

Christmas Artisan Crafts Fair 2021 Stallholder Information Pack

Saturday 6th November 10.30am-3pm

Rural Life Living Museum, Reeds Road, Farnham, Surrey. GU10 2DL

This year, our traditional Christmas Craft Fair is changing slightly. We are looking for people who produce artisanal goods, whether it be decorative items, foodstuffs, household goods, festive items or crafts made by hand or in a traditional way, then we would like to hear from you.

Each year we invite stallholders to showcase and sell their items in the festive setting of the museum at Christmas. If you would like to book a stall please read the information below and fill out the online form using the blue link in the text.

The event officially opens to the public at 10.30am but the public gates to the museum will open at 10am and close at 3pm with gates opening for stall set up at 8am. Break down can begin at 3pm on Saturday.

Please note that, for this event, we only require stalls that have handmade or artisanal foods or crafts, gifts or goods on offer. Please do not apply if your items do not fall into these categories.

Please note that the museum will be open and visitors will be paying an entry fee.

Application Process

The application form can be found here <https://form.jotform.com/210822954344354>. The closing date for applications is midnight on **Friday 29th October**. Payment including a 20% non-refundable deposit will be required by **Thursday 4th November**. Please wait until you have received a confirmation email before making a payment. Payment details will be sent to you in your confirmation email.

Once you have received confirmation, full payment for your pitch must be made **by Thursday 4th November**. If payment is not received by this date, it will be assumed that you will not be attending the event and unclaimed pitches will be opened to waiting list stallholders.

This year, the majority of pitches will be outdoors, but we do have a limited number of indoor pitches, but these are offered on a first come, first served basis. Please state whether you would like an indoor pitch in the any other requirements box in the booking form. If there are any available at the time of your booking, we will do our best to allocate an indoor space.

Each pitch measures 3m x 3m or the equivalent and if outside, you will need to supply your own gazebo, chairs and tables for the event.

Electricity points are available on request, subject to a one-off charge of £3 each, and there are several water stations around the site.

Pitches

We have a new price for stalls for this event.

Each 3m x 3m pitch costs £30 for the day. If you need more space for your stall you will need to purchase more pitches to accommodate it.

This year, there will be no charge for use of the onsite wi-fi.

ALL stallholders MUST have public liability insurance to take part in this event. This is a necessary requirement and you will be asked for your public liability insurance details on the application form.

All electrical items brought onsite MUST have been PAT tested within the previous 12 months and be displaying a valid test sticker. Any items not meeting this requirement may not be used and can be confiscated until the end of the event. Items purchased in the last 12 months are exempt if a valid proof of purchase can be supplied on request.

If you are making a booking for a food stall, please send copies of paperwork for any LPG tanks you may be intending to use with your stall to katie@rural-life.org.uk at the time of booking. On the day of the event, please ensure you display your food hygiene certificate.

If you are making a booking for a stall to sell alcoholic drinks, please send a copy of your Personal Licence to sell alcohol to katie@rural-life.org.uk at the time of booking. If you do not have a Personal Licence, please contact us for the appropriate forms.

- Gates open to the main site at 8am. You must not arrive before this time as you will not be able to access the site and you cannot park on the narrow country road running to the museum.
- A one-way system is in place at the museum. Stewards at the gate will guide you to your pitch site via the one-way system on arrival. Site layout map is attached below.
- **You must keep your speed below 5mph with hazard lights on as the site can get very busy with pedestrians during set up and break down.**
- Free car parking is provided at the front of the museum and all stallholders must remove their vehicles from inside the museum as soon as possible after unloading and no later than 10am and exit via the Forge Gate. No vehicles can remain onsite unless they form part of a display or rally.
- Vehicles and their contents are left in the museum car park at the owners own risk. The museum does not accept responsibility for any loss or damage to vehicles or their contents.
- Stallholders are advised that the Rural Life Living Museum does not accept any liability for the safety of any stock, vehicles or personal affects brought onsite during the event.
- Stallholders are required to exercise due care during set up and break down and comply with all relevant Health and Safety Legislation and abide by any restrictions that may remain in place during the COVID-19 pandemic. Should restrictions remain in place during this event, stallholders are advised to have a supply of hand sanitiser and wear face coverings when necessary.
- There will be designated First Aiders on site throughout the event. In case of an emergency please notify a steward or staff member.
- The event organisers will provide general waste bins and disposal facilities and request that all stallholders keep the site clear of any packaging or refuse associated with their stall.
- The use of naked flames is prohibited on the museum site.
- Smoking or the use of e-cigarettes is prohibited on the museum site. A smoking area is provided to the front of the museum opposite the café to the front of the wooden entry gate.

