

# Christmas at the Museum 2023

## Stallholder Information Pack

2<sup>nd</sup>, 3<sup>rd</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 16<sup>th</sup> & 17<sup>th</sup> December

This Christmas, we are extending our Christmas event to six days over the first three weekends of December. The dates of these weekends are 2<sup>nd</sup>, 3<sup>rd</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup> December.

Our Christmas Market will now run in conjunction with our 'Meet Santa in his Grotto' event and will take place on all six days mentioned above, during which, prebooked visitors will be able to catch the train into the museum and visit Santa before exploring the market and museum. The market will also be open to general museum visitors who have not taken the option to book a visit with Santa and will be able to buy tickets on the door. Included in the museum entry ticket will be access to the market, museum, and themed children's activities.

We are looking for stallholders who would like to be a part of this event who sell handmade, vintage or retro items, artisanal wares, decorative items, food stuffs and drinks, clothing, handcrafted artwork and much more. If you are interested in having a stall but do not wish to attend all six days, there are options to choose which days that you would like to come along, these options are highlighted on the booking form which can be found on our website.

**N.B. Please note that we cannot guarantee that you will be the only stall selling a certain item. There may be duplicates and should this occur, every effort will be made to ensure stalls will be placed in different areas where possible. We would also like to point out that the market is an additional attraction for visitors to the museum and the usual ticket entry price applies. The market will be contained entirely within the bounds of the Museum.**

This year, we will be basing the market on the Village Green inside a marquee, which will then spill over into some of our buildings. **Places inside the marquee and in the buildings are limited and will be assigned on a first come, first served basis should you wish to book this option.** We cannot guarantee a place inside the marquee or in a particular building. If spaces run out, you will be given the option to book an outdoor pitch.

If you would like to book a stall, please read ALL the information below and then fill out the online form found on the Christmas at the Museum page of the website.

**The event will open to the public at 10am and close at 4pm each day with gates opening for stall set up at 8am. Break down can begin at 4pm on Sundays. If you wish to leave your goods on site for display on the following weekend, items can be locked away in one of our secure buildings. The Museum will not be open during the weeks between the dates of the event so no one will have access to your stock should you wish to leave it on site. If you choose an outdoor pitch, you are welcome to leave your gazebos set up should you wish to.**

Indoor pitches will be provided with ONE 6ft x 3ft table. You may bring other items on which to display your goods but pitches measure approximately 3m x 3m and your display should not take up space outside of these measurements. Indoor pitches are limited to one per stallholder. **Should you wish to expand on this space, please choose the outdoor pitch option and buy extra pitches to accommodate your stall.**

**If you choose an outdoor pitch, please bring all items that you need with you. We are unable to provide gazebos, chairs or tables for these pitches.**

Please read all the details contained in this Stallholder's Information Pack before completing the online form. By completing and submitting the booking form, you agree to adhere to the terms and conditions set out in this Stallholder's Information Pack

- **For outdoor pitches, please bring your own gazebos, chairs, and tables, we cannot provide any of these items for outdoor pitches.**
- **All indoor pitches will be provided with ONE 6ft x 3ft table. Please feel free to bring other items for display purposes but ensure they are contained within the approximate 3m x 3m indoor pitch space.**
- **All stallholders MUST have public liability insurance to book a place at this event.** If you do not have the appropriate insurance, you will not be able to participate in this event.
- If you are intending to bring any electrical items, they MUST have been PAT tested. Items are required to have a green and white PAT testing sticker and this will be checked on arrival at the museum on event day.
- If you are making a booking to serve or sell food from your stall, please ensure you have your food hygiene certificate with you to display on the day of the event.
- The information you provide will be used by the Christmas at the Museum team in order to contact you and process your application.
- **Please submit your application using the form below by Friday 24th November.**

## Application Process

- The application form can be found through the Christmas at the Museum page of our website.
- The closing date for applications is midnight on **Friday 24<sup>th</sup> November.**
- Full payment for your pitch must be made by **Friday 1<sup>st</sup> December** via the link that you will be sent once your application has been approved. 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.
- Indoor pitches are limited and will be allocated on a first come first served basis only. Electricity points are available on request and there are several water stations around the site.

## Pitches

As this event runs over six days, we have a new pricing structure. It is not necessary to attend all six days of the event. Prices are set out below.

### Indoor Pitches

Indoor Pitches are supplied with one 6ft trestle table included in the price.

