

## Arts & Crafts in Keswick – Stallholder Guidelines

These guidelines are here to make sure our fairs run smoothly and fairly for everyone. By booking a stall, you agree to follow the rules below.

### 1. Stall Space

- Standard stall size: Two 6ft Tables.
- If you'd like to bring your own display stand, it must fit within your allocated area and leave space for safe access.

### 2. Fees & Payment

- Stall fees are £20 a day per standard stall.
- Payment is required in advance to confirm your booking. Please use your surname plus the date of your next attendance as payment reference e.g. 'Jones 12 April'
- Fees are non-refundable unless the event is cancelled by the organisers or venue

### 3. Pitch & Goods for Sale

- Stalls should feature handmade, hand-crafted, or creatively designed work by the stallholder. No mass-produced, bought-in goods. No alcohol, food or drinks to be sold.
- Stalls must be looked after by the maker or their representative.
- We encourage eye-catching displays: tablecloths to the floor (without trailing), neat presentation, and safe arrangement
- Lighting display units to have LED bulbs.
- Wi-fi is available for taking payments only and is provided by The Group, not the venue.

### 4. Setup & Pack Down

- Set-up time: from 8:30am, ready by 10am. Pack down: not before 4:30pm.
- Access to the venue is permitted only on days it has been hired by The Group; storage of items at the venue is not permitted.
- Shared set-up / pack down tasks appreciated (tables, signage, bins)

### 5. Housekeeping

- Any damage to the premises or contents must be reported on the same day.
- Vehicular access to Lake Road permitted before 10:30am and after 4:30pm
- Parking - if you park in the residential areas, please be courteous and considerate of local people. The town is monitored by traffic wardens.
- Kitchen available (fridge/microwave) – bring your own supplies.
- Stall holders are responsible for taking down tables, vacuuming their stall area, and cleaning kitchen area after use.

## **6. Conduct & Courtesy**

- Please be respectful, kind & welcoming.
- Customers must be allowed to browse at their own pace. Selling must take place within your stall space.
- The fair will be held in Lake Road Chapel's church hall. Stallholders are asked to respect the values of the church in using their space, even if your personal beliefs differ.
- Please keep fire exits, walkways, and access points clear.
- Respectful, friendly engagement with customers is encouraged.

## **7. Insurance & Responsibility**

- Stallholders are responsible for their own stock and equipment.
- Electrical equipment must have PAT certificate.
- Stallholders must carry their own Public & Product Liability Insurance with a minimum of £1,000,000.

## **8. Communication**

- Any concerns, suggestions, or complaints should be directed to the organisers, who will listen to all sides and aim to resolve the matter informally and fairly.
- Our goal is to make the fair a positive experience for everyone.
- By attending, stallholders agree to follow these guidelines to keep the event fair and enjoyable for everyone.