



The Worshipful Company of Woolmen

Livery Fair - Sunday 29th September 2024



INFORMATION FOR APPLICANTS

The Livery Fair, located this year adjacent to the Sheep Drive on Southwark Bridge, in the historic heart of the City is held in support of the Worshipful Company of Woolmen's Charitable Trust and The Lord Mayor's Appeal. The Fair will be attended by the Lord Mayor, Alderman Nicholas Lyons and Special Guest.

<p style="text-align: center;">Livery Fair Opening Hours 10:00 to 16:00</p> <p>Fair hours coincide with visitors attending:</p> <p>The Worshipful Company of Woolmen's Sheep Drive: 10:00 to 16:00 (Dignitaries from 09:00).</p> <p>Other local attractions include: St Paul's, Tate Modern, Shakespeare's Globe, The Monument, Museum of London, The London Eye, The Royal Festival Hall, The London Dungeons, HMS Belfast, London Bridge, The Shard, Borough Market, The Undercroft, Leake Street and much more...</p>	<p style="text-align: center;">Access Stall Set up & Close Down</p> <p>Set up strictly between 07:00 and 08:30 Close down from 16:00 to 17:00</p> <ul style="list-style-type: none">• Stalls should not be dismantled before 16:00, site to be clear by 17:00• There is no vehicular access to, or parking on site between 09:00 and 16:00.• Parking is available on street (subject to restrictions) and in nearby public car parks.
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Terms & Conditions

Stallholder Gazebos

White 3m x 3m (or 6m x 3m if requested) Gazebos are provided and will be installed prior to arrival of Stall Holders. They will be set up with removable side and rear panels.

Where requested, electric power will run up to the rear of the stall with tables and chairs in place.

Location of Stalls

Stalls will be allocated on a first come first served basis once booked and subject to overall operational and health and safety requirements at the discretion of the event organisers.

Toilets

Toilet facilities will be available at the Fair.

Location of Fair at Southwark Bridge - Open hyperlinks to take a 360° tour of the site.

The Livery Fair will take place on two locations on Queen Street Place to the North side of the Bridge.

[Livery Fair - Queen Street Place](#) (both sides of the road)

[Livery Fair – Queen Street](#) place (opposite the Santander bicycles)

Public Transport

Mansion House and Cannon Street Underground are the closest tube stations. Multiple bus routes run on the main roads surrounding the site.

Stall Holder Booking Form

The Stall Holder expressly acknowledges and agrees that its booking for stall space on the Booking Form is a binding confirmation of their acceptance of these Rules and Regulations and other general information supplied by the Organiser.

Insurance

The Stall Holder **must** have valid Public Liability insurance with a minimum single claim indemnity value of two million (£2,000,000), and with a reputable provider. Stall Holders are responsible for insurance against all other usual risks in respect of loss, theft, cancellation and damage to third party property/land.

- Insurance documentation to include:
 - Name of Insured Party, Renewal Date, amount of, and dates of cover
 - Renewal notices or payment schedules cannot be accepted.

It is understood that Stall Holders insurers will always respond first and not be subject to any sharing of limits with the Organisers insurers.

Final Date for Supply of Documentation & Information: Wednesday 31st July 2024:

Failure to provide any of the relevant documentation in advance of the Livery Fair will result in cancellation of your stall with cancellation charges applicable as below. Please let us know if your insurance renewal falls within two (2) months of the Fair as new policy documents will also need to be provided.

Marketing & PR

- Marketing and promotion of any Stall Holders' involvement in the Livery Fair shall only commence once cleared funds have been received from the Stall Holder and where necessary upon receipt of suitable marketing material by the Stall Holder (and subject to any deadlines as required for respective media activities).
- In addition to press activity, an official photographer and Event staff may also periodically take pictures and videos of stalls and demonstrations for use in marketing purposes.

Stall Space

- No Stall Holder may sub-let or share their space without the express written consent of the Organiser.
- Stalls must be manned at all times by at least one (1) member of the staff.
- Only exhibits specified on the Booking Form may be displayed on the stall.

