



Bristol Harbour Festival 2026

Trader Terms & Conditions

Insurance

- All traders are responsible for their own property and the festival cannot be held liable for any damage, loss or theft. It is the responsibility of the traders to properly insure their equipment.
- Traders must have a minimum insurance cover of £5m for public liability, products liability and employer's liability.
- Traders must keep the insurance in full force and effect for the duration of their time at the festival.
- The trader must provide a copy of your insurance documentation 28 days in advance of the festival.

Safety Certificates and Documentation

Copies of all documents requested below must be provided to the festival no later than 28 days in advance of the festival.

- Public / Products Liability Insurance Certificate
- Employers Liability Insurance Certificate
- Method Statements & Risk Assessments (including fire risk assessment)
- PAT Test Certificate
- Food Safety Plan (if applicable)
- Registration with Local Authority (if applicable)
- Gas Safety Certificate (if applicable)
- Food Hygiene Training Certificate (if applicable)
- Bristol Eating Better Award Certificate (if applicable)

The following documentation must be displayed on your stall:

- Fully completed allergen matrix (if serving food)

Food traders will be inspected onsite by the trader team &/or by the Council, please ensure you have copies of all the relevant documentation, food safety records & your stall is cleaned & maintained to a high standard. Anyone that is not deemed compliant with the food safety legislations will not be permitted to trade until any issues have been rectified & a follow up inspection has been carried out.



General Safety

- You must ensure that all working practices comply with the regulations outlined in the Health & Safety at work act 1974, Management of Health and Safety at Work Regulations 1999, Manual Handling Operations Regulations 1992, Personal Protective Equipment at Work Regulations 1992 & Provision and Use of Work Equipment Regulations 1992.
- Traders must provide a comprehensive risk assessment in advance of the festival.
- It is not permissible to bring glass bottles onto site.
- The festival sites will fall within 'Traffic Regulation Orders' with vehicle movement restricted times which must be adhered to. There must be no vehicle movement within the times and failure to comply could result in action being taken by the Police and/or Parking Services.
- Vehicles will only be allowed on-site and onto the pedestrian areas for set-up - loading and unloading - outside of the TRO restriction times or if given permission as a static branded vehicle as part of the event.

Gas Safety

- Traders using gas equipment must provide a copy of an up to date gas certificate issued by a CORGI registered gas engineer.
- Gas equipment must be regularly inspected to ensure they are safe to use.
- Only one spare bottle of gas will be permitted to be kept on your site. All other spares have to be kept in the compound allocated by the Festival.

Electrical Safety

- Own generators are not permitted & all power used onsite must be drawn directly from the festival power supply. Power is available as a paid for supply by the event to traders. Idling/running engines are not permitted onsite.
- Traders using electrical equipment must be covered by an up to date PAT certificate.
- Electrical equipment must be regularly inspected to ensure they are safe to use.

Food Safety

- Caterers must provide copies of their local authority food safety certificate.
- All staff handling food must hold a minimum of a Basic Food Handlers certificate such as a HACCP awareness certificate or similar
- All traders must provide copies of food hygiene rating certificates. A minimum of three stars is required for the festival.



- The Food Safety check-list and fire risk assessment documentation must be completed and available for inspection and signing by the Health & Safety Officer on arrival and be available for inspection at all times on request throughout the duration of the festival.
- Display food allergen information clearly, and ensure staff are equipped to answer questions relating to allergen ingredients.

Sustainability

Bristol Harbour Festival and Bristol City Council are committed to reducing the festival's direct and indirect carbon footprint. All traders are asked to comply with the following:

- No single-use plastic is allowed at food stalls. This includes sauce sachets, coffee cup lids, plastic cups or pots & plastic food containers.
- No bioplastic is allowed on site. This includes cutlery, clear film windows on food containers, sauce pots, dessert pots. Some products look like plastic but are 'compostable'. These are made from PLA or CPLA, this is not permitted as they are often mistaken for customers as plastic & get put in the recycling that contaminates the resulting stream.
- All takeaway serveware, including food containers and cutlery, must be certified compostable paper, card, or wood to BS EN 13432 standard. If you are unsure about what packaging is acceptable please do not hesitate to contact us, the rules onsite are strict & non-compliance may result in you not being invited to trade at the festival again. A copy of the full sustainability policy will be sent with your offer email if you are selected to go through to the next stage.
- Source local, ethical and organic produce where possible and be able to trace source of food and beverage ingredients.
- All traders must at the very least commit to becoming certified to bronze level with the Bristol Eating Better Award scheme (<https://www.bristol.gov.uk/bristol-eating-better-award>).

