



Hedgerow Festival Confirmation

Welcome

Thank you so much for offering to exhibit at our first Hedgerow Festival!

We are very much looking forward to welcoming you on the day and celebrating the wide variety of local businesses and artisans from in and around Surrey.

A full brief will be sent out nearer the date, in the meantime we wanted to give you some key information about the day to assist your planning and ask that you upload your risk assessments, public liability insurance, food hygiene and other relevant information to www.surreywildlifetrust.org/hedgerow-festival-exhibitor-information. Once this has been done, we will allocate your space.

If you have any questions, please do not hesitate to contact Sophie Coad at sophie.coad@surreywt.org.uk or 07872 586166.

Many thanks

A handwritten signature in black ink that reads 'S Coad'.

Sophie Coad, Event Manager, Surrey Wildlife Trust



WEST
Horsley
Place



Made possible with

**Heritage
Fund**

Timings for 21st October

8am to 8:15am	Exhibitors arrive to set up
9:30am	Stall set up complete and ready for H & S check
9.45am – 10am	1 st session attendees start arriving
10am – 1pm	Morning session
2pm – 5pm	Afternoon session
5pm	Start packing up
6:30pm	Off site

What's going on where

A full layout will be provided nearer in the time. In the meantime the following information will hopefully help you understand a bit more about what will be happening and where it will take place:

- The Walled Garden (Guildford Shakespeare Company Performances)
- Place Farm Barn (Talks)
- Place Farm Barn Courtyard (Mews Gin and Tiger Lilly Coffee only)
- The Stage Field (*located near the house*)
 - Live Music
 - Artisan stalls
 - Food & drink vendors
 - Local food producers
 - Nature themed products & services
- The Hedgerow Field (*located at the end of the walkway near the car parks.*)
 - Children's activities & crafts
 - Chainsaw demonstrations
 - Storytelling
 - Local wildlife groups
 - Hedgelaying activities and demonstrations

Parking & Vehicle Movements On-site

- Speed limit of 10mph must be adhered to all times.
- Space is limited in the car parks, so we ask that all exhibitors arrive early, car share where possible and park their vehicles either behind their exhibition areas or the exhibitor designated parking space which will either be located in the stage field or the hedgerow field.
- There will be no vehicle movements on the festival fields between 9:45 & 5:15pm.
- If you have additional staff coming to help you between the hours of 10am and 5pm, please ask them to make themselves known to security on arrival park in the main car parks.



WEST
Horsley
Place



Reminder of Terms & Conditions

- All stall holders/exhibitors are required to have Public Liability Insurance (minimum of £2,000,000).
- All stall holders/exhibitors must submit a risk assessment, once their application has been approved.
- Stallholders/exhibitors will be responsible for bringing their own gazebo, tables and chairs.
- Gazebos must be in full working order, strong enough to withstand all weathers and be securely fixed at the front and back to ensure safety on site. (Ground pegs may not be suitable if the ground remains hard due to lack of rain)
- Stall holders will arrive and be ready to set up within the agreed timetables, which will be sent out upon confirmation of application.
- Surrey Wildlife Trust would like all stall owners to consider the sustainability of their stalls by using biodegradable or reusable packaging. If this is an issue, please let us know.
- All waste is to be taken home at the end of the event by the stall holder.
- All stallholders will be expected to adhere to the policies and procedures set out by the organiser.
- The organisers have the right to cancel or turn away any exhibitor who has not provided the required information or is found to be trading goods without permission of the organisers.

Health & Safety requirements

Gazebos and temporary structures

- Gazebo's must be in full working order and suitable for an outdoor event in October
- Weights or sandbags (weighing at least 25kg) must be used
- Heavy duty ground pegs can be used (if the ground is not too hard and you are able to sink them into the ground without causing a trip hazard)
- Awnings and sides must be secured to gazebo structures or vehicles
- Flag banners, umbrellas and large display units or boards must be weighted or secured to the ground
- Display items, merchandise and activities
- Tables, tablecloths and internal displays must be secured

Where to upload your documents

Please go to www.surreywildlifetrust.org/hedgerow-festival-exhibitor-information and upload your documents no later than **Friday 6th October**

What do you need to upload

- Risk assessment
- Copy of public liability insurance (minimum of £2,000,000).
- Food hygiene certificates (if appropriate)
- Alcohol or trading licence (if appropriate)

Thank you!

We are really excited about this event and we are thrilled that you are going to be a part of it!

Please do not hesitate to contact us if you have any further questions.



WEST
Horsley
Place



Made possible with

**Heritage
Fund**