

DISCLAIMER FORM TERMS AND CONDITIONS

Please read carefully and sign and return your payment (£25) and acceptance as soon as possible! At least 2 weeks before the date of the event please to secure your place.

WELCOME!

Thank you for supporting what we hope will be a regular event in the borough where residents can recycle their old clothing and goods, have fun and earn a little cash to spend on their families.

We really wanted to put together an event that is inclusive and pleasant to visit and work in, open to all and potential stallholders and customers. We really wanted to address the more “unpleasant” side of pre-loved sales, keeping the excitement, presenting a venue that is welcoming, offering space and facilities that people will appreciate. If you have any suggestions around how we can further improve our objectives we would love to hear from you- please drop us an email or a text at contact@empiredelumiere.com

General rules and guidance for all stallholders

Here are some rules and requirements that will help us run the event smoothly. Please help us all by complying with these few requirements so your event can be as fun, profitable and as safe as possible.

Standing out, in a crowd!

It can get very frustrating when people just browse and then move on as fast as they can to the next stall. Here are a few bullet points for you to maximise your selling:

1. **Smile** and engage in conversation with potential customers, make it feel a little more personal.
2. **Make your stall stand out.** Don't over crowd it with too many things thrown in a heap, and keep it as tidy as you can in between the rush!
3. **Have clear idea** how much you are looking for. A good haggle is really part of the fun. Enjoy it!
4. **Even if you know** someone is just browsing, still interact with them. “Hello” etc. is all it takes.
5. **Second hand** baby clothes and all equipment sell far better when they are washed clean and stain free. Organise your stall possibly in age order to make it easy for buyers.

The rules and tips below will help you maximise your day and reduce unproductive time:

1. Car parking at the venue is limited, Stallholders are responsible to organise their own car parking locally, ideally visit the venue and familiarise yourself with local parking opportunities.
2. Stallholders should arrive at the venue to unload not less than 30-45 minutes before the publicised start time of the event. **Late arrivals** may be refused access on the judgement of the organizers and safety,, no refunds will be given for late arrival.
3. If, due to unforeseen circumstances the event is cancelled **by** the Venue managers / Owners you will receive a full refund of the stall fee within 7 days. No other compensation will be payable.
4. Stallholders give full permission for their image in any pictures, videos or recordings taken during the event on the day. Such images may be used for marketing purposes for future events.
5. Stall holders have no access to the kitchen or its facilities, nor are you entitled to sell any food or drinks at the event, the kitchen is not available to hire.
6. Your “float” needs lots of small change and £1 coins. Keep cash safe on your person at all times.
7. Take a break from standing. We have a quality tea room for you and the customers to enjoy.
8. Know your fire exits and layout of the building, its “in’s and out’s”.
9. Please do not spread your items over neighbours space unless agreed by them first.
10. Start slowly clearing up towards the end of the event, you would be surprised how many people will rush to you thinking you are on the way home!
11. Sign in with Event manager (Abraham) when you arrive.

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12. Stallholders will comply with all UK safety standards if selling or using any electrical equipment at the venue. In this case Air Training Corps Merton Road SW19.
13. Stallholders can have only one other person to assist you on the day. If you would like to bring more than one team member please ask event organisers via email at least a two weeks before event is held.
14. Stallholders are requested to bring their own table no longer than 6 ft long and 2 ft wide, alternatively you will receive either a 4ft by 2ft or 6ft by ft table as available and 1 or 2 chairs.
15. Stallholders are requested to cover their table with a clean white table cloth or sheet.
16. Stallholders must remove all unsold goods, display equipment and clear all rubbish from their sales area within half an hour after the end of the event.
17. You may bring your own clothes rail of up to 90 cm length. Please remember to bring your own hangers.

What can I sell?

Strictly serviceable and clean pre-loved goods only. Including maternity, babies equipment and all children up to the age of 10. Items must be in good working condition and suitable for their intended use are very welcome.

Legal Requirements

Legal requirements listed here are mandatory. Please read the section below and ask if you are unclear. Please note toys bought new in the UK in the last few years should comply with all, however to be safe here's a quick guide to what the regulations cover:

- **Physical and Mechanical Properties** - There must be no danger from loose or damaged facial feature, sharp edges, finger trapping hazards,
- **Flammability**,- All items must comply with the Furniture Furnishing (Fire) (Safety) Regulations 1988. Items must carry a permanent label with the words "Carelessness Causes Fire".
- **Chemical properties** - Such as paint not containing excessive amounts of lead or other metals,
- **Electrical properties** - Toys must not operate at a voltage exceeding 24V.
- **Hygiene** - Toys must not present a risk of infection. Children frequently put toys in their mouths. Ensure that all toys are clean and where possible washed prior to supply or offering for supply.
- **Radioactivity** - No items that are or could be radioactive is not allowed.

Toys - Toys are defined as "any product or material designed or clearly intended for use in play by children of less than 14 years of age". This obviously would not include things like Christmas decorations, adult collectors models fashion jewellery etc. All toys and equipment must comply with British Safety Standards **even if it is second hand**. We have compiled some "essential safety requirements" here. Please take a moment, it's important you read and comply with these guidelines!

