



## Stalls and Vendors Information Guide

### Introduction

Our Pride event will be held in Inverness on Saturday 22 July 2023. This guide contains all the necessary details to help ensure that your attendance is a success whilst adhering to the policies laid out by Highland Pride Committee and Highland Council.

The Pride Village will be in the Northern Meeting Park, with gates opening at 3 pm and live entertainment starting at 4 pm. The event will close at 8 pm.

### Who can have a stall?

Stalls in the Pride Village will be available to organisations aiming to improve their engagement with and the wellbeing of the LGBT+ community. Local businesses and sponsors of our Pride event may also have a stall for the purpose of raising awareness of LGBT+ inclusion in their organisation.

The following is a list of who we will accept stall applications from, and the booking fee that will apply:

Who		Booking Fee
Charities, not-for-profit community organisations, LGBT+ organisations and groups		Free of Charge
Sponsors of Highland Pride 2023		Free of Charge
Local businesses	Up to 49 employees	£50
	50 to 100 employees	£100
	100+ employees	£250 - we encourage you to become a Sponsor

If you're unsure if you would qualify for a stall, please email [events@highlandpride.org](mailto:events@highlandpride.org).

Stall applications will not be accepted from:

- Individuals or organisations known for not supporting LGBT+ rights and equality
- Political parties

Stalls are not allowed for:

- Market research, such as medical or community surveys
- Commercial purposes (see vendors section)
- Selling goods or services (see vendors section)
- Anything related to Alcohol (see vendors section)
- Signing up customers for internet, utilities, insurance etc.

Bookings are for the pitch only. All stallholders will need to provide their own tables, chairs, coverings, gazebos, weights, and anything else they may require. Gazebos must be no bigger than 3 m x 3 m.

Please refer to Appendix 1 for a list of stallholder responsibilities.

For those organisations we're not charging, if you have the means to become an official sponsor or make a donation, we would be most grateful. By becoming a sponsor or making a donation, you are helping ensure that our Pride event stays free for those who need it, creating an inclusive and fun event.

Sponsorship applications and donations can be made via our website:

[www.highlandpride.org](http://www.highlandpride.org).

## Vendors

The following is a list of who we will accept applications from, and the booking fees that will apply:

What	Booking Fee
Food and drink	A fixed rate or % of sales - to be negotiated.
Arts and crafts	£100
Merchandise, such as t-shirts, flags, hats, badges, and other memorabilia	£100

There will be one space at the parade starting point, which will only be available to vendors selling pride merchandise. The parade will start at 2.30 pm.

Food and drink vendors are required to supply a copy of their standard menu and price list as part of their application. These must be submitted to [events@highlandpride.org](mailto:events@highlandpride.org) no later than **30 April 2023**.

All other vendors are required to supply a copy of their price list as part of their application. These must be submitted to [events@highlandpride.org](mailto:events@highlandpride.org) no later than **30 April 2023**.

Please refer to Appendix 1 for a list of vendor responsibilities.

## Responsible Person

Each stall holder and vendor is required to provide a “responsible person” to be the point of contact for Highland Pride. The point of contact in your organisation should receive a copy of this pack at the time of booking alongside other relevant emails including Pride Village timings and information about briefings. This person is also responsible for ensuring all relevant information is communicated to your own teams.

## Generators & Electrical Systems

Due to fire risk and public safety, no generators or electrical systems are allowed at stalls. If you are a food or drink vendor and are bringing your own vehicle or freestanding stall, please ensure that you have the appropriate generator, that electrical items are PAT certified, and that you have the appropriate certificates, such as Health & Safety, food hygiene etc.

## Fire Safety

- No naked flames or smoking will be allowed at stalls.
- If you spot a fire, please report this to a steward straight away.
- Fire Extinguishers are onsite and will be signposted.
- If emergency evacuation is necessary, a steward will tell you where to go. Please assist them by following their instructions.
- All gazebos must be flame retardant.

## Alcohol and Substance Abuse

No one shall consume alcohol at their stall or vending space or be under the influence of controlled substances during any time during our Pride event. Highland Pride reserves the right to remove people if they believe anyone working or volunteering is under the influence of controlled substances. Anyone suspected to be under the influence of, or in possession of, controlled substances will be reported to the police.

## Public Liability Insurance

All stallholders and vendors must be covered by Public Liability Insurance. Evidence of this insurance must be submitted to [events@highlandpride.org](mailto:events@highlandpride.org) as part of your application and no later than **30 April 2023**.

## Certificates

If you are trading, please ensure you have all appropriate certificates with you. This includes but is not limited to: Health & Safety, Food Hygiene, Employer’s Liability Insurance, Public Safety Insurance, PAT, etc. These must be submitted to [events@highlandpride.org](mailto:events@highlandpride.org) as part of your application, and no later than **30 April 2023**. If we do not receive these, we will not be able to confirm any bookings.

