

## Stallholder Terms & Conditions – Emma Reeves Events



Please carefully read the following Terms & Conditions before applying to trade at any Emma Reeves Events events. By submitting your application and confirming your booking, you agree to comply with the following:

### 1. Application & Payment

- Applications will be reviewed and successful applicants will be contacted as soon as possible.
- Once accepted, an invoice will be issued. Full payment is required within **7 days** of invoicing to secure your space.
- Bookings will be cancelled without notice if payment is not received within this time frame.
- A completed booking form and confirmation that you accept these Terms & Conditions are required for final confirmation.

### 2. Insurance & Certification

- All stallholders must hold **valid public liability insurance** (minimum £1 million cover) and must provide proof of cover upon request.
- Stallholders selling food or drink must provide a copy of their **Food Hygiene Certificate** and proof of registration with their local authority.
- Traders must comply with all relevant health and safety, food safety, and hygiene legislation.

### 3. Stall Allocations & Product Types

- We aim to provide a varied selection of stalls and will **limit similar stall types**, usually to no more than two per event.
- Final decisions on stall placement and product mix will be made at the discretion of **Emma Reeves Events**, based on the primary product offering.
- Subletting or sharing stalls without prior permission is not permitted.

### 4. Cancellations & Refunds

- **All payments are non-refundable.** However, in certain circumstances, bookings **may be transferred to a future event date** at the sole discretion of **Emma Reeves Events**.
- Requests to transfer bookings must be made **in writing**, no less than **14 days prior** to the event date. Transfers are not guaranteed and will be considered on a case-by-case basis.

- In the unlikely event that the organiser cancels the event (e.g., due to extreme weather or other unforeseen circumstances), Emma Reeves Events will make reasonable efforts to reschedule or offer an alternative event. No compensation will be offered for any costs incurred by the stallholder.

## **5. Set-Up, Trading & Departure**

- Stallholders must adhere to set-up and pack-down times provided prior to the event.
- All stalls must be staffed and operational for the full advertised duration of the event.
- Stallholders are responsible for ensuring their area is clean and free of waste before departure. Any damage or mess left behind may incur additional charges.

## **6. Conduct & Liability**

- Stallholders are expected to conduct themselves professionally at all times and treat staff, attendees, and other stallholders with respect.
- Emma Reeves Events accepts no liability for any loss, damage, theft, or injury sustained during the event, including in set-up and pack-down periods.
- All equipment and stock remain the responsibility of the stallholder at all times.