

Southwold Makers Market Terms & Conditions 2024

1. This is first and foremost an artisan craft market and as such items for sale **MUST** be of a good quality standard and made/designed/created by the stallholder.

Please note the following:

- a. Applications for stalls containing pre-bought or third party items will not be accepted.
- b. Stallholders whose products contain copyright images of known brands will not be accepted.
- c. Any stallholder displaying items which do not meet these requirements will be asked to remove products for sale.
- d. Produce stalls by food producers (bread, fruits/veg, flowers, homemade deli items etc) are welcomed. Charitable stalls or stalls with 'green policies' (recycled, upcycled, repurposed, fairly traded etc) may also be welcomed at the discretion of the organiser.

2. Southwold Makers Market will be held on a few selected SATURDAYS during 2024.

The event is held at United Reformed Church Hall, High Street, Southwold, Suffolk IP18 6DS.

Access is located in the alley next to the old Barclay's Bank, please use the door at the side of the United Reformed Church (there is NO entrance to the market via the front doors of the church).

3. **There is no parking available at the venue.** Short term (30 minutes) parking bays are located on the High Street. Otherwise, parking is available on Southwold Common, public car parks, or on street where applicable. The organisers accept no responsibility for parking fees/fines incurred.

4. **Setting up for stallholders is from 9:00am.** The public are admitted to the market from 10am to 4pm. Stallholders must be ready prior to 10am, and are kindly requested not to pack up their stalls before closing time.

5. **Wifi.** For stallholders with card readers, please note **there is no wi-fi at the venue** and mobile signals are not guaranteed. The nearest cash point is at Co-op in Market Place, Southwold.

6. **Stalls cost £25.00** per session payable in full at time of booking by bank transfer. Stalls are generally made up with two tables. Stall location is at the discretion of the organiser. Please bring suitable table coverings. **Tables and chairs are provided for stallholders.**

7. **Promotion.** All stallholders booked at each event will be promoted in advance of each respective date. Promotion will include descriptive text and photos on various social media sites, as well as a listing on the website www.southwoldmakersmarket.co.uk .

8. Cancellations

- a. If a stallholder cancels their booking for an event then a full refund will only be issued if given two weeks or more notice before the event.
- b. If a stallholder cancels less than two weeks before the event date then fees paid are non-refundable.
- c. If organisers have to cancel an event due to circumstances out of their control stallholders will firstly be offered the chance to transfer their stall fee to another date with available space before a refund is issued.

9. Insurance

Every stallholder is legally required to have their own public liability insurance in place, a copy of your certificate is required at the time of booking, you are also required to bring a copy to each event as certificates may be checked. Food producers are also required to provide a copy of their food hygiene certificates. If your certificates should expire before an event then a new valid copy must be sent in advance otherwise your booking may be cancelled.

Applications received will not be processed if you do not include a copy of your insurance.

10. Stallholders need to provide their own tablecloths which must not be spread over the floor causing a tripping hazard to the public. Any display stands used on the tables must be of a sturdy nature. Large floor stands must not cause obstruction to the public and must be kept within the size of the allocated pitch (floor stands may be situated behind the stall if space available).

11. Some stalls may have access to electrical sockets. If you require electricity as part of your stall ie. display lighting, or to charge your mobile phone or card machine etc; any electrical items you intend to use must be PAT tested and a valid sticker is required to be displayed on all plugs.

12. A hand sanitising station will be set up at the entrance for customers use. Stallholders are advised to provide their own sanitiser for customers use on their stall if they wish.

13. Although the wearing of face masks is no longer compulsory this may be re-instated if government guidelines should change at any time.

14. **Refreshments.** Tea and Coffee is provided free of charge for stallholders. You are welcome to bring your own food and drink if you wish. **However the kitchen may also be booked by a food producer and refreshments may also be served as part of their stall.**

15. **Toilet Facilities.** There are three toilets available for use by stallholders and customers. All users are expected to sanitise the toilet after use. Cleaning products will be available.

16. Organisers will do their best to ensure that duplicate crafters selling similar products are not booked at the same event, however in order to avoid vacant stalls this cannot be guaranteed. Please note that 'Jewellery' in itself is an end product not a craft, as different crafters may produce different styles of jewellery using different methods and materials.

17. **It is the stallholder's responsibility to ensure that the products they are selling comply with all statutory/legal requirements for Trading Standards and Consumer and Goods Services, especially if selling items termed 'Toys' intended for use by children under the age of 14 years.**

18. Inappropriate language or behaviour towards either the organisers, other stallholders or customers, will not be tolerated. Any stallholder who is deemed to be causing offence will be asked to leave at the organisers discretion and future dates booked will be cancelled.

19. Well-behaved dogs are welcome at the event but must be kept under control and not cause a disturbance to other stalls or customers.

20. After the event has finished, stallholders are required to remove all rubbish from their allocated space. It would be appreciated if your table could be folded ready to be put away.

If you need any further information or clarification regarding any of these points please contact the organiser as soon as possible.

General Data Protection Regulations require that you are informed that your details will be kept in a safe and secure manner by the organiser. The organiser declares that any personal data held will not be sold or passed on to third-parties in any way without authorised consent. If you no longer wish to be considered for a stall please notify the organiser and your details will be removed.

(January 2024)