

ARRIVAL and SET UP INTRUCTIONS

1. You may arrive at any time from 8 am to unload and all vehicles will need to be parked away from the trading area by 10.30 am.
2. Stallholders in Market Square, The Leconfield Hall and Lombard Street are advised to approach Market Square via New Street. Stallholders in the High Street are advised to unload in Golden Square.
3. There is a free, secure car park for up to 30 traders only, in the Leconfield Yard, Park Road, GU28 0DT. This car park is open from 8am to 10.30 am only and will then be locked until 8pm. There is pedestrian access to the trading area from the car park, which takes less than a minute. By attending the Christmas Event you are committing to being there for the whole time from 10.30am to 8pm. Cars are only allowed to leave from the car park before 8pm in exceptional circumstances and to do this you would need to contact the staff located at the control gazebo in Market Square.
4. If you will need to move your vehicle outside these hours, we suggest you park in the Sylvia Beaufoy Car Park, on the A272 Midhurst Road, GU28 0HX - there is no charge for parking here. Please avoid parking in the Pound St Car Park (the main town car park), which charges £2 for the day, as we want to keep it available for your customers!
5. The market will be officially open for trading from 11am until 7:30pm. However, if you are ready before 11am, by all means go ahead and welcome any early visitors! Please note there is no vehicular access to any of the trading sites between the hours of 11am and 7:30pm.

Other Information

1. If you have any questions on the day, or have an emergency needing assistance, please go to the control gazebo, next to the stage in Market Square. The emergency telephone number is 0748 4541392. You can also speak to any of the volunteer stewards, who will be wearing hi-vis jackets. They will endeavour to help you, and may direct you to another steward to get an answer for you.
2. Public conveniences are in the Town Car Park, and there are also toilet facilities in the Leconfield Hall.
3. Full details of the location of your pitch, set up times, gaining access, unloading and closing will be sent to you one week before the event.