No. of Days	Price
One Day	£40
Two to Three Days	£35 per day
Four to Five Days	£30 per day
Six Days	£20 per day

## Outdoor Pitches

No. of Days	Price
One Day	£35
One Weekend	£45

- If you need more space for your stall you will need to purchase more pitches to accommodate it.
  - **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](mailto: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](mailto: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.**
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- 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
  - 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 24th November and any monies you have paid 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.

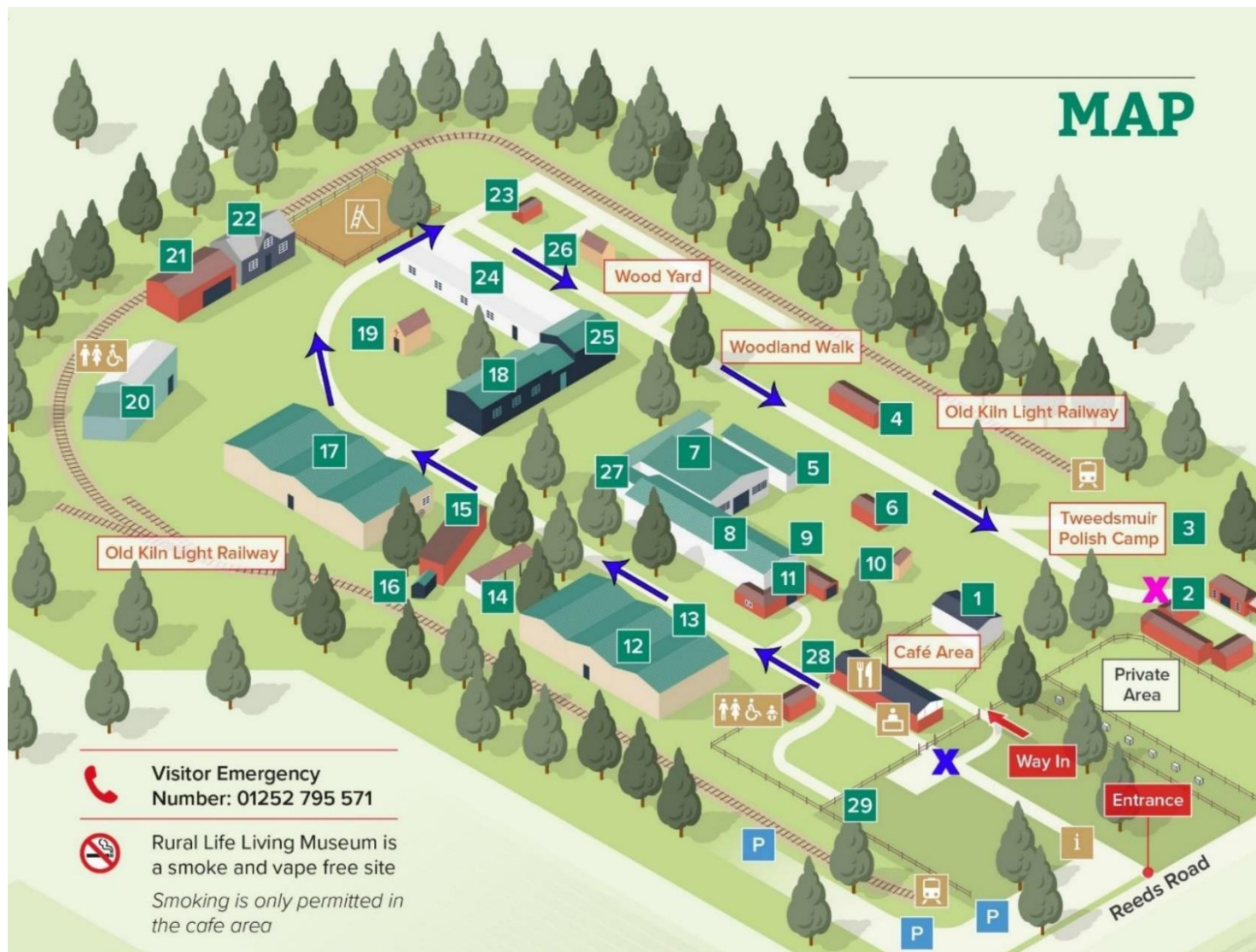
Stallholders will enter via the main gate from the Reeds Road and proceed down the main drive to the gate (blue X) where you will be met by a steward and directed to your pitch. When driving on the site, you must keep your speed below 5mph and proceed with hazard lights flashing.

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 may be vehicular movement 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 2DE 01252 795571 [rural-life.org.uk](http://rural-life.org.uk)

**Old Kiln Museum CIO, a registered charity No: 1200370**