

6<sup>th</sup> October 2021

## **Chelsea Physic Garden Christmas Fair 2021 - Stallholder Joining Instructions**

Dear Stallholders

As the fair approaches we thought it best to communicate joining details now before it gets even more hectic!

Thank you all very much for your support we are looking forward to this event immensely.

**PLEASE READ AND DIGEST THE INFORMATION BELOW.**

**ASK ANY QUESTIONS NOW!**

**FAILURE TO ACT ON THIS INFORMATION WILL JEOPARDISE ANY FUTURE APPLICATION.**

1. **TIMINGS**

Public opening hours -

Thursday 25<sup>th</sup> November - Sunday 28<sup>th</sup> November 10am – 5pm (Sunday closes 4pm)

**and** Thursday 6pm-8pm VIP evening.

**All stallholders are asked to attend the VIP evening.**

All materials including all rubbish must be cleared away by 6pm on Sunday 29th November.

2. **ADDRESS**

Chelsea Physic Garden

66 Royal Hospital Road, SW3 4HS

0207 352 5646

extension 227 reception

3. **Stall Set Up**

We will be open for set up from 12 midday until 6pm on the Wednesday 24<sup>th</sup>(we would like to lock up at 6pm) and from

6.30am on the morning of Thursday 25<sup>th</sup> November. The event will open to the public at 10am

Stallholders are required to book their arrival time with Amanda please advise your arrival time on the hour or half hour (e.g. 13:00 or 13:30) using the fair email [chelseaphysicgardenfair@gmail.com](mailto:chelseaphysicgardenfair@gmail.com) . You will only have 30 minutes to unload your materials and remove your vehicle so please bear this in mind. Timeslots will be allocated on a first come first served basis and numbers will be limited to even out the flow of arrivals so that social distancing can be observed.

Health and Safety Guidelines will be provided in your Stallholder pack – this will be on your table when you arrive - we will ask that you sign a sheet to say that you have read and

understood the guidelines. Anyone who has not read the guidelines will not be able to participate in the Fair.

On Friday 26th, Saturday 27th and Sunday 28th you will be able to access the site from 8:00 am to refresh your stalls.

#### **4. Position Of stall and Storage of Stock**

Although no longer a legal requirement we are planning to ensure that the fair can be socially distanced. This means you are part of a lucky group as we have reduced the number of stalls we have at the fair. With this in mind please note that stall positions cannot be moved.

We do not discuss the position of any stallholder in advance of the event.

We have accommodated any special requests that you have made in advance, but we must stress that

**NO STALL POSITION WILL BE CHANGED.**

You must not overspill your allotted space, the wide gangways are designed to allow ease of social distancing.

Regretfully we have no stock storage facilities, so please ensure all stock you bring can fit within your space.

#### **5. Parking**

The event takes place in our beautiful 4-acre garden just off Cheyne walk in a purpose-built heated marquee. Cheyne walk is one of the most expensive residential areas of London and as such there is hardly any street parking on either the Thursday, Friday or the Saturday and only a small amount on Sunday.

Please look on the RBKC web site for parking restrictions.

For Wednesday, Thursday, Friday and Saturday we advise you unload and then drive over the Albert Bridge and park in Battersea Park. Please look on the Wandsworth Borough Council Website for more details.

This is a half hour process so please allow enough time.

#### **6. Unloading and Load out**

Is through a normal sized single front door where we have no facilities to accept pallets, lorries and refrigerators.

Access to the site is level but will involve a short stretch of gravel sack trucks and trolleys with larger wheels cope better.

On arrival you and your staff will be given a lanyard (maximum 2 per stallholder) please wear these throughout the duration of the fair in a prominent way. If extra lanyards are required, they are available in advance at a cost of £5 each.

**Entry will be via 66 Royal Hospital Road and the West Gate also on Royal Hospital Road.**

**You will be advised of your allotted entry point before the event.**

**You will be advised of your stall position at the reception desk in the main marquee on arrival.**

Please try to be as self-sufficient with loading by bringing your own helpers. During unloading please regularly hand sanitise and observe social distance from your helper and other stall holders. Please bring your own sanitiser as none will be provided.

We ask that you put your stock and display materials by your stall and then quickly move your vehicle to allow others access and to minimise the disruption to our neighbours.

**7. Size of stall.**

You have purchased a set size of stall which is identified in your agreement with us it will be marked out clearly on the carpet.

**Please remain within this area. To ensure adequate aisle widths for our visitors to socially distance you will be asked to remove any equipment or stock overspilling your area.**

**8. Raffle Prize**

We are making 10 Christmas Hampers for our very popular raffle and we have asked all stallholders to provide an long shelf life food item for these (even if you do not sell food) . Please send your contribution before the event (if possible). If not please hand your contribution to our staff on the stallholder reception table on arrival.

**9. Stallholders teas, coffee and biscuits**

Will be provided in the gardener's garage. We ask that you keep this area tidy. Additional food will not be provided so please come prepared. There is a small Tesco nearby. In addition, please bring your own mugs and cups – we will not be providing paper cups to reduce waste.

**10. Stallholder pack**

This will be on your stand when you arrive. Alongside the health and safety briefing It will contain your signed agreement, Housekeeping details, WIFI access codes, Evacuation plan in case of emergency, map of the site showing loos, tea making table, first aid location. Etc

**11. Security and Health and Safety**

The stallholder pack will contain a health and safety and security note. As the main stallholder it is your responsibility to understand ensure that all staff on your stall are made aware of the key points. We will ask you to sign a form on the day to say that this has been understood and communicated to your teammates. Please do not bring your children as helpers. Your stall must only ever be staffed by a team member who has signed the H&S briefing form.

Stallholders are solely responsible for the safety and security of their goods, property and cash before, during and after the Fair. Security Officers will be on duty at all entrances. There will be overnight security provide by CPG on Wednesday, Thursday, Friday and Saturday. They are responsible for security on site but cannot be held responsible for stallholders' stock during the fair.

**12. COVID:**

We will be asking all visitors to pre-book online, enforcing social distancing and mask wearing if required. There will be strict timed entry.

We will have sanitiser available for visitors at the entry point and by the toilet facilities if necessary.

Please ensure you and your staff are similarly protected.

**13. PAT Testing**

We expect all electrical equipment to be PAT tested before you bring it to the fair, green pat testing labels will be randomly checked by our staff.

**14. Rubbish**

Please take all rubbish home with you ensuring that you bring black bin bags for this purpose.

**If you leave any rubbish behind, you will not be asked to attend the fair in the future.**

**15. Wi-Fi**

A Wi-Fi signal will be set up for you it has been boosted to the maximum. The password will be in your stallholder pack on arrival.

We are a garden and as such the band width is not huge and the connection can be temperamental.

You have been warned.

**16. Breakdown**

This normally runs smoothly, but the team will be focusing on clearing the fair and 'breaking down' the marquee, so do ensure you have enough of your own 'manpower' to remove your stock and display equipment. We would like the site clear by 7pm. Exit will be via the doors on Royal Hospital Road.

Many thanks for all your help on this, as already mentioned please make any queries now to ensure that the event runs smoothly and happily!!

Best Wishes

The CPG Team

chelseaphysicgardenfair@gmail.com