



## **Lough Neagh Artisans Market**

**Lock Keeper's Cottage, Toome**

### **Terms and Conditions**

**Trading: Market operates from 12.00pm – 4.00pm**

#### **Booking Terms**

- Public and Products liability insurance must be in place for the date of the market and a copy should be forwarded when requested.
- If you are not manning the stall yourself you must ensure your staff/volunteers are fully aware of all the trading information.
- ALL markets are subject to changes for reasons outside of our control.
- Lough Neagh Partnership reserves the right to move the market to an indoor venue (Toome House) if required.

#### **Cancellation Terms**

- Traders will receive a FULL refund if the market is cancelled due to weather/other reasons outside our control.
- Cancellations made by the trader will receive a full refund if cancelled 14 days before the event. Cancellations by the trader within 14 days will receive no refund.
- We are not liable for any direct or indirect loss occurred due to a cancellation or relocation of market.
- No compensation for travel undertaken or stock prepared for the market will be provided.

#### **Terms & Conditions**

- Set up will take place from **9.00am to 11.00am**
- Traders will be allocated an arrival time and must be on site no later than 10 minutes after this time to unload and set up
- Vehicles must be offsite after unloading and before traders begin to set up. Vehicles will not be permitted back onsite for reloading before the end of trading.
- Traders must be ready to trade from 12.30pm
- Traders are not permitted to pack up before 4.00pm and must be offsite by 5.30pm

- The artisans market will open for trading from 12.00 noon and will close at 4.00pm. Producers should not set up or take down within this period without consent from Lough Neagh Partnership representative.
- Traders who sell foodstuffs must provide Scores on the Doors rating proof in advance and be aware of and comply with food hygiene legislation, and be registered with your local environment health department.
- Traders must comply with any reasonable instruction given by the Lough Neagh Partnership's representative on the day
- Following set up, traders must be responsible for arranging their own car parking. There is parking available free of charge at St Oliver Plunketts, Toome, and in the adjacent car park. There is also free parking adjacent to Bannside Way housing development and there are three disabled parking spaces outside Lock Keeper's Cottage.
- It is advisable to be prepared to accept cash and card payments as Lough Neagh Partnership cannot be held responsible for any wifi issues / connectivity
- You as the trader agree to Indemnify Lough Neagh Partnership and Lock Keeper's Cottage from all claims, injury, damage, loss, expenses and costs howsoever caused
- In the event of any dispute regarding inclusion and all other matters relating to trading, the decision of Lough Neagh Partnership shall be final, and no correspondence or discussion shall be entered into.

## **Applications**

- Applications from members of Lough Neagh Artisans will be given priority
- Acceptance and non-acceptance of applications will be at the sole discretion of Lough Neagh Partnership and will be based on information given by the applicant
- Lough Neagh Partnership reserves the right to reject applications and not enter into any correspondence or otherwise explain reasons for its decision
- Stall positions are at the discretion of Lough Neagh Partnership.

## **Fees and Insurance**

- Stall fees and deposits are as outlined in the application form
- Fees must be paid in advance via PayPal and failure to pay the stall fee in advance will result in cancellation of pitch
- Each stallholder must hold and provide evidence of £5,000,000 product and public liability insurance covering outside events.

## **Products**

- It is the responsibility of the stallholder to ensure they conform to any safety and compliance standards pertaining to their products
- All products and stall representation must be of a high standard
- If too many stallholders apply to sell similar products, priority will be given to Lough Neagh Artisans, subject to quality standards
- Traders will need to provide their own branding for their stall to clearly identify their company name
- Pricing should be clearly marked on all items being sold at the market.

## **Stall Set Up and Equipment**

- Stallholders providing their own gazebos/marquees/covers must provide exact measurements and ensure they are in good condition and meet requirements of Lough Neagh Partnership
- Vehicles will only be allowed onto the market site for the purpose of loading and unloading
- All stall equipment including racks, tables, etc must be contained to the stall site boundaries. Public access ways must be clear at all times.
- Gazebos/covers etc must be erected securely and weighted securely at all times
- All equipment must be in good repair and operated in a safe manner
- Traders must observe health and safety requirements at all times
- The location of stalls will be determined by Lough Neagh Partnership. Every endeavour will be made to meet general wishes of stallholders with regard to position, without causing unfairness to others.
- Stallholders can request to borrow equipment from Lough Neagh Partnership at their own risk and must provide details of any equipment requests in advance.

## **Adverse Weather**

- Lough Neagh Artisans Market will operate in varying weather conditions and stallholders must be prepared for adverse weather
- Stallholders may pack up their stall due to adverse weather conditions but may not move unless permission is given by Lough Neagh Partnership representative
- No refunds/credits are given to stallholders for reduced trading hours caused by adverse natural / weather conditions
- Remember to bring cover for your products to protect them from the weather
- Traders are advised to layer up in case of inclement weather
- Lough Neagh Partnership will not be held responsible for any loss, damage or injury whatsoever resulting from adverse weather conditions
- In the event of Lough Neagh Partnership having to cancel the market due to adverse weather, traders pitch fees will be refunded but Lough Neagh Partnership is not liable for any loss incurred by the trader due to cancellation.

## **Waste and Rubbish Removal**

- Stallholders are required to remove their own rubbish and waste from their immediate stall location. Boxes and cartons must be removed from the market area.
- The waste bins provided in the market area are for public use only and are not for use by traders
- Stallholders are responsible for leaving their site and surrounding area clean and tidy.