

# Codsall Christmas Fair 2017



Correspondence address

Codsall Christmas Fair Group

21, Oaken Lanes

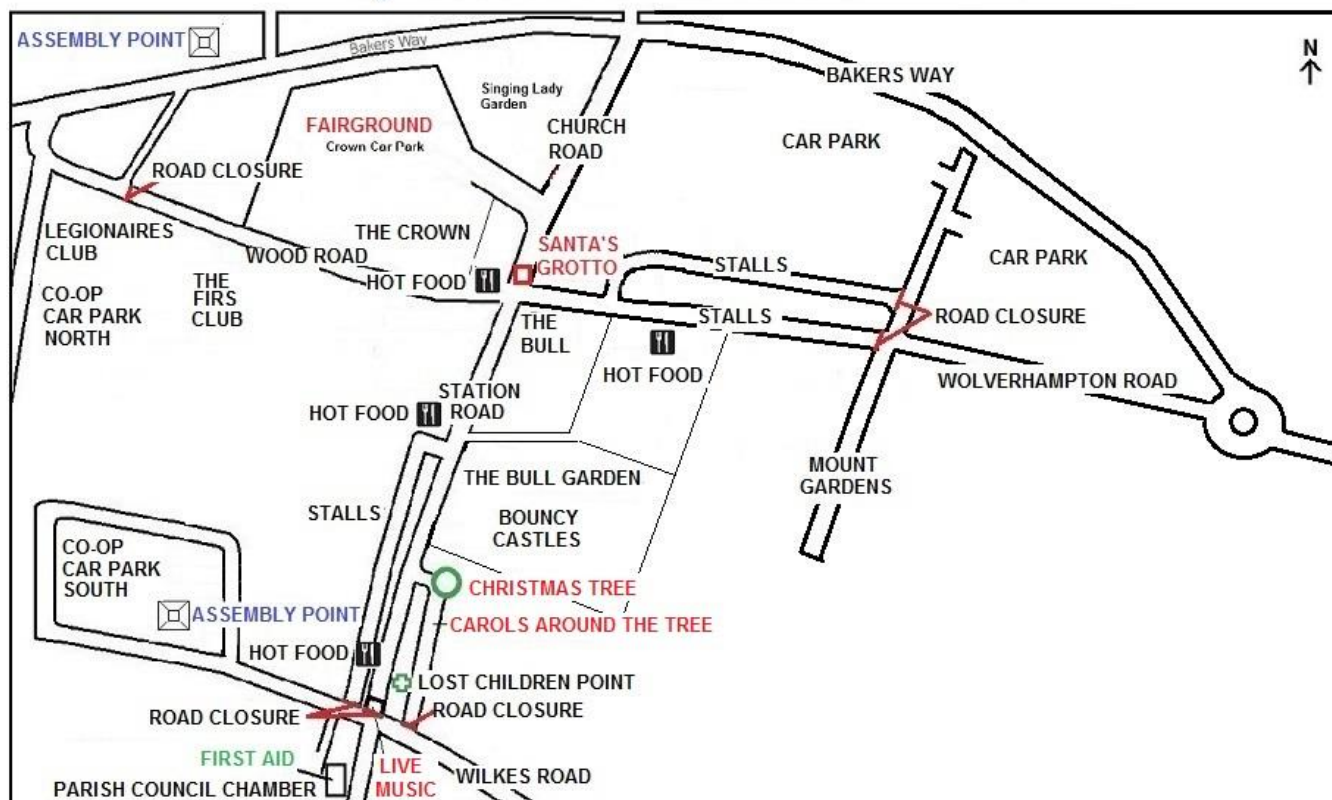
Codsall WV8 2AH

## Advice to Stallholders

Thank you for coming to the **Codsall Christmas Fair**. Here are few notes to help to make sure everything goes well for you.



## Codsall Christmas Fair 2017



### Location and size of stalls

As in previous years, stalls will be located in the parking slip road to the west side of Station Road, facing the footpath and shops and on the west side of Station Road itself, facing the Christmas Tree and shops opposite. Both rows of stalls will back onto the shrubs and rails separating Station Road from the slip road.

This year, stalls will also be located in the Wolverhampton Road parking bays, facing the shops (8 spaces; width restriction of 2.4 metres) and also in Wolverhampton Road itself, between The Square and the entrance to the Bakers Way car parks, facing The Bull.