## **Risk Assessment**

All stallholders and vendors must complete a risk assessment for their pitch, which must be submitted on confirmation of a booking to [events@highlandpride.org](mailto:events@highlandpride.org) and no later than **31 May 2023**.

## **Confirmation of bookings**

We will aim to confirm all bookings by **31 May 2023**.

## **Payment of Fees**

If your booking is successful, an invoice for the booking fee will be sent by email. The fee will be due within 14 days from the invoice date for the booking to be completed. Should payment not be received within 14 days, a reminder will be sent, allowing a further 14 days to make the payment. If payment has still not been received after the reminder period, your place will be offered to someone else.

## **Cancellation and Refunds**

Bookings are non-refundable. A refund will only be provided if the event is cancelled.

Anyone who does not provide their documents as listed above by the dates required will not be allowed to set up their stall or vending equipment on the day and a refund will not be provided.

## **On the Day**

- With exception of vendors, no vehicles will be allowed in the Pride Village. The nearest car parks are the Cathedral Car Park or the Eden Court Car Park, both of which are pay and display.
- It is your responsibility to set up your stall / vending equipment. However, if you need assistance, please let us know beforehand.
- The Pride Village will be open to set up from 8 am on the Saturday morning. You are required to have your stall / vending equipment set up and ready by 11 am.
- Your stall / vending equipment must always be supervised by at least one person.
- Expected footfall is between 2,000 - 4,000 people, depending on the weather.
- The event closes at 8pm. Should you need to leave before 8pm, please inform the Event Co-ordinator which can be done through any of the Stewards on site. You will not be allowed to remove any equipment until after 8 pm.
- For vendors, if you are bringing a vehicle or freestanding stall, this cannot be moved from the Pride Village until after 8pm.
- You are responsible for your waste. Please do not leave any rubbish behind.

## Terms and Conditions of Entry

- All stallholders and vendors must share our ethos and vision for a world in which all people are able to be themselves, regardless of sexuality or gender identity, and live free of discrimination simply for being who they are.
- Please also refer to Appendix 1 for our Code of Conduct, which must be complied with.
- Stalls are for information, guidance, and community engagement only.
- Fundraising by organisations other than Highland Pride is not permitted.
- Non-commercial stallholders will not attempt to sell any goods or services.
- Appropriate dress should be worn.
- No illegal substances to be consumed during the Pride event.

## Pride Village Tickets

Stall holders and vendors will get up to four wristbands and ID badges for entry into the Pride Village. You do not need to register online for these. If there will be more than four people at your space throughout the event, each additional person should book a FREE ticket, which is exchangeable for a wristband. Tickets can be booked on the booking site once it becomes available.

## Debrief

We ask that all stallholders and vendors submit feedback after the event. This should include your organisation name and things such as overall public engagement with your organisation, how you engaged with Highland Pride prior to the event, the experience of the event on the day, if you feel things should be improved or changed for future events, and any other information you would like to share. Please send to [events@highlandpride.org](mailto:events@highlandpride.org) by **31 August 2023**.

## **Appendix 1 – Responsibilities and Code of Conduct**

### **Stallholder Responsibilities**

- Provide relevant information to Highland Pride by the requested date
- Must arrive and set up within the designated time
- Responsible for their stall which must be supervised at all times
- Interact politely, respectfully, and appropriately with event participants
- Beware of any areas of risk and ensure their allocated space remains safe at all times
- If needing to leave early for any reason notify the Event Co-ordinator

### **Vendor Responsibilities**

- Provide relevant information to Highland Pride by the requested date
- Must arrive and set up within the designated time
- Responsible for their vending equipment which must be supervised at all times
- Interact politely, respectfully, and appropriately with event participants
- Any power source must be located away from public traffic areas
- Beware of any areas of risk and ensure their allocated space remains safe at all times
- If needing to leave early for any reason notify the Event Co-ordinator

### **Code of Conduct**

Our Code of Conduct is for our volunteers [this means trustees and volunteers], anyone working in any other capacity on our behalf; anyone attending our meetings, events and activities; or using our social media channels to engage with our community; to ensure that we are always striving for a safe and welcoming environment for everyone:

- Highland Pride is a supportive social group for LGBT+ identifying people and allies.
- Highland Pride is an inclusive and supportive group. Degrading comments about anything will not be tolerated, and neither will any forms of bullying.
- Be kind and courteous. We are all in this together to create a welcoming environment, whether this is online or in-person. Let's treat everyone with the respect they deserve. Healthy debates are natural and encouraged but kindness is required.

Our Code of Conduct may be updated as and when required – everyone must comply with any changes.

Failure to comply in any of the above may result in removal from our Pride event.