



UPHALL INDOOR CAR BOOT SALE

At Uphall Community Centre with King's Church West Lothian

SELLER INFORMATION & RULES

Thank you for joining us!

Please read the following information carefully before arriving. These rules help us keep the event safe, organised and enjoyable for everyone.

KEY TIMES

Time	What happens
8:00am–8:15am	Seller arrival & unloading
8:00am–9:15am	Seller set-up
By 8:45am	All seller cars moved from the car park on to nearby onstreet parking
9:15am	Doors open to the public
12:30pm	Event closes to the public
12:30pm–1:30pm	Seller pack-down & departure

ARRIVAL & PARKING

- Sellers should arrive **between 8:00am and 8:15am**.
- Enter the main hall through the **designated main hall fire-exit entrances by the play park** during set-up.
- You may bring your car into the car park temporarily to unload your goods.
- **Your car MUST be moved by 8:45am** to nearby on-street parking to allow access for buyers to park.
- If you are on your own or may face difficulty doing this, please contact us before the event. Where possible, please bring a second person.
- Cars can be brought back into the car park during pack-down when it is safe to do so and in accordance with staff instructions.
- Please take extra care around pedestrians when moving vehicles.
- Please be considerate of our neighbours as they will experience higher volumes of traffic around their homes and we would like to ensure they are treated well.



YOUR SELLER SPACE

- Please stay within your allocated table/space.
- If you need more space, you can book more than one table. Staff will ensure upon allocating spaces that tables booked under the same name will remain together.
- If you have booked a rail space, please note that the centre does not provide a rail, this is the buyer's responsibility.
- **Keep aisles, entrances and fire exits clear at all times.**
- Do not place boxes, stock or belongings in walkways.
- Please do not move venue furniture without permission.
- You must be ready for customers by **9:15am**.
- **No packing down before 12:30pm** unless agreed with an organiser or you have sold out.

ITEMS THAT CANNOT BE SOLD

All goods must be **legal, safe and suitable for a public indoor market**.

You **must not sell**:

- Illegal drugs or controlled substances.
- Alcohol, unless you are an approved/licensed trader with prior permission.
- Firearms, ammunition, air weapons, BB guns or realistic imitation firearms.
- Weapons or items intended to be used as weapons.
- Knives or other bladed/sharp weapons.
- Stolen or counterfeit/fake branded goods.
- Tobacco, cigarettes, vapes or nicotine products.
- Prescription medicines or controlled medication.
- Fireworks, explosives or hazardous/flammable substances.
- Dangerous chemicals or toxic substances.
- Pornographic or sexually explicit material.
- Unsafe, damaged or recalled products.
- Any item the organiser considers dangerous, illegal or unsuitable.

Electrical goods and children's products must be safe and in suitable condition for sale.

Food, cosmetics or other products requiring specific safety or regulatory controls require **prior approval from the organiser**.



CLEAN UP

Please leave your space exactly as you found it.

- Take **ALL unsold goods and personal belongings home with you.**
- Do not leave unwanted stock, boxes, furniture or bags behind.
- Centre bins are for **normal general waste and recycling only.**
- Please do not use the bins for large quantities of waste or unsold goods.

CHILDREN

Children are welcome to help sell on the day, but **parents/guardians are responsible for them at all times.**

Please ensure children do not interfere with:

- Fire exits or emergency equipment.
- Other sellers' goods.
- Venue equipment.
- Customers or other sellers.

BEHAVIOUR

We want Uphall Indoor Car Boot Sale to be a friendly event for everyone.

Abusive, threatening, intimidating, discriminatory or aggressive behaviour will not be tolerated.

This applies to behaviour towards customers, sellers, volunteers, venue staff and organisers.

Anyone behaving inappropriately or refusing reasonable instructions may be asked to leave **without a refund.**

SAFETY

- Keep all fire exits and emergency routes clear.
- No naked flames, candles, heaters, fireworks or other fire hazards.
- Follow all reasonable instructions from event and venue staff.
- In an emergency, follow the venue's evacuation instructions immediately.

CANCELLATIONS

- You can cancel your booking and receive a refund **up to 14 days before the event.**
- Cancellations **less than 14 days before the event are non-refundable.**
- If you can no longer attend, please let us know as soon as possible, even if your booking is no longer refundable.



- If you do not tell us and you 'no show', you may not be able to book with us for any future indoor carboot sale events.
- No-shows without notice will not receive a refund.

PLEASE REMEMBER

Your goods = your responsibility.

You are responsible for the legality, safety and condition of anything you sell, as well as your own money, belongings and stock.

The organiser is not responsible for lost, stolen or damaged personal belongings or goods.

The organiser reserves the right to refuse an item, ask for an item to be removed, or ask a seller to leave where these rules are breached or safety is compromised.

FOR BUSINESSES & TRADERS

We love supporting local businesses!

If you are attending as a business or regular trader, we ask for a little additional information before the event. This helps us make sure we have the correct information for our records and insurance purposes.

Businesses and traders must email the organiser at:

communitycentre@kingschurchwl.org

Please provide the following information:

- **Trading/business name**
- **A brief description of the products or services you will be selling**
- **Details of any licences, registrations or specific permissions required for the products you sell** (*Please provide copies where applicable so these can be kept on record for insurance purposes.*)
- **Your business website and socials** (if applicable)

Please send this information **in writing by email before attending the event.**

SUPPORTING LOCAL BUSINESSES

We want the Uphall Indoor Car Boot Sale to be a great opportunity for local businesses to meet new customers and showcase what they do.

As part of this, **we will give participating local businesses a shout-out in our advertising and promotional posts for the event**, helping let our community know which businesses will be joining us.



THANK YOU!

Your cooperation helps us keep the event safe, friendly and enjoyable for everyone.

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Organised by Uphall Community Centre with King's Church West Lothian

Please keep this sheet for reference on the day.