

BCA BARNES FOOD FAIR - 2024
STALLHOLDERS' RULES AND REGULATIONS FOR BCA EVENTS

IT IS IMPORTANT THAT THE RULES AND CONDITIONS SET OUT BELOW ARE READ BY ALL STALLHOLDERS. THE DECLARATION AT THE BOTTOM OF YOUR APPLICATION FORM MEANS THAT YOU HAVE READ AND WILL COMPLY WITH THESE RULES. THIS IS A CONDITION OF YOUR APPLICATION BEING ACCEPTED.

Please email any queries to fairs@barnes-ca.org

The applicant will:-

1. Ensure full payment is made for Stalls by 1 July 2024
2. Not let or sub-let any part of the allocated Stall.
3. Not cook on site without prior permission from the Fair organisers.
4. If cooking on site, ensure there is a fire extinguisher/blanket on their Stall.
5. Not bring onto the site any generator or other source of power without prior permission from the organisers. There is no electricity on site.
6. Not sell alcohol without permission. If permission granted, applicant must apply for a personal TEN notice from Richmond Council.
7. During set up and at all times, all due care and precautions must be taken as regards anything on a Stall which could pose a risk or harm to others (such as heated objects, sharp objects, any operational machinery etc. All gazebos must be adequately secured for protection against high winds.
8. Maintain public liability insurance and health and safety insurance as appropriate to cover the Stallholder's risks and potential liability attendant upon participating in the Fair. A public liability insurance certificate should be available for viewing by the organisers. If selling food or drink, a food hygiene certificate/TEN notice may also be required. Stallholders are responsible for ensuring they have all necessary documentation.
9. See to prepare a brief Method Statement and Risk Assessment document prior to the event. – see <https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm> for examples.
10. Read the Food Hygiene (England) regulations 2006 and adhere to them. A food hygiene certificate is required for each business.
11. Display exhibitor pass to gain entry to the site and thereafter display it in their windscreen.
12. Eliminate the use of single use plastic and polystyrene products as much as possible and replace with environmentally friendly products. If plastic bags are handed out with purchase, these should be reused and reusable
13. Collapse stall trestle table and leave it neatly in position. Remove from the Stall site any litter/debris/discarded items.
14. Ensure that all vehicles are removed from the Fair site by 9.15am on Saturday and not brought back until the Fair closes at 5pm and permission is given to enter the site.

15. All Stalls must be vacated by 9pm on Saturday.
16. Abide by any current Covid rules that may be in place by either Richmond Council or BCA.
17. Comply with this Rules and Regulations Policy for BCA Events.
18. Treat our staff and volunteers with respect.

The Barnes Community Association will:-

1. Not confirm Stalls until full payment is received.
2. Provide a partial refund of the Stall fee up until 1 September 2024 – the Stall fee will be refunded minus a £30 cancellation Fair admin fee.
3. Not refund Stall fees for cancellations made after 1 September 2024.
4. Determine the position of each Stall at the event.
5. Provide at each Stall a 6ft x 2ft. (normal size) trestle table with storage behind.
6. Ensure these trestles are in place by 3pm on the Friday preceding Fair Day, Friday 13 September
7. Provide toilet facilities (including disabled facilities) on the Fair site.
8. Provide adequate services for the day including waste removal at regular intervals and the presence of the Police and St. John Ambulance/first aid on site.
9. Provide overnight security on Friday and Saturday nights – however any valuables are left on site at the Stallholders' discretion.
10. Send out a confirmation email in July with further details about the event. This will be followed up by a letter sent out by post in September with final information and passes.
11. Promote the event via banners, Prospect magazine (autumn issue), local press and social media.
12. In the event of serious weather or unforeseen circumstances affecting the organisation of the event, up to date information concerning any new arrangements will be regularly posted on the BCA website and social media channels. No Stall refunds will be made in this instance.

The Association in its absolute discretion reserves the right to:-

1. Refuse any application made by any party who failed to observe the Stallholders' obligations in the preceding year.
2. Re-let an allocated Stall after 10am on 14 September in the event of an applicant's failure to turn up by that hour.
3. Refuse any application made by any lobbying or campaigning group or any political party.
4. To move or reallocate Stalls should the weather or other factors make this necessary. In this situation, affected Stallholders will be notified by the Organisers prior to the event.
6. Refuse to offer a stall to any applicant.

CHARLOTTE AND NATALIE, BARNES COMMUNITY ASSOCIATION

BARNES FOOD FAIR ORGANISER

MARCH 2024