



Vendor Terms and Conditions

1. GENERAL TERMS

- 1.1. All terms and conditions outlined in this document are subject to the discretion of Annoor Centre CIC management.
- 1.2. Stall bookings are only confirmed upon receipt of all required documentation, the retainer fee, and full payment.
- 1.3. All payments must be made in full by the deadline communicated to the vendor.
- 1.4. Incomplete applications will be returned for resubmission and treated as new applications.

2. ARRIVAL, ACCESS & VEHICLES

- 2.1. Vendors must arrive between 9:00am and 11:00am.
- 2.2. Vehicles will not be permitted to leave the site once parked until the end of the event.
- 2.3. Vehicles must remain parked in designated areas from 12:00pm to 8:00pm.
- 2.4. A penalty of £100 will apply for:
 - 2.4.1. Moving vehicles during restricted hours
 - 2.4.2. Parking outside designated areas
- 2.5. Only one vehicle per vendor is permitted on site.
- 2.6. Late arrivals (after 12:00pm) will not be granted vehicle access.
- 2.7. Vendors must provide vehicle registration details at application stage for security purposes on event days.
- 2.8. Vendors without allocated parking must remove vehicles from site by 11:30am.
- 2.9. Vehicles must:
 - 2.9.1. Travel at a maximum speed of 5mph
 - 2.9.2. Always use hazard lights.
 - 2.9.3. Only move when escorted by event staff/security.

3. STALL SETUP AND TRADING

- 3.1. Stalls must be fully set up and ready for inspection between 11:00am and 11:45am.
- 3.2. Trading hours are 12:00pm to 8:00pm.
- 3.3. Vendors must cease trading promptly at closing time.
- 3.4. Stall allocation will be assigned on the day and cannot be changed.

4. STALL ALLOCATION AND PRODUCT RESTRICTIONS

- 4.1. Vendors may only sell one product category, unless otherwise approved.
- 4.2. Food vendors are limited to one vendor per cuisine type.
- 4.3. A maximum of two vendors per non-food stalls (e.g. henna, face painting, toys, perfume etc) will be permitted. Exceptions may be made to this rule however this will be at the discretion of the Vendor Manager.
- 4.4. Only pre-approved items may be sold or displayed. Items not approved in advance will be asked to be removed from the stall and you may lose your retainer fee at the discretion of the organisers. If you do not comply you may be asked to leave the event.
- 4.5. Charity stalls may sell goods agreed by the organisers however no fundraising collections are permitted.
- 4.6. No political stands are permitted at the event.



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5. VENDOR RESPONSIBILITIES

5.1. Vendors are responsible for:

5.1.1. Their own signage

5.1.2. Cleanliness of their stall

5.1.3. Waste removal from site. Failure to remove waste may result in deductions from the retainer fee.

5.3. All equipment must be removed by 9:00pm. Items left overnight are at the vendor's risk.

5.4. Vendors are reminded to act with the best of Islamic and morally acceptable manners.

6. LIABILITY AND DISCLAIMER

6.1. Annoor centre CIC does not take any responsibility for any equipment left overnight.

6.2. Annoor Centre CIC:

6.2.1. Is not responsible for poor sales

6.2.2. Will not provide refunds or discounts based on trading performance

6.2.3. Is not liable for power outages or equipment damage due to power issues and is not responsible for poor sales due to power cuts/shortages that may occur on the day.

6.3. Subletting of stalls is strictly prohibited.

6.4. Breach of terms may result in loss of stall and forfeiture of all fees.

6.5. Annoor Centre reserves the right to use all media taken on the event days for marketing purposes.

7. CANCELLATIONS AND REFUNDS

7.1. If the event is cancelled by the organisers, vendors will receive a full refund.

7.2. If cancelled due to circumstances beyond control (e.g. extreme weather):

7.2.1. Stall fees are non-refundable

7.2.2. Retainer fees will be refunded

7.3. Vendor cancellations:

7.3.1. Before 8th May 2026: 50% cancellation fee applies

7.3.2. After 8th May 2026: 100% of stall fee is forfeited

7.3.3. After 22nd May 2026 or non-attendance: 100% of stall fee and retainer fee forfeited

7.4. Annoor Centre CIC reserves the right to re-let cancelled stalls.

8. INSURANCE AND INDEMNITY

8.1. Vendors must provide valid Public Liability Insurance.

8.2. Vendors are fully responsible for:

8.2.1. Their operations

8.2.2. Equipment

8.2.3. Any claims arising from their activities

8.3. Annoor Centre CIC is not liable for:

8.3.1. Loss or damage of goods

8.3.2. Personal injury not caused by organisers



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9. LEGAL AND REGULATORY COMPLIANCE

- 9.1. Vendors must comply with all applicable legislation, including:
 - 9.1.1. Food Safety Regulations 1999
 - 9.1.2. Health and Safety at Work Act 1974
- 9.2. Risk assessments must be completed prior to setup.

