



**PRINCES RISBOROUGH – CHRISTMAS LIGHT SWITCH-ON**  
**STALLHOLDERS TERMS AND CONDITIONS**  
**30<sup>th</sup> NOVEMBER – Time: 3pm-6pm**

1. The Committee reserves the right to refuse entry.
2. We will provide all traders (exc food & drink vendors) with a single stall and decorative lighting. Your single stall will be set up as a double stall as 2 traders will be sharing a double pitch. Please see attached document for visual.
3. You will need to bring your own table covering & chair if needed (the stall has a tabletop)
4. Please do not bring your own Gazebo/covering unless previously agreed.
5. Every endeavour will be made to meet the wishes of exhibitors. We cannot guarantee a specific pitch location, but will do our best to meet your requirements.
6. Certain activities may include the use of bottled gas, charcoal, naked fire, or generating equipment. Exhibitors must have on site a fire blanket and appropriate fire extinguisher(s).
7. The selling of and or raffling of any product containing alcohol must be restricted to over 18's. Any person selling alcoholic drinks must apply for and be issued with a TENS.
8. All portable electrical appliances must have an accredited test certificate available for inspection by the organiser.
9. You may decide to declare your area as non -smoking which you are free to do but a clear notice of this must be on display.
10. Exhibitors must clearly identify business name/charity organisation on exhibit.
11. Exhibitors must maintain their own employee, public and products liability insurance. A copy of the Food Hygiene and current insurance document must be available for verification at all times.
12. Public address announcements will be restricted to event information – emergency or medical. The validity of request for an announcement will be at the discretion of MC announcer, a member of the committee or a member of the emergency services.
13. Passes: Exhibitors will be entitled to have access to site to unload/load vehicles. For safety reasons this access will be controlled by marshals and the road will only reopen to vehicles when the Event organisers & Site Marshals/ deem it safe to do so.
14. Vehicle entrance is via Duke Street only.
15. Exhibitors are requested to be present at their stalls for the duration of the event. Exceptions to this would be emergency vehicles entering or leaving.
16. On arrival report to the Site Manager(s) who will allocate your pitch.
17. All exhibitors are responsible for the clearance of their pitch of refuse, litter or any article deposited during the day(s). Disposal points will be available. Collected rubbish must not be left on or near the pitch.



18. Exhibitors are reminded that no stall must be left unattended during opening hours.
19. No glass containers will be allowed on site. Please try to refrain from using single use plastic.
20. A pass to gain entry will only be issued once application and fees are received.
21. No water, drainage or power is provided on site unless previously agreed.

**Fees set-out below**

**Fees for Christmas Light Switch-on – 30<sup>th</sup> November 2019**

Risborough Based Charity Organisation	£15.00
Non- Risborough Based Charity Organisation	£25.00
Princes Risborough Commercial (excluding food & drink vendors)	£25.00
Non-local Commercial & small food producers	£30.00
All Food/Drink* Vendors <small>*Please note you will need to provide your own TEN if selling alcohol</small>	£40.00

**PLEASE DO NOT MAKE PAYMENT UNTIL WE CONFIRM BY EMAIL THAT YOUR PITCH APPLICATION IS SUCCESSFUL**

Once payment is requested, please note that this must be paid within 72 hours of your email confirmation or we will cancel your booking. Payments are non-refundable.

Payment can be made by cheque, made payable to **Princes Risborough Town Council**, cash payment can be made by visiting the Town Council office or by bank transfer to Lloyds S/C: 30-98-56 A/C: 20442160.