

## Stall-holder Agreement with Edinburgh Printmakers

These regulations apply to all stallholders. Strict compliance with them is a term and condition of the contract for the hire of a stall site on an event. It is essential that all stallholders cooperate and play their part in ensuring that the market is profitable, enjoyable and safe for everyone.

Event name:	EP Christmas Market 2024
Event date:	30 <sup>th</sup> November and 01 <sup>st</sup> December
Trading hours:	11.00 – 17.00
Event location:	Edinburgh Printmakers, Castle Mills, 1 Dundee Street, Edinburgh, EH3 9FP
Event EP contact:	Caitlin Whitaker, Events Coordinator – <a href="mailto:events@edinburghprintmakers.co.uk">events@edinburghprintmakers.co.uk</a>

**Edinburgh Printmakers are delighted to announce this year's Christmas Market at Castle Mills! It will take place in our beautiful heritage building and coincide with the Studio Open Days, with various workshops and children's activities!**

We are looking for inspiring and creative practitioners, collectives and creative start-ups to champion during a weekend long celebration of crafts and creative making. Examples of work we have displayed in the past include jewellery, homeware, clothing and artworks. We hope to welcome a large, engaged audience with an even larger appetite for visual arts to experience your work and purchase Christmas presents.

We welcome applications from practitioners at all stages of their development who are looking to reach audiences in Fountainbridge, one of Edinburgh's rapidly transforming neighbourhoods, ten minutes from Haymarket Station and adjacent to Tollcross, Bruntsfield, Gorgie and Dalry. We are offering tables and half tables for both days and are hoping to showcase an all-encompassing display of artworks, crafts, photography, local products, digital and designer works, in line with Edinburgh Printmakers open access and community-based core commitments.

## Want to join us?

To participate in EP Winter Print Festival 2024 please fill in the application forms following this link:

[Microsoft Forms](#)

If you would like a Word doc version or a printed form please email Front of House on

[info@edinbrughprintmakers.co.uk](mailto:info@edinbrughprintmakers.co.uk)

**Deadline for submission is Sunday 20<sup>th</sup> October at midnight.**

Submissions will be assessed on quality of product, creative ingenuity, professional practice displayed and with intention to display a balanced variety of creative practices within the fair. We will aim to get back to all applicants by the week commencing Monday 28<sup>th</sup> October.

## Table prices per day:

### Small Tables

Full table (W67cm x L135cm) - £80

Half table (W67cm x L67cm) - £40

### Large Tables\*

Full table (W76cm x L182cm) - £100

Half table (W76cm x L92cm) - £50

These costs are competitive and reflective of the current climate within Edinburgh's markets and fairs.

**\*Some Large tables will have wall space available. It is the stallholders' responsibility to bring their own display/hanging system which must not leave marks on the wall.**

## Weekend Schedule – Saturday and Sunday

Set up – 9.30am-11am

Event – 11am-5pm

Derig – 5pm-6pm

Stallholders booked for both days will be able to leave their stock overnight.

## Full Terms & Conditions

### Bookings:

- Traders are invited to submit a signed Application Form via link provided.
- Successful stallholders will be required to confirm attendance via email.

### Payment:

- **Full payment should be made to Edinburgh Printmakers no later than 5pm Thursday 14<sup>th</sup> November 2024.**
- Payment can be made by card payment via link provided by email if application is found successful. We also accept bank transfers. If payment is made via bank transfer, the stallholder must also send confirmation of the transfer to

[events@edinburghprintmakers.co.uk](mailto:events@edinburghprintmakers.co.uk)

- Bank details are as follows:

Edinburgh Printmakers

Sort code: 80-02-34

Account number: 00760370

BIC: BOFSGB21222

IBAN: GB52BOFS80023400760370

### Refunds:

- Stall holders are required to inform Edinburgh Printmakers if they are unable to attend and must accept the risk of illness, family emergency, travel delays/cancellations on the day.
- Due to the short timeline, a refund may be granted only if Edinburgh Printmakers is able to find a replacement stallholder.

### Trading Hours:

- The market operates trading times of 11.00 am to 5.00pm. Stallholders are expected to trade for the duration of the event.
- Any variation to these trading times will be notified by Edinburgh Printmakers prior to the event.

