

## Headley Park Christmas Market

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### Stallholder Information Pack

#### **KEY DETAILS**

**Date:** Friday 30<sup>th</sup> November 2018

**Time:** 7-9pm

**Venue:** Headley Park Church Hall, St Peter's Rise, BS13 7LZ

**All proceeds will go to charity**- this includes 100% of stallholder fees, profits from refreshments and entrance donations from the public.

The event has been popular in previous years and is well publicised, both in the local area and in Bristol-wide media. Stalls are spread between two large halls in the main building of the church. The upper hall is for stalls only and has a busy festive atmosphere. The lower hall is equally buzzing and also houses stalls, the café space and children's area.

#### **DETAILS OF PITCHES**

Charges for pitches are...	Small	(approx 3ft)	£5
	Standard	(approx 5ft)	£10
	Large		£15
	(space for 5-6ft table plus freestanding rails/displays)		
	Catering pitches (indoor/outdoor)		contact for info

If you are booking a **Large pitch**, you must bring your own table and/or display stands, rails etc. A limited number of Small and Standard tables are available to use, or you can bring your own if you prefer – please indicate on the booking form which option you will be going for. Pitches with access to an electric point are available, please request this on the booking form.

Stallholders should bring their own tablecloth, display materials and lighting, if required. If you are selling edible goods, ingredients and allergy information should be clearly displayed on the product labels.

To ensure a good range of crafts and gifts, we do limit the number of stalls selling similar product types. So if you are selling popular crafts such as cards, jewellery or fabric gifts, early booking is advisable!

You will be allocated a pitch in one of the two halls at the venue. We are unable to reserve a particular pitch or guarantee which hall you will be placed in, as we need the flexibility to spread similar product types around the venue, and to fit different sized pitches most efficiently into the space. If you express a preference we will try our best to fulfil it, but both halls have equally heavy footfall and a great atmosphere, so neither is 'better' than the other!

If you have any other preferences about the location of your pitch, e.g. next to a friend, away from the door, against a wall – please put a note in the box at the bottom of the booking form and we will try our best to accommodate this. Also

let us know if you have difficulty with mobility or carrying stock from your car as we can reserve a parking space close to the entrance and ensure someone is on hand to help you unload and reload your car.

## **PAYMENT**

Pitches are only guaranteed on receipt of payment, so do bear in mind that spaces for popular products may book up quickly. If spaces for a particular stall are all taken, any bookings subsequently received will be put on a waiting list, and payment only banked if a space becomes available. If this situation arises, potential stallholders will be informed on receipt of their booking.

If you have had a pitch confirmed but are then unable to attend, please inform the co-ordinator as early as possible to allow others to take the space.

**Closing date for bookings:** Monday 5<sup>th</sup> November 2018

(but we're often full before this so don't wait until the last minute!)

## **DATA PROTECTION**

The personal information you provide on the booking form will be used only for the purposes of this event and never shared. The booking form you submit will be kept safely up to the date of the event, then shredded (if in paper form), or deleted (if an electronic copy).

We keep a small contacts list with names and email addresses (or a phone number if you didn't supply an email address) so we can let stallholders know of future events. You have the option to be included in this by ticking the box on the booking form.

## **CONTACT DETAILS**

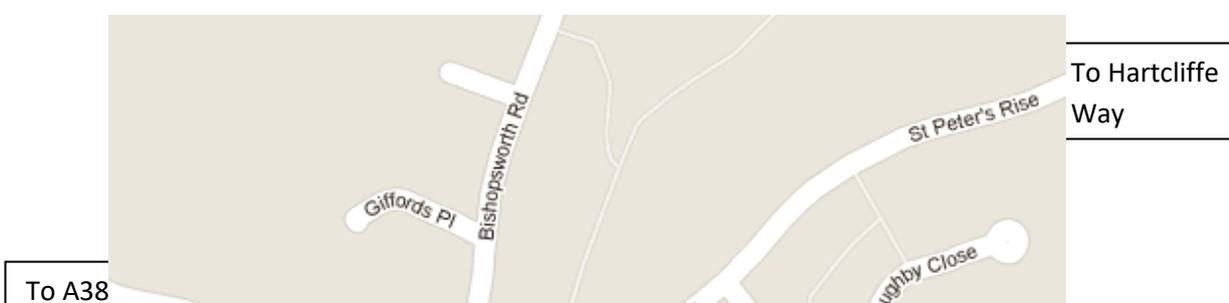
The co-ordinator for this event is Eleanor Hodges. If you need any further information about the market, email the address below in the first instance:

