

RICHMOND MAY FAIR

STALLHOLDER TERMS & CONDITIONS – 2025

GENERAL 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 10th April 2025).
- 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

PARKING & UNLOADING

- Please do not arrive before 7am. You have been allocated a 40-minute time slot in the suspended parking bays on Portland Terrace and The Green to unload goods for your stalls. **If you have very heavy or bulky goods you MAY be able to drive on to The Green but must speak to one of the Traffic Marshalls (who will be wearing a high-viz vest) first.** Access to The Green will not be allowed if there has been heavy rain.

If access to The Green is required:-

- *Do not travel at more than 5mph;*
 - *Put your headlights on;*
 - *Use indicators appropriately to warn other drivers of your intended route; and*
 - *When parking to unload, ensure sufficient space for vehicles to pass.*
- Please listen to the Traffic Marshalls and be patient. There are a significant number of stallholders and access may take time.

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- All vehicles MUST leave The Green and suspended parking bays by 9.30am and stalls to be fully set up for 10am. No vehicle movements are permitted (unless emergency vehicles) after 10am.
- 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 footbridge 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>

STALL SET UP & TRADING

- 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.
- Your stall number is marked on the Site Plan. This location will be marked on The Green on the day of the fair by a stall marker.
- 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
- 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.
- You have submitted a copy of your Public Liability Insurance but **please bring a copy**, plus a Food Hygiene Certificate and Risk Assessment (if relevant) so they are available for inspection, if required.
- Stallholders must ensure that all food that is intended to be sold at the fair is clearly labelled with what it contains and display allergen notices e.g. nuts, gluten, dairy, etc. Please refer to Government guidelines <https://www.food.gov.uk/safetyhygiene/providing-food-at-community-and-charity-events>
- 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.

ISSUES ON THE DAY

- Any significant issues concerning the Fair, on the day, (e.g. reporting a missing child) must be promptly reported to the Chief Marshall located in the Information Tent (next to the Cricket Pitch).
- RMF Volunteers will also be available throughout the day to assist you, if needed.
- In an emergency, call 999.

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SUSTAINABILITY

- 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 and should be disposed of in the recycling centers marked on the Site Plan.
- Stallholders are also encouraged to use paper or recycled bags on their stalls.

WASTE & RECYCLING

- Stallholders should not allow waste to accumulate. Rubbish must be collected into plastic sacks and taken to the commercial bins marked on the Site Plan. Once these bins are full bags should not be left on site and stallholders must remove them at the end of the day along with their equipment.
- **Food and organic waste MUST be removed from the site by stallholders and NOT put in any of the bins on site.**
- Broken glass must be cleared up immediately and safely disposed of. Stallholders are also asked to clear and dispose of any litter in the vicinity of their stalls – thank you!

CEASING TRADING / PACKING UP

- **Please start packing up promptly at, or before 5pm.** Vehicles can be moved into the suspended parking bays for loading.
- **No vehicle access is permitted onto The Green to pack up.** Stallholders must use the suspended bays and have sufficient resources (trolleys and manpower) to help them pack-up their stall and load their vehicles.
- **All pitches must be cleared by 6.30pm.**
- Please be extra vigilant when driving on and around The Green as we expect the area to remain busy with remaining visitors / pedestrians.

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.