

TERMS AND CONDITIONS

APPLICATIONS

By submitting an application, you agree to abide by the terms and conditions outlined below.

Salisbury City Council will notify you to confirm that your application has been received. Please note that submission of an application does not guarantee a pitch at our event. The Council will review all applications to ensure suitability.

Please submit completed applications **by Friday, 15th August 2026**

Due to the high volume of interest, we regret that we are unable to provide individual feedback on unsuccessful applications.

PAYMENT

Please **do not** send payment with your completed application.

If your application is successful, an invoice will be issued. Payment will be required within 30 days of the invoice date.

If a booking is made within 7 days of the event, payment will be required immediately.

Please note: Payment cannot be made on the day of the event. Failure to pay within the specified timeframe will result in cancellation of your booking and reallocation of the pitch. All pitch payments must be received in full prior to the event starting.

POSTPONEMENT OR ABANDONMENT

In the event of postponement or cancellation due to unforeseen circumstances (e.g. strikes, extreme weather, acts of God, or third-party issues), the Organisers shall not be held liable for any loss, damage, or expenses incurred by stallholders.

Pitch fees may be transferred to a future event/market. If you are not attending another event, a refund will be issued.

ELECTRICITY

All traders using the Council's power supply must ensure that all portable appliances (e.g. lighting, tills, scales, sound systems) have a valid Portable Appliance Test (PAT) certificate dated within the last 12 months.

The Council cannot guarantee access to electricity and reserves the right to refuse power allocation, particularly in cases of repeated overload.

SECURITY

Limited general security will be on site overnight. Stall holders are responsible for the insurance and safekeeping of all equipment or articles brought onto the site and no responsibility is accepted by The Organisers.

SUBLETTING

Stallholders are not permitted to sublet, subcontract, or share their allocated pitch without prior written approval from the Council.

If you wish to share your pitch with another trader, please contact the Events Team before submitting your application.

HEALTH AND SAFETY

Salisbury City Council places the highest importance on the health and safety of staff, traders, and the public.

Stallholders are responsible for complying with all relevant health and safety regulations and codes of practice.

Traders must manage and remove their own waste. A designated refuse area will be available for waste generated at the event only. Misuse of this facility will result in withdrawal of access, and traders will be required to remove their own waste from the site.

CANCELLATION

If you are unable to attend, you must notify us in writing at least 7 days before the event.

In the case of illness or emergency on the day, please contact us by phone or text as soon as possible.

Please note: **Stall fees are non-refundable.**

If the Council cancels the event (e.g. due to adverse weather), you will be notified as soon as possible. The Council is not liable for any travel or associated costs incurred.

CONDUCT OF TRADERS

All traders are expected to behave professionally and respectfully at all times.

Offensive language or behaviour that may cause distress to other traders, members of the public, or Council staff will not be tolerated and may result in immediate removal from the event.

FOOD TRADERS

All traders handling and preparing of food must comply with current food hygiene regulations.

All food traders must be registered with their local authority* as a food business. The registration must cover the scope and nature of the activities undertaken at the Event. (*mobile food businesses are required to register with the local authority in which they store their equipment.)

Food traders must make the City Council aware of any change in their National Food Hygiene rating as shown on the Food Standards Agency Website. All food traders must have sufficient food hygiene training to allow them to handle and prepare food safely. Please also refer to our Food Trader Guidelines, shown below.

CHALET SIGNAGE / DECORATION

You are responsible for clearly displaying the name of your chalet / company.

All signs must be clear to read and situated underneath the apex of the chalet, the sign must contain the chalet name only- no other advertising/promotional banners are permitted on or around your chalet.

The organiser will install some garland and lights around the apex, and these must not be removed and the power for the lights must be left on at all times.

OPENING HOURS

All traders must be fully set up and open by **11:00am** and remain open until at least **6:00pm**.

Failure to comply may result in your pitch being withdrawn, with no refund issued.

Closed or unmanned stalls during advertised hours negatively impact the event and will not be accepted.

COMPLIANCE

Traders must comply with these terms and conditions, as well as all applicable laws, regulations, and any additional instructions issued by the Organisers or relevant authorities.

LIABILITY/INDEMNITY

The Organisers, their staff, and representatives accept no liability for loss, theft, damage, or injury to persons or property.

Stallholders are fully responsible for any third-party claims arising from their participation and agree to indemnify the Organisers against any such claims, except where caused by the Organisers' negligence.

INSURANCE

All traders must hold valid public liability insurance with a minimum cover of £5 million.

Proof of insurance must be provided upon request.

PROHIBITED ITEMS

The following items are expressly prohibited and must not be sold on the Event/Market; medicines/drugs, combat knives, air guns, cross bows, other offensive weapons, items of a pornographic nature, fireworks, pets, animals, fish or livestock. This list is not exhaustive, and other items may be prohibited by the Markets Officer/ Event Lead.

DISCLAIMER

The Organisers, their staff, and representatives shall not be liable for any claims, losses, or damages arising from participation in the event, including but not limited to:

- Injury or damage to third parties
- Refusal of insurance claims
- Seizure or loss of equipment

This disclaimer does not exclude liability for death or personal injury caused by the Organisers' negligence.

Participants agree to indemnify the Organisers against any claims resulting from breaches of these terms or from their own actions or omissions.

DATA PROTECTION

All personal data will be handled in accordance with the **Data Protection Act 2018** and **UK GDPR**. Salisbury City Council will not share your information with third parties without your consent.

Food Trader Guidelines

- Traders handling open foods must have their own facilities solely for the hygienic washing and drying of hands. This means having an adequate volume of hot and cold water available for hand washing, a suitable receptacle in which to wash hands, and hygienic means with which to dry hands for example, paper towel. This does not apply to those traders selling uncut fruit and vegetables, fully packaged foods, dry goods such as pulses and grains or bread.
- Traders must ensure that all food contact surfaces (e.g. tabletops, table covers, storage containers and displays) are in a good condition and be easy to clean and disinfect. Surfaces must be smooth, washable, and constructed of non-toxic materials.
- Where necessary traders must have an adequate volume of hot and cold water available for cleaning; and where necessary disinfecting working utensils and equipment; and a suitable receptacle in which to clean these items and hygienic means to dry them.
- Where foodstuffs are cleaned traders must have adequate means to do so hygienically.
- Trader must make adequate arrangements and/or facilities for the hygienic storage and disposal of hazardous and/or inedible substances and waste (whether liquid or solid).
- Food traders must display and store high risk foods below 8°C at all times. Traders must have an accurate means to check the temperature of their chilled foods and records of those checks. Chilled foods which achieve a temperature above 8°C must be thrown away after 4 hours. (Please note that both the time and temperature requirement are set out in law. Accurate means a probe)
- Food traders must display hot foods above 63°C, if they fall below 63°C they must be thrown away after 2 hours. Traders must have an accurate means to check the temperature of their hot foods and records of those checks. (Please note that both the time and temperature requirement are set out in law. Accurate means a probe)

Please note that this is not an extensive list and you should abide by all regulations related to your business. If in doubt, please contact your local authority who should be able to assist.