



Leith Festival Association Ltd
1st floor, 17 Academy Street
Leith, EH6 7EE
email: office@leithfestival.com
Scottish Charity No: SC036496

Stall Application Form

Leith Festival Gala Day - Saturday 10th June 2023

Welcome! Leith Festival Gala Day takes place on Leith Links on Saturday 10th June 2023. A pitch will be allocated to you on application. Please read the enclosed terms and conditions (page 3).

Complete and return this form to office@leithfestival.com for no later than March 31st 2023.

Please complete and return this form with full fee:

BACS (preferred): Leith Festival Assoc

sort code 80 02 71

acct no 00488748

(use GALA/your organisation name as reference please)

Cheques can be made payable to Leith Festival Association and returned to:

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

All payments for the 2023 event must be paid no later than 30th April 2023 to guarantee your spot.

Please note we are considering a new stall layout for gala day 2023. Therefore if your stall does not conform to the 3x3 metre size restriction, or you have other requests regarding your stall placement, you **MUST** notify us of this in your application. There may be an additional charge for special requests.

Personal Details

BUSINESS/ORGANISATION NAME:

CONTACT NAME:

ADDRESS:

POST CODE:

CONTACT NUMBER:

EMAIL ADDRESS:

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

Stall Pitch Pricing

NOTE: If your stall is more than 3x3m you will be required to pay for additional pitches as required. Multiples of pitches will be charged at £50.00 per 3x3 metre space . please specify:

Standard Stall Pitch: £50.00 per pitch (3m x 3m)

Number of Pitches required:

What will you be selling/offering? Please be specific about the type of goods you are selling as this will allow us to ensure a good variety of vendors on the day, and potentially avoid duplication/placement next to another vendor offering similar goods:

Details of any additional requirements (e.g. to be placed next to another particular vendor). We cannot guarantee that we will be able to meet all requests, however we will do our best to do so where possible. Some requests may require an additional charge . We will contact you to advise if we are able to accommodate your request. If you do not receive confirmation before gala day, please assume we have been unable to accommodate your request.

Are you a charity/Not for Profit organisation? Yes No

Leith Festival Gala Day Saturday 1 0th June 2023

Terms and Conditions

When you 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. No vehicle movement will be allowed on Leith Links between 10am and 4:00pm. Trading can cease from 4.00pm and all equipment must be cleared by 5pm.

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 - 10.00am and 4.00pm. All vehicles must adhere to traffic regulations and to the traffic movement set by Leith Festival. All vehicles must not exceed the 5 mile per hour speed limit whilst on Leith Links

Glass

Drinks **MUST NOT** be distributed in glass containers. Glass will not be permitted on site and should not be brought onto Leith Links. Exceptions are stalls selling chutneys, jams and similar products which typically come in glass containers.

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 within the marked pitch. If you have any additional requirements for your stall you must notify us of this in advance, and there may be an additional charge for this. We cannot guarantee that we will be able to accommodate additional requests, if we have not confirmed this with you in advance of the day you should assume that we have not been able to make the requested accommodations.

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, without express

permission from Leith Festival Association. If permission is granted it is the responsibility of the stall holder to ensure they have the appropriate licenses in place for the sale of alcohol.

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 10th June 2023. You will receive a refund less £5.00 cancellation fee.

Payment for Stall Pitches

Stall Pitches must be paid in full by 30th April 2023. 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 2023, 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 Friday 3rd June 2023.

Leith Festival 2023 runs from Saturday 10th to Sunday 18th June

Stall Pitch Form Agreement

Please make sure you have read and understood the terms & conditions on this form in full and agree to its terms and deadlines before signing.

Name:

Signature:

Date:

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 any-time 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.

Leith Festival Association reserves the right to refuse any application.

If you have any questions about this application, please contact us.

We hope you have a great Gala Day.