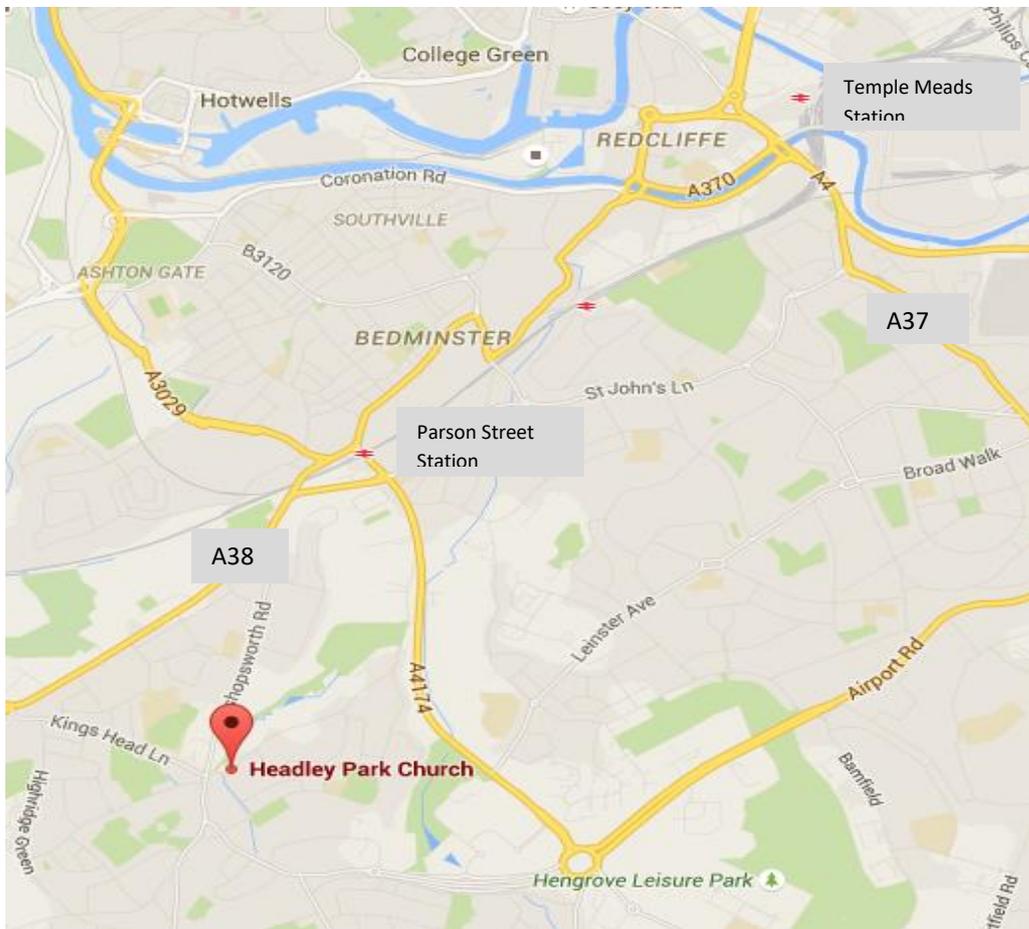
[hpcmarkets@gmail.com](mailto:hpcmarkets@gmail.com)

If you need to get in touch by phone, call Eleanor on 07789 731630 and leave a message. She will call back as soon as possible.

## **LOCATION AND SET-UP**

Headley Park Church is located in South Bristol, with easy access from several main routes. The postcode is BS13 7LZ if you are using a SatNav or searching for directions. There is a small car park on site, but once this is full we will ask you to unload and then park on a nearby street.





Stallholders can access the halls any time from 5.30pm onwards to set up.

When you arrive, make your way to the top entrance of the main building (up the slope on the right) and you will be shown your pitch.

### Terms for stallholders and businesses

(Or 'The keys to a happy market'!)

- Please return payment with your booking form and by the deadline stated on the form. No booking is guaranteed until payment is received. Equally, once fees have been received and processed by the venue, they are non-refundable.
- Be clear about your requirements at the time of booking as we'll be unable to accommodate them at the last minute. This includes if you would like to be placed near someone else you know is exhibiting, or need a particular amount of space around your stall, for example.
- In order to avoid having too many stalls selling similar products together, please be as comprehensive and specific as possible on the booking form about what you are selling. This will help us with allocating pitches and maximise potential for sales for every stallholder. We will never have more than one seller of any direct sales company.
- NB: Pitches are allocated prior to the event and cannot be changed on the night. Stalls are also not transferable - that is to say, if you are unable to attend you may send someone to run your stall, but your pitch cannot be added to another stallholder's. Last minute changes have caused unnecessary difficulties and additional stress in previous years.
- If you find in advance you are unable to attend, please let the co-ordinator know as soon as possible. This will enable us to use all the pitches available and maintain a quality event.
- On the night, if you are not able to attend or are delayed, again please inform one of the co-ordinators on the mobile number given in the pre-event email. This enables us to either avoid empty tables or gaps where stallholders don't appear, or be ready to help you set up in time for the event start.
- The hall is available for set up from 5.30pm onwards, not usually before. There is a car park on site, with an area where you will be able to park while unloading. Please follow the stewards' direction when you arrive through the gate, they will also show you to your final parking space once you have unloaded.

- At the end of the event, please leave your pitch as you found it. There will be bins available to dispose of any rubbish.

### Other hints and tips

There is a corner shop and fish and chip shop across the road from the venue if you need to eat before the event. We will also offer all stallholders a hot or cold drink and piece of cake during the event.

Feel free to publicise the event among your own contacts. We have fliers and posters available on request and you can post a link to the Church's website [www.headleyparkchurch.org.uk](http://www.headleyparkchurch.org.uk), where all the event information will also be available. We may even be able to provide graphics to be inserted into a blog or website if you're technologically whizzy like that!