



Horsforth Climate Action - Green Festival Guidance for Stall holders.

We are committed to promoting positive individual and community wide action to make a transition to a zero carbon, nature friendly and socially just community for Horsforth and Leeds.

Following the success of last year we aim to build on our activities delivering an informative, fun and engaging second festival on September 20th 2026. 11.30am until 3.30pm.

We aim to minimise the environmental impact of the festival as much as we can, whilst making it as safe and accessible as possible.

We are sure we still have plenty to learn and as ever, we will be pleased to have constructive advice and guidance from experienced and knowledgeable people.

Please read the following guidance carefully.

Criteria

We would like all stalls to be able to tell us how they meet our criteria of promoting individual or community wide actions or activities towards making the transition to a zero carbon, nature friendly and socially just community, and we ask you to tell us about this on the application form.

We do not expect all stall holders to be from a group or organisation based solely around these issues. This means uniformed groups, local interest groups, businesses etc. are welcome, so long as you are offering activities, products and information that meet one or more of these criteria.

We will not be accepting stalls from political parties or organisations campaigning on a single political issue. If you are an organisation campaigning on environmental issues we welcome you but please bear in mind we will give preference to those who are promoting or engaging the community in positive activities.

Fundraising

We are happy for groups to fundraise or accept donations for their own causes but we are not allowing any tombolas. Please don't come purely to fundraise, please make sure you are offering activities or information that meet our criteria.



Payment Prices

- Businesses, community or charitable organisations with paid staff: £30
- Food & drink vendors - £50 minimum, plus any donation.
- Voluntary community groups or charitable organisations, no paid staff: £10
- Community Member Groups of HCA: Free / Donation

Once your space has been confirmed please make payment if required by August 20th to secure your spot. Please pay by BACS to:

Horsforth Climate Action
30-99-50
70339860

Arrival, set up and take down.

Please arrive between 9.30am and 11.00am.

We would like to minimise traffic accessing the park. If you are able to, please use the car parks and bring your stall and any other equipment on site using a trolley or other means. We hope to have volunteers and spare trolleys on site to assist you.

Please let us know if you cannot avoid bringing your vehicle into the park, at the time of booking. It must be out of the park by 11am.

On arrival please make yourself known to one of the HCA Stewards and you will be shown to your pitch.

The event finishes at 3.30pm. Vehicles will not be allowed back in the park before 4pm and take down must be completed by 5pm. Please follow Stewards instructions carefully.

Power

We will not be providing power for stalls. Power for performances will be provided by a pedal powered system or a voltstack.

Petrol generators are not permitted (LCC requirement) and we will not be accepting diesel generators on environmental grounds. If you need power please advise us of your power source - eg, solar panel / gas canister etc.

Health and Safety



Please ensure you have your own public liability insurance and have completed and sent a risk assessment. Food stalls will be required to have food hygiene certificates.

Please ensure your shelter is constructed according to instructions and is safe. The ground is flat. Your stall will be placed on grassed areas. We are intending that most stalls front onto paths or hard standing.

Please ensure all belongings, wires etc are within your stall and do not obstruct members of the public.

If the weather is likely to be inclement in the extreme on the day, Horsforth Climate Action will make a decision and inform all stallholders as soon as is reasonably possible of cancellation. If unforeseen circumstances determine that we have to cancel, we will refund 80% of your stall fee, but will retain 20% to cover our costs.

HCA does not accept liability for any loss of, or damage to, any property belonging to any person on site.

If you are selling food or cosmetics, or giving away prizes that are food or cosmetics, please ensure they conform to the relevant legislation and are as environmentally and ethically produced as possible.

Accessibility

We would like to be as inclusive as possible, within the constraints of the festival space and our capacity. Please try to create accessible stall setups to try and ensure all attendees, including those with disabilities, can comfortably access and interact with stalls. This includes providing clear signage, ensuring sufficient space for mobility devices and making sure products and displays are easily accessible.

Please be flexible and show understanding when accommodating individual needs. Don't be afraid to ask for clarification or make reasonable adjustments to ensure everyone feels comfortable and included.

Please contact HCA on info@horsforthclimateaction.org if you or your colleagues have access needs we need to consider.

Plastic and Waste

All stall-holders are encouraged to operate with minimal waste.



Please be prepared to minimise waste before arrival and on departure and on return to base.

Please take as much of your own waste away as possible. Re-use, recycle or as a last resort dispose of waste appropriately.

No single-use plastics.

Any 'Give-Aways' should be practical and not single use.

Our main waste contractor will be Leeds City Council. Please follow L.C.C. guidelines for what can and cannot be recycled. See:

<https://www.leeds.gov.uk/bins-and-recycling/your-bins/green-recycling-bin>

All bins or bags for different waste types will be clearly labelled as follows

- Green Recycling Bin or Bag - recyclable products
- Black Bin or Clear Bag - general waste
- Food Caddy - food waste.

Serve-ware - we want to be flexible with this difficult to recycle product and would ask that the **No Single Use Plastics Rule is adhered to.**

Contact details.

info@horsforthclimateaction.org