

# Codsall Christmas Fair 2019

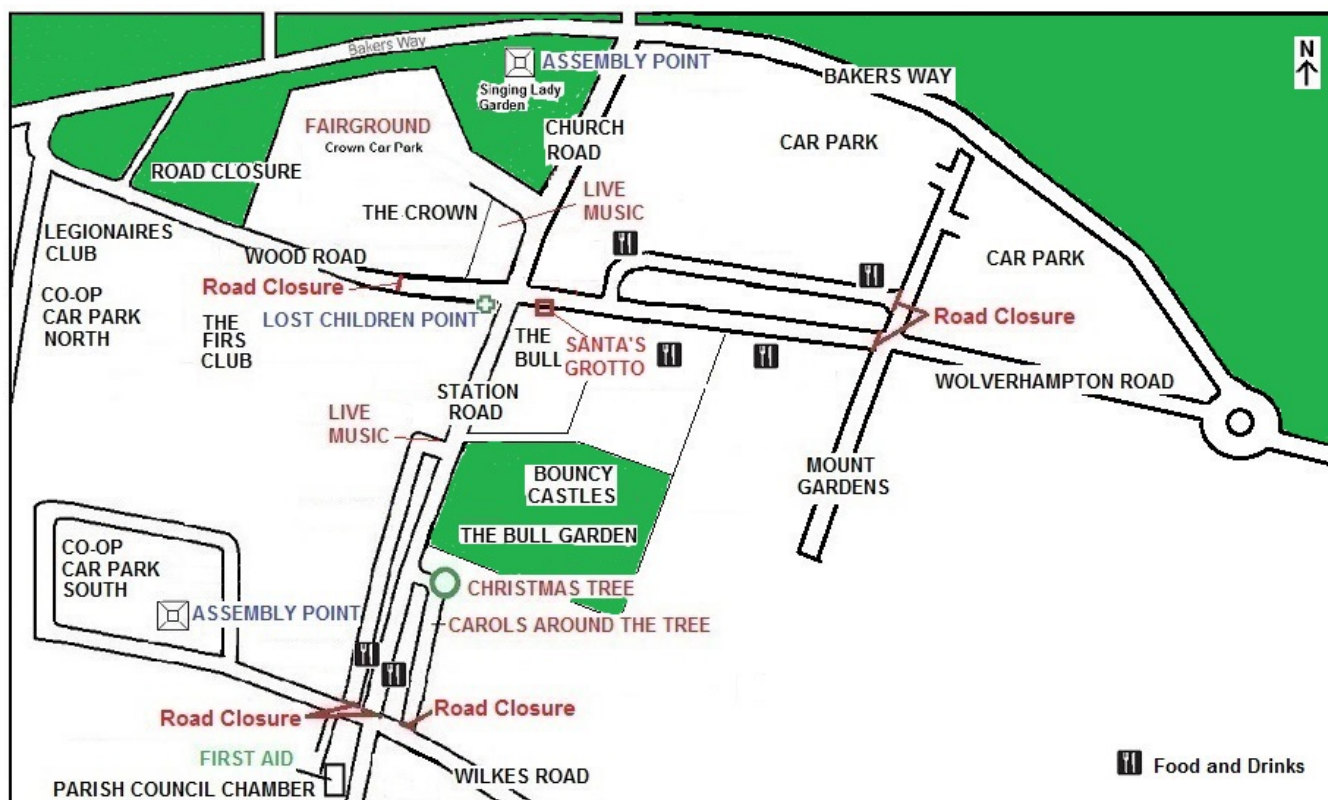


Correspondence address  
Codsall Christmas Fair Group  
c/o 21, Oaken Lanes  
Codsall WV8 2AH

## 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

**The event date this year is Friday 6 December 2019**



### Location and size of stalls

As in previous years, most 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 shrubs and rails separating Station Road from the slip road.
- in Wolverhampton Road, between The Square and Bakers Way car park entrance, facing The Bull

There are no specific restrictions on the shape of your stall but we need to have at least 2.5 metres road width in front of each row of stalls to allow access for emergency service vehicles and 1 metre between the stalls to allow easy access. This means the stalls should be no more than 3.0 metres deep (front to back) or 3 metres wide **without prior arrangement with the organisers.**

### Nature of the 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.

We would also suggest that you find a way to secure your stall against wind. They can be tied to the crossing rail, pegged into the ground or supported with sandbags. Open sides will greatly reduce the effect of the wind.

