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**Fairs General Information**

**Setting up and dismantling of stands**

* Setting up will take place during the times stipulated on the booking form. Stalls must be ready to sell by the time the fair opens, as stipulated on the booking form for Action Medical Research (herein ‘the charity’).
* Stallholders must not set-up or take down within the trading period without express consent from the organisers. The fair opening and closing times are stipulated on the booking form.
* Your stall must be vacated by the time stipulated on the booking form, and left in a clean and tidy condition. Stall holders are responsible for removing all their own rubbish from the site.

# Stall Set-up and Equipment

* Stall set-up must be good in presentation.
* Action Medical Research will provide you with an allocated space. Trestle tables are available to hire.. These will be allocated according to your requirements on the booking form. Stallholders may be able to bring hanging rails and/or shelving units but will need to check at time of booking. Stallholders brining hanging rails and/or shelving units are responsible for ensuring they are in good repair.
* All stall equipment must be erected securely and in a safe manner.
* All stall equipment, including racks, tables, signage etc, must be contained to the stall site boundaries. Signage and equipment **MUST NOT** be fixed to any walls or woodwork in the rooms of Grittleton House. Public access ways must be clear at all times. Displays must not encroach onto walkways and there should not be any obstructions or objects projecting out from under or over tables. Fire exits and doors must not be obstructed.
* Power will be supplied in accordance with your request on the booking form. No other generators are allowed.
* The location of stalls will be determined by Action Medical Research, whose decision is final. Every endeavour will be made to meet the general wishes of stallholders with regard to position, without causing unfairness to others.

**Parking and driving on site**

* You will be required to park your vehicle in a designated area.
* If you are allowed to park near your stall to unload, please move your vehicle to the designated parking area once you have unloaded. Please display your name on your car dashboard, in case we need to contact you about your vehicle.
* Stallholders must drive within the Fair area at a safe speed that is no greater than 5 mph.
* Vehicles are not permitted to move within the Fair area 15 minutes prior and 15 minutes after the Fairs advertised trading times.