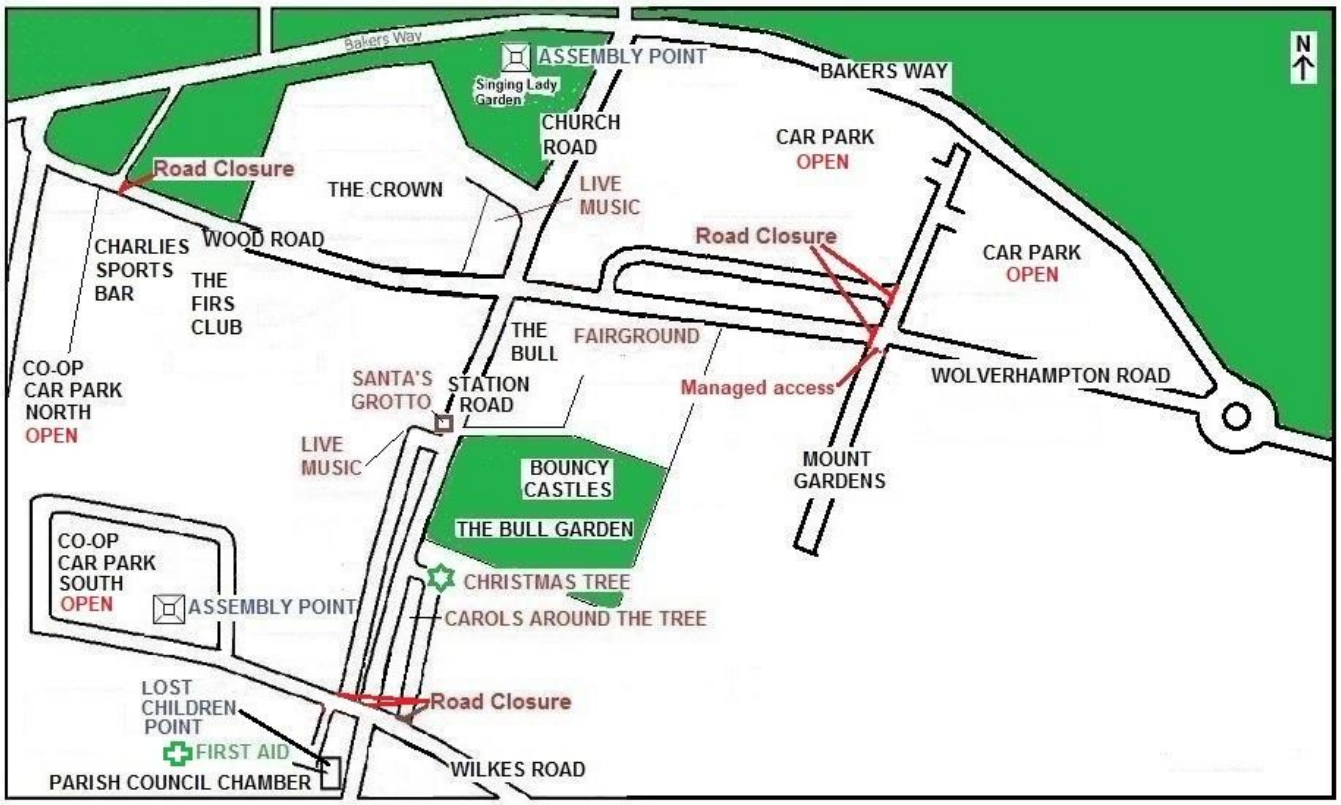
Codsall Christmas Fair 2026

Correspondence address
Codsall Christmas Fair Group
c/o 21, Oaken Lanes
Codsall WV8 2AH

Advice to Stallholders

Thank you for coming to **Codsall Christmas Fair 2026**. For the first time, and in response to overwhelming popular demand, the event is again being held on a Sunday, in fact **SUNDAY 6 DECEMBER**. We will again start earlier, at **2pm**, to allow younger children to enjoy the Fair earlier and to take advantage of the few hours of daylight

EVENT AREA MAP



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
- on the west side of Station Road itself, facing the Christmas Tree and shops opposite
  Both rows of stalls will back onto the rails and planted area separating Station Road from the slip road.
- on the north side of Wolverhampton Road, between The Square and Bakers Way car park entrance, facing The Bull
- on the south side of Wolverhampton Road, on the footpath, facing the shops
- on The Crown car park driveway
- in Wood Road, facing the shops

There are no specific restrictions on the shape of your stall but we need to have up to 1 metre space between the stalls for safety purposes and to allow easy access. This means stalls should be no more than 3.0 metres deep or wide **WITHOUT PRIOR ARRANGEMENT WITH THE ORGANISERS.**

Stalls

You must 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, but this **MUST BE ARRANGED WITH THE ORGANISERS IN ADVANCE**

It is essential that you secure your stall against the wind. They can be secured to the crossing rail, pegged into the ground or supported with weights or sandbags. Open sides will greatly reduce the effect of the wind.

