



Theatre Royal Winchester
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Winchester
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Friday 2nd July – Sunday 4th July 2021

Traders' Terms & Conditions

PLEASE ENSURE YOU READ & UNDERSTAND BELOW. TRADING AT HAT FAIR IS SUBJECT TO THESE CONDITIONS.

General

1. Hat Fair is an outdoor arts festival; our first priority is the setting and wellbeing for our performers and audiences.
2. The operation of a market stall must not interfere in any way with any performance.
3. Event opening times are scheduled as follows. Please note these are the MINIMUM trading times; exact hours will be confirmed by May 2021.

North Walls Recreation Ground	Friday – 16:00 to 20:00
North Walls Recreation Ground	Saturday 1 - 10.30 to 14:30 Saturday 2 - 16:30 to 20:30
North Walls Recreation Ground	Sunday 1 - 10:00 to 14:00 Sunday 2 - 15:30 to 19:30

All stalls must be staffed and operational during these times; stalls must not open late or close before the event closing time without express permission of the Stalls Manager.

4. There is limited space therefore you must remain within your allotted space at all times.
5. We do not permit fly-pitching. Do not arrive at the festival if you have not booked a pitch.
6. Stall location is allocated in advance by the Stalls Manager. The Festival Organisers reserve the right to reallocate stalls if necessary for operational reasons.
7. Trading pitches are non-transferable.
8. You must supply all the equipment that you need – gazebos and weights, tables, power, water, etc. (Exception - water is available from a standpipe at North Walls Recreation Ground on Sunday). Structures must appear as per photos submitted as part of the application and should be presented in an appropriate and appealing manner.
9. You may not operate off a rug/blanket on the ground.

10. The stall fee includes:
 - a. Your pitch
 - b. Pre-event publicity
 - c. Supervision and management of Market Site
 - d. Street Trading Licence (for locations where this is required)
 - e. Waste management and recycling services
 - f. Access to W.C facilities during opening times
 - g. Alcohol trading Licence (if permission for alcohol is agreed by the Stalls Manager)
11. The stall fee does not include:
 - a. Water supply (except at North Walls Recreation Ground)
 - b. Stalls Fire Safety Equipment (see Fire Safety)
 - c. Stalls LPG Gas supply (if needed) (see Fire Safety)
 - d. Staffing to clear up your stalls area during dismantling
 - e. Stallholders' own Employer & Public Liability Insurance, Product Liability Insurance, Loss, Fire & Theft Insurance (see Insurance)
 - f. All other stallholders equipment certifications, risk assessments & trading Health & Safety Policy Documents (see Health & Safety and Electrics)
12. Winchester has very strict licensing regulations. You must comply with these regulations, a copy of which is available from the Stalls Manager.
13. You must comply with Health, Safety and Hygiene regulations and provide the Festival Organisers with required documentation (see Health and Safety, below)
14. When booking your pitch, you must provide the festival organisers with proof of current Public Liability Insurance (see Insurance, below).
15. You may not use amplified sound.
16. You are not permitted to have any animals on your stall.
17. The Festival Organisers have the right to remove your stall from any site location should you not observe the T&Cs.
18. Stall Sharing - It is possible to share a stall with another trader; it is your responsibility to select that person/organisation. An application should be made which will identify the primary contact person who will be nominated to receive all correspondence and payment requests, this nominated person will be liable for all activity associated with the stall.
19. The Festival Organisers reserve the right to object to anything in any way associated with a stall, which is not deemed appropriate, suitable or benefitting the appearance / ethos of Hat Fair.
20. You are expected to manage queues to your own stall and ensure they do not endanger crowd safety and comply with the festival social distancing policy - refer to Health &

Safety Section below.

Arrival and Departure / Vehicle Movement on site.

1. You must arrive on site within the times stated in your joining instructions.
2. There is no on-site parking for stallholders. Stallholder Parking close to North Walls Recreation Ground tbc.
3. There will be no vehicle movement on site after the time stated in your joining instructions – this includes North Walls Recreation Ground. Deliveries are not allowed during opening hours and you must ensure that you have sufficient stock at your stall. Stallholders will be held responsible for any persons coming on site to deliver to or service their stall.
4. Vehicles will not be allowed to re-enter the site until the Event Manager deems it appropriate.
5. You must depart from the site no later than the time stated in your joining instructions.
6. All traffic movements to/from/around the site will be supervised by Hat Fair stewards.
7. You must display your Hat Fair 2021 Vehicle Pass on your stall/vehicle at all times.
8. At North Walls Recreation Ground, you must enter the site via the site entrance only, as stipulated in your arrival information.

