



# STALLS

# GUIDE

# Contents

Contents.....	2
Introduction .....	3
Who can have a stall? .....	3
Cost .....	3
Responsible Person .....	3
Generators & Electrical Systems.....	3
Fire Safety .....	4
Alcohol and Substance Abuse.....	4
Public Liability Insurance.....	4
Risk Assessment.....	4
Certificates .....	4
On the Day .....	4
After the Day.....	5
Money Collection .....	5
Terms and Conditions of Entry.....	5
Pride Timetable.....	5
Village Tickets.....	5

## Introduction

Grampian Pride is a celebration of the LGBT+ community in Scotland. Pride reflects the diversity of LGBT+ community as a whole, where individuals, organisations, businesses and community groups come together. Grampian Pride also raises awareness of campaigns for LGBT+ equality. This guide contains all the necessary details to help make sure that your stall is not only a success but also adheres to policies laid out by Grampian Pride Committee and Aberdeen City Council.

## Who can have a stall?

Stalls in the Grampian Pride Village are available to all companies, charities and voluntary organisations aiming to improve the wellbeing of the LGBT+ community. Provision has been made to allow Sponsors of Grampian Pride to have a stall within the charity tent if they wish. These stalls are not for the purpose of capitalising on the “pink pound”, signing up customers or market research– they are solely for the purpose of raising LGBT+ inclusion and awareness in their organisation.

Exclusions would be in-line with:

Your company is known for not supporting LGBT+ rights and equality

Market research search as medical, community surveys

Promotion to buy an item onsite to receive a discount instore.

Alcohol (unless authorised by the committee)

Signing up customers for internet, utilities etc.

If you are unsure if you would qualify for a stall please email [stall@grampianpride.org](mailto:stall@grampianpride.org)

## Cost

To have a none charity stall at Grampian Pride the cost is £100 for none food and £150 for food stalls. The full funds must be submitted with your application, if you are not successful the funds will be returned to you. All proceeds go towards Grampian Pride.

Grampian Pride will not charge charities for having a stall in the Grampian Pride Village. However, if your organisation has the means to either become an official sponsor of Grampian Pride or to make a donation, we would be most grateful. If sponsorship is an option for you, please contact [fundraising@grampianpride.org](mailto:fundraising@grampianpride.org)

By becoming a sponsor or making a donation, you are helping us to ensure Grampian Pride stays free for those that need it, creating an inclusive and fun event.

## Responsible Person

Each stall is required to provide a “responsible person” to be the point of contact for organisers, staff and volunteers. The point of contact in your organisation should receive a copy of this pack at the time of booking alongside other relevant emails including parade timings and information about briefings. This person is responsible for communicating the information provided by Grampian Pride to all members involved with your stall.

## Generators & Electrical Systems

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

## **Fire Safety**

- No naked flames or smoking will be allowed at your stall.
- If you spot a fire, please report this to a Steward straight away.
- Fire Extinguishers are onsite and will be signposted.
- The site area is split into 4 sections. If emergency evacuation is necessary, a Steward will tell you where to go. Please assist them by following their orders.

## **Alcohol and Substance Abuse**

No stall holder shall be under the influence of controlled substances. Grampian Pride reserves the right to remove the stall if they believe anyone working or volunteering at the stall 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 stall holders must be protected by their representing organisations' Public Liability Insurance. This document must be submitted with your application or sent to [stalls@grampianpride.org](mailto:stalls@grampianpride.org) before 25<sup>th</sup> April 2019.

## **Risk Assessment**

Each group must complete a risk assessment for their stall. This document must be submitted with your application or sent to [stalls@grampianpride.org](mailto:stalls@grampianpride.org) before 25<sup>th</sup> April 2019.

## **Certificates**

If you are trading please ensure you have the appropriate certificates with you. This includes but is not limited to; Health & Safety, Food Hygiene, Employers liability insurance, Public safety Insurance, PAT. To save time and for your convenience it would be better if you submit these certificates prior to the event either with your application or sent to [stalls@grampianpride.org](mailto:stalls@grampianpride.org) before 25<sup>th</sup> April 2019.

## **On the Day**

- No vehicles will be allowed on to the site. The nearest area to park your vehicle is on the Esplanade which is 3 minute walk away from the Village area. This is chargeable by ACC. It is your responsibility to have staff or volunteers to set up your stall. However, assistance is available if your staff and volunteers have mobility impairments – please let us know in advance.
- You are required to have your stall set up and ready between 12 noon and 1pm.
- Your stall must be staffed by at least one person at all times (this includes volunteers).
- Expected footfall is between 3,000-9,000 people depending on the weather.
- The charity tent closes at 6pm.
- Should you need to go before 5pm, please ensure you have informed the Site Manager, which can be done through any of the Stewards on site.
- If you are bringing you own vehicle/stall this can not be moved from the site until 8pm
- Please do not leave any rubbish behind. Both recycling bins and general waste bins will be available on site.

## After the Day

We ask that all stall holders provide a detailed report after the event.

This report should include your organisation Name and things like: overall public engagement with your organisation, how you engaged with Grampian Pride prior to the event, the experience of the event on the day, if you feel things should be improved / changed for future events, and any other information you would like to include.

## Money Collection

A city-wide street collection licence has been granted to Four Pillars on 25<sup>th</sup> May 2019 for the purpose of raising funds for Grampian Pride.

According to collection licence rules, no individual, charity or organisation is permitted to collect donations on the parade route or at the Village, unless for the purpose of raising funds for Grampian Pride.

If you wish to collect money on behalf of Grampian Pride on or around your stall, please email [fundraising@grampianpride.org](mailto:fundraising@grampianpride.org) so we can supply collection buckets on the day.

## Terms and Conditions of Entry

- Conduct – Whilst we recognise that Pride was born out of protest, and we encourage political participation, stall entries will not be permitted if they defame the work of Grampian Pride or other charities, groups or businesses participating.
- Your stall is for information, guidance and community engagement only.
- You will not attempt to sell any goods whilst at Grampian Pride.
- Appropriate dress should be worn.
- No drugs should be consumed whilst in the Grampian Pride Village.

## Pride Timetable

- If you are interested in a stall, you should let us know as soon as possible, with the designated responsible person's details. Closing date for this is **25<sup>th</sup> February 2019**.
- Successful stall holders will be emailed on **25<sup>th</sup> March**.
- Pride stall paperwork, as described above, should be submitted before **25<sup>th</sup> April**.
- Grampian Pride is **25<sup>th</sup> May 2019**.
- A full report / feedback should be completed by **25<sup>th</sup> June 2019**.

## Village Tickets

Charity stall holders will get a maximum of two ID badges for entry into the Pride Village. You do not need to register online for these. If you have any more than two staff at your stall, or you are doing a split shift, they will have to book a FREE ticket from our website - <http://www.grampianpride.org>