**INFORMATION FOR STALL HOLDERS**

Thank you for booking a stall at this year’s carnival.

All stalls will be located in the Weir Field and access to the field will be from 08:00. Stall holders should aim to arrive by 11.00, ready for public access from 12:00.

Pitch sizes are once again 6m x 6m, this allows you to keep your vehicle with you. We do ask, if you know your vehicle has an **oil or fuel leak** please bring a suitable drip tray to contain the leakage.

You are expected to provide all your own equipment (gazebo, table, chairs etc). You are expected to erect your own gazebo; assistance will not be available from stewards. If you deem it necessary, you must develop your own risk assessment (written or verbal) for e.g. manual handling (erecting and dismantling your stall) and for any other activities associated with your stall that may pose a risk (such as children’s games, rides etc). If you do create a risk assessment, then you must ensure that anyone assisting you is made aware of its requirements.

Gazebos and tents without guy ropes are to be used in preference but if not then they must be positioned with care and where unavoidable, ropes must be marked. All trailing wires are to be covered or marked. If you intend to have a portable generator, then it should be installed/connected or checked by a qualified electrician. Please let me know so our Health and Safety Officer can be informed and you are advised to develop a risk assessment. This is also the case if you have fuel and cooking equipment. Gas certificates must be provided and an in-date fire extinguisher must be to hand.

If you require water at your stall please come to the pavilion by the stage and not to Trefoil House. Temporary toilet facilities are provided on site.

All catering facilities are provided by professional organisations who must provide relevant certification and risk assessments prior to the event. For other stalls selling pre-made food, hygiene certification is not required but the adoption of good hygiene principles must be ensured.

All events on the field are planned to end at 18.00, stalls holders will then be able to leave. This is of course flexible and if required we will endeavour to get vehicles off when it is safe to leave.

An evacuation plan is in place and if invoked, you will be directed by the stewards as to what to do. The assembly point is in the Ellendune Centre car park. First aid provision is available on site – if needed contact the Health and Safety Officer or any steward.

The map below details the location of the Weir Field. Access to the field is via the road adjacent to the Wroughton Club (15, Devizes Road, SN4 0SA). On arrival you will be met and directed to your pitch. The Emergency route around the perimeter of field is to be kept clear.

If you have any questions or have any specific needs please let me know, either phone or email.

Kind regards

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