## Marketing

- Edinburgh Printmakers have hosted several successful Open Days, Print Fairs and Christmas Markets in the past since moving to Castle Mills, which have consistently welcomed over 150 people each day of opening.
- This year, our Christmas Market will coincide with our free admission Studio Open Days which will comprise of printmaking activities, workshops and demonstrations to increase footfall and engagement. It will also take place at the same time as our popular annual Studio Members' Exhibition.
- We will be promoting the event through digital channels such as social media, third party listing sites, partnerships and direct marketing, as well as making use of our own website, email newsletters, and other existing audiences. We will also use traditional media such as posters and flyers which will be shared around Edinburgh.
- Stallholders are encouraged to share images of their work to promote their presence at the market and the event in question. Please ensure these are hi-res and in either .jpg or .png format. You can send these images to [marketing@edinburghprintmakers.co.uk](mailto:marketing@edinburghprintmakers.co.uk) - all images will be credited in accordance with how they were labelled upon receipt by the Edinburgh Printmakers team. Images will be used primarily on social media but may also be used on our website or for web listings on external sites. Your images will receive their full credit where there is available text space.
- The brief description of your creative practice, as filled out on the application form, may be used for promotional purposes on some of the channels identified above.
- If you do not wish for your work to be featured in any promotion of the event, or if you would like to make changes to any images or text provided, please contact us on [marketing@edinburghprintmakers.co.uk](mailto:marketing@edinburghprintmakers.co.uk) and we can update our records.
- Your support in raising awareness of the event is greatly appreciated. Please tag us on social media or link to our website when talking about the event online.

## Allocation and Position of Pitch:

- Edinburgh Printmakers is solely responsible for the allocation and position of sales tables.

- It is not permissible for stallholders to change the pitch position without consultation with the Sales & Commercial Manager or approved Edinburgh Printmakers representative.
- There will be no access to staff areas unless otherwise agreed by Ilaria beforehand and accompanied by an Edinburgh Printmakers staff member.

## **Accessibility:**

- Edinburgh Printmakers is wheelchair accessible and has disabled toilets throughout the building. There is a lift for public use which is accessible in front of the main entrance.
- Edinburgh Printmakers partners with [WelcoMe](#) App by Neatebox, allowing visitors to indicate areas customer service should have awareness of and the specific assistance required.
- More information on Edinburgh Printmakers accessibility can be found on our website [here](#).

## **Site Use and Presentation:**

- Stallholders must operate strictly within the marked boundaries of the stall site that has been allocated to them.
- Traders will work to assumption that they will not be supplied with an electrical supply. If access to a plug socket is required, please contact [events@edinburghprintmakers.co.uk](mailto:events@edinburghprintmakers.co.uk) in advance.
- No gas appliances or naked flames. Electrical equipment must be PAT tested. You will be invited to come to Edinburgh Printmakers to test the appliance on a day prior to the event.
- We will provide you with a chair for the day and your allocated table space.
- You are responsible for your own display materials, and we encourage you to think creatively about how to dress your table.
- Space for extra display items such as mannequins, clothes rails or print browsers is available on a limited basis. No displays should block corridors, access routes, or fire exits. If displays impact the accessibility of the building stallholders will be asked to remove or rearrange them.
- Current stockists in the Edinburgh Printmakers Shop are welcome to apply, however we ask that any work for sale at Edinburgh Printmakers Christmas Market be noticeably different from the stock we currently have on wholesale or 'sale or return' terms and the exhibition display.

## **Setting Up, Closing Down, Loading And Unloading:**

- Stallholders must set up, close down, load and unload strictly within the specified times and guidelines given for each day.
- Edinburgh Printmakers parking space will be available for unloading and loading only. The closest car park is at **Fountain Park**, 130 Dundee St, Edinburgh EH11 1AF.
- Before vacating their stall site, stallholders must remove all rubbish and do all other things that may be reasonably necessary to leave the stall site in the same condition that it was in before they set up their stall for the day.
- Edinburgh Printmakers will not take any responsibility for stallholders' card or cash transactions.
- To maximize on potential sales, we recommend considering making arrangements to accept card payments.

## **Bad Weather and Other Disruptions:**

- Edinburgh Printmakers events operate in all weathers and will operate on the designated day unless extreme weather or other disruptions that are beyond Edinburgh Printmakers control compel the Edinburgh Printmakers to close the markets for the safety of traders and the public.
- It is the responsibility of the stallholder to contact Edinburgh Printmakers to check if the event is going ahead.
- Edinburgh Printmakers will endeavour to communicate the cancellation of the event via email and social media.

## **Operator's Directions:**

- Stallholders must comply with all directions given to them by Edinburgh Printmakers.
- Stallholders must treat the staff of Edinburgh Printmakers, other stallholders and members of the public with courtesy and respect at all times.

