of practice. Traders will be responsible for the management and removal of their own waste: except where specifically agreed by the Christmas Fayre Team

Noise

Amplified music and PA systems are not permitted, unless this is crucial to your stall; if so please specify this in your application form.

Cancellation

If you are unable to attend the Christmas Fayre please inform the Christmas Fayre Team ASAP.

Please note that your stall fee is non-refundable.

In the unlikely event that Salisbury City Council has to cancel an event for reasons such as adverse weather conditions, you will be contacted as soon as possible to make you aware. Salisbury City Council cannot be held liable for any travelling expenses you may incur.

If Salisbury City Council has evidence to prove that an exhibitor has not been professional in their dealings with customers, they have a right to cancel the stall.

Postponement or abandonment

In the event of postponement or abandonment for any reason whatsoever, or in the event of failure or curtailment of any supplies, services or facilities afforded to the stall holders due to strikes, lock-outs, bad weather, acts of God, third party or other circumstances, at any time, The Organisers shall in no way be held responsible for any expenditure, loss, damage or liability sustained or incurred by the traders prior to, during or after the event.

Conduct of Traders

A Trader must conduct themselves in a manner befitting a Event/Market managed by the Council and in accordance with these terms and conditions.

Any use of offensive language or any act which may cause offence to other traders, member of the public or the Council employees or representative of The Council is strictly forbidden. Such behaviour will result in you being asked to leave the Christmas Fayre.

Prohibited Meeting

The following lines are expressly prohibited and must not be sold on the Christmas Fayre; medicines/drugs, combat knives, air guns, cross bows, other offensive weapons, items of a pornographic nature, fireworks, pets, animals, fish or livestock. This list is not exhaustive and other items may be prohibited by the Christmas Fayre Team.

Compliance

All traders shall observe and comply with, in addition to these terms and conditions, all relevant laws and other directions, codes of practice or guidelines imposed by The Organisers and/or any law or other competent authority applicable to the Christmas Fayre.

Food Traders

All traders handling and preparing of food must comply with current food hygiene regulations. All food traders must be registered with their local authority* as a food business. The registration must cover the scope and nature of the activities undertaken at the Christmas Fayre. (*mobile food businesses are required to register with the local authority in which they store their equipment.)

Food traders must make the City Council aware of any change in their National Food Hygiene rating as shown on the Food Standards Agency Website. All food traders must have sufficient food hygiene training to allow them to handle and prepare food safely. Please also refer to our **Food Trader Guidelines**.

Liability

The Organisers, its officers, staff, and representatives shall not be liable for any loss, theft, damage or injury to persons or property on the site. The stall holder will assume full responsibility for any third party claim arising from his/her own exhibit or conduct.

A trader shall provide adequate insurance to the Council's satisfaction to cover such indemnity and must produce to the Council's officers on demand evidence of third party public liability insurance to a minimum of £5,000,000.

Disclaimer

The Organisers, its officers, employees, agents and representatives shall have no liability whatsoever in respect of all and any action, claim, demand, proceedings, costs, expenses, fines, penalties loss or damage whatsoever arising out of or connected with the participation by any person firm or company in whatever capacity in the event including but not limited to arising or resulting from or connected with the loss injury or damage sustained by or to any third party, any refusal by insurers to meet in full or in part or at all any claim or the seizure or taking of possession of any equipment. This shall not operate or be construed to operate to exclude or restrict the legal liability of The Organisers for death or personal injury caused by its negligence. Each entrant for itself and all those for whom it is directly or indirectly responsible shall indemnify and hold The Organisers harmless from and against all costs and expenses of whatever nature, actions, proceedings, claims, demands and damages made against The Organisers, its offices and/or representatives arising from any breach of its obligations to The Organisers or from any acts or omissions on the part of the entrant and/or those for whom it is so responsible.

Food Trader Guidelines

- Traders handling open foods must have their own facilities solely for the hygienic washing and drying of hands. This means having an adequate volume of hot and cold water available for hand washing, a suitable receptacle in which to wash hands, and hygienic means with which to dry hands for example, paper towel. This does not apply to those traders selling uncut fruit and vegetables, fully packaged foods, dry goods such as pulses and grains or bread.
- Traders must ensure that all food contact surfaces (e.g. table tops, table covers, storage containers and displays) are in a good condition and be easy to clean and disinfect. Surfaces must be smooth, washable, and constructed of non-toxic materials.
- Where necessary traders must have an adequate volume of hot and cold water available for cleaning; and where necessary disinfecting working utensils and equipment; and a suitable receptacle in which to clean these items and hygienic means to dry them.
- Where foodstuffs are cleaned traders must have adequate means to do so hygienically.
- Trader must make adequate arrangements and/or facilities for the hygienic storage and disposal of hazardous and/or inedible substances and waste (whether liquid or solid).
- Food traders must display and store high risk foods below 8°C at all times. Traders must have an accurate means to check the temperature of their chilled foods and records of those checks. Chilled foods which achieve a temperature above 8°C must be thrown away after 4 hours. (Please note that both the time and temperature requirement are set out in law. Accurate means a probe)
- Food traders must display hot foods above 63°C, if they fall below 63°C they must be thrown away after 2 hours. Traders must have an accurate means to check the temperature of their hot foods and records of those checks. (Please note that both the time and temperature requirement are set out in law. Accurate means a probe)

Please note that this is not an extensive list and you should abide by all regulations related to your business. If in doubt, please contact your local authority who should be able to assist.