



# Stall and Vendor Information Sheet



Thank you for booking space at WESTIVAL.

If the information below does not cover your query, do not hesitate in calling us on 01202 861044 or email [office@westmoors-tc.gov.uk](mailto:office@westmoors-tc.gov.uk)

## After You Book

When you book a stall at WESTIVAL you will immediately be sent a booking confirmation, normally via email.

The booking form has the bank details on for BACS payments to be made at least 6 weeks before the event date.

## WHEEL DISPLAY ENTRANTS (no fees):

*1. No car passes are required as you were added to the attendance list as soon as your entry form was received.*

*2. If you stated on your entry form that you are attending as part of a club, then you will be positioned with the other members of that club that have also booked.*

*It is important that this is mentioned a week before the event latest, as it will be difficult to re arrange the layout of the cars on the day.*

*3. Attendance certificates will be presented to all entrants throughout the duration of the event and the 'Best Car in Show' trophy will be presented to the winner on stage at the end of the event before the raffle is drawn.*

## Before the event

1. A few months before the event, we will send you the official poster and ask if you can forward/display anywhere you can and/or share the Facebook post with the poster on
2. One month before the event, we will send the digital version of the event programme booklet, again, for you to forward/display where you can and share the Facebook post.
3. A week before the event, an email will be sent with confirmation of location, arrival times, map of the event so you know where you will be on field on the day, equipment you need to provide, information for during the event and closing down times.

Please note that if you have booked a double stall, it will either be indicated as one bigger space or be marked for example stall no. 2a and 2b on the map/paperwork.

## Accessing The Site

WESTIVAL is held at Fryer Field, Bond Avenue, off Station Road, BH22 0LL

This is the entrance you will use - there will be a cone with a big LEFT arrow on it,



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leading you off Station Road, once you have passed the memorial hall entrance. It is then first left into the car park. You will be directed onto the field and towards your stall, if you give the name of your stall/business, not your own name.

*Note: The Memorial Hall Car Park is for the public only.*

### Setting Up

The site is open for setting up from 9am, but it would be preferred for you to arrive at 9.30am to allow the staff/volunteers to erect any gazebos and the council stall, before they start marshaling stall holders. We hope this is OK.

*One or two vehicles may be parked behind your stall but if you have more than 2, please park them in the pavilion car park you drive through to access the field.*

### Your Stall position

Your stall space will be clearly marked with your number on the ground. We will try to send this to you before the event, but if it is not possible, due to the order of stalls not being confirmed till later than hoped, as stated previously, just state your business nature and they will have you on the list and direct you.

You must bring your own gazebo, table and chairs, these cannot be provided by the event host.

### NOTE:

1. Any stall holder using electrical items, these must be PAT tested and fully compliant.
2. Food Vendors and Service Providers must provide a copy of their insurance liability certificate to the office via post or email, with the booking form (unless stated otherwise by the event organiser).

### Breaking Down

Stalls cannot be broken down until all public have left the site, no earlier than 4.00pm

Please ensure that you take all of your rubbish with you – bin bags are available from event staff if required.

Vehicles cannot be moved whilst the public are on site i.e. between 12noon and at least 4.00pm

Site Contact name and number: Amie Fawcett on 07776 175387