



Hedgerow Festival Confirmation

Dear species groups,

Thank you very much for offering to exhibit at our first Hedgerow Festival! We are very excited about the event, and so far we have over 650 people booked to attend!

As a small token of our gratitude, we would like to offer your group a donation of £200. We really appreciate all the work you do and the fact that so many of you give up so much of your personal time to help wildlife.

A full brief will be sent out nearer the date, but in the meantime, we wanted to give you some key information (below) about the day to assist your planning. We also ask that you upload your risk assessments, public liability insurance, and any other relevant information to <https://www.surreywildlifetrust.org/hedgerow-festival-group-information>

We are really looking forward to celebrating the fantastic work of wildlife groups in Surrey and the Hedgerow Heritage Project. If you have any questions, please do not hesitate to contact Yendle at yendle.barwise@westhorsleyplace.org / 07503 798460 or Sophie Coad at sophie.coad@surreywt.org.uk or 07872 586166.

Many thanks

Yendle Barwise, Environment & Sustainability Manager, West Horsley Place Trust and

Sophie Coad, Event Manager, Surrey Wildlife Trust



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About the Hedgerow Festival

Surrey Wildlife Trust and West Horsley Place are working in partnership to host the UK's very first hedgerow-themed music and arts festival. The Hedgerow Festival aims to (i) inspire new and existing audiences regarding the importance of hedgerows and the many species that rely on them, and (ii) encourage people to value and take action for wildlife and their habitats.

The exhibitors and local groups we have invited to join us will all demonstrate how nature has inspired and benefited aspect of our culture, including music and other performing and visual arts, food and drink, clothing, daily products, wellbeing, and much more.

The festival will take place in the stunning grounds of West Horsley Place and will have two distinct areas for festival goers to experience. There will be a range of timed and drop-in activities, from wildlife-themed plays by Guildford Shakespeare Co. to wood carving demonstrations, themed family activities and facepainting to bioblitzes and a hedgelaying exhibition. There will also be live music, storytelling, local arts & craft stalls, hot food providers and most importantly, plenty of refreshments from Dorking Brewery, Mews Gin and Tiger Lilly Coffee.

What's going on where

A full layout will be provided nearer to the day. 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 further along the bridleway, heading north from the car parks.*)
 - Children's activities, facepainting & crafts
 - Chainsaw demonstrations
 - Storytelling
 - Local wildlife groups
 - Hedgelaying activities and demonstrations

Key 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



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Health & Safety requirements

Gazebos and temporary structures

- Gazebos 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 all be secured however practicable

Activities

If you are intending to bring or provide any of the following, please include details in your risk assessment:

- Live animals
- Dead animals
- Sharp tools
- Faeces samples

Where to upload your documents

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

What you need to upload

- Risk assessment
- Copy of public liability insurance (minimum of £2,000,000)

Parking and on-site vehicle movements

- 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 in parking spaces designated for exhibitors, which will either be 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 and park in the main car parks.

Terms & Conditions



• All stall holders/exhibitors
Public Liability
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are required to
Insurance



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(minimum of £2,000,000).

- All stall holders/exhibitors must submit a risk assessment.
- 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.
- 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.

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.



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