Stall costs

	Charges
Single stalls 3 x 3 metres	£35
Double stalls 7 x 3 metres	£70
Stalls selling street food and drinks	15% of the take on the day

Any additional donation you would like to make to this community event would be very much appreciated and would certainly help to cover the cost of staging the event. Any surplus funds will go to local charities, community projects or additional Christmas street lighting.

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 Codsall Christmas Fair website or by post addressed to Codsall Christmas Fair c/o Maxine Baker, Codsall Parish Council, Station Road, Codsall WV8 1BY

Lighting

From 4.00pm onwards, it will be dark and we would strongly advise that you have enough lighting to make your goods visible and appealing to customers and to make it easier to handle cash. Health & Safety regulations dictate that stalls cannot use mains electricity as there must be no electrical cables across or near public walkways, however, there are many types very bright and inexpensive LED strip lights and lanterns available and, when used in quantity, can create a huge amount of light and these are ideal for stalls. We do have some LED lanterns for sale if required, price £25.

The use of generators is acceptable provided that they are out of reach of the public and are operated in a safe manner. Silent run units are much preferred so as not to disturb your fellow stallholders or residents. Generators must not emit excessive noxious fumes. Cables must be secured away from public walkways.

Products

Although Christmas themed products are preferred, stallholders can sell any products except for alcohol or tobacco products without the appropriate licence and legal display procedures and must not be sold to minors.

Vehicles

As space is limited, please only use small vehicles. Stallholders planning to use a Transit van or similar large vehicle **MUST NOTIFY THE ORGANISERS AT THE TIME OF BOOKING GIVING THE LENGTH AND WIDTH OF YOUR VEHICLE.**

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

►Stalls 15 to 21 in Station Road. As the road is narrow at this point, please do not fully extend the front of your stall until 2pm to allow all stallholders vehicles to exit the Event Area easily. Also be prepared to move your stall quickly should we need to allow access to Emergency Service vehicles.

Parking

If you cannot get on to a car park, please ensure that you park responsibly**. DO NOT OBSTRUCT RESIDENTS' DRIVEWAYS, BUS LANES OR EMERGENCY SERVICE VEHICLES ACCESS TO THE EVENT AREA.**
Also note that the CO-OP NORTH CAR PARK NOW HAS PARKING RESTRICTIONS and is best avoided

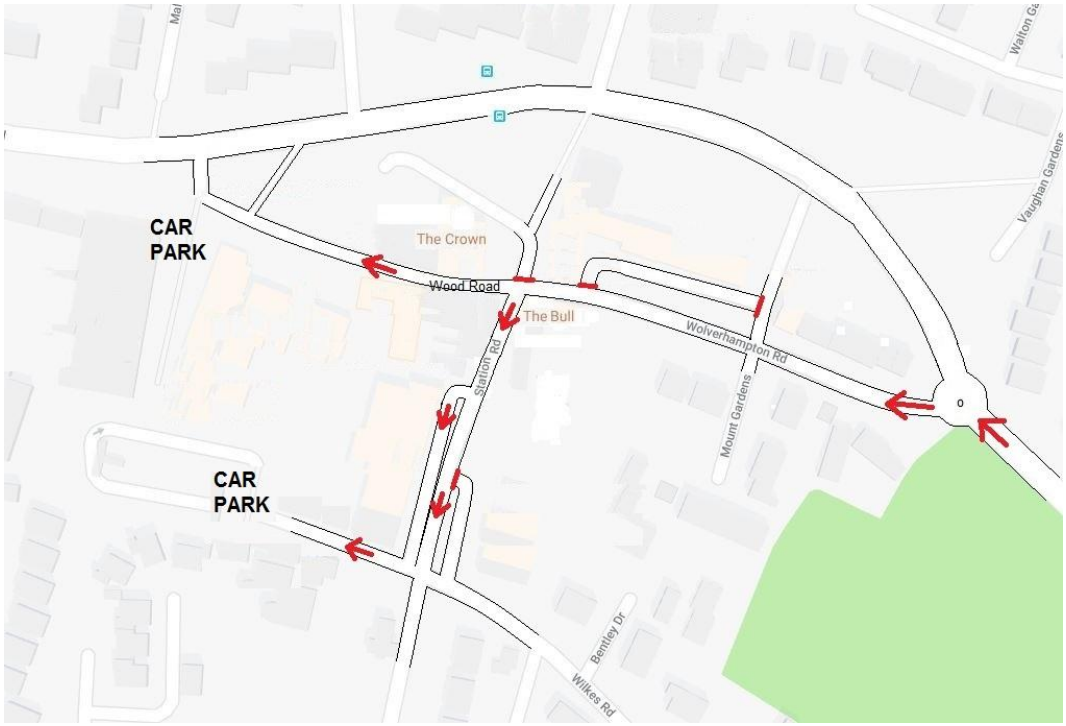
Clothing

In view of the nature of the occasion, it would be appreciated if stallholders dressed in Christmas themed clothing but **PLEASE DO NOT COME DRESSED AS SANTA as we have the Grotto**

