

Terms & Conditions for Stall Booking

Application for Space & Payment Terms

Applications must be made on the appropriate booking form and signed by the Stallholder or their authorised representative. Submission of a signed booking form constitutes acceptance of these Terms & Conditions.

Booking & Payment

1. There is no booking fee for charities or non-profit organisations.
2. Commercial stallholders are required to pay a **50% deposit** once their application has been approved.
3. Exhibitors must clearly state the nature of their business and the items to be sold. Bookings will not be accepted without this information. Please ensure the correct pitch size is selected, the fee checked, and the correct deposit paid, as amendments may not be possible once pitches are fully allocated.
4. Once the 50% deposit has been paid, the booking is considered **confirmed** (see Cancellation Policy below).
5. **Full payment is required no later than six weeks prior to the Fair (22 March 2026).**

NB: Any exhibitor cancelling their booking after the full balance deadline will be liable for the full fee.

If the outstanding balance has not been paid six weeks before the first day of the event, the Organisers reserve the right to cancel the booking, retain any monies already received, and pursue any outstanding balance.

Traders who have not supplied a valid **Public Liability Insurance certificate** by the time of the Fair will not be permitted to exhibit.

Documentation Requirements

6. All **food and drink stalls** must provide the following documentation at registration:
 - a. Food Hygiene Registration documents
 - b. Public Liability Insurance certificate
 - c. Gas Safety Certificate and/or Risk Assessment (if using gas)
 - d. Fire Risk Assessment (if using cooking equipment)
7. All **non-food stalls** must supply a valid Public Liability Insurance certificate at registration.
8. Stallholders who have not supplied the required documentation at least **14 days prior to the event** may forfeit their pitch unless a valid reason is agreed with the Organiser.

Vehicles & Access

9. If vehicle access is required for set-up or de-rig, this must be requested in advance. Permission is subject to ground conditions and weather.
10. No vehicles may remain on site during the Fair, except approved catering vehicles. All vehicles must vacate the site at least **one hour before opening (by 9:00am)** and may not return until the Fair has closed and all visitors have left.
11. Catering vehicles must be registered at the time of booking, including full size details.
12. All vehicles driving on site must be accompanied by a steward or security team member wearing high-visibility clothing and must not exceed **10mph**. Please use indicators only—hazard lights should not be used while driving.

Stall Set-Up & Facilities

13. Requests for chiller trailers, additional storage space, or seating at the front of stalls must be made at the time of booking.
14. Electricity requirements must be specified at the time of booking. Failure to do so may result in insufficient or unavailable power supply.
15. Refuse bins will be provided for waste generated during the Fair. Cardboard boxes used for transporting stock must be removed from site and recycled elsewhere. Large cardboard boxes left in or beside bins may incur an additional charge.
16. Stallholders may bring their own gazebo up to **3m x 3m**, unless a Double (6m x 3m) or Extra Large (6m x 6m) pitch has been booked. All gazebos must be securely weighted and will be inspected by the organising team. Unsafe gazebos must be removed.
17. Tables are not supplied as standard. Tables may be hired at a cost of **£50**, subject to availability. Requests must be made at registration.
18. **Waste & Table Cleaning:** As food areas are shared, all stallholders are expected to assist with cleaning tables and removing refuse. Please bring appropriate cleaning materials and PPE.
19. **Litter Picking:** At the end of each day and at the end of the Fair, stallholders must litter-pick their pitch area, including food waste, packaging, cable ties and other debris.

Compliance & Regulations

20. **Food Hygiene Compliance:** Environmental Health Officers may visit the event. If a stall does not meet required standards, the exhibitor will be asked to leave immediately without refund.
21. **Allergen Information:** Food and drink sellers must always have a clearly accessible allergy folder on site and ensure products are clearly labelled.
22. **No Glass Policy:** This is a glass-free event. No glass containers may be sold or served to the public.
23. **Single-Use Plastic-Free Event:**
 - All drinks must be served in cans, cartons, or paper/compostable cups
 - All food must be served in plastic-free containers with plastic-free cutlery

Cancellation Policy

As the Fair operates within a tight budget, the following cancellation terms apply:

- **Up to 10 weeks before** the Fair: 100% refund of deposit
- **10–8 weeks before** the Fair: 75% refund of deposit
- **8–6 weeks before** the Fair: 50% refund of deposit
- **Less than 6 weeks before** the Fair: Total cost is non-refundable

Tunbridge Wells CAN – Climate and Nature Community Interest Company