



**CHARGES**

£5 Cleaning fee if not handed back in agreed condition

£5 for loss of tablecloth

\*Additional damage - at cost

**OPENING TIMES**

You must ensure you are open as per our Core Opening Hours.

- Saturday, 11<sup>th</sup> December
- 11-12pm (Setup)
- 12pm- 7pm (Vending)
- 7pm - 8pm (Cleaning and Pack away)

Failure to do so could result in a fine or the closure of your pop up.

**GENERAL POP-UP STALL INFORMATION**

- You can place posters on stalls. These **must be placed** only in your areas and taken down after event.
- Neon/Light signage can be added but **must not** be fixed to wall (and to be authorised by Brent Hub)
- Free Standing fixtures and fittings can be added to original Centre fit with Brent Hub’s approval but **must not** be fixed into place.
- No painting of the Centre walls unless approved
- You must adhere to Brent Hub trading hours and staff/business etiquette.

**BUILDING ACCESS and TABLECLOTH COLLECTION**

- You can enter the Centre at **11am** on the day of your pop-up start date (subject to change at Brent Hub’s request, notice will be given) and must vacate by 8pm the same day your pop-up finishes, so we can check your vending area is handed back in good condition. (Specific access and exit info can be emailed to you prior to your arrival)
- Collect and return Tablecloth from **Brent Hub reception – Ground floor**
- Ensure all electrical extensions and any additional resources is handed back at the end of the event day.

**TABLE MEASUREMENTS**

Each stall is equipped with a table, chair, and business name/logo.

Name.....

Signed..... Date.....