

Vendor Terms and Conditions

Farnley Community Centre – Christmas Lights Switch-On Market

These Terms and Conditions outline the responsibilities, expectations, and requirements for all vendors participating in the Farnley Community Centre Christmas Lights Switch-On Market. By submitting an Expression of Interest and attending the event, vendors agree to abide by the following terms.

1. Booking and Payment

- 1 Completion of the Expression of Interest form does not guarantee a stall. All applications will be reviewed and vendors will be notified of acceptance.
- 2 Once confirmed, full payment must be made by the date specified in the confirmation email to secure your space.
- 3 Failure to pay by the due date may result in your space being reallocated to another vendor.

2. Stall Allocation

- 1 Stall locations will be allocated by the event organisers to ensure a balanced and safe layout.
- 2 Requests for specific stall locations will be considered but cannot be guaranteed.
- 3 Vendors must operate within the space allocated to them and must not encroach on neighbouring pitches or walkways.

3. Setup and Pack-Down

- 1 Vendors will be advised of setup and pack-down times prior to the event. Early access will not be permitted.
- 2 All stalls must be fully set up and operational by the event start time and must remain open until the designated closing time.
- 3 Vendors must leave their area clean and free of waste. Any damage or excessive rubbish may incur a charge.

4. Equipment and Power

- 1 Vendors are responsible for providing their own equipment unless otherwise agreed in writing.
- 2 All electrical equipment must be PAT tested and suitable for outdoor use.
- 3 Generators, if used, must be quiet, safely operated, and pre-approved by event organisers.

5. Health, Safety, and Insurance

- 1 All vendors must adhere to the Vendor Health and Safety Policy and all relevant health and safety legislation.
- 2 Vendors must hold valid Public Liability Insurance (minimum £5 million) and provide proof upon request.
- 3 Vendors selling food or drink must hold valid food hygiene certification and comply with local authority requirements.

6. Conduct and Compliance

- 1 Vendors must act professionally, courteously, and respectfully towards the public, event staff, and fellow traders.

- 2 Loud or disruptive behaviour, offensive material, or illegal activity will not be tolerated and may result in removal without refund.
- 3 All promotional materials and goods must be appropriate for a family-friendly community event.

7. Cancellations and Refunds

- 1 In the event of cancellation by the vendor, refunds will only be issued at the discretion of the organisers.
- 2 If the event is cancelled due to severe weather or circumstances beyond the organisers' control, refunds may not be guaranteed.
- 3 Subletting or transferring stalls to another party without prior approval is strictly prohibited.

8. Liability

- 1 Farnley Community Centre and event organisers accept no responsibility for loss, damage, theft, or injury sustained during the event.
- 2 Vendors participate at their own risk and are advised to secure their equipment and stock appropriately.

9. Data Protection

- 1 Information provided in the Expression of Interest form will be used solely for event administration and communication purposes.
- 2 Personal data will be stored securely and not shared with third parties without consent.

10. Agreement

By attending the event, vendors confirm that they have read, understood, and agree to these Terms and Conditions, and any additional instructions issued by the event organisers.

Signed: _____

Print Name: _____

Date: _____