



## Stalls Information Guide

### Who can have a stall?

Information Stalls in the Eastgate Shopping Centre and Eden Court will be available to organisations aiming to improve their engagement with and the wellbeing of the LGBTQ+ community. Sponsors of our Pride event may also have a stall for the purpose of raising awareness of LGBTQ+ inclusion in their organisation.

Queer market stalls in Eden Court will be available to vendors who are LGBTQ+ or people who support the LGBTQ+ community.

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

Who	Booking Fee
Information stalls only: Charities, not-for-profit community organisations, LGBT+ organisations and groups, who are <b>NOT</b> selling anything	Free of Charge
Sponsors of Highland Pride 2024	Free of Charge
Local businesses	Free of Charge
Queer market stalls only: Vendors	£25

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 LGBTQ+ rights and equality
- Political parties or politicians

Information stalls are not allowed for:

- Market research, such as medical or community surveys
- Signing up customers for internet, utilities, insurance etc.
- Selling any goods or services.
- Anything related to alcohol.

Only market traders (vendors) can sell goods or services. However, the following are not permitted:

- Signing up customers for internet, utilities, insurance etc.
- Anything related to alcohol.

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

### **Responsible Person**

Each stall holder is required to provide a “responsible person” to be the point of contact for Highland Pride.

### **Fire Safety**

- No naked flames or smoking will be allowed at stalls.
- If emergency evacuation is necessary, please follow venue evacuation procedures.

### **Alcohol and Substance Abuse**

No one shall consume alcohol at their stall or 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 must be covered by valid Public Liability Insurance. Evidence of this insurance must be submitted to [events@highlandpride.org](mailto:events@highlandpride.org) before any spaces can be allocated.

### **Market trader licences**

All traders/vendors must have a valid market operators licence issued by the local authority. Evidence of this must be submitted to [events@highlandpride.org](mailto:events@highlandpride.org) before any spaces can be allocated.

### **Risk Assessment**

All stallholders must complete a risk assessment for their stall, which must be submitted to [events@highlandpride.org](mailto:events@highlandpride.org) before any spaces can be allocated.

### **Payment of Fees**

Where there is a charge, an invoice for the booking fee will be sent by email. If payment has not been received by two weeks before the event takes place, 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 on the day and a refund will not be provided.

## **On the Day**

- Tables will be provided.
- It is your responsibility to set up your stall. However, if you need assistance, please let us know beforehand.
- You are required to have your stall set up and ready 30 minutes before the stalls open.
- Your stall must always be supervised by at least one person.
- You are responsible for your waste. Please do not leave any rubbish behind.

## **Terms and Conditions of Entry**

- All stallholders 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.

## **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

### **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 LGBTQ+ 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.