- The Trust reserves the right to cancel the event at any time without incurring costs from stallholders should government guidelines regarding coronavirus force them to do so. This includes circumstances where the Trust's ability to host or stage an event is, in the sole opinion of the Trust, severely compromised, even though there may be no general lockdown in place.
- In the event of cancellation, stallholders will be notified and refunds or transfers to alternative events will be offered.
- If stallholders do not attend the event having booked and paid for a pitch without prior notice, no refund will be given as the pitch will not be filled at such late notice.
- If you wish to cancel your pitch, please notify us before Friday 22nd October and any monies you have paid minus the 20% non-refundable deposit will be returned.
- Behaviour deemed as unacceptable by the events staff will result in termination of any future trading at the Rural Life Living Museum and may result in people being required to leave the site immediately.
- Our onsite café will be open from 8am for refreshments.

Map

Please see site map below.

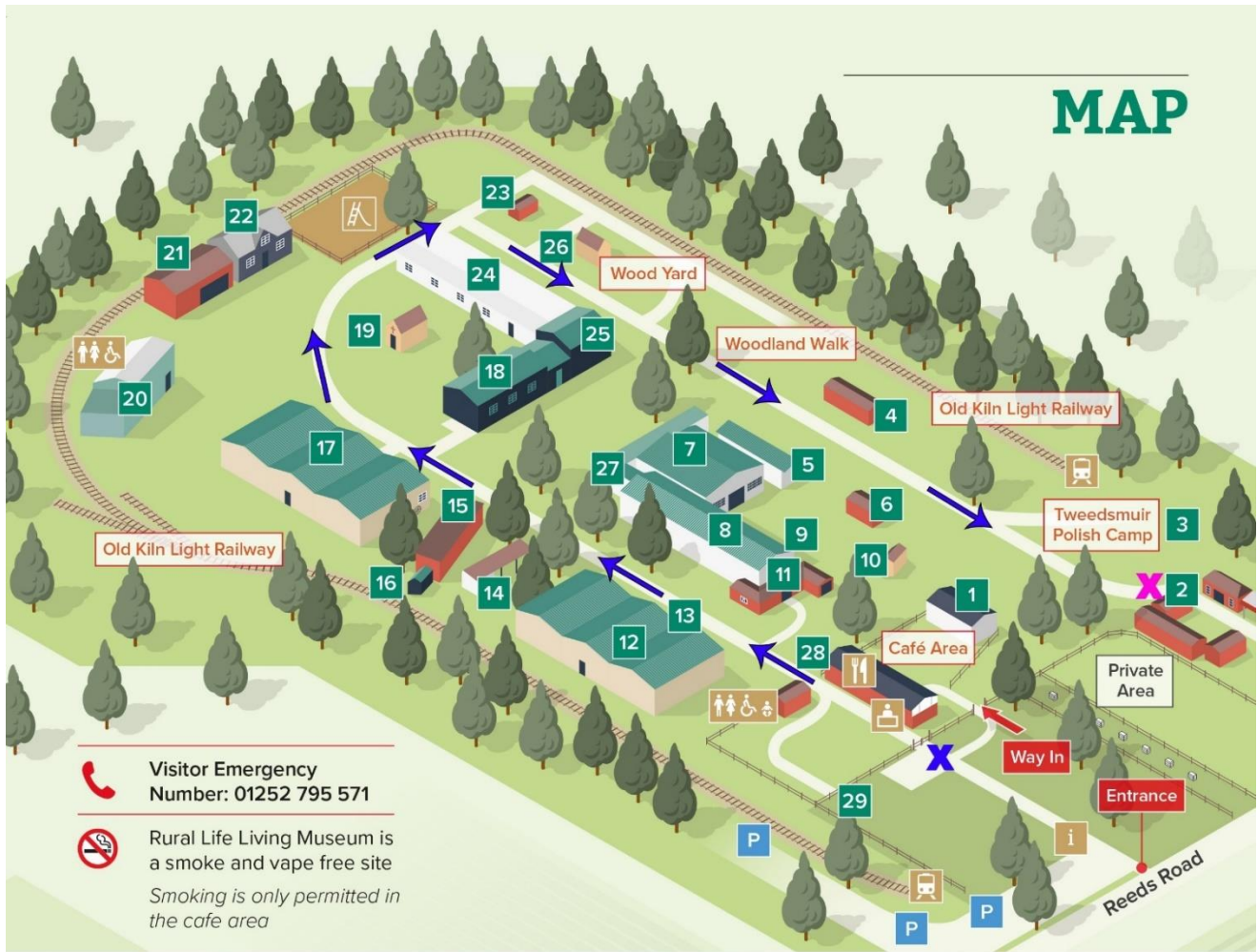
Stallholders will enter via the main gate from the Reeds Road and proceed down the main drive to the gate (blue X) where you will be met by a steward and directed to your pitch. When driving on the site, you must keep your speed below 5mph and proceed with hazard lights flashing.

