



DERBYSHIRE LGBT+ PRIDE 2018

STALLS PACK

In association with





Stalls Application Pack

Thank you for your interest in booking a stall at Derbyshire LGBT+ Pride 2018. This year's event will be held on Saturday 8th September 2018 between 12pm and 6pm on Curzon Street and Bramble Street, Derby.

The aim of the Derbyshire LGBT+ Pride Committee is to put together a fun, safe and proud day that embraces all LGBT+ communities and their families and friends, and is welcoming to all.

This pack contains all the information you need to make your booking. Please read through the pack, including the Stallholders Agreement, before making your booking. Please complete this application pack using black ink and block capitals, supplying all information where requested in order for your booking to be made efficiently. When complete, please return this pack by post or email by Friday 3rd August 2018. When this pack and your full payment have been received, your booking will be confirmed by email or telephone.

Martin Carter
Derbyshire LGBT+ Pride
7 Bramble Street
Derby
DE1 1HU

Tel: 07516674307
Email: derbyshirelgbtpride@gmail.com

Stallholders Agreement – *please keep a copy of this page*

- All stallholders must agree to and follow the rules set out in this document.
- Bookings will only be made according to the requests made in this pack and cannot be changed on the day.
- The deadline for all bookings is 3rd August 2018. Unfortunately, bookings made after this date cannot be guaranteed and may not be accepted, but we will do our best to fit you in.
- If you decide to cancel your booking after the final payment date, Derbyshire LGBT+ Pride will retain your fee to cover admin/hire costs.

Your Stall

- Please ensure all items on your stall are appropriate for Derbyshire LGBT+ Pride and do not depict any homophobic, heterophobic, racist imagery etc.
- Items forbidden for sale are alcohol, drugs, room odourisers (poppers) and weapons including guns and knives. Sale of these items will result in you being required to leave the event. Adult products are allowed, but due to the family nature of the event these must be in a separate section at the back of your stall (you may need to book extra space) and not visible from the front or passers-by.
- Derbyshire LGBT+ Pride cannot accept responsibility for any injury, or personal or business loss that occurs as a result of your attendance at the event.
- All businesses booking at Derbyshire LGBT+ Pride must hold public liability insurance. (Proof of this must be attached to the booking form in order to complete your booking)
- You must not exceed your allotted pitch, encroach onto the pitch or stall on either side or into the aisles as you will be asked to move.
- In the interests of fairness to yourselves and other stallholders we reserve the right to ask to leave the site any stallholder found to be selling goods that don't match the description given by them in the stalls application.
- If power is required you will need to supply your own diesel driven generator which must comply with Derby City Council's safety requirements.
- In the event of cancellation by you due to bad weather, Derbyshire LGBT+ Pride reserves the right to retain your payment.

On the day

- All vehicles must be off site by 11am
- Upon arrival please report to the Stalls Co-ordinator to register and obtain details of the location of your stall.
- You may clear your stall at any time, however vehicles are not allowed on the site until after 6pm when the event is officially over.
- Please help us by cleaning up the area around your stall and taking your waste with you, or leaving waste tidily in the provided bin bags/skip. The Council will charge for additional litter collection and we reserve the right to pass this cost onto you.

Signed: _____ **Name:** _____ **Date:** _____

Stalls price list

The layout of your pitch can consist of an empty pitch, 3x3 metre stall or 6x6 metre stall.

Unfortunately we can't provide a power supply due to the nature of the location.

Standard Pitch Price

Table Top	£25	[]
Small Commercial 3 metre x 3 metre	£90	[]
National Charities 3 metre x 3 metre	£60	[]
Local Charities 3 metre x 3 metre	£45	[]
Empty Pitch	Price on Enquiry	[]

Please indicate your choice of pitch with a tick or cross

If you would like our bank account details to pay us directly, please request in an email. Cheques should be made payable to Derbyshire LGBT+.

Stalls booking form

Your details:

Organisation name:

Contact name:

Address:

Town:

County:

Postcode:

Telephone:

Email:

On the day:

Contact person on the day:

Contact number on the day:

Your required pitch/stall:

Size:

Nature of products/services offered:

Insurance:

Public liability insurance documents attached? yes no

Food hygiene (catering stalls only):

Environmental health registration attached? yes no

What's next?

Now that you have completed the Booking Form, please return the pack (signed and dated) by email to derbyshirelgbtpride@gmail.com or by post to:

Stalls Co-ordinator
Derbyshire LGBT+ Pride
7 Bramble Street
Derby
DE1 1HU

Please make cheques payable to Derbyshire LGBT+

Once this has been received you will receive an email in due course confirming your booking.

If you have any queries regarding your booking please email Derbyshire LGBT+ Pride at derbyshirelgbtpride@gmail.com

See you at Derbyshire LGBT+ Pride 2018!