Vendor & Stallholder Guidelines

Requirements, Documentation & Insurance Standards for Event Participants

Commercial Stalls

General Stalls

Retail, craft, merchandise, informational, and general promotional stalls.

- Completed Application Form
- Risk Assessment Document
- Stall layout / Setup outline

Public Liability Insurance: Minimum coverage of **£1,000,000** required.

Non-Profit

Charities & Community

Registered charities, community groups, and non-profit organizations.

- Registered Charity Number / Details
- Risk Assessment Document
- Fundraising activity proposal

Public Liability Insurance: Minimum coverage of **£1,000,000** required.

Catering & Food

Food Vendors

Hot/cold food stalls, caterers, beverage sellers, and snack providers.

- **Food Hygiene Rating: 4★ or 5★**
- Food Hygiene Certificate (Level 2+)
- Local Council Food Registration
- HACCP / Food Safety Plan
- Gas / Electric Safety Certificates

Public Liability Insurance: Minimum coverage of **£5,000,000** required.

Compliance & Mandatory Documentation Matrix

Vendor Category	Required Insurance	Mandatory Documents & Rating	Safety & Technical Checks
General Stalls	PLI (£1,000,000 minimum)	Risk Assessment	PAT test for portable electrical gear
Charities & Non-Profits	PLI (£1,000,000 minimum)	Risk Assessment, Charity Reg Number	Fire retardancy proof for gazebo/canopy
Food Vendors	PLI (£5,000,000 minimum) + Employer's Liability (if applicable)	Food Hygiene Certs, **4★+ Food Hygiene Rating**, HACCP Plan, Council Registration	Gas Safety (CP42), PAT Testing, Fire Extinguisher / Blanket

Pre-Event Submission Checklist

- [ ] Valid Public Liability Insurance (£1,000,000 for Stalls/Charities; £5,000,000 for Food Vendors)
- [ ] Completed Event Risk Assessment Form
- [ ] Stall / Vehicle Dimensions & Power Requirement Form
- [ ] Proof of 4★ or 5★ Food Hygiene Rating & Certificates (Food Vendors)
- [ ] Gas / Electrical Safety Certificates (Food & Powered Stalls)
- [ ] Charity Registration Proof (Charity Stalls Only)

Please ensure all required documents, proof of required Public Liability Insurance, and hygiene ratings are submitted at least 14 days prior to the event date.