Pexmas Festive 2015 - Stallholder Information Pack

About
Pexmas has been running markets, festivals and events in Peckham for three years. Back with a bang on December 12th, Pexmas will return with our festive flagship event. There will be a Christmas market open to stalls selling items folks will be interested in at this time of year, including gifts, decorations, wrappings and food hamper treats. We are also seeking a selection of hot fooder traders. Punters will be provided with mulled wine, craft beer, and choirs and other treats to entertain them while they peruse your wonderful wares. This is a great opportunity to show off your bits and bobs to the local community (and the many who come from further afield) and have a very merry time while you're at it. The event will be free for the public to attend.

Please find the stallholder application form on the Pexmas website. We hope to hear from you soon!

Venue: TBC (a park in Central Peckham)
NB: We're not able to provide power for traders - sorry folks - and you need to be prepared to pitch on either hardstanding or grass. Once the venue is confirmed we'll be able to let you know, but be ready and happy for either.

Timings: TBC (approximately 12pm - 6pm)

Types of Stalls - Price and Pitches
Anything goes for the festive market! As long as your product will be of interest to festive shoppers as a gift, decoration or food item for the season we want to hear from you.
In terms of selecting the markets to feature at Pexmas, we are looking for the highest quality items for our customers and a wide range of goods and pricing across the market. We will endeavour to restrict the inclusion of too many stalls selling the same items to ensure variety and fair competition for stallholders. We won't discriminate on the basis of experience, locality, or pricing.

Street Food / Hot Food Stands: £120
Pexmas is seeking approximately 15 street food/ hot food stands, on a 3x3m pitch. Anyone selling savoury/street food designed to eat on site (not to take home/storecupboard etc) AND/OR cooking on site are considered street food vendors and should apply in this category. This is to ensure compliance with licensing from Southwark Council and the conditions of our event application. Vendors should provide their own stand, power supply, tables/gazebo, and all other necessary accessories. You must also have food hygiene certificates and be registered as food businesses with Southwark Council.

NB: If you trade from a vehicle, please let us know all dimensions and access requirements on your application form and we will see if we can accommodate you.

Showroom Pitch: £80
We have space for approximately 10 showroom pitches. These are 3m x 3m spaces with one 6ft x 2ft table provided; vendors will need to bring their own gazebo and accessories.

This spot is ideal for a vendor of clothing, furniture, or anything else that requires a more spacious 'shop' feel.

Large Stall Pitch: £55
These pitches are 6ft x 2ft tables, with table and cover only. Please note you are likely to have an immediate neighbour on one, if not both, sides and so will not be able to bring extra items/furniture to display at the sides of your stall. We also ask that you keep the ground in front of your stall clear for safety reasons. There is no power available for traders.

Small Stall Pitch: £40
These pitches are 4ft x 2ft tables, with table and cover only. Please note you are likely to have an immediate neighbour on one, if not both, sides and so will not be able to bring extra items/furniture to display at the sides of your stall. We also ask that you keep the ground in front of your stall clear for safety reasons. There is no power available for traders.

Pexmas will provide:

- The venue
- A stall table for non hot food vendors only
- Overhead cover to protect you and your products (for large and small stalls only)
- A safe environment for the public and traders including security personnel
- License for the event and market only. This does not cover your activity or products
- Marketing of the festival to customers via social media (Twitter: 4,000 followers, Facebook: 800 followers, and website) leaflets (min 5,000), posters, banners etc.
- Point of contact in advance for advice
- Logistics support on the day
- A feedback structure.

Stallholders to provide:

- All goods for sale; please bring enough to last the day, especially food vendors!
- A sufficient float and cash box
- A table cloth and dressing should you wish to have one - do consider the medieval/olde worlde theme and if you have any simple stylish cloths and fabrics do use them!
- A high stool to sit behind your stall if you wish. Regular chairs/stools may be too low to see over the stall! We recommend standing to better engage with and encourage customers
- Security and insurance of cashbox and goods
- Sellers for full trading hours
- Food hygiene and safety certificates, public liability insurance, necessary licenses, risk assessments and copyright of their own goods - there will be an inspection by the council so please send these to Pexmas in advance and bring hard copies on the day
- Sellers for food products must also be registered with Southwark Council; there is a form to fill in (even if you have traded in Southwark before) but it's simple and you should have all the info to hand.

