



TRADING, RETAIL & EXTERNAL VENDOR POLICY

Applies to: All participants, leaders, International Service Team (IST) members, contractors, visitors and external partners.

1. Purpose of This Policy

Chamboree hosts a variety of trading and retail activities during the event, including commercial traders, charity stalls, food vendors, internal retail spaces, and limited fundraising opportunities for Groups. These activities must be safe, lawful, inclusive, ethical and appropriate for a large youth event.

The purpose of this policy is to:

- Regulate all trading, retail and vendor activity on site
- Protect participants from inappropriate or unsafe goods or services
- Ensure high standards of safety, hygiene and conduct
- Set clear expectations for commercial partners
- Ensure fairness and consistency for Groups wishing to run fundraising activities
- Clarify access, insurance, risk, safeguarding and financial responsibilities
- Protect the reputation and values of Scouts and Girlguiding

This policy applies to all individuals and organisations engaging in selling, trading, displaying or distributing goods or services on site.

2. Scope

This policy applies to:

- External commercial vendors and traders
- Event-run retail operations
- Group-run fundraising or trading activities
- Any organisation or individual offering goods, services or promotional activity.

No trading activity may take place without prior approval.

3. Approval & Authorisation

All traders must:

- Be approved in advance by the Retail Lead
- Provide required documentation (e.g. insurance, risk assessments, certification)
- Operate only within their allocated space.

External vendors must provide:

- Public Liability Insurance (minimum £5 million)
- Employer's Liability Insurance (where applicable)
- Risk assessments for activities and equipment
- Relevant certification (e.g. electrical safety, food hygiene where applicable)

Incomplete or non-compliant applications may be refused.

4. Roles & Responsibilities

4.1 Retail Lead

Responsible for:

- Approving and allocating traders
- Managing layout and trading areas
- Monitoring compliance and standards
- Coordinating enforcement where required.

4.2 Vendors & Retail Operators

Must:

- Operate safely and responsibly
- Follow all Chamboree policies
- Ensure staff conduct is appropriate for a youth environment
- Maintain safe, clean and organised trading areas.

Event-run retail operations must comply with the same standards and restrictions as external vendors.

4.3 Group Leaders (where operating stalls)

Must:

- Ensure activities are low-risk and suitable
- Supervise young people at all times
- Ensure compliance with all relevant policies.

5. Trading Standards & Restrictions

All traders must:

- Display clear pricing
- Operate fairly and transparently
- Avoid aggressive or misleading sales practices

All vendors must operate in a manner consistent with event standards, including compliance with catering, environmental and safety policies.

The following must **not** be sold or distributed:

- Knives, weapons or hazardous items
- Tobacco products, vapes or related devices
- Alcohol (unless specifically authorised)
- Offensive, discriminatory or inappropriate goods
- Fireworks, flammable items or unsafe equipment
- Illegal, counterfeit or unlicensed goods
- Items unsuitable for young people (including high-caffeine energy drinks)

The distribution of free items, promotional materials or services is considered a form of trading activity and must be approved in advance.

Chamboree reserves the right to remove any unsuitable products.

6. Group Fundraising Activities

Groups may undertake **small-scale, low-risk fundraising activities** with prior approval from the Retail Lead.

6.1 Permitted Activities

Examples of acceptable activities include:

- Small craft or item sales
- Charity fundraising stalls
- Simple games (e.g. guess-the-number)
- Pre-prepared food items, where compliant with the Catering & Food Safety Policy

6.2 Restrictions

Group fundraising must:

- Be low-risk and suitable for a youth environment
- Not compete with approved commercial vendors or event retail
- Not involve high-value or regulated gambling activity
- Not involve equipment requiring specialist safety controls (e.g. inflatables, rides)
- Not use generators or restricted equipment

6.3 Supervision & Approval

- All fundraising activities must be approved in advance
- Group Leaders are responsible for supervision and safe delivery
- All relevant event policies must be followed

7. Food & Catering Requirements

Any trader or group supplying food or drink must comply fully with the **Catering & Food Safety Policy**, including all legal and hygiene requirements.

8. Environmental Responsibilities

All trading activity must comply with the **Environmental Sustainability & Waste Management Policy**, including:

- Use of designated waste systems
- Maintaining clean trading areas
- Responsible management and reduction of materials and packaging.

9. Site Operations & Conduct

Traders must:

- Operate only during agreed trading hours
- Avoid excessive noise or disruption
- Manage queues safely and without blocking routes
- Ensure operations do not interfere with emergency access.

Vehicle access must comply with the **Transport & Vehicles Policy** and is restricted to approved times and arrangements.

10. Safety & Risk Management

All traders must:

- Operate in accordance with their approved risk assessments
- Maintain safe equipment and installations
- Follow instructions from the Safety Team and event leadership

In emergencies, traders must:

- Follow all instructions from event staff
- Suspend trading and secure their area immediately if required.

11. Financial & Legal Compliance

All traders are responsible for:

- Meeting agreed fees and payment terms
- Holding appropriate insurance cover
- Complying with UK trading, consumer and licensing laws

Chamboree accepts no liability for commercial losses.

12. Incident Reporting

All incidents must be reported immediately to:

- Subcamp Team
- Security Team
- Operations Control
- Duty Manager

13. Compliance & Enforcement

Chamboree may:

- Inspect trading areas at any time
- Require immediate corrective action
- Restrict or suspend trading activity
- Remove traders from site where necessary.

Immediate removal may occur for:

- Safety breaches
- Safeguarding concerns
- Sale of prohibited items
- Unauthorised trading.

14. Departure

All traders must:

- Remove all equipment and materials

- Leave their area clean and safe
- Dispose of waste appropriately
- Sign out where required

Any damage or clean-up costs may be recovered.

15. Authority & Escalation

The Retail Lead is responsible for the management and oversight of all trading, retail and vendor activity on site.

The Duty Manager holds operational authority for the site during their duty period and may take action where required to address safety, security or operational concerns.

Significant, strategic or event-wide matters should be escalated through the event governance structure, including to the Duty ELT Member, Event Leadership Team or Camp Chief where appropriate.

This policy must be applied in line with the Event Governance & Roles Policy.

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