



Appendix 9

STALLS GUIDE

Updated November 2022

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
Debrief	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 ensure that your stall is a success whilst adhering to the 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 charities, businesses and community organisations aiming to improve the wellbeing of the LGBT+ community. Sponsors of Grampian Pride® may also have a stall within the charity tent if they wish, with the purpose of raising LGBT+ inclusion and awareness in their organisation.

Stalls are not allowed for:

- Companies known for not supporting LGBT+ rights and equality;
- Market research, such as medical or community surveys;
- Purely promotional purposes;
- 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 mail@grampianpride.org

Cost

For non-charity stalls, the cost is calculated per business:

Bars (Av. Capacity / 2 x average sale - 90% + £2,000)

Hot food stalls, (Av. Capacity / 2 x average sale - 90%)

Other food stalls (Av. Capacity / 2 / 4 x average sale - 90%)

Merchandise or other non-food stalls £100.

All funds must be paid with 28 days of receipt of invoice. 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 become an official sponsor or make a donation we would be most grateful. Please contact mail@grampianpride.org for details. By becoming a sponsor or making a donation you are helping ensure that Grampian Pride® stays free for those who 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 Village 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 risk and public safety, no generators or electrical systems are allowed at non-food stalls. If you are a food vendor and are bringing your own vehicle/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 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 is split into 4 sections. If emergency evacuation is necessary, a steward will tell you where to go. Please assist them by following their instructions.

Alcohol and Substance Abuse

No stall holder shall consume alcohol within the charity tent, or be under the influence of controlled substances during any time at Grampian Pride®. 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 covered by their organisation's Public Liability Insurance. This document must be submitted to the relevant department mail@grampianpride.org before 29th April 2023.

Risk Assessment

Each group must complete a risk assessment for their stall. This document must be submitted to the relevant department mail@grampianpride.org 29th 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. To save time and for your convenience it would be better if you submit these certificates prior to the event, This document must be submitted to the relevant department mail@grampianpride.org before 29th April 2023.

On the Day

- No vehicles will be allowed on 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 12:45pm.
- Your stall must be staffed by at least one person at all times (including volunteers).
- Expected footfall is between 6,000-9,000 people depending on the weather.
- The charity tent closes at 5pm.
- Should you need to go before 5pm, please inform the Site Manager, which can be done through any of the Stewards on site.
- For vendors, if you are bringing a vehicle or freestanding stall, this cannot be moved from the site until after 8pm

- Please do not leave any rubbish behind. Both recycling bins and general waste bins will be available on site.

Debrief

We ask that all stallholders submit a detailed report after the event. This 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 or changed for future events, and any other information you would like to share.

Money Collection

A city-wide street collection licence has been granted to Four Pillars on 27th May 2023 for the purpose of raising funds for Grampian Pride®. As per the collection licence rules, no individual, charity or organisation is permitted to collect donations on the parade route or at the village, unless on behalf of Four Pillars. If you wish to collect money for Grampian Pride® on or around your stall, please email mail@grampianpride.org so we can supply collection buckets.

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 in the day.
- Your stall is for information, guidance and community engagement only.
- Fundraising for organisations other than Grampian Pride® is not permitted.
- Non-commercial stallholders will not attempt to sell any goods or services.
- 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, please let us know as soon as possible, with the designated responsible person's details. Closing date for this is **27th February**.
- Successful stall holders will be emailed on **30th March**.
- All paperwork must be submitted before **30th April**, as described above.
- Grampian Pride® is **27th May 2023**.
- A full report / feedback should be completed by **30th June 2023**.

Village Tickets

Stall holders will get up to 4 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 staff or volunteers at your stall throughout the day, each additional person should book a FREE ticket on grampianpride.org