### Stall costs

	Booked and paid by 30 September 2019	Booked and paid after 30 September 2019
Stalls selling goods	£20	£25
Double stalls	£40	£50
Stalls selling street food and drinks	15% of the take on the day	

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.

### 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

Health & Safety regulations dictate that stalls cannot use mains electricity as there must be no electrical cables across or near public walkways. There are some very efficient and inexpensive LED lanterns and rechargeable LED strip lights widely available on the internet. We do have some LED lanterns 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 and usual customer age restrictions must apply. Christmas themed products are preferred.

### Arrival

The roads in the Event Area will be closed to through traffic from 2pm. We will allocate numbered stallholder places as soon as all bookings are completed. This will be about two weeks prior to the event.

Stallholders allocated to Station Road should arrive between 2.00 and 2.30pm

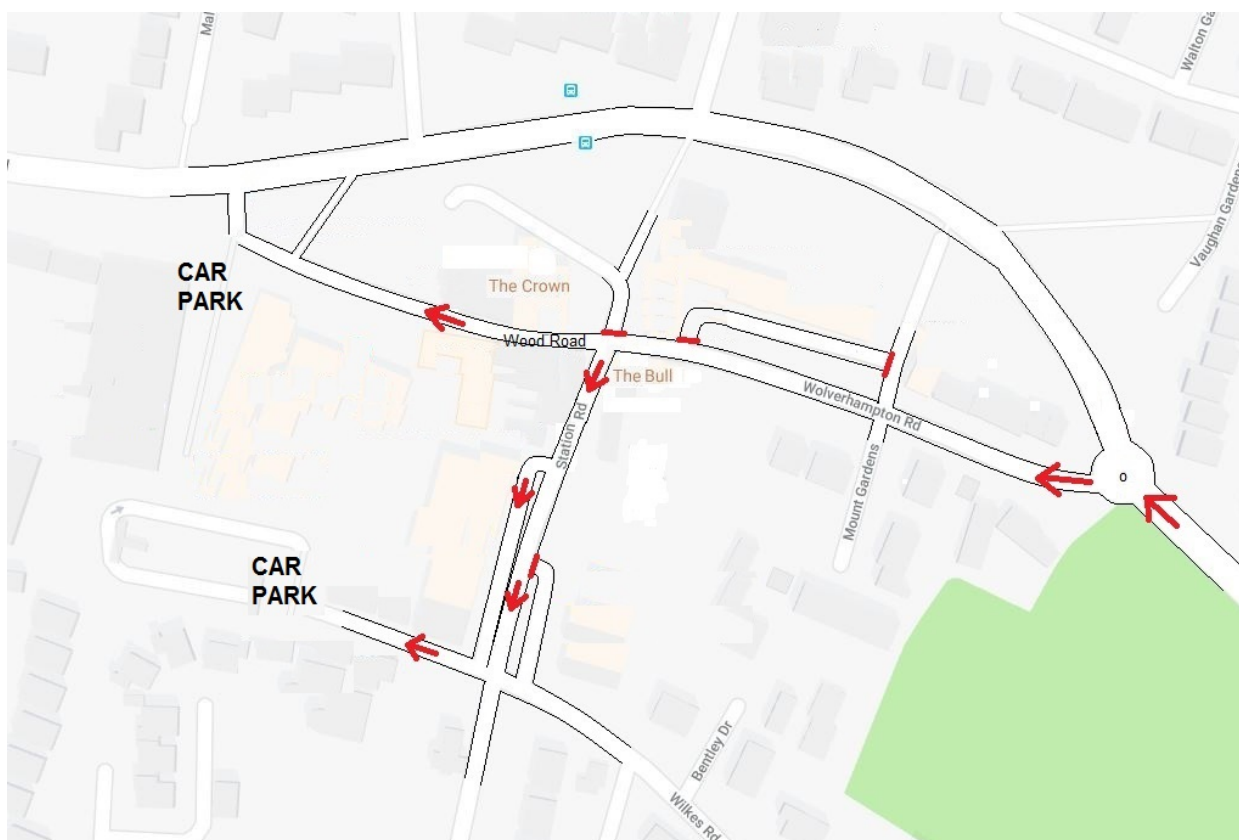
Stallholders allocated to Wolverhampton Road should arrive between 2.30 and 3.00pm.

