

# GODALMING GREEN GALA – TERMS & CONDITIONS

## For Traders/Stallholders at the Godalming Green Gala

### 1. Application for a pitch:

- a) To book a pitch for Godalming Green Gala traders must first complete and submit the booking form in full. Please note pitches will only be confirmed once valid documents have been supplied. Closing date for pitches 26 May 2022
- b) Payment – (Trading stalls only) - if successful you will be invoiced for the pitch fee. Queries – please contact Event Manager, Suzie Gortler [communications@godalming-tc.gov.uk](mailto:communications@godalming-tc.gov.uk) Tel: 01483 523075
- c) All traders must specify at the time of booking a detailed description of the goods they wish to sell. To ensure variety, Godalming Town Council has the right to refuse a pitch. You will be notified of your pitch number.

### 2. Arrival, Set Up (9am) Event Opens at 11am

Nearest Car Park is Crown Court. Please report to the Godalming Town Council Information stand at entrance.

### 3. Public Liability

Traders shall at all times hold an in date Public Liability Insurance policy that provides cover of no less than £5,000,000.

### 4. Documentation

- a) All food traders whether hot, cold or packaged must provide their food hygiene rating and food safety certification.
- b) Traders using electrical equipment must provide the relevant PAT certificates. If an item is less than 12 months old then a valid proof of purchase must be provided.
- c) Traders using gas must provide a copy of the relevant Gas Safety certificates.

### 5. Generators/Butane Cooking Stoves & Generators

- a) Please note that butane cooking stoves where the gas canister is integral to the cooking unit are not permitted at any event. This does not affect stand-alone stoves which may be used. NO private generators are to be used without the express prior permission of the Godalming Town Clerk ([townclerk@godalming-tc.gov.uk](mailto:townclerk@godalming-tc.gov.uk))
- b) Traders are required to supply and place either a metal or plastic drip tray under the generator to prevent staining of paving.

### 6. Sale of Goods

- a) The promotion of non-vegan items will not be permitted. All non-food and food products sold, promoted, or offered for sampling must be Vegetarian, vegan or from sustainable sources. This means no animal products have been used in the processing of or in the final product. GTC reserves the right to ask for the removal of products deemed not to fit in these criteria at the event from sale, promotion and sampling.
- b) Exhibitors must refrain from using any single use plastic on their stall or in their products unless it is absolutely avoidable. The use of plastic straws, bags, serving dishes, cups, utensils for food & drinks are not permitted
- c) In the interest of keeping the Green Gala a fun and welcoming place for all ages, we ask that no material showing graphic images of animals or pain be on display at the event.
- d) Any change in product lines or goods for sale must be agreed in advance prior to the market in which the product is to be introduced. This includes any temporary lines.

### 7. Environmentally Friendly Packaging

GTC kindly request that stall holders consider the environment and where possible try to avoid the use of single use plastic on their stall and/or in their products unless it is absolutely unavoidable.

**8. Health & Safety**

For those who are providing food produce, please remember that you will need to comply with health and safety legislation and be registered with your local environmental health office. Allergen labelling: all traders are required to comply with the latest food allergen regulations

**9. Gazebos**

If you are using a gazebo or similar shelter it needs to be suitably anchored against gusting winds.

**10. Alcohol Off Sales Only**

Stall holders selling alcoholic beverages shall implement a Challenge 21 policy and ensure their staff are trained in the basic law relating to the sale of alcohol.

**11. Rubbish Removal**

Traders are responsible for removing all rubbish from your pitch. Traders must not use Residential bins or bins belonging to other retailers.

**12. Cancellation of the Green Gala**

The organisers reserve the right to cancel in the event of extreme weather conditions or other unforeseen circumstances meaning the running of the event would not be safe or appropriate. In these circumstances, refunds will not be issued, however a credit for the next available event will be given. By submitting the online application form you accept these terms.

**13. GDPR**

In order to ensure that we can communicate with you, your details will be held on a database. You can write to: Godalming Town Council 107-109 High Street, Godalming, GU7 1AQ and request that your details be removed at any time. Our privacy notice is available on request from [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk) or online at [godalming-tc.gov.uk](http://godalming-tc.gov.uk)