



## Amble Puffin Festival

**Terms and Conditions** By paying the stallholders fee, you are deemed to have read and agreed to the Terms and Conditions of the Puffin Festival 2017.

**Payment of Fee:** All fees must be paid within 10 working days of date of invoice. No booking will be confirmed until payment is received in full.

**Space Bookings:** Bookings are by application only, which are reviewed carefully to ensure that an even mix of good quality products are being sold at the event.

**Space Hire:** Space hire fee includes space only. Stallholders are required to provide their own table, chairs, gazebo (etc) and to set up within the timeframes stipulated. Stallholders are requested not to vacate their stall until the stipulated time. Not only does this reflect badly on the organisers, but it is also disruptive and unprofessional. If for any reason a stallholder needs to leave early, please let the organisers know **beforehand** and we will try to accommodate you to ensure the least amount of disruption occurs.

**Arrangement of Space:** Amble Puffin Festival organisers reserve the right to decide the arrangement and allocation of positions on the day. We will endeavour to accommodate specific stall location requests where possible but reserve the right to refuse a request or change an agreed position if necessary.

**Marketing:** Amble Puffin Festival organisers will promote all events via our chosen social media routes, i.e. Facebook & Twitter. Flyers and posters will also be printed and distributed accordingly. Please note, it is also the responsibility for each stallholder to promote their events. We cannot be held responsible for the lack of footfall at any of our events as this is out of our control.

**Refusal of Booking:** Organisers reserve the right to refuse acceptance of a reservation. For reasons for example: unsuitability of the type of business or stall being booked, or any other reason given by the organisers.

**Cancellation/ Non-attendance:** Stall bookings cancelled by stallholders will not be refunded. If your booking cannot be confirmed by the organisers, however, your cheque will be returned.

**Cancellation by organisers:** Should the festival be cancelled by the organisers, stallholders will receive a full refund.

**Health and Safety:** Amble Puffin Festival are committed to providing, maintaining and promoting the highest standards of Health, Safety and Welfare at our event. Under Health & Safety legislation, Stallholders are responsible for the safety of their table/ stall, i.e. setting items up in a safe & secure manner to avoid accidents, and the stall holder agrees to indemnify Amble Puffin Festival organisers against all claims arising out of negligence on the part of a stall holder and/or their helpers. Stallholders are responsible for all activities on/at their stall throughout the event, and any actions that could affect others as a result of their activity. Stallholders who do not adhere to these guidelines will be asked to leave the event. {If you choose to bring along children at the event, it is the stall holder's responsibility to ensure their safety and well-being is met at all times during the event.}

**Food Hygiene:** The stallholder selling food products must comply with the Food Safety (General Food Hygiene) Regulations as amended, and the Food Safety (Temperature Control) Regulations 1995 as amended. The stallholder must send in a copy of their hygiene certificate for verification purposes

**Public Liability Insurance** The stallholder must have public liability insurance cover for £2m and send in a copy of their insurance for verification purposes.

**Fourways2, 6 Dilston Terrace, Amble, Morpeth, Northumberland, NE65 0DT**

**Tel: 01665 714 695 or 01665 712929**

**Local Authority Registration:** All stallholders selling food must be registered with their Local Authority and will be required to provide proof of current registration.

**Sales of Alcohol:** All stallholders selling alcohol must have a temporary events licence – TEN which will need to be obtained from Northumberland County Council at least 2 weeks prior to the event.

**Vehicles:** All vehicles must be removed off-site after set up (or by 8.30am) as directed by the Market Manager. No stallholders will be permitted to have vehicles in the Market area during the hours of trading unless the vehicle is part of their stall.

**Security:** Stallholders are responsible for their own stall security and monies. No responsibility is taken by the organisers for theft, loss or damage to items. Amble Puffin Festival organisers accept no liability for the theft, loss or damage of any personal / items for sale from the stall holder's stalls, or other items within the boundaries of the event. All persons who enter the market area do so at their own risk.

**Respecting the Venue:** Stallholders will be financially responsible for any damages they cause to the venue in which the Amble Puffin Festival is held. Do not hang, stick, tape, glue, nail, screw or in any other way affix items other than on your own property unless discussed with the organisers first.

**Liability:** The stall holder agrees to indemnify Amble Town Council against all claims for damages or injury to the property or person of any persons in respect of any claim by any such person arising out of negligence on the part of the stall holder or his agents or servants.

**Promotional materials:** Promotional materials available at stalls may only relate to the product/service on sale at that stall. Stallholders and their representatives are not permitted to distribute advertising or promotional material beyond their stall area (i.e. walking around the venue and handing out flyers, putting flyers on cars etc.). Breach of these conditions will result in the stall holder being requested to leave the event.

**Rubbish:** It is the stallholder's responsibility to take all unsold items with them when you leave the event. Please take all rubbish with you and leave your area the way you found it. Do not leave it up to the organisers to pick your rubbish up. Amble Puffin Festival organisers reserve the right to dispose of any items left behind following an event. The stallholder must keep the stall and fittings, and the space below the stall clean and free from litter.

**Transactions:** The stallholder must sell only food and drink, or food and drink related products. Amble Puffin Festival organisers accept no responsibility for any transaction entered into in the venue.

**Disagreements:** Amble Puffin Festival organisers reserve the right to decide or arbitrate any disputes arising out of, or during the course of, the conduct of the fair.

**Illegal Activity:** A stall holder shall not hold Amble Puffin Festival organisers responsible for the non-compliance with any Law, By-law, Regulation, Act or Statute.

We thank you for reading and accepting our terms and conditions to participate at the Amble Puffin Festival and we hope you that you enjoy a very successful and profitable day.



Amble Business  
Club