



Petworth Town Council

STALL HOLDER INFORMATION SHEET 2019

The following information is designed to answer any questions you may have regarding being a stallholder at our annual Christmas event. Should you have any further questions please do not hesitate to contact the Petworth Town Council office on 01798 344883 or email the clerk at clerk@petworth-tc.gov.uk.

CHARGES:

- ✚ **Leconfield Hall:** Exhibitors are provided with a table sized 6ft x 2ft 6" (1.8m x 0.75m). One of these tables constitutes one pitch. Electricity is provided free of charge. **The cost per table is £50.00.**
- ✚ **Market Square:** Stallholders are required to provide their own gazebo and table. Each pitch is 9ft 10 inches x 9ft 10 inches (3m x 3m). Alternatively, you can book a pitch for a mobile unit for Market Square, but please state the size of the unit on the application form. Any units bigger than 3m x 3m will be charged as 2 pitches or more. **The cost per pitch is £65.00**
- ✚ **Lombard Street:** Exhibitors are provided with a stall that comprises one table sized 6ft x 3ft (1.8m x 0.90m) with a small roof covering and string of lights (see photo attached). One of these stalls constitutes one pitch. Stallholders are not allowed to add their own table to a stall. **The cost per stall is £50.00.**
- ✚ **The High Street:** Stallholders are required to provide their own gazebo and table. Each pitch is 9ft 10 inches x 9ft 10 inches (3m x 3m). Any units bigger than 3m x 3m will be charged as 2 pitches or more. **No electricity** can be provided by us for High Street pitches. **The cost per pitch is £45.**

If electricity is required for Lombard St or Market Square this will be charged at an additional cost of **£5 per pitch**.

✚ Charities

We welcome registered charities and stalls for these are **charged at £30.00**. Please provide your registered charity number on the application form. **Please note that the Market Square and Lombard Street are unavailable for charity stalls**. Should you wish to take a place in either location you will be asked to pay the full amount.

PAYMENT-

Payment MUST be made at the time of applying.

Payment can be made by cheque or electronic transfer.

(A) Please make your cheque payable to **Petworth Town Council** and post or hand deliver to:

Petworth Town Council, The Old Bakery, Golden Square, Petworth, West Sussex, GU28 0AP.

(B) Payment by electronic transfer to the following account:

Petworth Town Council, NatWest Bank, Account No: 89087291, Sort Code: 60-16-27

For the reference – please quote your name and / or business name.

GENERAL 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 or 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.There will be St John Ambulance medical support vehicle stationed on site for the whole duration of the event.

3.Public conveniences are in the Town Car Park, and there are also toilet facilities in the Leconfield Hall.

4.Full details of the location of your pitch and any further updates will be sent to you one week before the event.

ARRIVAL and SET UP INTRUCTIONS

1. This year there will be a staggered arrival time to alleviate the dangerous congestion in Market Square so please adhere to your arrival and departure times.

Please watch out for email updates on these arrival instructions closer to the date of the event.

High Street stall holders may arrive at any time from 8am to unload and all vehicles will need to be parked away from the trading area by 10.30 am.

Lombard Street and Leconfield Hall stall holders should arrive from 8am to unload and all vehicles will need to be parked away from Market Square by 9:30am

Market Square stall holders should arrive no earlier than 9:00am to unload and set up and all vehicles will need to be parked away from the trading area by 10:30am.

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 can approach from Middle Street or 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 7:30pm. 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 7.30pm. Cars are only allowed to leave from the car park before 7.30pm 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 might 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 DO NOT park in the Pound Street Car Park (the main town car park) 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.

We look forward to welcoming you and thank you for helping to make the Petworth Christmas Event the raging success it is!