Arrival

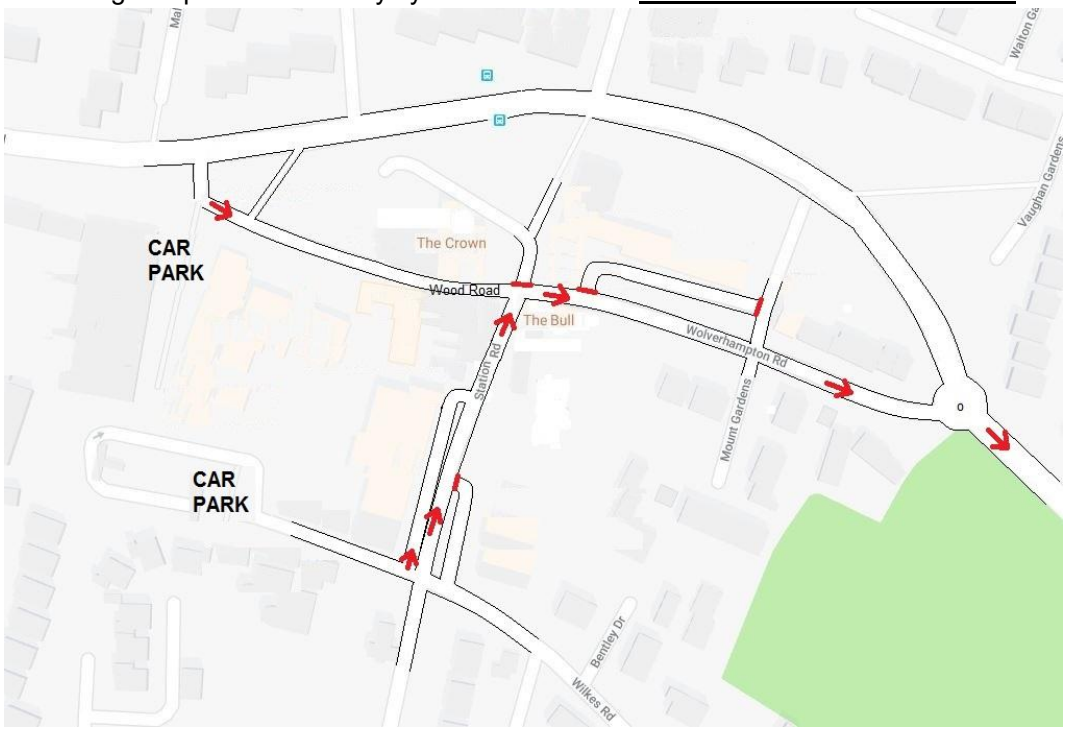
The roads in the Event Area will be closed to through traffic from 12pm on the day of the event.
Prior to the event, we will allocate numbered stall places and will advise you your stall location by email and send you an Event Area map so that you can find your stall location easily.
Stallholders allocated to Station Road should arrive between **12.00 and 12.30pm**
Stallholders allocated to The Square, Wolverhampton Rd or Wood Rd should arrive between **12.30 and 1.00pm.**
All stalls must be set up and open for business by 2pm.

In order to minimise congestion, we will operate "one way" systems throughout the Event Area.
ALL STALLHOLDERS MUST ARRIVE ALONG WOLVERHAMPTON ROAD TOWARDS THE VILLAGE VIA THE MINI ISLAND. **THERE IS NO OTHER ACCESS TO THE EVENT AREA.**
Wolverhampton Road and Wood Road will be one way from east (the mini-island) to west (The Square) and then proceed along Wood Road to the Co-op north / Charlies Bar car park.
Station Road will be one way from north side (The Square) to south side (Compton Hospice) and then proceed to the Co-op south car park.
Note that your stall must positioned up to the Stall Marker (see plan attached)



Departure
Stalls must close by 7.00pm. You are free to start disassembling your stalls earlier if you wish but vehicles will not be allowed into the Event Area until 7pm and the area is free of young children.

We will again operate a one way system but this time **IN THE REVERSE DIRECTION**.



Wolverhampton Road / Wood 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.
Station Road stallholders will have vehicle access to the Event Area from the south and may be allowed access to the exit route provided there is not too much traffic congestion. This will be at the discretion of the marshals

THE EVENT AREA MUST BE CLEAR OF ALL STALLHOLDER GOODS AND VEHICLES BY 8.30PM

Litter

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

Insurance

All stallholders **must** be able to provide evidence that they carry their own Third Party Liability Insurance.
Neither the event Organisers, nor the Parish Council, provides any form of insurance cover against injury, damage or loss caused by a stall itself or the activities within the stall or for the stalls, stall holders, stall holders equipment or any public liability.

Security

Without wishing to be alarmist, we live in a world where there is always a risk of terrorist activities, however slight. It is therefore imperative that you act diligently and responsibly. Keep all bags, holdalls, boxes and other packages within your stall area at all times. Any bags or packages left outside your stall area will be seen as a risk and appropriate action taken.

Booking

To reserve your space at **Codsall Christmas Fair 2026,** either:

- contact Megan Barrow directly on 07702 310939
- send an email via the Christmas Fair website at info@codsallchristmasfair.co.uk and we will contact you

For any questions relating to the stalls, bookings or the event, contact Megan Barrow on 07702 310939 or send an email via the website at info@codsallchristmasfair.co.uk

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