



Bishopstoke Carnival

Under the Sea



BISHOPSTOKE CARNIVAL - STALL HOLDERS INFORMATION

SUNDAY 16TH SEPTEMBER 2018

Bishopstoke Carnival fete is being held on Sunday 16th September 2017 from 2pm to 5pm with the Carnival procession expected to arrive at Glebe Meadow between 2pm and 2:30pm.

The theme, this year, is '**UNDER THE SEA**' – anything you can do to reflect this theme on your stall will add to the fun!

If you would like a stall at our Carnival fete, please return the slip below with your cheque, made payable to Bishopstoke Parish Council, by 31st July 2018. Applications received after this date can still be considered but spaces will already have been allocated by then.

Stalls will cost £15 for community/charity groups, £20 for small home based businesses and £25 for larger businesses, at the discretion of Bishopstoke Carnival Working Group.

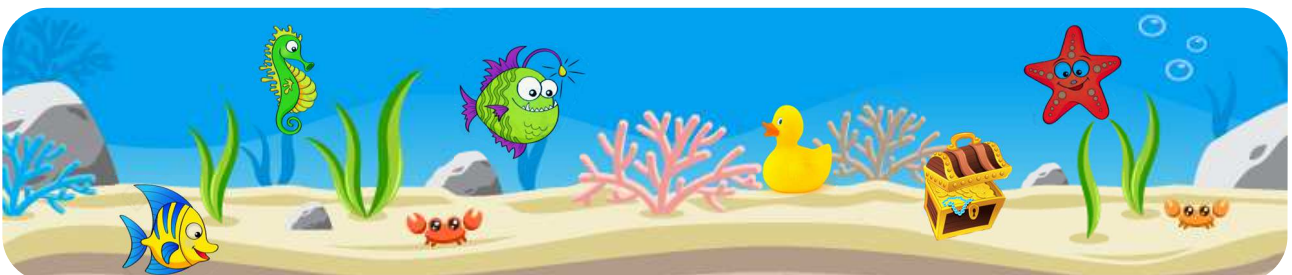
Plots for stalls will be approx. 3.5m x 3.5m which will allow a standard sized gazebo to be erected (guide ropes must fit into this space). Please make sure you order the correct space for your stall as adjoining space cannot be allocated on the day

For most stalls only the front will be open to the public. However a few sites, those on corners or at the end of rows, will benefit from additional side access. They will be allocated on a first come first served basis, for an extra £5. **Please ensure you request one of these plots if you want one.**

You will need to supply your own tables and chairs. It may be possible to supply a gazebo if you need one but do not have one. This would cost an extra £10. Please indicate on the form if you would like to request one.

Stallholders can set up any time after 10am, but need to be in place by 1:30pm.

Please use your hazard warning lights whilst driving on the Meadow and restrict your speed to 5mph, being aware of everyone else setting up around you.



On arrival at the Meadow please check in with the Gate Steward. They will guide you to the location of your pitch number.

Once you have set up your stall, please park where directed by the Carnival staff. If you are a Blue Badge holder please indicate on your form as we may be able to provide parking for you on the Meadow.

All vehicles should have left the site by 12:30pm. Parking is **not** permitted in Portal Road or Spring Lane, where residents have been asked to clear the roads ready for the Carnival procession. Cars will not be permitted to enter the Meadow again until the end of the fete.

All stallholders are totally responsible for their own stalls and **MUST** have adequate public liability insurance. The Parish Council accepts no liability for any loss, damage or theft to stalls, or vehicles.

For health and safety reasons no BBQ's, or any other sources of naked flames, will be permitted on the Meadow. If you are hoping to bring a generator you **MUST** have permission from the Carnival Group. Please let us know when submitting your form if you need to bring a generator. **You will NOT be permitted to use a generator if you have not had a reply from us granting this.**

No alcohol is permitted except for raffles. If you are intending to raffle alcohol as prizes you must provide us with a copy of your alcohol statement

Please help to keep the Meadow tidy by clearing up any litter you may have. Litter and rubbish bags can be deposited at the main rubbish collection sites or as instructed by the Meadow Stewards.

Toilets are located in the Memorial Hall.

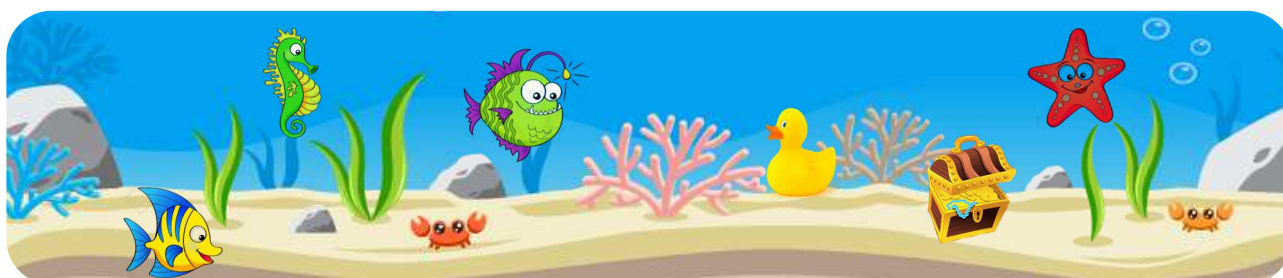
Refreshments are available at the commercial catering outlets.

First Aid is provided by St John Ambulance.

Lost Children/Missing Persons - contact those at the Carnival Tent.

If you have any questions or problems on the day please see one of the Stewards. They are the people wearing high visibility fluorescent tabards. A Steward will also be located at the Portal Road entrance.

If you have any questions please email bishopstoke.pc@btconnect.com or call 02380 643428





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I would like to book a stall for the Bishopstoke Carnival fete 2018 at Glebe Meadow:

| | |
|---------------------------------------|--------|
| Name & Organisation: | |
| Address: | |
| Tel: | Email: |
| What is sold / provided on the stall: | |

Have you included your alcohol policy statement where applicable? Yes / No / N/A

Are you a Blue Badge holder? Yes / No Charity No. _____

Would you like to request hiring a gazebo for £10? Yes / No

Would you like to request permission to bring a generator? Yes / No

I have responsibility for this stall and I have read and agree to abide by the rules as set out in the information letter, to comply with the list of stall holder instructions, and to comply with any other instructions given by the Carnival organisers on the day. I understand that I am responsible for my own stall and that the Parish Council accepts no liability for any injury, loss or damage arising from my stall:

Signed:Date:.....

Please return this form and your fee (cheques payable to Bishopstoke Parish Council) to:

Mr David Hillier-Wheal
Bishopstoke Parish Office
Riverside, Bishopstoke
Eastleigh
SO50 6LQ.

For further information, please contact: David Hillier-Wheal on 07469 257570 or at bishopstoke.pc@btconnect.com, or see our website at www.bishopstokepc.uk

