



Guidelines for Stallholders

1. Stallholders may enter the hall from **Thursday 28th July from 8am.**
2. Vehicles will not be allowed on site after **11am** so you are requested to arrive early and set up your stall and remove your vehicle from the site to the car park **before 12pm.** Stallholders arriving after this time will be delayed significantly and vehicles will not be allowed on site for unloading.
3. Upon arrival at Event Site entrance, please drive to the car park and park there temporarily.
4. Please remember to bring your stall entrance tickets, as failure to do so will result in the full fee being charged to enter the site.
5. Once on the site you will be escorted with your vehicle to the stall exhibition areas. **You must drive slowly and carefully once on the site due to safety and security reasons.**
6. Once in the stall area quickly unload stock and take it inside. The stalls will be held in the main Exhibition Hall which will be known as the 'Bazaar'.
7. Once all stock has been unloaded, please quickly return your vehicle to the event stallholder designated parking area outside the site. **Vehicles are not permitted to park on the site.**
8. We regret that we cannot assist in the movement of stock between vehicles and the hall.
9. Each stall will be numbered and this will be displayed on a stall plan. Please find your allocated stall number and name where you can leave your stock before returning to park your car.
10. Once you (or your assistant) have reported to the stalls team, you may begin setting up your stall.
11. Please make sure your stall is constantly attended throughout the whole day. This is for security and safety reasons.
12. If you must leave your stall unattended, please lock any cash boxes and put them out of sight. Stock and cash is left at the owner's discretion.
13. We regret that we cannot provide safe places for storage.
14. We ask that you respect your neighbours' rights. Do not encroach into their stall / stock space. However, agreements to share this space and/or sockets etc. are, of course, permitted. We do not advise asking your neighbour to look after your stall, no matter how short the amount of time.
15. If you are playing audio/visual material, it should only be audible within the immediate proximity of your stall. We would prefer that you provide headphones for your customers' use.
16. For reasons of electrical safety, we ask that you do not plug high current items (e.g. heaters/high-powered lighting) or extensions or multi-plug adaptors in to your electrical sockets. Only one plug per socket!
17. **We ask that you vacate the stalls area on Sunday 31st July from 2pm. We ask you to leave the Stall area clean and tidy as you found it. All rubbish to be placed in skips provided. Stallholders who fail to do this will be liable to a £100 fine plus any costs incurred. To cover this we will require a separate refundable deposit of £100 for each stall; this will be refunded upon satisfactory inspection of each stall area.**
18. If at any point during the event you have any questions, please do not hesitate to contact the Stalls Team.
19. **Please bear in mind the Terms and Conditions that have been set down and signed.**
20. When dealing with participants please observe professional and courteous etiquettes
21. For those producing merchandise (printing or otherwise) on site or bringing merchandise from outside, please remember the ISB, Islamic Scouts of Britain and Living Islam logos and the words 'Living Islam', 'ISB', 'Islamic Society of Britain', 'Islamic Scouts of Britain' are all owned by ISB and should not be used in any printing on any material without prior written consent from ISB.
22. Products which are likely to cause offence and allude to, indicate or refer to any sort of violence, extremism or discrimination will not be permitted on site.
23. The Festival organisers have the right to remove any item from any stall which in their opinion goes against any of the rules or goes against the spirit of the event. We also reserve the right to suspend any stall at any time without prior notice if you fail to abide by the terms & conditions and guidelines or instructions given by the Festival organisers.

Terms & Conditions for Stallholders

1. Each stall consists of an area of 7' x 6', one table 6' x 2', two chairs and one electricity socket
2. The Fee for stalls (as detailed in table on page 1) is for the duration of the Event regardless of whether it is used for part or whole of the Event
3. Discounted rates apply to FULL RECEIVED payments by the specified dates
4. Requests for **additional tables** must be submitted with the application form and will be allocated subject to availability of tables and space. Additional **electrical points** and other special requirements must be advised in the application form, and may be provided at additional cost subject to availability
5. All fees must be **paid in advance to confirm** the stall booking. If any stallholder has paid part of the fees, then the outstanding amount must be received 28 days before the event. No stall will be allowed to set up until full payment of fees and the £100 deposit has been confirmed. A confirmation of the stall along with tickets and guidelines will be sent prior to the event.
6. Stall fee includes **entrance tickets** for the event for **two people** (plus **one person** per additional table). Extra individuals at the Stall will be required to purchase valid entrance tickets.
7. There is **no sleeping in the stall areas**. The organisers are not responsible for food and accommodation. These may be purchased at normal participant costs.
8. **Literature/Material:** No literature or materials may be sold or distributed freely at the Event without prior permission from the Organisers. Any material that the Organisers find on the stall to be "un-Islamic", offensive or unsuitable (as deemed by the Organisers) will be asked to be removed immediately. Refusal to do so may result in expulsion from the event. No stallholder is to sell any books/tapes/CD/DVD or any audio or video products, without prior permission. A comprehensive list of books/tapes/CD/DVD must be provided for vetting by the Organisers prior to the event. Only products vetted by the Organisers will be allowed to be displayed at the event. Any products not vetted will have to be removed immediately.
9. Stalls holders can only distribute Literature and/or materials within their designated Stall area once the Organisers have granted permission.
10. No Stallholder can sell any food items, snacks and drinks at the Stalls, unless prior permission has been sought before the Event.
11. The Organisers cannot guarantee that sales will cover the cost of the Stall.
12. **Departure:** We ask that you vacate the stalls area on Sunday 31st July 2016 from 2pm. We ask you to leave the Stall area clean and tidy as you found it. All rubbish to be placed in skips provided. Stallholders who fail to do this will be liable to a £100 fine plus any costs incurred. To cover this we require a separate refundable deposit of £100 for each stall which will be refunded upon satisfactory inspection of each stall area.
13. The Organisers are not responsible for any injuries or loss of property incurred at the Event and request Stallholders to make their own necessary insurance arrangements.
14. Any problems, queries or disputes during the Event must be referred to the Stalls Manager. The decision of the Stalls Manager is final.
15. Breach of any of the above conditions may result in immediate expulsion from the site without refund of Stall fees or any other costs incurred for the Event.
16. **Cancellation Policy:** (a) Cancellations on or before 31 March 2016 will incur an administration charge of 25% of the total stall cost. (b) Between 1 April-31 May 2016 inclusive will incur an administration charge of 50% of the total stall cost. (c) NO REFUNDS for cancellations after 1 June 2016