



Stallholders

Thornbury Carnival is held at the Mundy Playing Fields, Thornbury, South Gloucestershire. Following the Parade the field activities are open to the public from 12:00 (noon) and end approximately 17:30.

Stallholders may access the site from 06:00 on Saturday. Larger marquees/gazebos can be set up on the Friday, by arrangement only and arrival must be between 16:00 and 19:00. A representative may stay overnight as the ground is not lockable. It is advised not to set-up sales stock until the Saturday morning.

The ground will be patrolled by uniformed security guards overnight on the Friday and Saturday, and during the Saturday itself.

A Health & Safety check must be completed as soon as your stall is ready for operation. This is conducted by the Carnival Health & Safety and Electrical Team. Please ensure you meet all expectations, with suitable advance preparation.

You must ensure the safe operation of your stall at all times. School age children should not be left in sole charge of a stall. Adult supervision is needed at all times.

All electrical equipment in use must have a valid PAT test certificate, and any cabling to provide power supplied must be clearly identifiable and / or covered or buried and laid close to the rear of your pitch.

Professional first aid services will be available.

The rules on vehicle movement on the Carnival site will be strictly enforced.

On arrival at the junction of Wellfield Lane with Kington Lane, ONLY vehicles bearing a Vehicle Access Pass will be admitted by the Carnival stewards. Vehicles will be directed to a Reception area for check-in and then directed to their pitch location by the welcoming stewards.

Hazard warning lights must be used at all times and the maximum speed limit of 5 mph must be observed.

Only on application in advance and under exceptional circumstances may a stallholder's vehicle remain pitch side during Carnival opening hours. In all such cases vehicles must be left in gear with wheel-chocks in place.

Once the stall is prepared, stallholders will be required to move all vehicles to the allocated parking spaces on the field. All vehicles must be relocated to the parking area by 11:00.

Stallholders who have arranged in advance to stay overnight on Friday may keep their vehicle by their pitch overnight but it must be moved in the morning to the other parking provision on site. Carnival Insurance does not cover overnight stayers.

Stallholders are permitted two people per pitch. Any additional pitch supporters, arriving by vehicle are requested to park off-site and enter via the pedestrian gates where the normal admission/entry charges apply.

It will not be possible for stallholders to move their vehicle to the pitch before the closure time at 5.30 pm, and the prescribed exit route must be adhered to.

There is no public parking on site. Plenty of 'free parking' is available in the town and there will be a Carnival Car Park signposted at the Leisure Centre (BS35 3JB) no more than a few minutes' walk from the field entrance. There is no parking available on Kington Lane. Only registered disabled drivers' vehicles will be able to park on site and a valid disabled driver's badge must be displayed. Normal admission/entry charges will apply for the disabled entrance.

There will be road closures in place in Thornbury for the morning of the Carnival, which is likely to have an impact on those arriving after 09:00.

Stallholders need to provide all their own resources for the set-up of their stalls, including gazebo, table/chair(s), and covers. Please ensure you have all the necessary electrical connectors, if applicable and sufficient ropes/cord, stakes, mallet and materials for supporting vertical displays. We cannot provide these items on the day.

Third Party Liability Insurance

Regular and occasional stallholders, including street traders, are required as part of the Carnival Event Licence to have Third Party Liability insurance in place and covering the date of the Carnival. A copy of the in-date certificate must be forwarded as part of the application or payment process. This is not our rule; it is the law and applies equally to charitable organisations. Overnight stayers will need to check they have insurance cover for this eventuality.

If you do not have Third Party Liability cover already in place it can be arranged by contacting:

Steve Barker
Coversure Insurance Services
Tel: 0800 308 1323



Health & Safety / Exclusion Procedures

Health and Safety is very important to the Carnival organisers, please ensure you familiarise yourself with our procedures on this matter, together with the exclusion procedure. Both are available in a separate document on the website list.

At the end of the Day

Stallholders are responsible for the area occupied, so please, at the end of the day ensure you remove all equipment and litter. Bins are provided on the field.

Visit www.mythornbury.co.uk/thornbury/thornbury-carnival-stalls-application to submit a stall application. Once your application has been accepted an invoice will be raised, which is payable within 30 days of receipt. Further correspondence will be issued mid-June to all accepted stallholders.

Pitch charges will appear on screen as you make your choices, but are summarised below:

Pitch Fees

Type	Standard	Early bird discounts For applications received up to
		April 30th, 2018
Clubs, Societies, Small charities, Educational groups, Hobbyist traders	£50 (4m x 4m) £90 double pitch	£45 £75 double pitch
Businesses, National Charities, Large Organisations, Regular Market Traders	£80 (4m x 4m) £120 double pitch	£60 £100 double pitch
Major Exhibitors, Refreshment Traders or other attractions – by invitation or by own initiative / application	Price on application, by agreement	
Exhibitors only, with no associated sales	No charge	

If you require further information please email stalls@thornburycarnival.co.uk

Health & Safety / Procedure for Stallholders

A Health & Safety check must be completed as soon as your stall is ready for operation. This is conducted by the Carnival Health & Safety and Electrical Team. Please ensure you meet all expectations, with suitable advance preparation.

A professional first aid service will be available.

Stall operations

- You must ensure the safe operation of your stall at all times.
- A gazebo or tent must be securely fixed in place with appropriate guys, pegs and weight bags to limit undue wind movement.
- Guy ropes must be identified with a brightly coloured tape, or similar
- Guy pegs must be firmly fixed into the ground with no part protruding
- Any vertical structure to support bunting etc. must be firmly fixed in place
- Tables, coverings, support structures and lights must be stabilised against sudden movement and not represent a hazard if knocked over
- Items displayed at ground level must not impede free flow of foot traffic
- If cooking, or the use of heat happens at your stall, there must be a heat hazard sign and a protective Perspex barrier in place
- School age children should not be left in sole charge of a stall. Adult supervision is needed at all times.
- All electrical equipment in use must have a valid PAT test certificate.
- Cables connecting equipment at a stall with the supply provided on the site must be clearly identified, buried or covered if in public access areas
- Stallholders are responsible for the area occupied, so please, at the end of the day ensure you remove all equipment and litter. Bins are provided on the field.
- Gaps between stalls, or unoccupied spaces arising from a no-show should be closed-off with appropriate taping. Consult Carnival staff for this, if the need arises
- Please take a photo of your stall when its set-up is complete, and another of the stall with its immediate neighbours

Vehicle movements

- The rules on vehicle movement on the Carnival site must be strictly followed.
- Hazard warning lights must be used at all times and the maximum speed limit of 5 mph must be observed.
- At all times during stall set-up and take down, and also if a vehicle is permitted by its stall, in all such cases vehicles must be left in gear with wheel-chocks in place.
- Once the stall is prepared, stallholders will be required to move all vehicles to the allocated parking spaces on the field. All vehicles must be relocated to the parking area by 11:00.
- It will not be possible for stallholders to move their vehicle to the pitch before the closure time at 5.30 pm, and the prescribed exit route must be adhered to.
- Carnival Insurance does not cover overnight stayers, whose vehicle may stay at stall location overnight, if permitted, but which must be relocated to Stallholders Car Park as early as possible.