The event will start at 4pm.

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

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.

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



## 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. **All vehicles must be clear of the Event Area and stalls open for business by 4pm.**

## Clothing

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

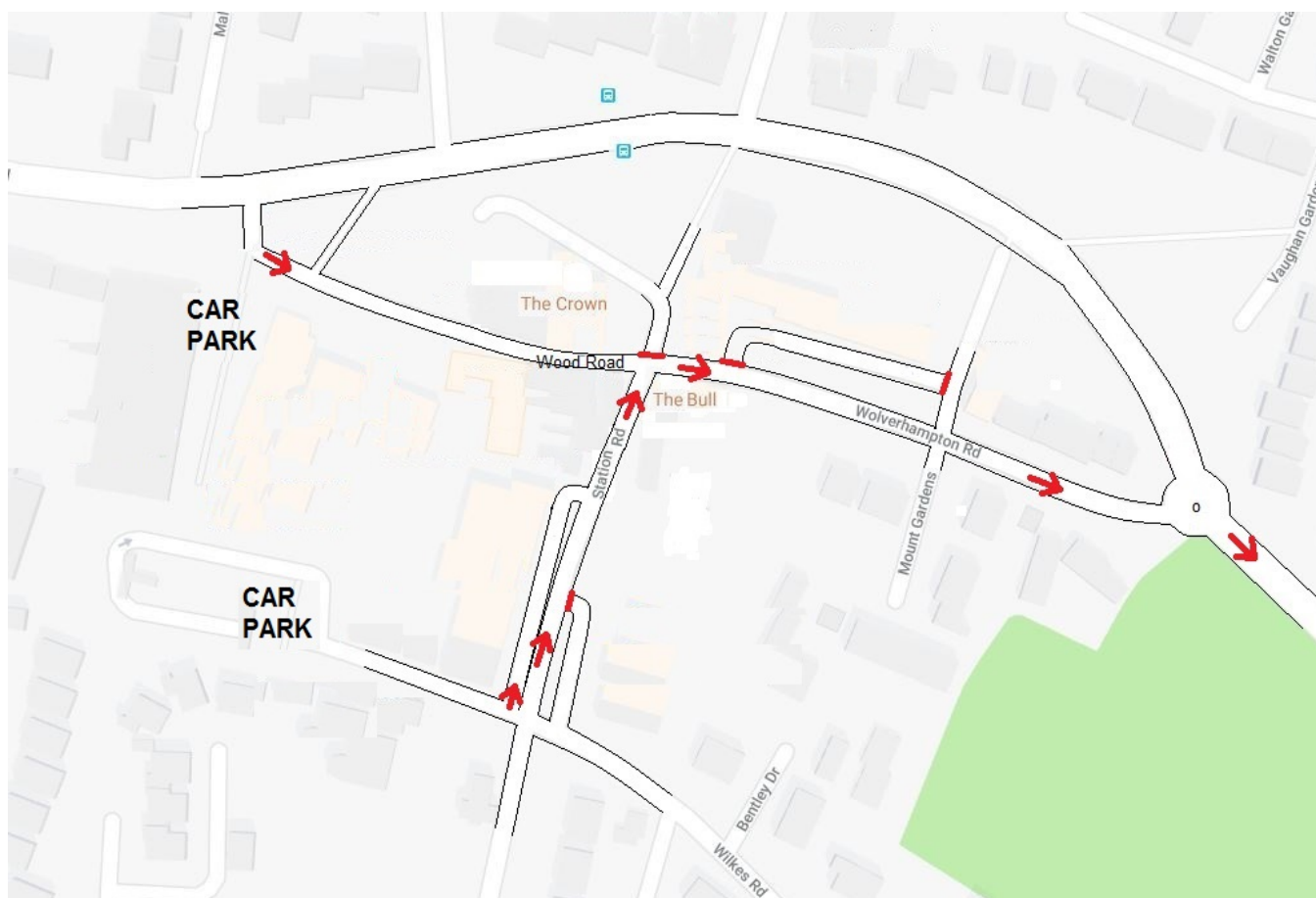
## Departure

**Stalls must close 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 Wolverhampton Road 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



**THE EVENT AREA MUST BE CLEAR OF ALL STALLHOLDER GOODS AND VEHICLES BY 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 marshals to collect.

## Insurance

Stallholders must have their own Third Party Liability Insurance as neither the organisers nor the Parish Council can provide any form of insurance cover for stalls, stall holders or public liability.

## Booking

To reserve your space at **Codsall Christmas Fair 2019**, complete to form below:

<b>About you and your business</b>	
Name	
Business name	
Address	
What do you sell?	
Phone (Landline)	
Phone (Mobile)	
Email	
<b>Fees</b>	
Single Stall 3 x 3 metres	£20.00 if booked by 30 September 2019; £25.00 if booked between 1 October and 15 November 2019
Double Stall 7 x 3 metres	£40.00 if booked by 30 September 2019; £50.00 if booked between 1 October and 15 November 2019
<b>Please note: Stall spaces are not reserved until payment has been received</b>	
Hot Food Stalls	15% of the take on the day
Stallholder spaces will be allocated we will advise you of your stall number and location	
