

Pride:MK

Date: Saturday, 14th September 2019

Venue: Campbell Park, Milton Keynes, MK9 4AD



Vendor Guidelines

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Inclusivity

Your organisation or business must be fully inclusive of everyone in the LGBT+ community.

Opening times

The event is 12:00-22:30 on Saturday 14th September and it is expected that your stall open during this time – you may not close or break down your stall before 21:30. Please request in writing if you wish to close earlier so we can allocate a quieter area. Otherwise, vendors who close and/or break down early may be subject to a penalty.

Set Up

- You will be given your pitch location on the day.
- Before the day, you will be given a timeslot to start setting up between 8:00-10:00.
- All vehicles must have left the festival area by 10:30.
- Parking is not provided for vendors, and you will need to find an alternative offsite parking.
- Stalls will be checked between 11:00-12:30.
- The event starts officially at 12:00, though the public will be around the outside of the area earlier as it is a public park.

Pack Up

- You can start to pack up from 21:30, not before; unless agreed in writing beforehand. This is a health and safety requirement, in line with our insurance.
- The event finishes at 22:30.

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Access and Parking

You will be provided with an access permit with your vehicle registration to bring your vehicle closer to your allocated area for unloading and loading, but only during an allocated time slot; you will need to make your own arrangements for parking your vehicle away from the festival area – stewards will guide/direct you on the day. The festival area is the Events Plateau at the top of Campbell Park and therefore due to space, it will be restricted to pedestrians only. Suggestion for offsite parking would be the nearby car parking, for example, John Lewis or Xscape.

Stall Amenities and ‘on the day’ Vendor Responsibilities

The vendor area will be allocated and marked out by Pride:MK. Gazebos and furniture will not be provided by Pride:MK, you will need to bring your own if required. There is NO electricity supply.

We recommend no more than two people staffing a stall, but there are to be no children on the stall. If your stall is deemed overcrowded, we may need to implement a restriction.

Vendors are responsible for ensuring their displays and props do not obstruct or endanger in any way the public or any other vendor. Vendors should be aware of their own and others' health and safety at all times. Pride:MK will not be held responsible for any damage, injury or loss.

Pride:MK will not be sourcing cashpoints or provide a safe for monies – method of customer payment and housing money is solely the Vendor's responsibility.

Gazebos

If you are using a gazebo, at least 2 of the legs must have weights attached to them (not just propped against the legs). The weights should be attached to the legs that are diagonal to each other, not both front or both back ones, as the gazebo can still ‘flip’ over. For the weights, you could use bags or buckets of sand or bricks, attached with bungee ropes or rope to the gazebo / buy gazebo leg weight containers that you fill with water. Pride:MK is not responsible for any gazebos or gazebo weights used by vendors.

Insurance

You must have £1 million of public liability insurance, and you must provide evidence of cover to Pride:MK in advance of the event (as requested in the “Required Documentation” section).

Vendors must have their own Public (and Products) Liability Insurance. This must cover you, your staff, and your products sufficiently at all times during the event, during set up/pack down, and subsequently cover your products should any customers become ill/injured as a result of their usage.

Upon requesting a vendor pitch for Pride:MK, you confirm that you have this insurance in place. (The Combined Market Traders Insurance Association charges approx. £60 for an annual policy and can set it up instantly over the phone).

Prohibited items

The following items are prohibited: petrol generators, fuel, smoke machines or smoke effects, amplified music, strobe lighting, confetti, music or speakers that can be heard beyond your stall allocation, and glass (unless it is properly packaged and in a box to prevent breakages).

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You may not give away stickers, plastic or fabric carrier bags, confetti or any other item that causes excessive litter (please check with us for advice – vendors@pridemk.org.uk). Note: Fabric bags may be sold for a profit, but not given away for free.

Rubbish

There will be a skip available with access to it all day for rubbish. During the day, vendors are responsible for disposing of their own rubbish and at the close of the event, not leaving it on the stall. If rubbish is left, no further applications will be accepted from that stallholder.

Fundraising

No fundraising is allowed, except for Pride:MK. This includes offering a service or product in return for a donation or asking people to sign up to direct debits etc.

Required documentation

| Business Type | Documentation Type |
|--|---|
| Amusement | ADIPS/PIPA Certificate Fire retardant certificate (marquee, temporary covering) Public Liability Insurance Risk Assessment |
| Catering | Fire retardant certificate (marquee, temporary covering) Food Hygiene Certificate Generator (Diesel only, no petrol) / LPG Menu/Cuisine Public Liability Insurance Risk Assessment |
| Charity / Community | Fire retardant certificate (marquee, temporary covering) / gazebo tag Generator? (Diesel only, no petrol) Itemised List Risk Assessment |
| Retail / Business (e.g. marketing, not Retail) | Fire retardant certificate (marquee, temporary covering) / gazebo tag Generator? (Diesel only, no petrol) Itemised List Risk Assessment |