There are no specific restrictions on the shape of your stall but we need to have a walkway of at least 2.5 metres wide in front of each row of stalls and at least 1 metre between the stalls to allow for easy access. This means the stalls should be no more than 3.0 metres deep (front to back).

In Station Road and Wolverhampton Road, stalls or displays must not be placed on the footpaths immediately in front of the shops as it restricts movement of people.

### Nature of the stalls

You will need to provide your own tables and in view of the time of year, we suggested that your stall is covered by a gazebo or similar. Multiple gazebos might be acceptable, space permitting. We would also suggest that you find a way to secure your stall against wind. They can be tied to the crossing rail or pegged into the ground behind the stalls. Open sides will greatly reduce the effect of the wind.

## Costs

For stalls selling goods, the charge will be £20 per single stall; £40 per double, etc. For hot food stalls, we ask for 15% of the takings. Although as this is a non-profit making event, any additional donation you would like to make would be very much appreciated and it would certainly help to cover the expenses of the event. Cheques should be payable to **Codsall Christmas Fair Group**.

## Gas Bottles

Stallholders using gas for cooking should have a valid safety certificate, a copy of which should be sent to the organisers when booking, either by email via the Christmas Fair website or by post c/o Maxine Baker at Codsall Parish Council, Station Road, Codsall WV8 1BY

## Lighting

Health & Safety regulations dictate that stalls should use **battery powered lighting** and there should be no electrical cables across or near public walkways. Very efficient LED lanterns are widely available on the internet fairly inexpensively and we have some for sale if required, price £25. Use of generators is acceptable provided that they are out of reach of the public and operated in a safe manner.

## Products

Stallholders can sell any products they wish except for alcohol or tobacco products without the appropriate licence and legal display procedures. Christmas themed products would be preferred.

## Arrival

The roads in the event area will be closed to through traffic from 2pm. As we are using two roads for stalls this year, we will allocate places at the time of booking. Stallholders allocated to Station Road should arrive between 2.00 and 2.45pm; stallholders allocated to Wolverhampton Road should arrive between 2.45 and 3.15pm. The event will start at 4pm.

In order to minimise congestion, we will operate two "one way" systems. All stallholders should arrive along Wolverhampton Road towards the village centre via the mini island. There will be no other access to the Event Area.

Station Road will be one way from north side (The Square) to south side (Blunts / Compton Hospice) and then proceed to the Co-op south car park (as last year).

Wolverhampton Road will be one way from east (the mini island) to west (The Square) and then proceed along Wood Road to the Legion / Co-op north car park.

## Vehicles

As space is limited, **please only use small vehicles**. Stallholders planning to use a Transit van or similar, **please notify the organisers at the time of booking** so that provision might be made.

Please make every effort to unload and move your vehicle to the car parks as quickly as possible. Marshals will provide assistance if required.

**All stalls must be set up and open by 4pm.**

## Clothing

In view of the occasion, it would be appreciated if stallholders dressed in Christmas themed clothing.

## Departure

**Stalls must be closed by 8.00pm. Vehicles will not be allowed into the event area until this time.**

We will again operate two one way systems but this time **in the reverse direction**.

Wolverhampton Road stall holders will leave first. Access will be from the west side of Wood Road and proceed through the Square into Wolverhampton Road to load up and leave via the mini island.

During this time, Station Road stallholders will have vehicle access to the Event Area and may be allowed access to the exit route provided there is not too much traffic congestion. This will be left to the discretion of the marshals

**Roads must re-open to through traffic at 9.30pm.**

**Litter**

Please have a bin or waste bag near your stall to collect any waste. Before departure, we would really appreciate it if you would collect any litter that has accumulated around your stall so the area is left as clean as possible. You may leave the bags of waste near your stall for us to collect.

**Insurance**

Finally, we strongly recommend that all stallholders have third party liability insurance as neither the organisers or the Parish Council can provide any form of insurance cover for stalls, stall holders or public liability.

**For bookings, or any questions relating to the stalls or the event, contact Megan Barrow on 07702 310939 or send an email via our website at [www.codsallchristmasfair.co.uk](http://www.codsallchristmasfair.co.uk)**

CCFG/ATS/24082017/LDS