



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

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.
2. One month before the event, we will send the digital version of the event programme, 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 as 2 stall numbers

Accessing The Site

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

This is the entrance you will use and it will be clearly marked from Station Road. You will be directed onto the field and towards your stall, if you give the name of your



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stall/business, not your own name.

Note: The Memorial Hall Car Park is for the public only. Please ensure you are using the Pavilion Car Park.

Setting Up

The site is open for setting up from 9.30am.

One or two vehicles may be parked behind your stall but if you have more than two, please park them in designated parking areas (not the car park at Fryer 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 you will be directed on arrival.

You must bring your own gazebo, table and chairs as required. 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 and/or food hygiene certificate to the office via post or email, alongside 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 4pm.

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 12pm and at least 4pm.

Site contacts: Judi Weedon 07843229143 (office hours only)

Nadine Hancock 07891482263