Event Information Pack

Welcome

Your event is almost here and we're very excited to have you joining us for what should be a fantastic day for you and your business. The following information will give you an idea of what to expect from the event, what we will expect from you as a stall holder and how to maximise the return on your attendance.

ARRIVING ONSITE

Our Site Manager will be on-the-ground when you arrive, in a high-vis, and can direct you to your allocated pitch.

Every event is slightly different, so make sure you know what time you are scheduled to arrive, what equipment you'll need to bring, where the pitch you have been allocated is positioned, how to get to the site, and where to park. You can find all of that information as follows:

What time to arrive - check the timetable here: https://www.veganmarkets.co.uk/setup-information
What equipment you'll need to bring - found on the following pages of this document
Where your pitch is positioned - check the site plan here: https://www.veganmarkets.co.uk/setup-information
How to get to the site and where to park - found on the following pages of this document

STALL PRESENTATION

You'll need to think carefully about how to present your stall and showcase your brand on the day:

- Do you have beautiful signage featuring your logo and brand story?
- Have you thought about how you'll store your items behind your stall front?
- Have you thought about how you'll keep your stall tidy and manage any waste?
- Do you have branded packaging so your customers can rave about you and find you online when they get home?

Take a look at how our community have done this in the past here: https://www.veganmarkets.co.uk/gallery

GET SOCIAL

We have a great following on Instagram and Facebook, so in the run up to the event begin to build the hype around your attendance by tagging us in your beautiful photos. Make sure to do it when you're with us on-the-ground as well, we'll keep an eye out for your posts and share on our own channels:

Facebook
@VeganMarketCo

Instagram
@veganmarketco

CANCELLATIONS

On the rare occasion that we have to cancel an event, due to forces outside of our control, we will be in touch when the decision is made by the team.

We will not cancel an event if rain is forecast so make sure you're prepared for wet weather. However, high winds are particularly dangerous and so if these are forecast we may have to cancel. We will keep you in the loop if we have to postpone and let you know alternative dates as soon as we are able to.

Please read the following pages for information specific to your event

Sheffield Vegan Market

Setup & Breakdown Information

Sunday 3rd October 2021

VENUE

The event will take place on The Moor, S1 4PB. At the bottom of this document is a map showing access to the site for unloading.

ADDITIONAL COVID-19 GUIDANCE

To maintain the safety of the event site:

- face coverings are advised for your staff when serving customers.
- ensure that hand sanitiser is available on your stall.
- add signage to your stall to remind people to use hand sanitiser.
- limit the number of surfaces that people can touch and prevent people touching items on stalls, where possible.
- enhance cleaning regimes and increase hand washing or hand sanitiser stations, where possible.
- use card or contactless payments, where you have the capacity to do so.

SET UP

Set up is possible from 07:00.

A site plan and timetable will be available at the following link a few days before the event so you will know which pitch you have been allocated and when you are expected to arrive: https://www.veganmarkets.co.uk/setup-information

You will not be allowed to access Earl Street between 08:30 and 16:30 by vehicle, so please ensure that you stick to your allocated time as closely as possible to avoid congestion.

GAZEBO RENTAL

If you have booked a gazebo, you will be provided with a 3m x 3m gazebo which will be set up for you. There are no side walls available for these gazebos, if you need to cover the back or sides of your gazebo, please bring a side wall from a 3m x 3m gazebo or a large banner to do this.

Please check the final page of this document to make sure you know if you have booked a gazebo.

If you are providing your own gazebo, you will need to bring your own gazebo weights.

You will need to bring your own table – these are not available to hire.

PITCH

Your pitch will be clearly indicated on the site plan. When you arrive to set up, ask the Site Manager if you can't find your pitch. If you are setting up your own gazebo, please see the Site Manager before you erect it to check your space.

WASTE

You must take any waste you generate with you at the end of the event. Please ensure you recycle packaging and compost food waste, where possible.

COOKING OIL

If you are cooking with oil at the event then you must have a cover underneath your stall to prevent marking of the stone.

WATER

There is no access to water at the event, so please bring what you will need with you.

POWER

There is no power available on the site. Please do not plug into any sockets onsite.

EVENT TIMINGS

The event will open to the public from 10:30 – 16:00.

PARKING

One of the closest car parks is the Car Park The Moor - Sheffield | APCOA, Eyre St, Sheffield S1 4QW, which has a height restriction of 1.85m. Carver Lane Car Park is also another local car park option, with only 65 spaces, but has no height clearance restrictions.

