

# Stall Holder Rules & Conditions

It is understood that in signing for stall space, the event rules and conditions will be adhered to.

1. Access to the visitors centre will when the café opens, you can have the stall until the café closes (this must include pack down). If you are booked for a Saturday please be aware that Parkrun takes place at 9am and the car park does get very busy, the café is open from 8am if you want to arrive early.
2. You are responsible for setting up and taking down of your own stall, two trestle tables and two chairs will be provided.
3. Houghton Hall Park Officers will not be on site, any questions or queries need to be sent prior to the the day, if you have not visited before we would recommend coming to visit before the day.
4. Stallholders must stay will their stall for the duration of the day.
5. Stall holders are responsible for the safe keeping of all goods and items on their stands. Houghton Hall Park (HHP) will not be responsible in any way for the loss or damage to property whilst it is on site.
6. Stall holders are required to take out the necessary insurance against fire and all other risks and must have Public Liability Insurance. The stall holder indemnifies HHP against all claims, damages or expense whatsoever in any way arising out of his/her attendance or his/her exhibits on site.
7. If food products are being sold all appropriate food hygiene certificates must be sent to HPP before the event.
8. The sub-letting of stalls is forbidden.
9. The booking form for stalls must contain an accurate description of goods to be exhibited or sold, only items of this description will be allowed.
10. Jumble stalls will not be permitted to be included at HHP events.
11. Stall holders must familiarise themselves with fire precautions.
12. The distribution of leaflets, posters and other billing materials outside the confines of the stall is forbidden except by prior permission from HHP.
13. HHP reserves the right to refuse an application for stall space.
14. Stall holders are responsible for the cleanliness of their stands and all refuse must be removed at the end of the event.
15. Any stall holder cancellations should be made in writing. Any cancellations made within two weeks of the event date will require FULL payment and will be non-refundable.
16. Upon entering the event site, you must ensure that your exhibition, equipment, vehicles and any other property is in a safe condition for all persons that my come into contact with it, your colleagues conform to all statutory and local conditions, all goods and services sold at the event should conform to current trading standards legislation.
17. Houghton Hall park will advertise your stall on social media the day before, you are welcome to send photographs to use. Adverts will also go in notice boards around the Visitors Centre and park, our newsletter and website, if you have a specific poster for your stall you'd like us to use please email it and we will display it the week before.