Waste & Recycling

1. Stallholders are responsible for keeping their area tidy including frontage and prep area behind your stall. All rubbish should be placed in the appropriate recycling/composting bins provided. Stallholders must remove from site and dispose of any waste oil. Failure to clear your area will result in the forfeit of your environmental bond, where applicable (see Payment, Environmental Bond & Cancellation Policy).
2. Waste water must be put in containers and not poured on to the ground.

Responsible & Ethical Trading

1. We encourage all stallholders to ensure that their products have been responsibly sourced. This includes gifts, food and drink. If you are able to demonstrate this, your application will be looked on favourably, so please highlight this on your application form.
2. All plates, cups etc. must be biodegradable.
3. We encourage all traders to operate a cashless system to mitigate against the spread of Covid-19. If you are able to demonstrate this, your application will be looked on favourably, so please highlight this on your application form.

Security

1. Overnight security will be in place at North Walls Recreation Ground. The site however is in a public area so we recommend not leaving any cash on the stall overnight or leaving out any high value, easily portable objects
2. The Festival Organisers cannot be held responsible for any loss or damage to goods or equipment left onsite. You are advised to take out sufficient Insurance to cover your goods and equipment for Loss, Damage, Fire and Theft, to remove goods overnight where possible, and to ensure your stall is properly secured at night.

Electrics

1. It is essential the Stalls Manager is fully aware of your electrical requirements prior to the event.
2. You shall be liable for meeting the costs of repairing any electrical faults caused at the event by you or your staff's use of electrical appliances.
3. Power may be available at some sites – please confirm on the application form if you require power to be provided. There is an additional charge for this.
4. **Petrol generators are not permitted on site** – all generators must be diesel / wind or solar powered only. Please advise us in advance of your power requirements and whether you will bring your own generator. All electrical equipment on site must have been tested and have a current PAT test certificate.
5. The Festival Organisers reserve the right to refuse traders the use of their own generators.
6. Please note the use of any heat producing electrical appliances such as fan heaters are prohibited.

Payment, Environmental Bond & Cancellation Policy

1. Once an application is approved, "Play to the Crowd" our parent organisation will request payment of the stall fee, the fee for power (if it is being provided) and the environmental bond (for food and drink / coffee / ice cream / snacks stalls and bars only).
2. The stalls application will not be confirmed or a pitch allocated until full payment has been received.
3. **The full balance must be paid in cleared funds by 14.05.21.**
4. An Environmental Bond of £150 (for hot food and drink / coffee / ice cream / snacks stalls, and bars) must be paid with the stall fee. This is to cover inappropriate waste disposal, damage, or additional work required if the stall and area surrounding the stall is not returned to its original condition.
5. Failure to comply with these Terms and Conditions will result in the loss of your Environmental Bond, if applicable.
6. The Environmental Bond, if applicable, will be refunded in full not more than 20 working days after the end of the event, providing there are no charges to levy against the Bond.
7. Should the Stalls Manager decide that charges should be levied against the Environmental Bond, the stallholder will be informed in writing within five working days of the end of the event. Should the stallholder wish to dispute this charge, they should pursue talks initially with the Stalls Manager. If the Stallholder is unhappy with the result of these talks they may take the dispute to Andrew Loretto, Director of Hat Fair and Playmakers. Any submissions to Mr Loretto must be made in writing only. The environmental bond will not be returned during these discussions.
8. The Festival Organisers reserve the right to cancel the Hat Fair market if it is prevented from or delayed in the carrying on of its business due to circumstances beyond its reasonable control including, without limitation, acts of God, governmental actions, Category A Death, licensing restrictions, war or national emergency, acts of terrorism, protests, riot, civil commotion, fire, explosion, flood, epidemic, lock-outs, strikes or other labour disputes.
9. Should the event be cancelled, all stallholders will be refunded their pitch fees, and

any additional fees paid. No payments will be made for additional costs incurred by stallholders including, but not limited to, transport costs, loss of earnings or goods bought.

10. If you should wish to cancel your booking for a stall, you must notify the Stalls Manager in writing. The full environmental bond, if applicable, any power costs and 70% of the stall fee will be returned if written cancellation is received before 01.06.19. The remaining 30% will be kept by the Stalls Manager to cover administration costs incurred by the cancellation.
11. No money will be refunded for cancellations made on, or after 01.06.21 with the exception of the environmental bond, if applicable, which will be returned in full.

