



Stall Holder Terms and Conditions

Newport Pagnell Carnival is run by volunteers, please bear this in mind when contacting members of the committee – we will respond to all queries as soon as possible. Where possible, please contact us via email.

www.newportpagnellcarnival.com is thereafter referred to in these terms and conditions as 'the website'.

Stall Information Pack

- ★ Please visit our website and download the Stall Information Pack, designed to help you get the most out of the Carnival weekend and give you all the need-to-know information, as well as the nice-to-know.

Forms

- ★ Stall space cannot be reserved until both the completed form and payment have been received.
- ★ Forms must be returned by 22nd June 2024. Any applications after this date may take longer to process.
- ★ Your pitch number and allotted set-up time will be emailed to you 1 week before the carnival. Where possible we will also phone to confirm your stall details.

Payment

- ★ All stall payments are non-refundable. This term applies regardless of weather conditions on the day
- ★ You are unable to attend the Carnival for any reason
- ★ The Carnival is unable to run as planned, for any reason

Pitches

- ★ Pitch space is 3x3 metres and can be purchased in multiple plots, with prior agreement.
- ★ All stall equipment and accessories must fit within the allocated space. If it does not you will be charged for an additional pitch.
- ★ Newport Pagnell Carnival is unable to provide any additional equipment, such as tables or gazebos.
- ★ Generators of any kind are **not** permitted.

Stall Types

- ★ It is vital that you give an adequate stall description on the form. We will do our best to place similar stalls apart but there is no guarantee of this.
- ★ Charity stalls pitches can be for any charity or not for profit groups, eg fundraising, community groups or voluntary groups. All other stalls will be classified as commercial. If you are in any doubt or unsure, please contact us by email.
- ★ We do not guarantee stall exclusivity of any kind.
- ★ It is vital that you declare any intention to sell food or beverages to stalls@newportpagnellcarnival.com before proceeding with your booking as food vendors are subject to a different application process. Anyone found to be selling food or drinks

If you have any queries please email us at stalls@newportpagnellcarnival.com





without previously declaring so will be asked to immediately remove themselves from the field.

Times

- ★ The gates for stallholders will be open between 9:00am and 11:00am on Saturday 1st July and 10:00am and 11:00am on Sunday 2nd July. You will be provided with a 15-minute arrival time. Please do not arrive prior to your time as you will not be allowed onto the field. If you arrive after your time slot you will lose your allocated pitch space and will be asked to wait until the final timeslot to set up.
- ★ **Stall holders must remain on their pitch for the duration of the day until 17.30 Saturday and 16:00 Sunday.** This is to ensure the safety of visitors to the Carnival and it must be adhered to. Anyone attempting to move their vehicle prior to this will have their application rejected in the future. Please note that this term applies regardless of weather.

Vehicles

- ★ Only one car per stall is permitted to enter the field. Once you have unloaded your vehicle, you will either be required to move it to a designated area away from your stall (subject to availability) or you will be directed to the general parking area (via Welland Drive). Your vehicle cannot remain with your stall throughout the duration of the event.
- ★ We are prohibited by the Police, for public access reasons, from allowing any vehicles to enter after 11.30am, or for any vehicles to move prior to 18:00 on Saturday or 16:00 on Sunday (or until the Carnival Committee and/or police deem it safe to do so). Anyone attempting to move their vehicle between these times will be reported to the police and will have future applications rejected. Please note that this applies regardless of weather.
- ★ Stall holders are asked to assess the weather and the appropriateness of their vehicles prior to entering the field. Newport Pagnell Carnival Committee cannot control the weather and as such hold no responsibility for property or vehicle damage caused by the weather.

Litter

- ★ All Stall holders are required to be responsible for litter generated by their stalls and it is expected that their area is left clear. Please bring your own bin bags and make use of the skips provided (by Bridge Gate and Trent Gate).

Behaviour

- ★ Newport Pagnell Carnival is run by a committee of volunteers. We will not tolerate any verbal or physical abuse before, during or after the carnival. Anyone who is deemed to be acting against the spirit of the carnival (either to a committee member, another stallholder or to a member of the public), will have their application declined, be asked to leave the carnival and/or have all future applications rejected.

Feedback

- ★ If you have any feedback, please send it to chair@newportpagnellcarnival.com

Should you encounter any problems on the day, please contact a member of the Committee. We are here to help.

www.newportpagnellcarnival.com

facebook.com/newportpagnellcarnival

#NPCarnival

If you have any queries please email us at stalls@newportpagnellcarnival.com