In order to leave the site, stallholders must follow the course of the blue arrows to leave via the Forge Gate located between the buildings marked by a pink X.

Should any movement of vehicles be necessary when the site is open to the public, a steward will be required to walk out ahead of your vehicle to ensure the safety of any visitors that may be onsite.

Please note that there will be movement of a steam roller during this event, so for safety reasons you may only move a vehicle between the hours of 10am and 3pm having first obtained permission from the event organiser and been allocated an escort steward.

In the unlikely event of an emergency, access will be required via the Forge Gate. You must ensure that stalls or vehicles do not block this gate or the roadway leading to either gate. Please gather at the muster point in the car park by the Information Kiosk and await further instruction.



Icon Key

- Information
- Reception
- Café
- Toilets
- Playground
- Railway station
- Parking



Buildings & Exhibits

- | | |
|--|--------------------------------------|
| 1 Arcon Prefab & Stanton Shelter | 16 Laundry |
| 2 Henry's Yard & Forge | 17 Frensham Building |
| 3 Tweedsmuir Polish Camp | 18 Village Hall |
| 4 Smudgers Holiday Chalet | 19 Chapel |
| 5 Seale Building | 20 School Room |
| 6 Granary | 21 Madge's Waggon Shed |
| 7 Waggon Shed | 22 Cricket Pavilion |
| 8 Gibbs Building | 23 Deeks Cycle Shop |
| 9 Gypsy Caravan | 24 Carpentry Workshop |
| 10 Shepherd's Hut | 25 Bourne Building |
| 11 Churt Building | 26 Wood Yard |
| 12 Tilford Building | 27 Sands Building |
| 13 Anderson Shelter | 28 Telephone Kiosk & Post Box |
| 14 Plough Gallery | 29 Water Pump |
| 15 Brick Carver & Hand Tool Display | |

FOR YOUR OWN SAFETY please observe the following guidelines:

- Dogs must be kept on leads
- Children using the playground must be supervised at all times
- Do not climb walls, trees or fences
- Be aware of tree roots and other trip hazards

Rural Life Living Museum, Reeds Road, Farnham, Surrey. GU10 2DL
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Registered Charity no.289150