- Any unacceptable behaviour including, but not limited to, aggression, abusive language or refusal to comply with a reasonable direction will be treated as a breach of a condition of these regulations. Such a breach is likely to result in that stallholder being required to leave Edinburgh Printmakers immediately and being banned from trading at any future markets.
- Any direction given by Edinburgh Printmakers regarding risk management or accident prevention must be complied with strictly and immediately.

## **Personal behaviour:**

- Stallholders are expected to behave in a professional and socially acceptable manner at all times having regard to the interests of all customers and staff as a whole.
- Verbal abuse or physical aggression will not be tolerated in any circumstances towards any customer, trader or employee of Edinburgh Printmakers.
- Any activity involving calling, shouting, playing music or any other action intended to attract shoppers' attention to a particular stall or group of stalls ('pitching') is not permitted under the terms of our table top agreements but may be allowed at the Manager's/ or approved persons discretion.
- If such activity, where permitted, causes nuisance or annoyance to fellow traders or customers of Edinburgh Printmakers, the concession may be withdrawn without notice at the absolute discretion of the Sales & Commercial Manager.

## **Edinburgh Printmakers Dispute Resolution Determinations:**

- Edinburgh Printmakers may make determinations to resolve any dispute that may arise including, but not limited to, disputes between stallholders and disputes between stallholders and customers or other members of the public.
- The Sales & Commercial Manager's decision is final.

## **Stallholder's Warranties and Representations:**

- The stallholder acknowledges and agrees that, by applying to hire a stall site, the stallholder makes the following warranties and representations:
  - o That the statements made in the application process are true, accurate and complete
  - o That the stallholder has carefully read these regulations and agrees to be bound by their terms and conditions
  - o That the stallholder has the full legal and beneficial ownership of the goods that they offer for sale and that their ownership is free of any encumbrances
  - o That the stallholder will not engage in any false or misleading conduct including, but not limited to, selling counterfeit goods or mislabelling goods
  - o That the stallholder has the necessary licenses, practicing certificates or permission to sell the goods that they offer for sale.
- The stallholder acknowledges and agrees that Edinburgh Printmakers has not given any warranties or made any representations relating to the stallholder's occupation or use of a stall site at Castle Mills other than as are specifically set out in these regulations. This includes, but is not limited to any warranties or representations relating to:
  - o The stallholder's likely sales or profits
  - o The benefits of the location of any particular stall site
  - o The number of potential customers that are likely to visit the markets
  - o The presence of other stallholders on the same day selling the same or similar goods or services or the location of their stall site
  - o The services and facilities that are available to the stallholder other than as are expressly set out in these regulations
  - o The extent to which Edinburgh Printmakers has carried out marketing or advertising to attract customers to the markets
  - o The suitability of the craft markets for any particular purpose.



## **Claims against Edinburgh Printmakers:**

- The stallholder acknowledges and agrees that Edinburgh Printmakers is not liable for any claims arising from
  - o Damage to the goods or other property of the stallholder
  - o Theft of the goods or other property of the stallholder
  - o Injury, loss or damage suffered by any person at the Edinburgh Printmakers events
  - o Damage to or the theft of the property of any person at the Christmas Market

## **Risk Management and Accident Prevention Terms:**

- Stallholders are responsible for all of their own takings.
- Stallholders must report promptly to the Sales & Commercial Manager or approved representative, any security problems including, but not limited to, robberies, shoplifting, pickpocketing or the need to forcibly remove drunken or belligerent customers from the events.
- Any stallholder using equipment or practices that could endanger the health & safety of any persons will be asked to leave the event.

## **Health and Safety:**

- All traders are reminded of their legal duties to ensure that work activities are carried out in such a way that other people at work and members of the public are not exposed to risks to their health and safety. Advice on managing health and safety at work is available on the HSE website at [www.hse.gov.uk](http://www.hse.gov.uk)
- All incidents, accidents or near misses must be reported immediately to the Sales & Commercial Manager or other EP staff members.
- To reduce the risk of tripping accidents, stallholders must keep their stall site and the immediate vicinity clear of anything that might obstruct pedestrian traffic and cause tripping accidents.
- Stallholders must ensure that their stall sites are free of any sharp corners or dangerous projections that might injure customers particularly of hard materials such as timber, metal or glass.

- No trader will be permitted to sell reproduction firearms or weapons including knives (other than domestic cutlery), any weapon that can propel an object, fireworks, flammable liquids or gasses, counterfeit goods, drugs and offensive publications or material.
- Stallholders must rely on their own public liability insurance to include cover for claims arising as a result of their activities on the day, and Edinburgh Printmakers cannot cover trading goods at the market within their insurance policy.