Terms and Conditions
These terms and conditions are mandatory for all traders and are designed to ensure the event operates safely and to the highest standards. Failure to comply with these terms will result in the removal of a Stallholder from the event without refund. Stallholders are liable

for any costs incurred by Pexmas or the Venue as a result of non compliance with these terms.

Goods for Sale

- All goods must be appropriate to be viewed by a family audience
- All goods must be kept within the boundaries of your own stall area
- All goods must comply with international copyright regulations
- All goods must be displayed in a manner which is safe, risk assessed and conducive to a busy marketplace
- Food and beverage vendors of **all types** (hot food, produce etc) must show in advance and on the day proof of Food Hygiene Certification, Food Safety Certification **to a minimum of 3 stars**, public liability insurance and be registered to trade with Southwark Council. THERE WILL BE AN INSPECTION BY THE COUNCIL!
- No water mains available on site
- Any use of LPG Applicances requires a Gas Safety Certificate.

Pitches

- Stallholders will not be able to select their pitch
- Pitches will be allocated to ensure the safe flow of people through the space and best journey across the market for the public
- Stallholders will not have advance knowledge of their exact location in the market
- No additions or alterations may be made to the fabric of the park
- Signage must be smart and installed safely without damaging the park
- The organisers reserve the right to object to anything in anyway associated with the pitch or goods which are not deemed appropriate for the benefit of the event. The stallholders accept that they must immediately rectify any such occurrences to the satisfaction of the organisers.

Set Up and Get Out.

- Stallholders will be allocated set up time slots prior to the event to avoid congestion.
- If arriving by vehicle please be advised that there are likely to be VERY STRICT parking and waiting restrictions you are advised to park a short distance from the site in a permissible parking spot and please be aware that usual regulations of the road apply. Do not violate parking restrictions or you will get a ticket!
- Early arrival or departure without the express permission of the organisers is not permitted.
- The streets around the site are likely to be residential, with parking limitations. There is no allocated parking for stallholders at the venue. We ask that stallholders are sensitive to our neighbours when parking their vehicles nearby.
- Stallholders must remove all their large rubbish items from the venue at the end of the day. There are bins provided for small personal rubbish but boxes and packaging **must** be taken away by the stallholders.

Staffing

- Stallholders must ensure their pitches are staffed at all times
- Staff must be presentable at all times
- Staff must not behave in any way to bring the event into disrepute.

Power and Electrical Equipment

- There is no power on site. We can't supply electricity for stallholders or street food.
- Electrical equipment is not permitted; generators are not permitted unless details submitted to us in advance and signed off by the council.
- Hot food sellers must bring their own power supply for outdoor stands
- No amplified noise is permitted
- There is no access to water on site.

Insurance, Licensing and Indemnity

- The Venue holds a license from Southwark Council for the event. If the sale of your goods requires a specific license, it is the responsibility of the stallholder to obtain this and supply a copy to Pexmas
- Pexmas Ltd holds public liability insurance for the event. It is the responsibility of each stallholder to consider their own requirements for public liability insurance for their own goods
- Pexmas Ltd holds risk assessments for the overall event. Each stallholder should provide a risk assessment for the sale of their goods and bring this on the day. A template can be provided should you require one
- All stallholders should carry out their business in line with current UK Health and Safety regulations
- Stallholders are responsible for ensuring copyright laws are upheld in regards to their own goods
- Pexmas does not accept liability for any loss or damage to stallholders' goods, property or personal items. Stallholders are responsible for obtaining their own insurance for these.

Payment Terms and Cancellation Policy

- Payment must be made within 5 working days of the date of invoice. If payment is not received within these terms the application will be cancelled and the stall allocated to a stallholder on the waiting list.
- We operate a strict non-refundable payments policy. Please note that once an application has been agreed and accepted **NO PAYMENTS ARE REFUNDED due to stallholder cancellation.**

Safety on Site

- Stallholders should be alert to safety hazards and immediately inform the organisers of any incidents on site.
- No naked flames or heat sources are allowed on site with the exception of hot food stands with appropriate licenses and risk assessments
- Stallholders should note the emergency exits and obey all announcements in the event of an evacuation.