



PLUMSTEAD MAKE MERRY

Saturday 8 June 2019

12.00 noon – 6.00 pm

Plumstead Common London SE18

CONDITIONS OF PARTICIPATION

1. PITCH ALLOCATION

- You will be allocated a pitch at the festival as soon as your completed application and full payment have been received, and any additional documentation if required.
- You will not be able to change your pitch location on the day of the festival.

2. ACCESS

- Vehicle access will be provided via the gated vehicle entrance in Old Mill Road, opposite Chestnut Rise.
- Only one car will be permitted per pitch. **No vehicles will be allowed on site or in the parking area without prior registration of the vehicle license plate number.** Availability is subject to confirmation from the Royal Borough of Greenwich.
- The one allocated pre-registered vehicle for each stall is allowed on site once only before the event, and once only after the event for loading and unloading purposes.
- Vehicles will only be allowed on site between the hours of 08:30 and 11:00, and then again at 18:00. For reasons of public safety and to comply with license regulations, vehicles will not be allowed to move on site between the hours of 11:00 and 18:00.
- Vehicles must be removed promptly once unloaded to the parking areas by 11.00am.
- All vehicles must be escorted by PMM stewards while on site.
- On site speed limit: **Maximum of 5mph.**

3. EQUIPMENT

- You are expected to provide all your own equipment for the safe construction of your stall or activity. This includes any tables, chairs, displays, protection against the weather and Safety Equipment.
- If your stall or activity includes throwing any object, for example a coconut shy or cans, we insist that you have an adequate safety screen all around, to prevent injury to the public and other stallholders.
- **Please note that the Plumstead Make Merry will not be able to provide any equipment on the day.**

4. GENERATORS

- Generators **must be placed safely away from the public, suitably fenced off** and can only be refuelled after being turned off and allowed to cool down. This is the responsibility of the stallholder.
- Any stall using a generator must provide **adequate fire extinguishers** and notify the organisers at the time of application of their intention to use a generator. This is requirement of our license and any stallholder not fulfilling this requirement will be required to leave the site, fee non-refundable, according to the Health & Safety



regulations. Please note that there is an additional charge for the use of a generator (except for large food stalls).

- The generator, fencing and all other equipment must fit within your allocated stall pitch size.
- If you intend to use a generator, this must be stated and paid for at the time of application.

5. LITTER

- You are responsible for clearing any litter around your stall. Please make sure your site and the surrounding area is clean when you leave your pitch. Waste bins can be found around the site, some are for recyclable materials and some for general waste.
- **A penalty charge will be incurred if you do not adhere to this rule.**

6. CONTENT GUIDELINES

- Items not permitted to be sold, displayed or given away as prizes:
 - alcohol of any kind, including low alcohol products,
 - food or beverages, unless you are a food trader or agreed with us in advance at time of application,
 - livestock,
 - goldfish,
 - flammable materials,
 - age restricted items including spray paints, tobacco products and fireworks,
 - plastic knives,
 - toy guns or any other forms of 'toy' or 'replica' weapons,
 - any other articles that may prove dangerous in the hands of children or encourage acts of violence.
- We will permit non-commercial charity tombola stalls at our sole discretion.
- If your activities need any kind of license it must be available for inspection at the event.
- Please ensure your signs and exhibits do not overshadow or obscure any neighbouring displays.
- You must not use any amplification unless previously agreed in writing with us at time of application. This includes the use of radio frequency microphones or loudhailers.
- We cannot guarantee that any trader will have exclusive rights to sell a particular product or service. If we receive multiple allocations from traders wishing to sell very similar products or services we will set a limit on numbers at our discretion.

7. FOOD STALLS

- In line with legislation, only registered food providers can make and sell food or drink on the day.
- Please see our 'Additional Information for Food Stalls' which details what you need to do to apply, as well as providing information on regulations and guidelines.

8. HEALTH & SAFETY

- Stallholders must comply with all Health & Safety regulations at all times.
- For information on specific issues, contact the PMM Committee by email at info@plumsteadmakemerry.co.uk Please ensure that any questions are sent no later than one week prior to the event.



9. CANCELLATION POLICY

- If you have made a full application and money has been received/ cleared, but you then wish to make a cancellation, the following policy applies:
 - If notification is received 100 days prior to the event you will be eligible for a full refund,
 - If notification is received 60 days prior to the event you will be eligible for a 50% refund,
 - If notification is received 30 days prior to the event you will be eligible for a 25% refund,
 - If notification is received under 30 days prior to the event, you will not receive a refund.
- There are no exceptions to this policy as the event relies upon the income from stalls.

10. BYE LAWS

- Plumstead Common is subject to Bye Laws, which can be viewed at the Town Hall. These byelaws cover amongst other offences, litter, creating damage, parking, noise and nuisance. Breach of any byelaws will result in removal from the site by a Council Officer or Constable and/or prosecution.
- No person shall be allowed on the grounds without the consent of the Council (via the Plumstead Make Merry Committee) to sell or offer or expose for sale or let to hire or offer or expose for letting to hire, any commodity or article.

11. INSURANCE

All stall holders are responsible for obtaining their own Public Liability and other relevant insurances. The event organisers cannot insure stalls, including their infrastructure, contents and staff. Your inclusion at this event is at your own risk.

12. GENERAL

- There shall be no roaming around the event site selling, collecting donations or distributing material or any other means of promotion.
- The wearing of high-visibility vests is not allowed on-site by those working on or for stalls.

PLEASE RETAIN A COPY OF THESE CONDITIONS FOR YOUR INFORMATION