

# Stallholders Information and Rules for 2026

## 1. Common Rules Applicable to All Stalls

- 1. Plot Transfer:** You are not allowed to sell or transfer your booked stall to another person. Violating this rule will result in being banned from future Fairs.
- 2. Amplified Sound:** No amplified sound equipment is allowed at any stall.
- 3. Live Animals and Alcohol:** You may not display or offer live animals, toy weapons, or fish as prizes. Alcohol must not be given to anyone under 18.
- 4. Alcohol Sales:** Selling alcohol is only allowed if you have received written permission from the organisers.
- 5. Trading Boundaries:** You must keep all trading activities, including vehicles, product displays and leafleting, within the boundaries of your allocated plot or table.
- 6. Rubbish Removal:** You are responsible for clearing all rubbish from your plot. Failure to do so may result in being banned from future Fairs.
- 7. Stall Type and Items:** Be specific about the type of stall you are running when you apply (e.g., tombola, food, crafts). Selling items not approved in your application may result in you being asked to stop trading.
- 8. Spray String Ban:** The use of spray string is strictly prohibited anywhere on the Fairground.
- 9. Application Form Accuracy:** Double-check that you've filled out the application form correctly, including the stall type, category, and fees. Note that stall fees are non-refundable.
- 10. Charity Collections:** If you are collecting for a charity, you must include a permission letter from the charity with your application.
- 11. Water Availability:** Water is available in limited supply and is not safe for drinking.
- 12. Fair Opening Time:** The Fair will officially open at 12:00, immediately after certificates have been presented to the Procession entrants.
- 13. Arrival Time:** Please do not arrive before 08:30 on Saturday, as arrival preparations need to be completed before you set up.
- 14. Fair Closing Time and Vacation of Site:** The Fair will close to the public at 1700. You must fully vacate the grounds by 1900.
- 15. Risk Acknowledgment:** By signing or submitting the application, you agree that you and your helpers participate at your own risk. The Committee is not responsible for any personal injury, property loss, or damage.
- 16. Risk Assessment:** We strongly advise that stallholders carry out a Risk Assessment relevant to their intended activities. This is not red tape. It means that you have thought through what could go wrong and acted to prevent it doing so. Guidance on risk assessment is given on the Government's Health and Safety Executive website
- 17. Public Liability Insurance:** It is highly recommended that you have Public Liability Insurance and conduct a Risk Assessment for your stall activities.
- 18. Documentation Sharing:** All documents you submit as part of your application may be shared with Spelthorne Borough Council if required.
- 19. Further Information:** For more information, visit our website or contact the relevant team via email (field stalls: [fieldstalls@shepperton-fair.org](mailto:fieldstalls@shepperton-fair.org), marquee stalls: [marquee@shepperton-fair.org](mailto:marquee@shepperton-fair.org)).
- 20. GDPR and Communication:** We will do our best to respect your GDPR preferences, but we may need to contact you by the quickest available method during the event.
- 21. Final Decisions:** Any matters not covered by these rules will be decided by the Shepperton Village Fair Committee, and their decision is final.

## **2. Providers of Food – Specific Information and Rules**

**Food Hygiene Certificate:** If you are preparing food at the Fair, you must submit a valid Food Hygiene Certificate in the name of a person(s) who will be present on the stall on the day.

**Food Hygiene Rating:** Include a link to your current Food Hygiene Rating on your application, which must be a score of at least 3.

**Food Labelling:** All prepared food must be labelled with the product name and a list of ingredients in descending order of weight.

**Allergen Information:** Be sure to clearly label any allergens in the food, such as egg, milk, peanuts, tree nuts, or sulphites.

**Products offered for sale:** You must list all the main food and beverage items you plan to sell on your stall on your application form and only sell those products on the day.

## **3. Field Stallholders – Specific Information and Rules**

**Plot Size:** Each full plot measures 4m wide and 5m deep. Note that the 4m side faces the public. Make sure your whole stall does not exceed a width of 4m if you book one stall only or we won't be able to accommodate you on the day. We will be strict about this.

**Equipment and Special Requirements:** You need to bring your own tables, chairs, and equipment. If you have any special requirements (e.g., portable generator, vehicle access), make sure to indicate this on your application form.

**Amusement Stall Signage:** If you are operating a fairground-style stall, you must display the price for each go on a sign that is at least A3 size.

**Vehicle Removal:** All vehicles must be off the Fair field after setting up your stall by 11:00.

Stallholder parking is available at the Russell Road end of the field and cannot vehicles be accessed until after the Fair closes at 17:00.

**Setting Up Early:** We strongly advise against setting up your stall on Friday night, as the Committee is not responsible for any loss or damage. If your stall is not in its correct location, you may be asked to move it on Saturday morning.

## **4. Marquee Stallholders – Specific Information and Rules**

**Marquee Stall Setup:** Each marquee stall includes a 6-foot table and two chairs. You can buy electricity and book up to two tables, but no more.

**Marquee Parking Restrictions:** Free parking is available behind the marquee for marquee stallholders. For safety reasons, vehicles cannot be moved from this area until the Fair closes at 17:00.