



TRADE & CHARITY STALL APPLICATION

Sunday 21 June 2020, 10.00am to 5.30pm

Games Field, Hazlehead Park, Aberdeen

Applications for Trade & Charity stalls at this year's Aberdeen Highland Games are now open!

Aberdeen's Highland Games is a popular one day event which attracts between 8,000 and 12,000 people annually. The event features a variety of family friendly entertainment including traditional Scottish Highland Games competitions, pipe band championships and solo piping competitions, a small fun fair, family entertainment including stage performances and free children's activities as well as numerous catering outlets and a beer tent.

If you would like to be considered for a stall at this year's event then please complete the enclosed application form and return it to the address below along with, no more than, 4 good quality images to assist with the selection process.

Aberdeen Highland Games
Aberdeen City Council, City Events
First Floor, Town House
Broad Street
Aberdeen
AB10 1AQ
or
cityevents@aberdeencity.gov.uk

The deadline for applications is **5pm on Friday 27 March 2020.**

You will be notified by email, the week beginning the 20 April 2020, to confirm whether you have been successful or not. If successful you will be required to provide copies of public liability insurance, risk assessment, signed acceptance of the event terms and conditions and make payment on receipt of invoice.

Trade & Charity Stall Application

| | | |
|---|------------|-----------------------|
| Trade/Charity Name: | | Trade/Charity(delete) |
| Contact Name: | | |
| Address: | | |
| | Post Code: | |
| Telephone Number: | Email: | |
| Mobile Number: | Website: | |
| On the Day Contact Name & Mobile Number | | |

Stall Details Please detail items being sold or activities offered, including up to 4 images of products and/or stall

Please tick and provide detail if your stall has any of the following items

- Food (see T&C 18) _____
- Alcohol (see T&C 18&97) _____
- Generator (see T&C 22) _____
- Gas (see T&C 23) _____

Pitch Size

- Pitches will be marked off in 3 metre wide by 3 metre deep sections
- Your pitch will include 0.5m either side for the use of guy ropes only. No guy ropes are allowed across the front of stall line.
- Traders are required to bring their own shelter/gazebo
- Stall prices vary depending on size, please indicate below your required pitch size

| | | | |
|--------------|----------|--------------|----------|
| Width | m | Depth | m |
|--------------|----------|--------------|----------|

Trade & Charity Stall Prices

| Pitch Size | Up to 3m x 3m | Up to 6m x 3m | Up to 9m x 3m | Up to 12m x 3m | Other Pitch Sizes |
|----------------------|------------------|------------------|------------------|-------------------|----------------------|
| Trade Price | £80 | £130 | £180 | £230 | Negotiable |
| Charity Price | £30 | £50 | £70 | £90 | Negotiable |

Entrance Wristbands

- Each stallholder will be allocated up to 4 FREE wristbands
- Additional wristbands will be charged at £4 each

(Additional bands must be requested during the application stage – any other additional requirements will need to be purchased through public channels at full price)

Please indicate number of entry bands required

Car Parking

- Each trader will be allocated one vehicle access pass which will allow them to enter the site from 07:00 to unload and set up their stall.
- Traders who are allocated a stall with accompanying car park space will be provided with an additional vehicle access pass allowing them to remain parked on-site – all other vehicles **must be** removed by 9.30am to the free car park provided.
- Stalls with an allocated car parking space on-site are limited and can't be guaranteed for all applicants, please indicate below your preference for car parking space
- No Vehicle movement in the games field will be allowed between 9.30am–6.00pm

Please indicate preference for car parking space within the games field

| | | | | | |
|---|--|---|--|--|--|
| Request for parking behind stall | | Request for parking close to stall | | No preference – Use free event car park | |
|---|--|---|--|--|--|