<b>Please send your completed form and booking fee to:</b>	
<b>By Post:</b>	<b>The Codsall Christmas Fair Group</b> c/o <b>Codsall Parish Council</b> Station Road, Codsall, South Staffordshire, WV8 1BY  Make cheque payable to <b>"The Codsall Christmas Fair Group"</b>
<b>In Person:</b>	<b>The Codsall Christmas Fair Group</b> c/o <b>Codsall Parish Council</b> Station Road, Codsall, South Staffordshire, WV8 1BY  Payment can be made in cash or by cheque payable to <b>"The Codsall Christmas Fair Group"</b>  Payment can only be made between 10am and 12.00pm, Monday to Friday
<b>By Direct Transfer:</b>	Account Name <b>The Codsall Christmas Fair Group</b>
	Bank <b>Lloyds Bank</b>
	Account Number <b>81489168</b>
	Bank Sort Code <b>30-99-83</b>
	Name under which payment is made (*)
	If paying by Direct Transfer, the completed form should be sent by post to Codsall Christmas Fair Group, c/o Codsall Parish Council at the address above. Alternatively, the form can be completed on the Codsall Christmas Fair website at <a href="mailto:info@codsallchristmasfair.co.uk">info@codsallchristmasfair.co.uk</a>
<b>Declaration</b>	In making this booking, I confirm that:
<input type="checkbox"/>	I have read and understood the Terms & Conditions of Booking
<input type="checkbox"/>	I agree to allow the organisers to retain my information on file for future events. This information will not be shared with any party outside The Codsall Christmas Fair Group
<b>Signature</b>	
<b>Date</b>	

(\*) Required to ensure funds are credited to the correct booking

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