



## Community Stall Information Saturday 21<sup>st</sup> June 2025



Fountainbridge Canalside Community Trust (FCCT) is delighted to be organising the Edinburgh Canal Festival on Saturday 21<sup>st</sup> June 2025 from 12noon to 5pm. FCCT was formed in 2021 by combining Re-Union Canal Boats and Fountainbridge Canalside Initiative. FCCT is a member-led organisation making Fountainbridge a better place to live, work, do business and visit. Further information about our organisation can be found here: <https://fcct.scot>

### About the Edinburgh Canal Festival

The Edinburgh Canal Festival has been running since 2009 and, while previously only based in the Lochrin Basin, following our trial event in 2022, the event is now organized as a community doors open day promoting an afternoon of canal festivities along over 1 mile of the Union Canal from Lochrin Basin to Harrison Park.

**The aim of the Festival is to encourage the community to explore local places, build relationships with local groups and celebrate the amazing offers along the canal.**

Further information about the Festival can be found here: <http://www.edinburghcanalfestival.org.uk>

We would like to offer you the opportunity to have a **Community Stall** at the Festival this year. To be classed as a community stall, 100% of any profits must be given to a charity or community group (i.e. your own if you are a charity or community group). Due to our organisation’s funding, we are not able to accommodate political causes.

Following several years of fundraising and selling programme adverts, so that all stalls could be offered for free, we are this year trialling introducing charging for stalls to help FCCT to cover some of the event expenses. We will be listing all those having stalls on the Canal Festival website (including links to your organisation) and also shouting out and tagging everyone on social media, to promote your organisation and activities.

	community group with no paid staff	charity based within our 'area of benefit'	Edinburgh-wide charity or social enterprise	Venue where there is more than one stall or activity
Booking form and payment BEFORE 30 April	£40	£60	£80	£110
Booking form or payment AFTER 30 April	£50	£75	£100	£130

*If you have any concerns about this or this will seriously affect your ability to take part, please do get in touch with us.*

This year, there will be full online listings of everyone taking part and a small, printed brochure (made available before the event and on the day) which will give general details about the event, location maps etc. We will not be offering advertising space this year.

**WE’RE EXCITED FOR A FUN DAY OF ACTIVITIES – THANK YOU FOR JOINING US IN MAKING THIS COMMUNITY EVENT HAPPEN!**

For further information or if you have any questions please contact: Rachel Sedman, FCCT Development Manager, Telephone: 07716 745 978, Email: [canalfest@fcct.scot](mailto:canalfest@fcct.scot)

## **TERMS & CONDITIONS FOR STALL HOLDERS**

### **1. Provision and of Stalls**

FCCT do not provide stalls, only a space. In most cases we are not short on space, but please do let us know if you would like more space than a standard size gazebo or table. You will have to bring a suitable covering, stall, table and chairs, if required, to display your materials. All tables must be fit for purpose, and gazebos or canopies must be weighted down appropriately, as required by the conditions, so as to cause no danger to yourselves or the public. NOTE THE CANAL CAN BE WINDIER THAN MOST LOCATIONS! Please consider buying some gazebo weight bags – they usually cost £10-£15 and are very easy to use and effective on any surface. They strap round the gazebo legs and simply require 8 x 2 litres bottles filled with water to secure. We will contact you nearer the time with instructions for setting up. Some of the stalls will be on grass but others may be on concrete – let us know if you have a preference, or we will let you know nearer the time where you have been allocated.

### **2. Location of Stalls**

The festival now operates in a number of ‘zones’ which all have entertainment or performances and stalls. Due to the amount of building works happening locally, plans are not yet finalised but we expect to have some stalls located in the Lochrin Basin, in the Leamington Liftbridge area, at Fountainbridge Green, or in Harrison Park. In the past we have themed of the ‘zones’. If you have any questions or concerns please talk to us.

### **3. Profits**

The Festival holds a charity event / not for profit market operator licence only, so there can be no commercial element. All stalls must be community stalls and 100% of any profits must be used to support a charity or community group (this could be your own organisation).

### **4. Site Access**

As the event takes places along the canal, there’s restricted vehicle access, although in all areas, a car can be taken near to the stall locations for unloading. Marshalls will be on hand to assist with directing the set-up. Stalls must be set up by 11.45am and will not be able to leave the site until after 5pm. After unloading, it is the stall holders’ responsibility to ensure their vehicle is parked appropriately. There may be places to park on the roads nearby, or paid for parking at Fountain Park.

### **5. Insurance**

**You must have full public liability insurance.** Each stallholder is responsible for the provision of their own public liability insurance and for the safety of their stall and its products. We know most of our stallholders will hold this insurance but if you are not sure if you do, please contact us.

Stallholders participate in the event entirely at their own risk in every respect and shall absolve FCCT from responsibility for such risks including personal injury, loss or damage to property however the injury, loss or damage may be caused, whether by fire, theft, inclement weather, interruption of power, defect in the equipment and building or failure of subcontractors or agents to perform or any other reason.

FCCT cannot be held responsible, stallholders absolve it from any responsibility, for loss of profits, for damage or theft of trader’s stock, interruption of power or services or failure of press advertisement fully contracted to appear, inclement weather and failure of sub-contractors or agents to perform, or any other reason which may result in loss to stallholders.

FCCT does not provide insurance cover for theft or damage and recommends groups take adequate insurance against all risks.

## **6. Risk Assessment**

You are required to provide a risk assessment and return it before the requested deadline. A suggested template for producing the risk assessment is at the end of this document. Please contact us if you need additional help.

FCCT will be keeping a close eye on the weather in the period leading up to the event as well as throughout the day of the event. We will use the contact details you have supplied us with to let you know of any change of plan. In extreme bad weather, we hope to move some of the activities indoors rather than cancel the event.

## **7. Displays on the Day**

Each stallholder undertakes to have their exhibits on display in their allocated space and in full view throughout the advertised hours of the event (12noon – 5pm). No stallholder is allowed to use space not booked on the day. Exhibits shall not obstruct the general view or hide the exhibits of others and shall not be packed, covered or removed before the end of the Festival without the permission of the event organisers. Each stallholder is expected to remove all rubbish around their stall and to leave the space in a pristine condition. Any stallholder who does not tidy up will not be invited to attend future events.

## **8. Cancellation of Booking**

If you need to cancel your booking, please let us know as soon as possible by emailing [canalfest@fcct.scot](mailto:canalfest@fcct.scot). Unfortunately, we are not able to refund booking fees.

## **9. General Information**

There will be **Toilets** provision at every zone, either inside various Canal Festival venues or portaloos.

**Disabled Access** - most but not all areas are suitable for those with reduced mobility and wheelchairs – please let us know if this is required.

Please bring all you require with you. **Electricity and Water** is not provided.

## **10. Variation of Terms and Conditions**

The foregoing T&Cs may be changed or altered at any time by FCCT or their representatives if unforeseen circumstances occur.

## EXAMPLE RISK ASSESSMENT

1. Name of organisation:
2. Address of organisation:
3. Your contact details on the day of the Festival:
  - Name:
  - Contact number:
4. Risks and Precautions to be taken:

Task	Potential Hazard	People at Risk	Precautions

**Full name:**

**Signature:**

**Date:**