

STALLHOLDER TERMS & CONDITIONS**BOOKING TERMS:**

- Stallholders may only sell the goods that are listed on the booking form, and have been agreed by the Ham Fair Committee
- If too many stallholders apply to sell similar products, priority will be given to locally-based applicants, subject to quality standards
- the Ham Fair Committee reserves the right to refuse admission to or participation in the Fair
- the Committee reserves the right to reject any proposed entry or to cancel an entry without being required to give a reason
- if a stallholder cancels their booking in advance of the event and the Committee are able to re-allocate the pitch, a refund may be given subject to the deduction of a fee to cover administration
- the location of the stalls will be determined by the Ham Fair Committee whose decision is final
- every endeavour will be made to meet the general wishes of stallholders with regard to position, without causing unfairness to others
- Charities must provide proof of charitable status
- Stallholders must provide evidence of compliance with current Health & Safety, and hygiene requirements
- Stallholders whose trade, profession or practice is regulation in any way (licensed, certified or otherwise regulated) must provide evidence of compliance with such regulations

ON THE DAY:

- Stalls must be set up and ready for trading by 11:00 a.m., and manned throughout the day until 4:30 p.m.
- Stallholders are not permitted to close down or pack up during the Fair open hours (11:00 a.m. – 4:30 p.m.)
- Stallholders must keep their stalls and surrounding area clean & tidy, and must take their rubbish away with them at the end of the day
- Stallholders are permitted vehicle access to their pitch to unload until 10:30 a.m., then should be removed. No parking is provided on-site. The Richmond Parks regulations do not permit parking on the Common, so any vehicles left are entirely at the risk of the stallholder
- There will be absolutely no movement of vehicles on site during the Fair opening times. Vehicles cannot be readmitted for loading until after 4:30 p.m.
- All pitches must be cleared and vehicles removed from the Common by 6:00 p.m.
- Each pitch is 12 feet wide by 20 feet deep
- Stallholders must not encroach on neighbouring pitches. Guy ropes must be marked to make them clearly visible
- Stallholders are expected to supply their own equipment – including gazebo, chairs, protection from the weather, etc.
- Refreshments may be purchased from the Food Area, and toilets are available on the Common

TRADING:

- Alcohol may not be sold
- Stallholders offering alcohol as prizes must obtain a Temporary Event Notice from Richmond Council and provide a copy to the Ham Fair Committee
- Weapons, replica weapons or toy weapons may not be sold or given as prizes
- Living animals (e.g.: goldfish) may not be sold or given as prizes
- Leaflets may be offered from stalls, but not distributed by walking round and being handed out

ADVISORY:

- The Ham Fair Committee and Ham Amenities Group shall not be responsible for any loss or damage to merchandise or personal property, or for injury to any person caused by the day's activities; the weather or any other reason or cause. Money and valuables should be kept out of sight and secured
- There will be no refund of fees in the event of bad weather or for any other reason
- We strongly recommend that stallholders obtain their own insurance to cover personal accident, etc.