

# The Real Junk Food Project South Coast - Trash Café network

e: [chloe@trashcafe.com](mailto:chloe@trashcafe.com)

w: [www.trashcafe.com](http://www.trashcafe.com)

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## Traders

### CONTRACT & TERMS AND CONDITIONS FORM Fashion, Shopping & Pamper evening Friday 2<sup>nd</sup> March 2018

*You can complete this form electronically (Microsoft Word), Print, complete, scan and return by email. Please ensure you have read and signed the Terms and Conditions for Stall Holders prior to completing and returning this form.*

**Business Name:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Phone (office hours):** \_\_\_\_\_ **Mobile:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Public Liability insurance amount of cover, policy number & provider:** \_\_\_\_\_

\_\_\_\_\_

#### Stall Holder/Business/Organisation

1. Pitch fee, payable upon booking. Bookings will not be taken less than 7 days prior to the event. (Pitch fee is for the space of 2meters in length only. £10 per pitch space.
  - i) Payments to be made to [accounts@trashcafe.com](mailto:accounts@trashcafe.com) by Paypal via friends and family or by bank transfer to Trash Café networks sort code: 309356 account number: 43085368. Please ensure you let the organiser know once you have made payment.
2. Table not to exceed 2meters in length. (Stall holders are required to bring their own tables, an extra fee of £7 per table will be charged if you require the hire of one, subject to availability)

#### Definition

“The Event Organisers” means The Real Junk Food Project South Coast - Trash Café Networks.

“The Event” Fashion, shopping and pamper evening, Friday 2<sup>nd</sup> March 2018 -19:00-21:30 at Buckland community centre in Portsmouth.

“Stallholder” means the person/s, business or organisation granted by the event organisers for The Event.

“Operator” means the person operating the stall at any one time during The Event.

“Site Allocation” means the site allocated to the Stallholder by the Event Organisers.

“Participants” means those who are authorised by the Event Organisers to take part in The Event.

#### The Event Organisers Obligations

1. The Event Organisers take no responsibility for damage, loss or theft of property.
2. The Event operating times are Friday 2<sup>nd</sup> March 2018, 19:00-21:30hrs. Set up from 17:30
3. The Event Organisers reserves the right to determine and direct the site allocation. The stallholder accepts

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that the decision of The Event Organisers, in its absolute discretion, is final and binding.

4. The stallholder agrees to pay the fee designated by the Event Organisers for the site allocation.
5. the Event Organisers will not be required to refund any monies paid due to:
  - a. Failure by stallholders to appear at The Event.
  - b. The stallholder cancelling after 15/2/18
  - c. Adverse weather conditions, natural disasters, acts of terrorism etc. on the day(s) of The Event.
6. The Event Organisers invoice/ receipt will be sent electronically.
7. Cancellation must be received from the stall holder in writing but not permitted after 15/02/18.
8. The Event Organisers make no guarantees as to financial returns or footfall for Operators at The Event.

### The Stallholder's Obligations

1. The Operator is restricted to offering for sale only what is permitted by the approval from The Event Organisers, or within the said class of goods. No sale of food is permitted by the stall holder at this event unless cleared by the event organiser.
  - a) The sale of food at this event is restricted by the venue and MUST be cleared by the event organiser.
2. Stallholders must have intellectual property rights to all items offered for sale.
3. Stallholders are responsible for any damage they cause to equipment or the venue.
4. Where applicable, Stallholders must have personal and/or public liability insurance for an amount not less than £1 million for any one event; covering against any occurrence attributable to the activities of any persons for whom it is directly responsible and injury to any third party. A Certificate should accompany this application or must be provided at least 60 days prior to The Event and the Event Organisers will keep a copy on file.
  - If you do not have Public Liability insurance, please talk to the event organiser. They may be able to assist for this event.
5. Stallholders are responsible for ensuring that in accordance with Health and Safety Standards all appropriate safety tags for gas, electrical equipment and power cords are fitted or attached as required. Copies of all food related health and safety certificates and food licence approvals are to be attached with this application form.

(This event does not allow gas of any kind to be used on site and use of electric, even lighting must be discussed with the event organisers).
6. No public address systems are to be used or entertainment of any kind provided, without the prior written approval of The Event Organisers.
7. **Sites must be left in a clean and tidy condition on departure**, and all operators agree to co-operate in an effort to keep the site in a clean condition over the duration of The Event, this is inclusive of all packaging and cardboard boxes. Cost incurred by the Event Organisers for the removal of any boxes left on site will result in a charge passed on to the stallholder.

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8. Stallholders are not permitted to share, sub lease or assign a site with other operators, or any other party without the prior written approval of the Event Organisers. Sites may however be shared with one site application form completed per stall.
9. Stallholders must ensure there is access for people with disabilities in the site allocated to them. This includes ensuring bench heights are at an appropriate level for people in a wheelchair, and the area is free from boxes and other material for easy access.
10. As part of the Event Organisers ensuring that events are as sustainable as possible, the uses of plastic carry bags is discouraged. Environmentally friendly products are encouraged.
11. The stallholder agrees to release the Event Organisers from any liability where items belonging to the stallholder or third party are not removed following closing time of The Event.
12. Abuse of Event Organisers, staff or volunteers will not be tolerated under any circumstances. Any stallholder or participant who is deemed to be abusive or aggressive will be required to leave The Event immediately. The event organiser has full discretion on who is allowed on the site.

### Hours of Operation

14. All stallholders must be set up and prepared for operation no later than one hour before commencement of The Event operating times unless prior arrangements are made.
15. Stallholders must have ceased operating at 21:30pm.
16. Stallholders must have staff in attendance and keep operating for the duration of The Event operating times. Intention to depart prior to these times must be approved by the Event Organisers prior to acceptance.

### Termination of Agreement

17. The Event Organisers may terminate the stallholder's participation forthwith where the stallholder breaches any of the terms and conditions of this agreement and may require the stallholder to remove its products and services immediately. The applicant agrees that the Event Organisers will be entitled to remove the stallholder's products from the allocated site at the operator's cost if the stallholder does not remove such products when required by the Event Organisers.

Please complete this application form and return to [Chloe@trashcafe.com](mailto:Chloe@trashcafe.com)

**As an authorised representative of the company/business/organisation applying for a Stall/Concession at the Shopping, Fashion & pampering evening Friday 2<sup>nd</sup> March 2018, I agree that the above mentioned company/business/organisation will operate and abide by the Terms and Conditions for Stall Holders ('stall holders') outlined above.**

Name of signatory (please print): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_