

Leiston Events Group – Craft Stall Terms & Conditions

These Terms & Conditions apply to all craft stallholders attending events organised by the **Leiston Events Group**. By applying for a stall, you agree to comply with the following conditions:

1. Stall Booking & Confirmation

- All stall bookings must be submitted via the official **Leiston Events Group application form**.
- Stall spaces are limited and allocated on a **first-come, first-served basis**.
- A booking is only confirmed once approval has been granted and **written confirmation** has been issued by the Leiston Events Group.
- Stall fees (if applicable) are **non-refundable**, unless the event is cancelled by the organisers.
- Upon confirmation of your stall booking, **payment details will be provided**. **Your booking is not confirmed until full payment has been received**.

2. Arrival, Set-Up & Trading Hours

- Stallholders may arrive and set up from **9:00am**.
- All stalls must be **fully set up before the event opens to the public at 11:00am**.
- Stallholders are expected to remain for the **full duration of the event**. Early departure is not permitted without prior approval from the organisers.
- **Vehicles must not be moved during the event**, unless strictly supervised by a marshal or event organiser.

3. Stall Space & Equipment

- Stallholders must provide their own **tables, gazebos, chairs, and display equipment**, unless otherwise stated.
- Any gazebos must be **securely weighted** to ensure public safety.
- Stallholders must **remain within their allocated pitch** and must not obstruct walkways, emergency exits, or neighbouring stalls.

Pitch Sizes

- **Inside & Outside Marquee Spaces:** Includes room for a **6ft table**, plus space behind to store and display stock — **£10**
- **Gazebo Pitch:** **3m x 3m** space, suitable for a standard-size gazebo — **£10**

4. Products & Trading Standards

- Only goods **listed and approved** on the application form may be sold.
- All products must comply with **UK trading laws, safety standards, and consumer regulations**.
- The sale of **illegal, counterfeit, offensive, or unsafe goods** is strictly prohibited.
- The Leiston Events Group reserves the right to **request the removal of any items** deemed inappropriate or unsuitable.

5. Insurance & Liability

- Stallholders are **strongly advised to hold valid Public Liability Insurance**.
- The Leiston Events Group accepts **no responsibility for loss, theft, or damage** to stock, equipment, or personal belongings.
- All stallholders **trade at their own risk**.

6. Health, Safety & Professional Conduct

- Stallholders must comply with **all health and safety requirements** set by event organisers and venue management.
- Fire exits, emergency routes, and public access areas must remain **clear at all times**.
- Stallholders must act in a **professional, respectful, and family-friendly manner** towards visitors, organisers, and fellow traders.
- Any unsafe or inappropriate behaviour may result in **removal from the event without refund**.

7. Waste & Cleanliness

- Stallholders are responsible for **keeping their pitch clean and tidy** throughout the event.
- All waste must be **removed at the end of the event**, unless alternative arrangements have been made.

8. Event Changes or Cancellation

- The Leiston Events Group reserves the right to **amend event details** if necessary.
- In the event of cancellation due to circumstances beyond our control (including weather or safety concerns), **refunds will be considered but cannot be guaranteed**.

9. Right of Refusal

- The Leiston Events Group reserves the right to **refuse or cancel any booking** if it is considered in the best interest of the event, **without obligation to provide a reason**.