

RICHMOND MAY FAIR

STALLHOLDER TERMS & CONDITIONS – 2024



Booking Terms:

- Stallholders may only sell goods that they have listed on the booking form and that have been previously agreed by the Richmond May Fair Committee (“the Fair Committee”).
- If too many Stallholders apply to sell similar products, priority will be given to local-based applicants and to the quality of product(s) planned to be sold.
- The Fair Committee reserves the right to refuse admission to, or to participation in the event.
- If a Stallholder cancels their booking in advance and the Fair Committee can reallocate the pitch, a refund may be given subject to the deduction of an administration fee. At the discretion of the Fair Committee, this will be 25% of the pitch fee paid up to one month before the event (i.e. before 11th April 2024).
- Every endeavor will be made to meet the general wishes of Stallholders regarding site position on The Green, without causing unfairness to others. The final location plan of stalls will be determined by members of the Fair Committee and a final plan with a list of all Stallholders will be displayed on the official website no later than a week before the fair.
- Charities must provide proof of their charitable status.
- Stallholders must provide evidence of compliance with the current Public Health & Safety Guidelines and hygiene requirements. Where necessary, e.g. a food stall, a risk assessment appraisal must be performed by the Stallholder. **These documents must be available for inspection on the day.**
- 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. **These documents must be available for inspection on the day.**

On the day:

- 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.
- Stallholders are not permitted to close or pack up during the Fair opening hours, as listed above. If “you’ve” sold out, it’s a great opportunity to promote yourselves to the visitors on The Green.
- Stallholders must keep their stalls and surrounding areas clean and tidy and remove their rubbish at the end of the day along with their equipment.

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- No parking is provided on-site. The Richmond Parks regulations do not permit parking on The Green. The nearest parking is at 'Old Deer Park' public carpark (accessed by either Park Lane or on the A316) which is only 5 minutes walk across a small foot-bridge to The Green. You can view all available parking sites here <https://en.parkopedia.co.uk/parking/attraction/richmond-green-surrey/?arriving=202311211130&leaving=202311211330>
- All pitches must be cleared by 7.00 pm.
- Stallholders must not encroach on neighbouring pitches. Each pitch measures approximately 3m x 3m. Pitches must also be offset by at least 1m from the tarmac pathways to provide sufficient space along paths for 2-way pedestrian traffic.
- Stallholders are responsible for bringing their own equipment e.g. gazebos, tables, chairs
- A wide array of refreshments will be available for purchase on The Green.
- Portable public toilets (including accessible toilets) will also be stationed on The Green.

Trading:

- Alcohol sold for consumption at the event is permitted by pre-approved application only.
- Stallholders offering alcohol as prizes must strictly comply with Richmond Council guidelines and if required, obtain a Temporary Event Notice (TEN) from Richmond Council. **These documents must be available for inspection on the day.**
- Weapons, replica weapons or toy weapons cannot be sold or given as prizes.
- Living animals (e.g. goldfish) cannot be sold or given as prizes.
- Leaflets may be offered from stalls, but not distributed by walking around or being handed out.
- Traders with generators (diesel only allowed, no petrol) or using LPG must bring a valid fire extinguisher or fire blanket. Stallholders must be trained in their use. All generators must be protected so they cannot be accessed by the public and children.
- Stallholders must ensure that all food that is intended to be sold at the fair is clearly labelled with what it contains e.g. nuts, gluten, dairy, etc. Please refer to Government guidelines <https://www.food.gov.uk/safetyhygiene/providing-food-at-community-and-charity-events>

Plastic Policy:

- Richmond May Fair is committed to avoiding the use of single-use plastic. We encourage all Stallholders not to use single-use plastic straws, cutlery, plates, or cups. Recyclable products are preferred and encouraged.
- Stallholders are also encouraged to use paper or recycled bags on their stalls.

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Advisory

- The Fair Committee shall not be responsible for any loss or damage to merchandise or personal property.
- Money and valuables should be kept out of sight and secured.