

STALLHOLDER AGREEMENT

Dirleton Market on the Green is a seasonal village market with a difference. We are a charitable organisation and each of our markets hosts a fundraising gazebo for a local good cause. Our aim is to hold regular markets that increase the social inclusion and wellbeing of the elderly and wider community whilst giving local charities, community groups or not-for-profits an opportunity to raise funds and meet the public.

Please read everything below before sending in your completed loan application form

Pitch fees (Currently £35.00) should be paid no later than 14 days prior to the date of the event. In the event of cancellation by the trader there will be no refund of pitch fees.

Each pitch is a gazebo 3 x 3m and one table 180cm x 30cm. The fund raising gazebo is 6m x 3m. Traders must ensure that all stall furniture they bring to the event is safe and in good working order. Please note that table coverings and chairs are not supplied. At the end of the event please ensure all rubbish is removed and that tables are folded for easy removal.

There is parking on Dirleton village green but this is limited. Stall holders should park their cars near the green to aid set up but then follow all instructions from event stewards as you may be asked to move your vehicle to allow visitors to park. Many of our visitors are elderly or have limited mobility and adequate parking helps to ensure good footfall for this event.

The event is open to the public between the hours of 11am - 3pm. Set up is from 10am. Please do not try to the green before this time as our volunteers will be erecting gazebos and setting up the event. If you wish to volunteer for set up or dismantling the event gazebos please contact either Amy or Kate who would be thrilled to have more volunteers. We ask that all vendors do not start to pack away until the end of the market at 3pm.

All food and drinks vendors must provide proof of relevant food and hygiene certificates and food and drink in packages must have full ingredients listed with allergens highlighted as instructed by the Food Safety Act and in accordance with The Food Information (Scotland) Amendment Regulations 2021.

All vendors selling wax melts or candles must have full CLP labels complete with ingredients and company details on each scent. Event organisers will check for compliance on the day.

Each trader will maintain a policy of public liability insurance of at least two million pounds and provide a copy of this insurance to the market organisers.

Phone signal can be patchy on Dirleton Green so please consider accepting cash payments (if you don't currently do so) in the event that you are unable to take card payments on the day.

In the event of unforeseen circumstances (including but not limited to adverse weather) we reserve the right to cancel or limit the scope of the event for the safety of volunteers, vendors and the public. Please make sure that you have supplied a current phone number to allow us to contact you in case of cancellation.

The market team may take general photographs of the event and use these for marketing and publicity of our charitable purposes. If we take photos of individuals we will always seek consent to use these photographs.