# 2027 Stallholder Agreement

## Event Dates: Saturday 24th & Sunday 25th July 2027

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|---|---|
| **Trading Name / Charity name and number*** * Delete as appropriate. | |
| **Contact Address** | |
| **Contact Name** | |
| **Email Address** | |
| **Phone Number** | |
| **Website and/or social media & tick the box if you are happy for us to use your data to promote your business, within GDPR regulations** | ☐ |
| **Pitch No.** | |
| **Brief description of your merchandise.** | |
| **Public Liability Insurance** | **Please circle if you know your insurance renewal date. We need these documents to be in date over the festival weekend.** Yes / No |

**You must read this document and send us copies of page 1 for our records, otherwise your pitch is not confirmed.**

I confirm that I have read and understood the 2027 Stallholder Agreement and agree to comply with its terms and conditions.

**Signed on behalf of (Company Name):**

**Signature:**

**Name:** **Date:**

This Agreement is between The Worstead Village Festival (**Organiser**) whose registered office is at 26 The Slipway, Marine Keep, Port Solent, Portsmouth, Hampshire, England PO6 4TR and the named **Stallholder**.

## 1. Booking Details

- Payment **MUST** be made in full of time of booking to confirm pitch.
- Require more than 1 stall, please book two in the same category ideally together as per the Worstead Festival Map seen on website.
- Retail/Craft Pitch is to be: 4m x 4m, max 3m x 3m gazebo – Please see point 5.
- Pitch allocations may be changed by the organisers at their discretion for operational or safety reasons.
- All correspondence and personal data will handled in compliance with UK GDPR and Data Protection Act 2018.

## 2. Setup, Vehicles & Parking

Set up times:

- Friday 13.00pm – 16.30pm (**NO** vehicles after this due to the running event)
- Saturday & Sunday 07:30am – 0900am.
- **ALL VEHICLES** to be off site by 09:30am, then **NO VEHICLES** on site during trading hours.
- **NO** early setting-down on Sunday, until advised – this will be announcement on Sunday afternoon. Exceptions will be only considered for medical emergencies, severe weather, or other circumstances deemed exceptional by the organiser.
- Vehicles are to be parked in designated areas only(this does not include Queen Elizabeth Hall car park).
- Disabled car parking is available in car park A.

## 3. Event Hours

- Friday 23rd July: 18.00 – 21.00pm (NO Trading) for Runner's event.
- Saturday 24th July 10.00am – 20.00pm
- Sunday 25th July 10.00am – 18.00pm.

## 4. Application & Cancellation

- Bookings are only valid through online booking via our website.
- Cancellations before 25th June 2027 – refund MINUS £20 admin free.
- **No REFUNDS after 26th June 2027**
- The organiser reserves the right to postpone, cancel or curtail the event due to circumstances out of our control (like adverse weather condition, safety concerns) it shall not incur liability for loss or damage, nor refund any fees and charges paid.

- Security team will be on site during the evening from Thursday 22nd July 2027 to Sunday 25th July. However, the organiser accepts no responsibility for loss, damage, or theft or unattended stock, equipment or personal belongings.

## 5. Stallholder Responsibilities

- Food hygiene /allergy certification must be provided to stallholder manager prior to the event.
- Pitch space only. Stallholder must supply their own gazebo, tables, chairs and display equipment.
- Products stated on your agreement may only be sold.
- No drugs, tobacco, e-cigs or unauthorised second hand good – in a breach of this, you will be asked to remove off site.
- No electric or generators are permitted on the festival site for 2027.

## 6. Stallholder Agreement & Public Liability Insurance

- To trade at Worstead Festival 2027, we must receive **BOTH** of the following at least 2 weeks before the event:
  - Your signed Stallholder Agreement
  - A copy of your in-date Public Liability Insurance (PLI) certificate
- We cannot accept your pitch without a valid PLI certificate covering the event dates. If your policy expires in July 2027, please ensure we receive your renewed certificate before the 2-week deadline.
- Please note: failure to provide these documents by the deadline may result in your pitch being withdrawn, with no refund of fees paid. Entry to trade will be denied on site if documents are not in place.
- It is the stallholder's responsibility to ensure we receive these documents in time. Trading without valid insurance puts your business, our visitors, and the festival at risk.

## 7. Alcohol & Conduct

- On-site alcohol sales for consumption on site are not allowed – The organiser wishes to promote 'CHALLENGE 25'. **A public entertainments license is in place for the full area where the festival takes place.**
- Alcohol samples (max 25ml) allowed with approval.
- Organisers will **NOT** accept any harassment or abuse from stallholders, if in the breach of this you may be asked to leave.
- **Pitch chosen by yourselves** (exemptions to charity), you are to be ready to trade during the event hours of Saturday and Sunday (point 2). Friday is **NOT** a trading day.
- Organisers may remove inappropriate goods or individuals.
- If, in the opinion of the Organisers, the Stallholder unit extends beyond the allocated Pitch, the Organisers may at its sole discretion move said unit to

anywhere in the Event site and charge the Stallholder for the extra space occupied at double the prevailing rate.

## 8. Passes & Waste

- 2 weekend passes will be provided per pitch.
- Additional passes can be bought through our website: www.worsteadfestival.org or on the gate at the festival.
- Lost or damage passes will require you buying a replacement.
- Trade waste is your own responsibility; trade bins will be provided around the festival.
- Food traders, oil waste must be disposed of by the stall holder and **NOT** placed into the ground or plastic bin bags. In failure of complying with this, will result in an fine.

## 9. Safety & Insurance

- As per point 5, public liability insurance and food hygiene certificates **MUST** be provided to the stallholder manager prior to the event. Failure in providing this will result in cancellation of your booking with no refund.
- **MUST** cover both days of the festival.
- **NO** generators & **NO** electric allowed on the main field.
- **MUST comply with all Health and Safety Trading standards – in failing of doing so, you may be asked to leave the festival.**

## 10. Legal & Data

- See Privacy Notice here: http://tinyurl.com/yc2ae8wv
- Data Protection Act 2018
- GDPR
- Data used solely for event coordination (not for marketing purposes)
- Data used to promote your business via all social media platforms under GDPR regulations – please tick the box if you consent to this.

## 11. Attendance Confirmation

**By signing this agreement, you confirm attendance and agree to the Terms & Conditions outlined above.**