- Stall items must remain within the allocated space so as not to hinder other Stall Holders or walkways.
- The Organiser has the right to restrict/remove items which can be displayed in the space occupied by the Stall Holder.
- The Stall Holder shall ensure that the space occupied by it is returned to the Organiser in good clean order at the end of The Livery Fair, **including removal of all rubbish from site by the Stall Holder.**
- The Organiser reserves the right to alter the position of any stall at any time without prior notice to the Stall Holder.

Food & Beverage Vendors

- Food and beverage vendors must have matting immediately in front of their stall and under any outside preparation areas for the purposes of preventing spillages etc. soiling the surface of the highway.
- Vendors cooking on site must have appropriate fire extinguishers and blankets.
- Full ingredient and food allergen information must be available for products being sold.
- Stall Holders selling alcohol are responsible for ensuring that customers are at least 18 years old, and for checking Valid proof of age/ID if in doubt.

Lunch Vouchers provided by the Worshipful Company of Woolmen for Volunteers

- Volunteers supporting the Sheep Drive for the full day will be allocated with a food voucher for £9.00 to be exchanged at **one** stall of their choice at the Livery Fair.
- Vouchers will be collected by Event staff at the end of the Fair and a co-signed receipt issued.
- No change to be provided and no split vouchers will be reimbursed. Purchasers will pay the difference for any purchases over £9.00 (**amount tbc**)
- Payment in respect of any purchases will be made direct to respective Stall Holders by the Woolmen's Charitable Trust within five (5) working days of the event.
- In order to expedite prompt reimbursement please ensure to have your company bank details available on the day or ideally send in advance to liveryfairenquiries@gmail.com

Health & Safety

- The Stall Holder undertakes to comply fully with all provisions of the relevant Health and Safety Legislation and Regulations, including Food Safety Act and Food Hygiene Regulations, applicable to their stall and staff.
- The Stall Holder **must** provide:
 - Risk Assessment (including Fire for Food Vendors)
 - Relevant Food Hygiene Certification (Food & Beverage Vendors only)

Electrical & Gas Safety

- Stall Holder portable equipment must have/display valid electrical PAT (Portable Appliance Test) and equivalent gas safety certificates.
- Electrical power will be supplied up to the rear of the stall; please ensure you bring enough extension leads to support your needs.

- Sockets must not be overloaded; please ensure you have ordered enough power.

The Organiser reserves the right to refuse to connect to the supply any faulty equipment or to disconnect the supply on non-compliance of the above.

Cancellation by the Stall Holder

A non-refundable 25% is payable on receipt of your booking form to guarantee your place. If the Stall Holder wishes to cancel the space, written notice of such must be forwarded to the Organiser by email, upon which cancellation charges will be payable as below:

- Cancellation on or before 28th July 2023, 50% of total fees.
- Cancellation after 28th July 2023, 100% of total fees.

Cancellation by the Organiser

If for any reason The Livery Fair is forced to be cancelled by the Organiser (excluding relocation of venue or postponement) then the Stall Holder will be fully refunded for any payments made to The Worshipful Company of Woolmen's Charitable Trust, less any administration fees incurred up to that point.

Force Majeure

The Organiser shall not be in breach of these Rules and Regulations, nor liable for any failure or delay in performance of any its obligations arising from or attributable to acts, events, omissions or accidents beyond its reasonable control, including but not limited to Acts of God (including but not limited to fire, flood, earthquake), royal mourning, war, terrorist attack or a threat thereof, civil commotion or riots, explosion or accidental damage, collapse of building structures, failure of machinery, computers or vehicles, labour disputes (including but not limited to strikes, industrial action or lockouts), non-performance by suppliers or subcontractors and interruption or failure of any utility service, or any uncontrolled disease.

Disputes

Should any issues arise that are not covered by these rules and regulations, the Stall Holder accepts the decision of the Organiser as final, subject to the laws of England.

General Data Protection Regulations (GDPR)

We will treat your details with utmost respect and will never share your details with anyone without prior consent. Our full Privacy Policy can be viewed on our website <https://sheepdrive.london/privacy/>

Definitions

“Organiser” means The Charitable Trust of the Worshipful Company of Woolmen or its lawful assigns.

“Stall Holder” means any person or agent who has been granted space in the Livery Fair.

Enquiries

For all enquiries, please contact The Livery Fair Coordinator Jovita Williams via email liveryfairenquires@gmail.com or call 07805 040148