



Leith Festival
Association, 1st floor,
17 Academy Street,
Leith, Edinburgh
EH6 7EE

Leith Festival Gala Day Stall Application Form 2022

Welcome! Leith Festival Gala Day takes place on Leith Links on Saturday 11th June 2022. A pitch will be allocated to you on application and receipt of payment.

Please complete and submit this form to apply for a pitch at Leith Festival Gala day 2022. Pitches will be allocated only on receipt of full payment by Leith Festival Association either by BACS, or by cash or cheque to the office. Confirmation will be sent on receipt of payment.

BACS: Leith Festival Assoc
sort code: 80 02 71
acct no: 00488748
(use GALA/your organisation name as reference please)

Cheques:
Make payable to Leith Festival Association and return to:
Leith Festival Association, 1st floor, 17 Academy Street, Leith, EH6 7EE

Please read the following terms and conditions then complete and submit this form no later than April 30th 2022.

All payments for the 2022 event must be paid no later than 30th April 2022 to guarantee your spot.

Stall Pricing

This form is for a Standard Stall Pitch at a cost of £50.00 per pitch (3m x 3m)

If you wish to apply for a Hot Food Stall at a cost of £90.00, please complete the Hot Food Stall Application instead. Please note hot food stall spaces are limited.

Terms and Conditions

When you submit this form and pay the registration fee (and no booking will be accepted without it), you are agreeing to the following conditions:

Times:

Setting up time is from 7.00am to 9.45am. No vehicle movement will be allowed on Leith Links between 10am and 4.00pm. Trading will cease at 4.00pm. Please note no vehicle movement will be allowed until after 4.00pm.

Vehicles:

Each stall will be allocated a designated parking space for one vehicle. The stall pitch will be allocated on arrival, a steward will guide you to your allotted space. Vehicle access by LINKS PLACE only. Postcode EH6 7EZ. We are required to ask you to provide the vehicle registration number of the vehicle you intend to bring. No vehicle movement will be allowed on Leith Links during the trading times - 10.30am and 4.00pm. All vehicles must adhere to traffic regulations and to the traffic movement set by Leith Festival Association. All vehicles must not exceed the 5 mile per hour speed limit whilst on Leith Links

Glass:

Glass containers will not be permitted on site and should not be brought onto Leith Links

Designated Pitch Area:

Each stall pitch allocated is measured for you at 3m x 3m. Stallholders must provide their own tables, rails, coverings and anything else required for their day's trading. There is no electricity, gas supply or running water on Leith Links. Please ensure that you have all relevant electrical certificates and food trading licenses available for inspection. All items must remain within your allocated area. Your stall must remain behind the white painted line.

Health & Safety:

All stallholders are responsible for the cleanliness of the immediate area surrounding their stall and for tidying up and disposing of their own rubbish (especially food waste). Leith Festival Association will provide wheelie bins for litter from the general public.

Leith Festival does not permit the selling of 'Silly String' in any form as well as any other such substance which is deemed unsafe and harmful to people and pets in attendance as well as the environment at large. Bins are not provided for the discarding of any of your surplus goods.

Food:

Because of the strict regulations governing food health and safety and food hygiene, no stallholder may sell food (hot or cold), without permission from the Leith Festival Association. You must also comply with the Food Hygiene Act 1995 and the Food Safety Act 1990.

An inspector from the Department of Environmental Health will be present on the day and stalls will be monitored.

No alcohol for the use of sale or for give away is permitted on any stall during Gala Day

Refunds:

If after paying for your stall pitch you are unable to attend, please inform Leith Festival at least one week prior to the event on Saturday 11th June 2022. You will receive a refund less £5.00 cancellation fee.

Stall Pitches:

Stall Pitches must be paid in full by 30th April 2022. If payment in full has not been received by the required date, your booking may be deemed, null and void.

If you are purchasing your stall pitch after the above date - 30th April 2022, payment will be required to be paid in full when submitting this form.

Last minute form entry and payment must be with Leith Festival no later than Wednesday 8th June 2022

***Required**

1. Please confirm you have read and agree to the above information in full before continuing by checking the box then continue to the next section. *

I agree

Your Organisation

2. Business/Organisation Name *

3. Contact Name *

4. Contact Number *

5. Email *

6. Business/Organisation Address *

7. VEHICLE REGISTRATION NUMBER (For the purpose of parking on Leith Links next to the stall):

8. Type of Organisation *

Mark only one box.

- Pre-prepared Food Stall (no electric hook-up/generator). If you plan to make or sell fresh food on site, please complete the hot food stall application instead.
- Standard Stall

9. Are you a charity/Not for Profit organisation?

Mark only one oval.

- Yes
- No

10. Short Description of what you will be selling/the purpose of your stall. *

11. Please email copies of your trading licenses/food certification (if required) to office@leithfestival.com immediately on submission of your application. Your booking will not be confirmed until we receive your paperwork.

Files submitted:

12. Payment

The cost for a Standard Stall Pitch at Leith Festival Gala day is £50.00 per pitch (3m x 3m). We cannot currently accept payments as part of the online booking process. Please advise how you plan to pay below. Your booking will not be confirmed until we have received payment in full and you receive written confirmation of your stall allocation.

BACS:

Name: Leith Festival Assoc

sort code: 80 02 71

account number: 00488748

(use GALA/your organisation name as reference please)

Cheques should be made payable to Leith Festival Association and returned to: Leith Festival Association, 1st floor, 17 Academy Street, Leith, EH6 7EE

13. Stall Pitch Pricing - Multiples of pitches will be charged at £50.00 each. Please confirm *

Mark only one box.

- One Standard Stall Pitch - £50.00 per pitch (3m x 3m)
- Multiple Pitches - please indicate how many pitches you need below.

14. If you selected Multiple pitches above please advise number below. Otherwise skip this question.

-
15. How will you pay? *

Mark only one box.

- BACs Transfer
- Cash/Cheque to the office

Disclaimer

Leith Festival Association cannot accept responsibility for any item/s lost or stolen from your stall. Please do not leave goods and valuables unattended at anytime throughout the day.

Leith Festival sets all terms & conditions to ensure a safe and happy day for public, stallholders and volunteers alike. If any stallholder does not help us by complying with them in full, we reserve the right to decline their application and future applications.

Signed: _____ Date: _____

Once complete, please submit this form to the Leith Festival Offices along with payment.