Waste Management

- All festival traders will be charged a refundable waste bond of £100 per non-food trader and £200 per food trader to ensure pitches are left clean and tidy and traders adhere to the conditions of trading and the festival's Sustainability Policy.
- All rubbish generated by your stall must be disposed of as directed by the festival including using the correct recycling bins for different types of waste as provided.
- Ensure food waste is separated from other waste to avoid contamination of materials.
- Any potentially hazardous spillages must be reported to the festival organisers immediately.



- You will be responsible for keeping the area in front of your stall clean throughout the event.
- You must leave your pitch clean and tidy after the event..

Pitch Size & Location

- Units/pitches/plots are non-transferable. At no time does registration bestow any rights or expectation that a stall or units will be in an exact position/location.
 - All trader pitch prices are based on the below sizes as a maximum footprint.
1. Food Traders: 6m x 3m
 2. Sweet Traders: 6m x 3m
 3. Market Stalls: 6m x 3m
- Any traders found exceeding their allocated pitch as determined on the registration form will be charged additionally for the extra space used or will be asked to remove any item exceeding their allocated pitch.
 - Traders may only bring the structure mentioned in their application. Please contact the team immediately if it is necessary to bring an alternative. All structures must be secured firmly and able to withstand adverse weather conditions. Refunds will not be offered in the event of adverse weather.

Access & Trading Hours

- Traders will have access to the site from 8am until 5pm on the Thursday & Friday prior to the festival. You may be able to arrive on Wednesday if agreed with the festival in advance.
- Traders must vacate the site by 12pm on the Monday after the festival.
- Traders must remove all things you brought on to the site and leave the site in the condition it was at the time of set up.
- Trading hours are dependent on your location and information can be found on the application form.
- Traders must conform to the festival procedures and permitted times relating to the delivery of merchandise and equipment.

Sponsorship Requirements

Bristol Harbour Festival retains the right to work with drinks brands and sell the rights to pouring categories across drinks throughout the event. In the event the rights to a drinks category is sold at the event traders must comply with the below.

- Traders will sell the drinks listed in the pouring category as specified by the event



organiser if this is a drink/product that you already sell.

- Traders will not be permitted to sell 'competitor' brands of the pouring category at the event.
- Traders will retain the right to purchase the product from their chosen supplier/distributor however the event organiser may be able to facilitate a direct relationship with the brand and/or sponsor if required.
- Should the trader attempt to sell 'competitor' brands at the event they may be instructed to stop trading of these products immediately and if this request is not complied with may be stopped from trading altogether.

Restricted Activities

- Strictly no fires
- Strictly no generators
- Strictly no amplified music unless agreed in advance in writing
- Strictly no animals (except registered guide dogs)
- Strictly no vehicular movement within trading hours
- Strictly no children under the age of 18 are allowed on site during build and break
- All other vehicle movements at the absolute discretion of the festival organisers

Staff and Employment Terms

- Traders must at all times, at its own expense, adequate staff to comply with all terms and conditions.
- Traders must be able to supply the festival the names and addresses of staff and agents employed by you when requested.
- Traders must comply with all statutory and legal requirements relating to the employment and payment of your staff.
- Traders must ensure that all staff observe and comply with all instructions, terms and conditions given by or on behalf of the festival.
- Traders must ensure your staff are all aware of the standards of dress and behaviour which the festival requires of its concessionaires.
- Traders must assist the festival in immediately removing any staff who are in breach of these terms and conditions and ensure the removal of their wristband allowing access to the site.

Stall Appearance & Items for Sale

- Traders are not allowed to advertise or display any sign or information other than that previously approved in writing by the Festival.
- Traders must bring on to the site only the equipment, merchandise and stall in the design and size approved by the Festival.
- Traders are not allowed to advertise or sell any goods or services other than those previously agreed in writing with the festival.



- All products distributed on site comply with all statutory and legal requirements in the UK.

Gazebos

- All gazebos (if applicable) must be commercial standard. Garden and lightweight gazebos are not permitted. They should be of sound construction with all leg poles and roof struts part of the main fold out structure and non-detachable.
- Leg poles should be either tubular steel or aluminium and be of a substantial enough construction to avoid buckling in strong winds.
- The main canopy must be firmly attached to the metal stall structure using strong specifically designed ties.
- The canopy and any sides must be made of fire resistant material.
- The gazebo must be capable of being secured down by use of specifically designed correctly fitting weights (min. 25 Kg) on each leg on hard standing. Weights must be fitted by the user at all times the gazebo is in use whatever the weather conditions
- No attempt must be made to drive tent pegs or similar into hard standing to secure the gazebo. Checks should be made before driving pegs or stakes into grassed areas to ensure there are no hidden irrigation systems.
- The gazebo must remain free-standing at all times and must not be secured to any street furniture or other fixtures.
- Appropriate ground sheets must be in place for all traders. If a structure or any equipment is deemed to be unsafe, the decision of the Event Health & Safety Officer is final.



Promotion of the Festival

- You will make a reasonable effort to promote the festival in a positive light via any marketing streams available to you including websites, email, social media, printed materials, press coverage and word of mouth.

Additional Conditions of Operation

- Traders must conduct operations in a proper, efficient and courteous manner.
- Traders and staff must not consume drugs or alcohol prior to or whilst dealing with customers at the festival.
- Traders must deal promptly and courteously with any complaints from customers and on the basis that if your interests and those of the Festival should conflict, the interests of the Festival shall prevail.
- Traders must not damage or allow its employees to damage the site.
- Traders must comply with all laws, regulations and orders and the Festival's licences - including those relating to the offer for sale, display, advertisement and sale of the goods and services.
- Traders must not allow any noxious odours.
- Traders must not represent themselves as a partner or agent of the Festival.
- Traders are solely responsible for all risks, costs, expenses and claims of whatever nature arising from the conduct of your business.
- You will not subcontract any of your obligations in these Terms and Conditions and the right to occupy the site and conduct business thereon is personal to you and you may not assign or sublet or otherwise transfer (whether legally or beneficially) to any other person or entity by any means any of your obligations or rights hereunder and that you are contracting as a Principal and not as an Agent for any other person or entity.
- You will indemnify the Festival for any and all costs, expenses, damages and losses suffered by it or any of its employees, directors, agents or invitees caused by a breach by you of any of these Terms and Conditions.

Fees and Cancellation



- Following submission of application forms, successful applicants will receive an offer of a trading pitch and will be sent an invoice straight after.
- A 50% deposit of your full payment (pitch fee + power + waste bond) will be due on confirmation. The balance will be due no later than Friday 26th March 2026.
- All invoices must be paid in full by the stated due date, otherwise pitches may be reallocated to other traders on the waiting list.
- Please note that VAT @ 20% must be applied to all charges.
- If a trader wishes to withdraw from the event more than four weeks prior to the event, 50% of the fees will be retained, but any remainder will be refunded.
- If written notice of cancellation is received less than four weeks prior to the event, no refund will be payable unless the space can be re-let (minus a 25% administration fee will still be retained).
- Bristol Harbour Festival reserves the right to cancel pitches or the festival in the event of adverse weather or other circumstances, in response to government guidelines or other reasons.
- The festival shall not in any event be liable to pay damages or other compensation to you or your staff, agents or invitees for whatever reason – including if the Festival is cancelled or curtailed for any reason and/or for any damage to your stall, equipment or merchandise – and whether such damage is direct or indirect, or causes any economic or consequential loss of profit and/or opportunity.
- The festival reserves the right to cancel this agreement at any time by giving notice in writing to the trader at the address given on the registration form whenever it is of the opinion that the continuance of the hiring would not be in the interests of the good management of the site or in the event of the Government, SCC or other public body requiring the use of the site for any matter of special importance.
- Neither Proud Events nor Bristol City Council shall be liable in respect of any delay in performing or failure to perform any of its obligations hereunder if such delay or failure results from (i) acts or intervention of Government or Government agencies, (ii) fire, flood or explosion, (iii) Act of God, (iv) declared or undeclared war, or riots or civil commotion, (v) strikes or other industrial disputes (but not a strike or lockout involving the affected Party or any of its suppliers and their respective employees), (vi) any act neglect or default of another Party, or (vii) any cause outside of reasonable control.

Data Protection

The information you provide will be processed in accordance with the law, in particular the Data Protection Act and other applicable legislation. The information will only be used to register you as a trader at the festival unless we are required by law to do otherwise.



Thank you for reading this document carefully. We look forward to working with you at Bristol Harbour Festival 2026!