

LEIGHTON BUZZARD CHRISTMAS MARKET 2020



STALLHOLDERS - TERMS AND CONDITIONS

Health and Safety

- All persons attending the Leighton Buzzard Christmas Market **MUST** provide proof that they have public liability insurance in place – a minimum of £5,000,000 indemnity cover is required. Proof of current cover must be provided prior to the event taking place.
- A risk assessment form **MUST** be completed and returned prior to the Christmas Market in order to be eligible to trade.
- Stallholders have a responsibility to be aware of their own and other peoples' health & safety while attending the event. Stall structures, gazebo or awnings must be set up and secured safely. The organisers cannot be held responsible for damage to persons or property, however caused.
- The use of silent/quiet diesel generators may be permitted providing the organisers have been notified before the event takes place, are identified on a risk assessment and a certificate of maintenance provided. **The use of petrol, or non-silent generators is forbidden.**

Covid-19

- All stall holders **MUST** provide a suitable and sufficient written risk assessment to mitigate against the risk of Covid-19 transmission. This must include mitigation measures undertaken during set up, operation and pack-down.
- Stall holders may be refused permission to trade if it is deemed that the risk assessment provided isn't suitable or sufficient to mitigate the risk of Covid-19 transmission. Stall holders may also be prevented from trading on the day should their pre-written mitigation measures not be followed. No refunds will be given.
- Should government guidelines be amended for outdoor markets, stall holders will be expected to comply with current guidelines at the time of the market.

Stalls and Pitches

- **Stall holders MUST use a 3m x 3m pre-erected gazebo from the organisers and not remove the side sheets which have been installed. Stalls will also be provided with 2 x 6' x 2.5' tables. Power is not provided.**
- Organisers will endeavour to meet additional requests but reserve the right to make alterations to the allocated space at any time prior to or during the weekend. Although space is allocated at the discretion of the organisers, we would welcome notification of any special requirements you may have, e.g. access requirements.
- Spaces are limited and on a first come, first served basis.
- Trading times will be from 11.00am - 3.00pm with the site accessible from 8.30am for set up.
- Organisers have the right to refuse permission of the sale of goods if deemed to be unsuitable and/or were not declared on the initial registration form.

Vehicles

- **A speed limit of 5mph must be observed at all times and indicators used when turning left or right.** Please follow stewards' directions to stall location and the designated car park.
- Parking is also available at Duncombe Drive car park behind the High Street. Parking is **FREE** all day on Sunday. Once you have unloaded your vehicle, all vehicles **MUST** be moved from the High Street before 10.30am.
- No vehicle(s) will be allowed to return to the High Street until 3.30pm, or when the organisers deem it safe to do so.

Weather

- In the case of an official Met Office weather warning and organisers take the decision to cancel the market, a 50% refund will be offered if the market is cancelled within 24 hours of the start time.
- Adverse weather conditions on the day will be monitored, in particular high winds and ground conditions. Organisers may take the decision to cancel the market if everyone's Health & Safety is at risk, no refund will be offered.

Payment

- Full payment will be requested 30 days prior to the market, with payment due no less than 14 days prior to the market taking place.
- Stallholders have opportunity to pay by BACS transfer or Worldpay.
- Please confirm date of payment with the organisers when bank transfer is used.
- Payment is non-refundable.
- In the event of the Christmas Market being cancelled due to Covid-19 restrictions, a full refund will be issued to all stall holders, however it may take up to 8 weeks to be processed and reach the stall holder's account.

General

- Please make sure **ALL** rubbish is cleared away before you leave. A skip will be located at the top of the High Street.
- There is no running water available
- Public toilets are available in the Waterborne Walk multi-storey car park.
- Final details about the Christmas Market will be sent to you 1 - 2 weeks prior to the event day.

Stall Criteria

All stalls attending the Market must be providing goods or supplying a service that is relevant to the ethos of the Christmas Market as detailed below.

- **Arts & Crafts (Hand crafts)**

Traders & Exhibitors must satisfy the required criteria for Arts and Crafts. That is, primarily providing products especially utilitarian objects using simple forms and natural materials, which are mainly crafted by hand and not manufactured on a large scale.

Small individual business/hobbyist selling a minimum of 75% handmade to 25% bought in.

- **Trade (Other)**

Considered a registered business, market trader, large nationwide company offering mass produced products or educating/promoting the public e.g. clothing, jewellery, gifts, gift packs etc. that are deemed relevant to the event.

Offering a higher percentage of bought in goods to handmade, maximum 75%:25%

- **Charity stall**

A limited number of stalls are available for registered charities to fundraise at the event. They must incorporate a Christmas theme into the stall, tying in with the spirit of the event.

To reduce the environmental impact which the Christmas Market has, we are asking all stall holders to ensure their products and packaging are environmentally friendly – this may include switching from plastic bags to paper or by offering wooden cutlery on catering stands.

Any trader choosing not to comply with these terms and conditions may be excluded from attending the event. Leighton-Linslade Town Council reserve the right to amend and update the Terms and Conditions at any time as necessary.

If you have any questions or queries regarding the Leighton Buzzard Christmas Market, please email eventsteam@leightonlinslade-tc.gov.uk