

# KINGSTON CARNIVAL 2025

## *Trade stalls Terms and Conditions*

**Date: 7th September 2025**

7:00am - 8:00pm (Set-up and ready to trade by **10.30am**)

We would like to invite stall holders to submit their application form for Kingston Carnival 2025.

Before applying, **please read** our terms and conditions. Failure to read, understand and implement our terms and conditions may result in your business being unable to trade on the day of Carnival.

Market Stalls are **own rigged**. We **do not** provide stalls and/or equipment for traders.

**Venue:** The Market Place, Kingston Town Centre, Memorial Gardens, All Saints Church, Apple Market and Clarence Street.

**Pitch Size:** 3m x 3m. You must not take any space beyond this as there will be traders to either side of your pitch space. Extra space such as seating is not allowed.

**Equipment:** you must provide **own tables, a gazebo with weights and fire retardant floor covering to protect the floor tiles** (you will not be allowed to trade without all of this equipment). Please do not bring your generator unless it is battery or solar powered. All equipment will need to be connected to mains - please let us know your power requirements well in advance.

**Vans** are welcome (ideally electric if possible) at a cost of 2 stalls.

**No open flames** due to Health and Safety regulations we cannot permit any open flames.

**Times:** Setting up must be completed by **10am**. All vehicles must be cleared off the trading area by **10.30am**. Clearing up must **begin no earlier than 8.30pm**. There will be road closures from approximately 10.30am onwards so you must arrive on time to set up otherwise you will not be able to access your stall space and trade.

**Pitch tenure:** There is **no guarantee that specific pitch spots will be reserved for specific stallholders**. We will avoid unhealthy competition. However, priority is given to the flow of the market and the needs of customers.

**Presentation of stalls:** Pitches should be well-presented, and all goods attractively displayed and clearly priced. **Please avoid using single use plastics wherever possible.**

**Pitch maintenance:** Ensure you bring a fire blanket and the necessary equipment to deal with fire, including the fire retardant floor covering which you must provide to be

able to trade on the day. Any boxes or rubbish must be kept out of sight under stalls. There will be a designated recycling area for you to dispose of paper, cardboard, plastic bottles and plastic containers, glass and metal cans. **However you will be expected to take general waste away with you.**

You will be expected to support the staged introduction of **environmentally-friendly** packaging and waste disposal.

**Waste and Packaging:** All food and hot drinks should be served in **compostable packaging (for example VeSustain)**. This includes the use of compostable cutlery, straws, napkins, lids and carrier bags. Please note that most commonly used 'paper' cups for hot drinks are lined with plastic, so make sure you use a compostable alternative, including compostable lids. For cold drinks, please serve drinks in recyclable cups or containers (plastic or cans). We are also encouraging stallholders to phase out plastic bags for waste and use compostable bags instead wherever possible. This is to help deliver improved sustainability outcomes for the carnival.

**Allergies:** Please clearly display a full ingredients list with food allergens emphasised

**Public liability insurance:** Certificate must be available for inspection.

**Payments:** Stallholders pay a fee of £245 per pitch, £125 for charities/non-profits (includes £50 street trading cost from Royal Borough of Kingston).

The deadline for this payment is the **29<sup>th</sup> August 2025** to be made by BACS payment. **We do not accept cash or cheques.**

**Parking:** You are entitled to one parking space on the day.

**Toilets and water:** Yes.

Additional necessary requirements from RBK

- Details of food registration, the local authority the trader is registered with and the star rating your business holds. This can be checked on the Food Standards Agency website. **If you are not registered you cannot trade.**
- Details of the food sold, e.g. Jerk Chicken, this will help Carnival to decide locations for the stalls, grouping high risk stalls away from the pinch points etc.
- If you serve food, please ensure you include a plant-based/vegan/vegetarian option to comply with the council's sustainability goals
- Washing facilities, what provision for hand washing facilities will be provided and what facilities for equipment washing will be available. **Carnival cannot supply running water.**
- Fire safety, what fire fighting provision the stall holder is providing. We would expect a food trader to bring at least a fire extinguisher / fire blanket.

Please Note

RBK have recently relaunched the website in relation to event organisation and there is a lot of useful information there. <https://www.kingston.gov.uk/neighbourhood-community-safety/organising-safe-events/3>

**Thank you for your custom. Kingston Carnival 2025**

# KINGSTON CARNIVAL 2025

## Food Stall Application Form

**Disclaimer:** This application form does not guarantee you a pitch at Kingston Carnival 2025. If you are offered a pitch at Kingston Carnival you must comply with all regulations we have provided in this application form. Failure to comply with our guidelines and requirements will result in your business being unable to trade on the day.

### **Documents to be attached with this application:**

- .H&S Policy
- .Liability Insurance
- .Safety Risk Assessment
- .Gas certificate (as appropriate)

Application forms **without** these documents **will not** be considered.

### **Please provide the following information:**

**Name of trade:**

**Contact name:**

**Address:**

**Phone**

**Number:**

**Email:**

**Website:**

**Twitter:**

**Facebook:**

**Instagram:**

**Please provide a Brief Description of your business and what you provide:**

**Any additional comments/concerns regarding the last Carnival (2024)?  
Please provide your comments here:**

**Do you require power supply? Please provide details here:**

**Finally, please attach 3 photos of your business to your email  
when sending this application to [carnival2025@kingstonrec.org](mailto:carnival2025@kingstonrec.org)**

**I accept all conditions set out by the Kingston Carnival Committee and any infringement of these conditions will result in action including exclusion from the Carnival. By completing this application form electronically, your signature to this document is implied and accepted.**

**Signed (typed name will suffice):**

**Date:**