

Event Rules - The Square, Shrewsbury

- ¹ Set up is between 7-8.30am and all stallholders must be ready to trade by 9am (when all cars must be parked away from The Square) and be prepared to stay until 5pm. Packing up earlier than 5pm is subject to the discretion of the Committee, as empty stalls can put customers off and decrease foot fall for those still trading. We ask that you consult a Committee member before packing up.
- ¹ Stalls (with backs and sides where necessary) and tables (either 1 or 2) are provided.
- ¹ The cost of a single stall (2.5mx2.5m) is £45 and should a double stall be available (2.5mx5m) the cost is £90. The maximum number of stalls available at any event is currently 30.
- ¹ The cost of a stall includes electricity. All electrical items used on a stall are to hold a current PAT certificate.
- ¹ We reserve the right to waitlist members for a place if there are too many traders selling similar items.
- ¹ Payment is to be made 3 weeks in advance of each event. If you find you are unable to make an event for any reason during the three weeks after payment has been made, rent will be forfeited and the Event Organiser must be notified as soon as possible and at least by midday the day before to allow for changes to be made to stall layouts etc.
- ¹ If members wish to attend 5 or more events during their membership year, then one of them must be January or February – preferences for either January or February will be allocated on a 'first-come, first-served' basis.
- ¹ The Committee, at its discretion, may allow non members to participate to the benefit of Made in Shropshire, especially where the minimum number of stalls for an event has not been reached. In the event of this, the higher rate of £55 will be applicable. Preference will always be given to members, particularly regular attendees, and non members will only be accepted during the 3 weeks prior to the event when the number of members wishing to participate is known.
- ¹ Where the minimum number of stalls has not been reached for an event, currently the figure being 20, the event will be cancelled at least one week before it is due to take place to avoid incurring any costs. Any monies already paid will be carried over to the next event attended unless a refund is requested.
- ¹ Allowable absences shall be decided upon by the Committee. This could allow waitlisted stallholders to fill the position for an agreed period of time whilst the absentee is unavailable. This temporary stall position is to be given back to the regular stall holder upon their return. If an absence has not been discussed with and agreed to be allowable by the Committee, a waitlisted person may be allocated the vacant position on a permanent basis. The 25% rule may then apply upon the absentee's return, which may result in a waitlisted position.