

Woking Ethical Market 7th September 2019 T&C's

By submitting your booking form, you are agreeing to the following Terms & Conditions.

To ensure a good variety of stalls for our visitors and to avoid duplication, we are under no obligation to accept every application.

Once your application is successful, we require full payment and all relevant documentation before we can confirm your space.

Stallholders will be able to choose their stall in the relevant area within the church, once the floor plan has been finalised, and all spaces are on a strictly first come first serve basis.

Payment

To pay for your pitch please pay via BACS transfer with the reference: **EM** and your **company name** so we can allocate your payment.

Sort code 40.47.80
Account 91603175

Please let us know if you would prefer to pay by card and we will issue you an invoice. This must be paid within 24 hours of issue or the invoice will be voided.

Required documents:

- Stall holders/PLI insurance
- PAT test certification for any electrical items
- Food hygiene rating is applicable

Vegan policy

All products on offer must be 100% vegan and must not include any animal products. This includes honey and items containing bee products. Please respect our vegan stallholders and do not bring non vegan food with you to consume at the event. Please support our food stalls as much as possible!

Goody bags

We will be giving goody bags to customers who buy an advance VIP ticket to the event. The VIP tickets will also include a drink from the bar. If you would like to include any promotional fliers or samples in the goody bags please contact us for more details.

Timings

The event will run from 10.00am until 4.00pm. Please do not break down your stall before this time, even if you have sold out due to visitor health & safety. You can leave your stand but your equipment/fittings are left at your own risk.

Gas/Naked flames

The use of gas or naked flames are forbidden within the church.

Latex policy

The venue does not allow any latex products(e.g. balloons/gloves) to be used onsite.

Use of tape/blu-tac

To protect the historic venue, please do not stick any items to the venue walls with blu-tac or tape. A charge will be imposed on the stallholder if this is not adhered to.

Electrical items

All electrical items must be PAT tested. Any untested equipment cannot be used as this is a safety issue and a fire hazard and will not be tolerated.

Food safety

Stall holders are responsible for ensuring that anyone handling food and drink products on their stall adheres to food and hygiene regulations. Allergen sheets must be available for all products at the request of organisers and customers. We will have a general sign to tell visitors to talk to stall holders about any allergies, but it is also the responsibility of the stallholders to check, if they are providing samples.

Electricity supply

If you require electricity on your stall, we have limited availability and will be on a first come first service basis, this will also determine where your stall can be situated within the church.

Unloading/loading at the venue

Access will not be possible until 8.00am on the event date. The venue has a limited loading/unloading area. To reduce the amount of people unloading at once we will provide all stallholders inside the church with a specific slot to avoid congestion within the loading/unloading area.

Parking

No parking is available at the venue. The nearest car park is Victoria Way. We are trying to negotiate a date rate and if successful will include details in the 'on the day information sheet' approx. 1 week before the event.

Stall holder waste/clear up

Each stall holder is responsible for making sure they leave their stall space tidy and must take away their waste from the site.

Stall holder's property

Stall holders are responsible for their own property and money at the event. No responsibility is accepted by the organisers for loss, damage or financial loss.

Cancellation policy

Once the booking has been confirmed and the stall fee paid, the following cancellation policy will apply. 6 weeks prior to the event 50% refund. Within 6 weeks prior to the event no refund will be given unless the event is cancelled due to circumstances outside our control.

We will provide an on the day information sheet approx. 1 week prior to the event.

Event Promotion and promoting your stall

It is in everyone's interests to make this event as well attended and popular as possible. We will promote your stall at least twice during the event build up via Facebook, Instagram or Twitter. We ask all stallholders to share the event with their audiences to help make this a truly wonderful day.

We look forward to welcoming you to Woking Ethical Market and are super excited to have you onboard!

The Vegan Wellness Team

Tabatha & Jo xx