

## **Artisan Craft Market Terms & Conditions**

### **1. Purpose of the Event**

- 1.1 This Artisan Craft Market is organised by Causeway Coast Vineyard Church. The purpose of the market is to support local business, showcase local skills and create a warm and welcoming event for the community.
- 1.2 Surplus income generated from the event will be used to support the ministry activities of the church.
- 1.3 By participating in the market, traders acknowledge and support these community-focused aims.

### **2. Applications and Acceptance**

- 2.1 Submission of an application does not guarantee a trading space.
- 2.2 The organiser reserves the right to select traders based on product quality, suitability, uniqueness, available space, and the overall balance of the market.
- 2.3 Successful applicants will receive written confirmation of acceptance.
- 2.4 The organiser reserves the right to decline any application without providing a reason.

### **3. Stall Fees and Payment**

- 3.1 Stall fees must be paid in full by the date specified in the booking confirmation.
- 3.2 Failure to make payment by the stated deadline may result in the booking being cancelled and the space being offered to another applicant.
- 3.3 No trader may occupy a stall until payment has been received in full.
- 3.4 Stall fees contribute towards the costs of organising and delivering the event, including (but not limited to) insurance, equipment, administration, marketing.

### **4. Cancellation Policy**

- 4.1 All cancellations must be submitted in writing by email.
- 4.2 Stall fees are used to meet organisational costs incurred in arranging the market. For this reason, refunds may be limited once costs have been committed.
- 4.3 Cancellations received 21 days or more before the event date may be eligible for a refund of up to 50% of the stall fee, at the organiser's discretion.
- 4.4 Cancellations received less than 21 days before the event date are non-refundable.
- 4.5 Traders who fail to attend without prior notification will forfeit all fees paid.
- 4.6 Bookings may not be transferred to another trader without the organiser's prior written consent.
- 4.7 If the organiser cancels the event, traders will be offered a full refund of stall fees paid.
- 4.8 The organiser shall not be liable for any consequential losses arising from cancellation, including loss of earnings, travel costs, accommodation costs, or loss of stock.

### **5. Products and Trading Standards**

- 5.1 Traders may only sell products approved through the application process.
- 5.2 Products should be handmade, handcrafted, designed, created, or substantially altered by the trader unless otherwise agreed by the organiser.
- 5.3 We reserve the right to request the removal of any item considered unsafe, inappropriate, offensive, counterfeit, or in contradiction of Causeway Coast Vineyard Church's Ethos and Values. We reserve the right to refuse admission or to ask a seller to leave without refund should they be found to be in breach of our Anti-Counterfeiting, Stolen and Unsafe Goods Policy. In some cases, Trading Standards and/or PSNI may be notified.
- 5.4 Traders are responsible for ensuring that all products comply with relevant UK legislation, safety standards, and labelling requirements.

## **6. Stall Presentation**

- 6.1 Traders are expected to present their stalls professionally and maintain an attractive display throughout the event.
- 6.2 Displays, stock, signage, and equipment must remain within the allocated trading space.
- 6.3 The organiser reserves the right to request reasonable improvements where a stall presentation detracts from the overall appearance or safety of the event.

## **7. Set Up, Trading and Departure**

- 7.1 Traders must arrive, unload, and complete set-up within the times specified by the organiser.
- 7.2 Vehicles must be removed from designated unloading areas promptly after unloading.
- 7.3 Traders must remain open and trading during all advertised event opening hours.
- 7.4 Early departure is not permitted without prior approval from the organiser.
- 7.5 At the end of the event, traders are responsible for removing all stock, equipment, packaging, and waste from their allocated space.

## **8. Health and Safety**

- 8.1 Traders are responsible for ensuring that their stall, display equipment, and products do not present a risk to visitors, volunteers, staff, or fellow traders.
- 8.2 Electrical equipment must be safe, fit for purpose, and compliant with applicable regulations.
- 8.3 Fire exits, emergency access routes, and walkways must remain unobstructed at all times.
- 8.4 Any accident, injury, or safety concern must be reported immediately to the organiser.

## **9. Insurance**

- 9.1 All traders are strongly encouraged to hold appropriate Public Liability Insurance with a minimum cover level of £5 million.
- 9.2 We may request proof of insurance before or during the event.

9.3 Traders selling food products must hold all licences, registrations, and certifications required by law and make these available upon request.

## **10. Food and Drink Traders**

10.1 Food businesses must be properly registered with their local authority.

10.2 Food traders must comply with all relevant food hygiene, food safety, allergen, and labelling regulations.

10.3 Responsibility for the preparation, storage, transport, and sale of food products rests solely with the trader.

## **11. Conduct**

11.1 Traders must conduct themselves in a professional, respectful, and courteous manner at all times.

11.2 The event is supported by staff and volunteers. Traders must treat volunteers, organisers, venue staff, visitors, and fellow exhibitors with respect.

11.3 Bullying, harassment, abusive behaviour, discrimination, or conduct likely to bring the event into disrepute will not be tolerated.

11.4 The organiser reserves the right to require any trader acting inappropriately to leave the event without refund.

## **12. Fundraising Activities**

12.1 The organiser reserves the right to undertake fundraising activities during the event.

12.2 Traders may not conduct raffles, collections, prize draws, or other fundraising activities without prior written permission from the organiser.

## **13. Photography and Promotion**

13.1 Photographs and video recordings may be taken during the event.

13.2 By attending the event, traders grant permission for photographs or video footage of their stall, products, and displays to be used by the organiser for:

Social media; Websites; Marketing materials; Newsletters; Funding applications and reports; Community impact reporting; Future event promotion.

13.3 No compensation shall be payable for such use.

13.4 Traders retain ownership of their own product designs, branding, and intellectual property.

## **14. Liability**

14.1 Traders are solely responsible for the security of their stock, equipment, cash, and personal belongings.

14.2 Neither the organiser, its trustees, directors, committee members, employees, nor volunteers shall be liable for any loss, theft, damage, injury, or expense arising from participation in the event, except where liability cannot legally be excluded.

14.3 Traders agree to indemnify and hold harmless the organiser against claims, costs, losses, or damages arising from:  
Their products; Their business activities; Negligence; Breach of these Terms and Conditions;  
Failure to comply with applicable laws or regulations.

## **15. Force Majeure**

15.1 The organiser shall not be responsible for cancellation, postponement, interruption, or reduced attendance caused by circumstances beyond its reasonable control, including but not limited to:

Severe weather; Flooding; Fire; Utility failure; Public health emergencies; Government restrictions; Industrial action; Civil unrest; Terrorism; or Any other unforeseen event.

## **16. Acceptance of Terms**

By submitting an application form and/or making payment, the trader confirms that they have read, understood, and agreed to these Terms and Conditions.

### **Declaration**

Trader Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Organiser Contact**

Organisation: Causeway Coast Vineyard

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