****PLEASE DO NOT SEND PAYMENT WITH THIS APPLICATION****

Trade and Charity Stall Terms and Conditions

1. In these Terms and Conditions, **Trader and Charity** includes any person, group, firm, company or organisation to whom a stall or stand space has been allocated. The term “**Organiser**” refers to Aberdeen City Council, City Events Team.
2. Space on the site will be reserved for traders and charities who have received official notification from the organiser. The organiser reserves the right to refuse a stand/stall to trade if they deem a product unworthy, unsafe, or if a stall space has not been paid for.
3. All invoices must be paid in full prior to the event taking place. If no payment has been received, then the organiser will remove trader/charity from the site plan and admittance on the day will be refused.
4. Stallholders must provide a signed copy of the Terms and Conditions, and copies of current Public Liability Insurance & Risk Assessments by Friday 15 May 2020.
5. Traders and charities are not permitted to sub-let the whole or part of their space.
6. Exclusive rights to merchandise will not be guaranteed.
7. Traders and charities must stay within their allocated space.
8. Traders and charities must leave their space as they find it and free of litter.
9. No public address systems, loudspeakers, megaphones or other voice enhancing / noise emitting equipment may be used.
10. Stallholders are solely responsible for the security of their goods and services.
11. Stallholders are required to produce a risk assessment which should include stall set up, cash handling, use of equipment and staff welfare.
12. The organiser cannot be held responsible for any losses incurred as a result of the cancellation, abandonment, curtailment or a low attendance at the event. Refunds will only be given if the event does not open to the public.
13. All traders and charities must be ready for business by 10.00am on the day of the event. In the interests of public safety, no vehicle movement is allowed between 9.30am and 6.00pm unless explicit and prior permission has been authorised by the organiser.
14. Entry to the site will be via official wristband only, made available by the organiser. All entrance wristbands requested and received by the Trader or Charity will be solely for the purpose of managing the stall.
15. Traders and charities will be allocated one vehicle access pass for the Games Field to unload and set up the stall from 7.00am. Vehicles without a games field parking pass must be removed from the Games Field by 9.30am.
16. Traders and charities will be allocated a car parking space and pass which must be displayed at all times on the vehicle dashboard. The car parking space may be directly behind the stall but can't be guaranteed, preference should be indicated on application. Vehicles should be no bigger than a transit sized van.
17. No Vehicle movement in the games field will be allowed between 9.30am–6.00pm or until the site is clear of members of the public.
18. Stallholders offering raffles/lotteries, food and/or alcohol for sale to the public must have the appropriate licenses in place and comply with all relevant legislation. The Organiser will require evidence of the appropriate licence before the trader will be allowed to access the site. Environmental Services and Licensing Officers from Aberdeen City Council may be in attendance at the event.
19. To ensure alcohol sold by traders at the Highland Games is not consumed within the games field, traders will be required to only sell alcohol in sealed bags, advise customers on the alcohol laws at point of purchase and display appropriate signage. If on the day there is any abuse of the alcohol laws, the organisers reserve the right to enforce stallholders to operate a click and collect style operation. Collection would be made as

patrons leave the Highland Games field and to assist with this process, all stalls selling alcohol will be located near to the games exit gate to the public car park.

20. All goods for sale at the event must comply with all relevant Trading Standards legislation. Stallholders contact details and price list must be displayed at all times.
21. Stallholders must immediately notify either a steward or the event organiser at the Games Office of all accidents, incidents and near misses. Stallholders must comply with all requests from the organiser relating to health and safety issues that may arise during the event.
22. Only silent diesel generators will be allowed on site and they must be checked annually, used in accordance with manufacturer's instructions, cordoned using crowd control barrier, cables made safe using appropriate matting and with appropriate fire extinguisher located next to the generator. All electrical items must have PAT testing certification. The organiser reserves the right to remove any generator, electrical item or piece of equipment that they deem not fit for purpose and cannot be held responsible for any losses incurred as a result of this action.
23. All Stallholders using gas must use equipment in accordance with manufacturer's instructions, hold a current gas safety test certificate, cordon cylinders using crowd control barrier and locate appropriate fire extinguisher next to the gas cylinders and equipment.
24. Gazebo/stall structures must be securely fixed to the ground to protect against adverse weather. This should include the use of weights and/or pegs on each leg. The organiser reserves the right to remove any gazebo/stall that they deem not fit for purpose and cannot be held responsible for any losses incurred as a result of this action.

Frequently Asked Questions

When do I pay for my pitch?

When you receive confirmation of acceptance as a trade/charity for the Highland Games you will be invoiced for the appropriate fee and asked to return a signed copy of the terms & conditions, risk assessment and public liability insurance by Friday 15 May 2020.

Can I hire a gazebo from the organiser?

No, stallholders are responsible for bringing their own gazebo and ensuring it is securely fixed to the ground.

My stall is 3m x3m in size but I have guy ropes which would then be outside the space?

All pitch spaces will have an additional 0.5m allocated on either side for the use of guy ropes only. The front guy ropes must not protrude into the public walkway.

Do you supply power to the pitches?

No power is provided to stalls, if you require power you will have to provide your own silent diesel generator (see 20 on Terms and Conditions).

Can I set up on the Saturday prior to the games?

No; all stalls must be setup on Sunday 21 June 2020, access to the event site will be from 7.00-9.00am. Access for stallholders after 9.00am will only be permitted if traders and charities are able to walk in from the public car park. **No overnight stays are allowed.**

I have another staff member coming in later in the day, how do they get access?

Each stallholder is given up to 4 event wristbands in advance of the event allowing access for their staff at the event entry gates. Staff arriving by car can use the free public car park.

When can I dismantle my stall?

The event closes to the public at 5.30pm, when stall dismantling can begin, vehicle movement cannot take place until 6.00pm. If you wish to stop trading during the day please seek permission from the organiser.