10. EQUIPMENT AND SPACE

- 10.1. Vendors will be allocated a 3x3m space (unless otherwise stated).
- 10.2. Vendors must provide their own:
 - 10.2.1. Tables
 - 10.2.2. Chairs
 - 10.2.3. Equipment
- 10.3. No cash floats will be provided.
- 10.4. Vendor spaces must be kept in a clean and tidy condition. Please remember to remove all rubbish from the site.

11. HEALTH AND SAFETY REQUIREMENTS

- 11.1. Generators must ONLY use diesel. Petrol generators are not permitted.
- 11.2. All power cables must be covered; generators must be surrounded by fencing; a CO2 fire extinguisher must be near every generator; generators must have a RCCB (Residual Current Circuit Breaker) built in.

12. WEATHER POLICY

- 12.1. Annoor Centre CIC is not responsible for reduced trade due to weather.
- 12.2. No refunds will be issued due to weather related impacts.

13. HENNA AND FACE PAINTING

- 13.1. Vendors must hold valid Public Liability Insurance
- 13.2. Products must be non-allergenic and water-based
- 13.3. Aftercare instructions must be provided to customers
- 13.4. Space allocation includes x1 6ft table, x2 chairs, x1 pull up banner

14. FOOD VENDOR REQUIREMENTS

- 14.1. Catering at an outdoor event or from mobile facilities is a high-risk activity. There is the possibility of causing food poisoning to many people and health and safety accidents that may occur. Annoor Centre management wishes to ensure that all risks are controlled and avoided. There are general requirements in the food hygiene and health and safety legislation for all food businesses to be operated in a hygienic and safe manner.
- 14.2. All food vendors must provide a copy of the below documentation or proof, no later than the date specified by admin.
 - 14.2.1. Food Hygiene Safety certificate
 - 14.2.2. Public Liability insurance
 - 14.2.3. Halal certificate (if selling meat or non-vegetarian products) with HMC specification,
 - 14.2.4. Health & Safety Risk assessment for activities being carried out on the day of the event
 - 14.2.5. Menu & prices
 - 14.2.6. Equipment PAT testing reports where applicable



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14.2.7. Minimum Food Hygiene Rating: Level 3

14.2.8. Registration with local authority (minimum 1 year)

14.2.9. Clear allergen information is displayed

14.2.10. Food handlers trained to Level 2; supervisors to Level 3

14.3. Proper food storage and hygiene practices must be followed

14.4. The cooking area needs to be constructed properly, with closed top & sides made of flame-retardant materials. Annoor will provide bins for solid cold waste (wrappers, bones etc) but not fluids, fats, charcoal etc. Those must be contained & taken away by vendors.

14.5. Vendors are required to provide food, including ingredients that meet the halal dietary requirements e.g. no alcohol, no pork, non-halal meat sources, colourings & additives. This information can be checked & verification obtained via the manufacturer of the products, ingredients. If cooking and selling dishes with meat this should come from non-stun slaughter (HMC).

15. FOOD VENDOR SAFETY

15.1. If you plan to use gas canisters, please inform the vendor manager at application stage.

15.2. All LPG gas bottles must be always stored in secure cages.

15.3. Food vendors need to be familiar with 'Guidance for the Installation of LPG and LPG Fired Equipment in Tented Structures, Stalls and Gazebos' <https://www.ncass.org.uk/uploads/Marqueese.pdf>; 'Guidance for the Installation of LPG and LPG Fired Equipment in Catering Trailers, Converted Vehicles, Portable Kitchens, Carts, Trolleys and Bikes' <https://www.ncass.org.uk/uploads/Trailers.pdf>.

15.4. Fire extinguishers must be present where cooking occurs

15.5. Gas equipment must be certified by a Gas Safe engineer

15.6. First Aid kit must be available at each stall

16. MEDIA CONSENT

16.1. Annoor Centre CIC reserves the right to use any media captured during the event for promotional purposes.

17. BANK DETAILS

17.1. Please do not make payment until you have received confirmation of application acceptance from the Annoor event team

17.2. Any payments must reference the Business/Vendors Name

17.3. Annoor Bank Details:

Account Name:	Annoor Centre
Account Number:	50806904 (NatWest)
Sort Code:	60-07-10

18. I have read, understood and agree to the terms and conditions above.

Full Name:

Name of Business:

Signature:

Date: