



www.mjpromotionsltd.co.uk

WhatsApp ONLY: 0795868 6667

Email: mjpromotionsltd@gmail.com

PROCEDURES & GUIDELINES

Please note that these guidelines may change based on the venue location; however, they represent our business standards.

- Your 6-foot table space will be assigned prior to the event, and will be sign posted to you on the day. Please note that you are responsible for providing **your own 6 foot table**. If you require one, we can supply it at an additional cost however you need to let us know at the time of your booking.
- Your business LOGO must be emailed to the event organiser when the registration form is returned. (Please comply with the request made)
- All vendors are expected to have **Public Liability Insurance** for all events organised by MJ Promotions Ltd. A copy of the certificate must be sent via email 14 days before the event; failing to do so will result in 50% of the payment being non-refundable, and you will no longer be able to participate in the event.

Please see suggestions of liability insurance companies: **Protectivity Insurance, Direct Line Insurance, Simply Business**

- Food vendors are required to possess a valid Food and Hygiene Certificate as well as a Public Liability Insurance certificate. These documents must be emailed at least 14 days prior to the event. Failure to comply will result in 50% of your payment being non-refundable, and you will be unable to participate in the event.
- Vendors selling alcohol are required to possess a valid Alcohol License and a Public Liability Insurance certificate. These documents must be emailed at least 14 days prior to the event. Failure to provide them will result in 50% of the payment becoming non-refundable, and you will no longer be able to participate in the event.
- All vendors must use a **WHITE** tablecloth to cover their tables for the event. (Please feel free to use table runners/backdrops/standing banners on your stall/decorations)
- Please make sure that any storage boxes are hidden under your table and your space is clear at all times 'PRESENTATION IS KEY'

- Vendors should **NOT** clear their stalls prior to the end of the days event. Non-compliance with this request will force the organiser to exclude the vendor from future events (If you have sold out of products/food/drinks for the day, please speak to the event organiser).
- Vendors are expected to maintain clean and organised spaces; remove all waste from your stall before leaving the building. Please leave your space clean as found on arrival (The event organiser will inform all vendors on the day, the area for waste)
- Vendors are required to demonstrate professionalism, courtesy, and respect when interacting with all customers during the event. If you ever feel uncomfortable about any situation, please bring your concerns to the event holder or the event security team.
- All vendors are required to actively **PROMOTE** the event across all social media platforms and during social gatherings/events on a regular basis. This event serves to highlight your business, so it is essential that you do not rely solely on the event organiser for promotion, as this does not cover your vendor fee.
- NON-FOOD VENDORS are permitted to bring one staff member, helper, or guest on the event day to assist at their stall. This individual should be knowledgeable about your products and the pricing for each item on display. This is to minimise large crowds during sales, ensure that vendors can remain vigilant at all times.
- FOOD AND DRINK VENDORS - Are allowed two staff members, along with the business owner. (Three persons in total) **WARNING** - Please understand that this is a business requirement; Business owners will be informed by the event organiser of the breach of contract.
- Please do not leave your stall unattended during trading hours.
- All vendors are required to adhere to the designated setup, which will include marked areas and laid out tables. You are permitted to bring your own square table, but it must conform to our table dimensions of 6 feet. ***Please note that a second table must be paid for.***

DEPOSIT

- All vendors are required to pay a deposit to reserve their place at the Pop Up Shop. This deposit will be refunded one week after the event, provided that all guidelines and procedures are adhered to, including the stipulation that no damages occur to the venue, as specified by the owner.
- Vendors are required to notify **MJ Promotions Ltd** at least **14 days** in advance if they are unable to participate in the Pop Up Shop. This notice allows the event organiser to inform other vendors and adjust the floor plan accordingly. Please be aware that you will receive only your deposit fee in such cases.
- Please be aware that hiring a table incurs an additional cost. The event organiser must be notified and compensated separately for this (a distinct receipt will be provided). Additionally, you are responsible for your stall on the event day. Any damages, such as broken tables, chairs, or peeling paint, will be invoiced separately to your business.
- The event organiser will be hiring a videographer to capture moments throughout the day, which you, as a business owner, can also utilise for future promotions. To take advantage of this opportunity, please inform the event organiser.
- Any personal requests for a 'business demo' must be coordinated with the event holder in advance. This ensures the videographer is informed prior to the event, and a discounted fee can be negotiated and paid for the demo.