Safety Marks and Symbols -

All approved toys will have the CE symbol. If the CE mark is not on the toy, please don't sell it.

Prams, Pushchairs & Baby Car seats: - All prams, pushchairs & carseats whether new or secondhand must comply with British Standard 7409:1996 or an equivalent European standard. Labels confirming this are usually found on the frame or seat covering. If no label exists on the item then it may be difficult to establish whether the item does comply with these standards.

If the pram/pushchair & baby car seat has been damaged or modified it may no longer meet the

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requirements of the Standard, and we advise you not to sell such damaged goods.

Prams and pushchairs must also comply with the Furniture Furnishing (Fire) (Safety) Regulations 1988. It must carry a permanent label indicating this, with the words "Carelessness Causes Fire". Check that the label is present. If not, then the pram/pushchair must not be supplied or offered for sale

Electronic toys that are in working order ideally with full instructions where possible. (You can frequently download toy instruction manuals from the internet!)

Items you can not sell include:

We ask that you do not sell:

- a. Cot mattresses - except travel cot mattresses.
- b. Clothes which have a draw string necks and could choke a child
- c. Soft toys with loose or missing parts or are dirty,
- d. Any item that is broken, stained, ripped or generally in poor condition.
- e. Incomplete puzzles and games.
- f. Car Seats that do not have full instructions.
- g. Broken or dangerous items that could hurt someone!

Stall Rental

Full payment (£25) for your stall must be made at least 2 weeks before the event via Paypal or bank transfer. Stall hire bookings are subject to availability and are made on a first come, first served basis.

By Paying the stall rental fee you agree to our terms and conditions for this event.

What happens next? - You will receive a receipt along with the sellers pack which contains some tips and pointers and event rules at least 2 weeks before the event to help you prepare.

If the event is sold out please contact us here contact@empiredelumiere.com to be added to the waiting list of our next event, we will be in touch as soon as possible. We may have additional space at the event on the date, if so, we may offer these additional spaces to stallholders in a date of application order for fairness.

CANCELLATION

If you cancel your space you will not receive a refund of any rental or other costs. Please check our dates! Please make sure you are free and reserve the date in your diary now!

The event organisers cannot take responsibility for events beyond our control such as weather, industrial action or disadvantageous occurrence no matter how caused.

General Conditions

The event is likely to be very crowded and stallholders are reminded of their responsibility such as your own insurance, and the safety and security of yourself and of your customers. Making sure that your Stall and its immediate area is tidy, ensuring no trip hazards, spills of food and beverages are cleaned up, and

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there are no fixtures sticking out into footways causing a trip hazard etc.

The event organisers do not take any responsibility for public liability if any harm is caused by any of the above concerns. Stallholders understand that the Event organiser Empire de Lumiere, accepts no liability whatsoever for any injuries, financial losses or any consequential losses and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability and the consequences.

Any provisions of any national or local law or Council byelaws providing substance that releases shall not extend to claims, demands, injuries, or damages which are known or unsuspected to exist at this time, to the person executing such release, are hereby expressly waived.

Empire de lumiere does not provide liability insurance for the protection of individuals, groups, and organizations, businesses who may participate in the event in consideration for your participation in Papa, Mama and Baby fair.

Participants, hereby release and forever discharge the event organizer (Empire de Lumiere) and its officers, board, and employees, jointly and severally from any and all actions, causes of actions, claims and demands for, upon or by reason of any damage, loss or injury, which hereafter may be sustained by participating in the event (Papa, Mama & Baby Fair).

The organisers (Empire de Lumiere) will promote the event to the fullest to accumulate business for you. We will promote the event (Papa, Mama & Baby Fair) via social media, flyers, door to door, media awareness and stick to our two week marketing campaign two weeks before the event.

Empire De Lumiere accepts no responsibility for security, loss, theft or damage, or the quality or condition of items purchased at a Empire De Lumiere event. Purchases are made entirely at the individual's own risk, all items are "sold as seen". Stall holders are reminded however that you have a duty of care and must not sell dangerous, broken or unfit items.

All persons enter the market at their own risk.

Acceptance and Signature

By signing this agreement/disclaimer you agree to take full responsibility for the items you sell at the event and also agree to ensure that items you sell comply with any legislation covering the sale of new and second hand items as appropriate.:

Step 1 -- Please sign the agreement

Step 2 -- Scan or take a snapshot of your signature on the agreement and send via email to contact@empiredelumiere.com

Step 3 -- Make payment for your stall via paypal address empiredelumiere@gmail.com

We will confirm your secure once funds and application form received.

PLEASE TITLE your email with the name of the person booking the event and your phone number in the subject heading. Double check your email address, contact number(s) and postal address are correct.

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Stall Holders Request - Papa, Mama & Baby Fair February 2019

Stall holders Full name:

Company (if applicable):

Stall Holders Address

Post Code:

Essential Contact number(s):

Your Email:

I accept the terms and conditions outlined above and apply to have a stall at the event.

Signed:

Date:

Once signed either scan and send this request to contact@empiredelumiere.com

Or

Sign the form and send us a photograph of your signed acceptance to contact@empiredelumiere.com

If you don't receive your stallholders pack please contact us at contact@empiredelumiere.com

Any questions? Please contact us we are happy to help you.