

## Severn Festival 2018 - Information for Stallholders

Thank you for your interest in having a stall at the Severn Festival. Please read this information carefully and complete and return the attached form. The Festival will be held on the playing fields at Ableton Lane, Severn Beach, BS35 4PP, from 11am – 4pm. To book your stall space contact Delcia, tel: 01454 633215 or email:

[delciahumphries@btinternet.com](mailto:delciahumphries@btinternet.com)

To cover our overheads each stall space is £10. **Payment in advance please**, by cash or cheque to 'Severn Festival', or in some instances by BACs.

Each stall space will be approx 3m wide, enough for a standard gazebo. If your stall needs more space please book more. **All stalls will be outside** and Stallholders should bring everything they need for their own stall, including your own table. We have a limited number of tables available to hire at £3 each, please say on the form.

Stall spaces will be allocated - we hope to have the layout plan available before the day.

**On the day**, vehicles can come onto the field to unload from 8:30am. The vehicle access will be closed at 10.45am and not opened again until 4.15pm, for public safety reasons.

There will be NO vehicle movement on the field from 10:45am – 4:15pm

**Please park vehicles behind your stall** or, if you need to leave before 4.15pm, you must park off site. Do NOT use the village hall carpark, as this will be reserved for emergency services vehicle display, and disabled parking only.

At the end, **don't pack up before 4pm**. Please collect any litter around your pitch, and take rubbish back to your own bin at home. Please return hired tables to where you got them from.

Please bring a gazebo to give you shelter from the rain or sun! (Stall holders are responsible for ensuring their gazebos are stable and secure). Do dress-up your stall to help make the whole event visually more attractive, eg. with a colourful cloth to cover the table, bunting, flags or decorations. Bring some change and keep your takings safe!

**St John's first aiders will be on site, so if anyone is unwell, please alert them (or one of the committee, wearing hi-vis)**

And finally... this is a community event, so please pull together and help each-other.

A few ideas, if you can: donate a prize for the raffle or tombola; bring bric-a-brac or books for a stall; make a cake to be sold with the teas...

And if you have any ideas that we may not have thought of, please get in touch,

- but most of all - HAVE A GOOD DAY !