Health & Safety

1. You and your staff must comply with all current Health & Safety; Food, Drink & Hygiene; and Licensing requirements of the Festival Organisers and Winchester City Council.
2. You must not start trading until you have been given permission to trade by the Stalls Manager and / or the Event Safety Officer, following a Health & Safety Inspection. Health & Safety inspections will be carried out in the morning of your first day's trading, before the event opens.
3. Emergency access routes will be established on all sites, these must be kept clear of traffic and obstacles at all times.
4. All Stallholders will be required to provide the following copies of documentation upon application:
 - a. Certificate of Employers and Public Liability / Product Liability Insurance.
 - b. PAT testing and Gas Safety certificates
 - c. Risk Assessments
 - d. Health and Safety Policy document (*required if you employ 5 or more people*)
5. Food stallholders are also required to provide the following copies on application:
 - a. Food hygiene certificates and Local Authority 'Star Rating' Certificate
 - b. Where appropriate a HACCP (Hazard Analysis Critical Control Points) Assessment
 - c. Public Liability Insurance to a minimum of £5 million
 - d. Portable Gas appliance certificates issued within the last 12 months by a competent approved contractor for all Gas appliances
6. Covid-19 Policy: Stallholders are required to abide by the following policy standards:
 - a. All stallholders must provide a covid-19 risk assessment in advance, demonstrating how they will protect their staff and public from the risk of Covid-19 transmission and maintain social distancing.
 - b. Food stallholders and their staff must only attend the event site if they are feeling well and asymptomatic.
 - c. Social Distancing: All stall holders should take into account social distancing in the way they operate, where possible, avoiding or managing queues.
 - d. Hygiene: All food should be suitably covered. Caterers will need to have

suitable hand washing facilities for their staff. Hand sanitizer should be provided for customers. Any catering facilities are required to operate to the standards required of foodservice operations generally and should comply with appropriate foodservice and food retailing COVID-19 guidance.

- e. Common touch points and sharing of objects: The sharing of utensils and tools between staff should be minimised and where this is not possible they should be sanitised regularly. The sharing of common objects by public should be avoided, for example shared food condiments. Where possible, single use containers should be used, and attendees should be encouraged to throw these in waste bins after use. We encourage all traders to operate a cashless system. Traders should discourage attendees from handling products and should use display systems to avoid this. Any food sampling should be done in a way to prevent cross-contamination.
- f. Any activity which involves close contact, such as printed materials or a 'thank you' (for example, a badge for adopting an animal), should only be done in a way that is safe. Where items are offered in exchange for support, only do this where it can be collected from an appropriate distance and with hygiene measures in place (for example, through the availability of hand sanitiser).

Insurance

1. All stallholders must provide proof of Employers and Public Liability Insurance to a minimum of £2 million (general stalls) or £5 million (food and drink stallholders)
2. Stallholders are also responsible for ensuring contractors delivering to, or working at their stall are suitably insured.
3. All products and equipment that are brought onto site are done so at the owner's risk and must be suitably insured (eg Loss, Damage, Fire and Theft). The event cannot accept responsibility for any loss or damage that may occur during the event.

Fire Safety

1. Open fires and naked flames are not permitted within the market site – items such as candles must not be lit while on display.
2. Smoking is not permitted within stalls nor within 2 metres of the stall structure. No Smoking signage must be on display inside all cabins.
3. Petrol generators are not permitted on site (all generators should be diesel / wind or solar powered only).
4. Please ensure that you have adequate exit points in the event of a fire. Where appropriate, you should have fire safety equipment (eg fire blankets, H2O and CO2 fire extinguishers). These should have been tested in the last 12 months and must be to the satisfaction of the Event Safety Officer. All structures and drapes must be durable flame-proofed to BS3120.
5. Fire points will be established which will be identified to you during your H&S sign off. You will also be given a briefing document that includes information on emergency procedures and contact details. All your staff should be briefed in what to do in the event of a fire (e.g. where to meet and how to raise an alarm).
6. Stallholders are only permitted to bring one spare container of bottled gas (LPG) on site. All gas containers must be kept outside any structure and secured in an upright

position to a solid object to ensure they cannot fall over. Stallholders should speak to the Stalls Manager if they envisage any problems or require further clarification with this.

7. You are required to keep both the 5-metre area in front of your stall and the area behind your stall tidy and free of rubbish.

Evaluation

1. You will be required to complete a brief feedback form after the event so the organisers can gather evidence of the economic impact of the market. This information will help to improve the event and enable the festival market to return in future years.

Disclaimer

Liability disclaimer: All property is brought onto site at the owner's risk and The Festival Organisers, their servants and /or agents are unable to accept any liability for damage or losses howsoever caused. The Festival Organisers, their servants or agents are also unable to accept any liability for accidents or injuries sustained at this event, other than those caused as a result of our negligence. Please ensure all stallholders and helpers are vigilant. Hat Fair is not responsible for effects on the level of trade caused by weather or any unforeseen circumstances.

Sign: _____

Print: _____

Date: _____

By trading at Hat Fair you agree to abide by these terms and conditions. Failure to do so could risk your stall being closed with no refund being given.