



## **Stallholder Terms and Conditions**

Thank you for your interest in attending events organised by Cheltenham Animal Shelter. By submitting your application to be a stallholder, you agree to the following terms and conditions:

### **1. Application process**

- Completing the application form is a request to attend the event and does not guarantee a place. Cheltenham Animal Shelter reserves the right to accept or reject any stallholder applications.
- Cheltenham Animal Shelter will notify you of the success of your application and provide further details on the next steps if you are accepted.

### **2. Stall allocation**

- Stall spaces are allocated at the sole discretion of Cheltenham Animal Shelter. We aim to provide a diverse range of stalls and may limit the number of stalls offering similar products or services.
- Cheltenham Animal Shelter reserves the right to refuse stallholders whose products or services may conflict with the event's fundraising goals or the event's theme.

### **3. Event set-up and breakdown**

- Stallholders must set up their stalls during the designated set-up time and must be ready to trade when the event opens.
- Stallholders are responsible for their own set-up, including tables, chairs, displays, and any necessary equipment.
- Stallholders are required to stay for the full duration of the event and are not permitted to pack up early unless given prior approval by Cheltenham Animal Shelter.

### **4. Health and safety**

- Stallholders must adhere to all applicable health and safety regulations. This includes ensuring their stall is safely constructed, there are no trip hazards, and they comply with fire safety requirements.
- All products sold must meet safety standards and be safe for public interaction.
- Stallholders must carry appropriate public liability insurance, which covers any incidents arising from their participation in the event. Evidence will be required.

### **5. Sales and products**

- Cheltenham Animal Shelter reserves the right to restrict or prohibit the sale of certain items if they conflict with the mission of the Shelter, the fundraising goals of the event, or any relevant regulations.

## **6. Payment and Fees**

- Stallholders must pay the agreed stall fee in full by the agreed date, unless otherwise arranged in writing.
- The full stall fee is payable in advance. Following the event, 50% of the stall fee will be refunded, provided the stallholder was present and traded at the event.
- Payment details will be requested upon confirmation of your stall application.

## **7. Cancellation Policy**

- If you need to cancel your participation, please inform Cheltenham Animal Shelter as soon as possible.
- If a stallholder cancels their booking or fails to attend the event for any reason, Cheltenham Animal Shelter reserves the right to retain the full payment, including any deposit paid.
- In the event of an emergency or unforeseen circumstances, Cheltenham Animal Shelter reserves the right to cancel the event. In such cases, stallholders will be notified and offered either a refund or the option to participate in a rescheduled event.

## **8. Conduct**

- Stallholders must behave professionally and courteously towards event visitors, other stallholders, and event staff at all times.
- Cheltenham Animal Shelter reserves the right to ask stallholders to leave if their behaviour is disruptive, discriminatory, or otherwise unsuitable for the event.

## **9. Liability**

- Cheltenham Animal Shelter is not responsible for any loss, damage, or injury to stallholders, their property, or their staff during the event. Stallholders participate at their own risk.
- Stallholders agree to indemnify Cheltenham Animal Shelter against any claims arising from their actions or the sale of their products or services.

## **10. Photography and marketing**

- By participating in our events, stallholders grant Cheltenham Animal Shelter permission to photograph or video their stall and use such images in promotional materials, both online and offline.
- Any marketing or promotional materials created by the stallholder must be approved by Cheltenham Animal Shelter prior to distribution at the event.

## **11. Compliance with laws**

- Stallholders must comply with all local laws and regulations, including those concerning trading, product safety, taxation, and the sale of goods.

## **12. Changes to terms and conditions**

- Cheltenham Animal Shelter reserves the right to amend these terms and conditions at any time. Stallholders will be notified of any changes in advance.

By participating as a stallholder, you agree to comply with these terms and conditions. Thank you for supporting Cheltenham Animal Shelter and helping us raise funds for the animals in our care.

If you have any questions regarding these terms and conditions, please contact us at [events@gawa.org.uk](mailto:events@gawa.org.uk)