BREAKDOWN

Breakdown will begin at 16:00. All traders should have vacated the site by 17:30. Please check the breakdown timetable carefully, the times are staggered to avoid congestion.

FIRE SAFETY

Anyone using gas or electrical equipment must have appropriate certification and fire extinguishers with them.

CONTACT

Please note, our Site Managers are only employed on the event day so please contact the office if you have any questions about the event before the day itself.

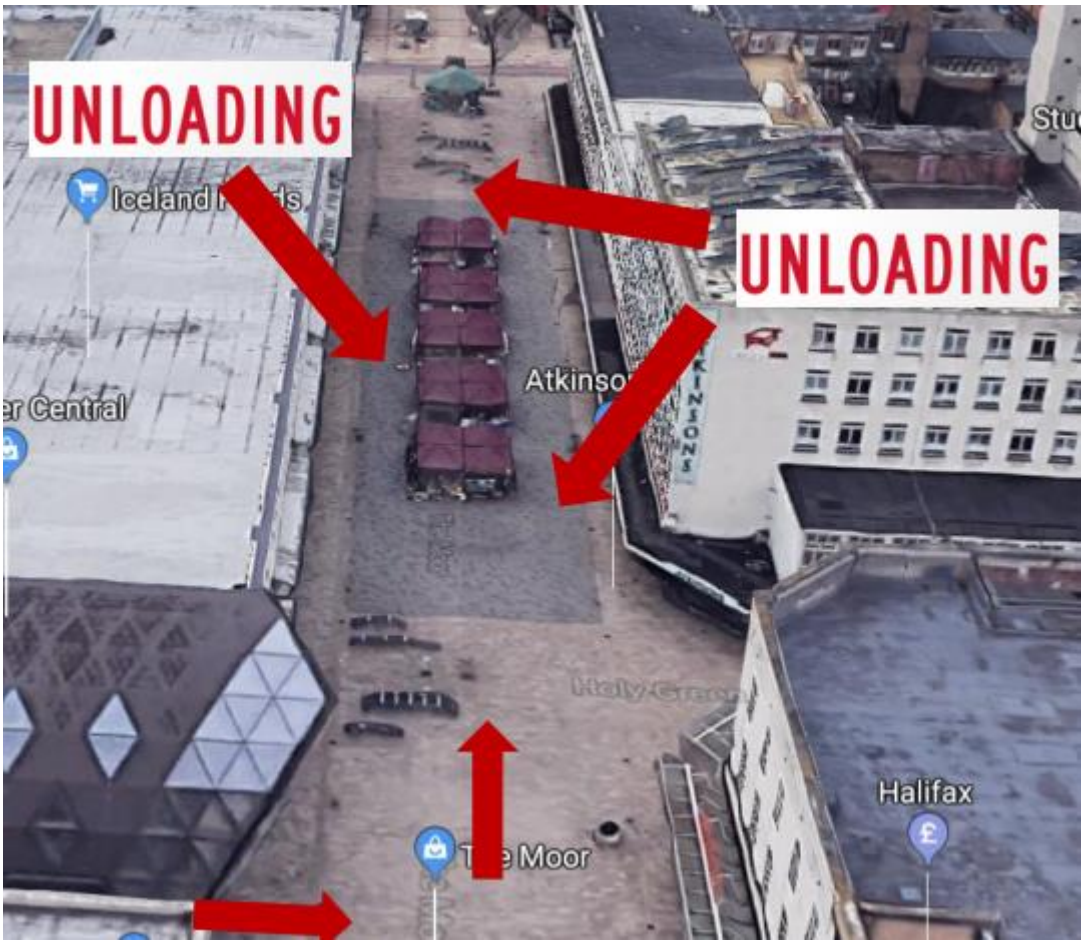
Rebecca Ward will be the Site Manager that will be onsite during the day, her phone number is 07740 858471. Please let her know in advance if there will be any problems arriving on time or any other emergencies on the day.

UNLOADING GUIDANCE

Follow directions to Music Junkee, 7 Earl St, Sheffield City Centre, Sheffield S1 3FP for access to Earl Street.

William HILL
Earl St

UNLOADING
Ryman Stationery
Sheffield
Greggs
Atkinsons
Holy Green
Halifax
The Moor
TJ Hughes - Sheffield
Poundland
Iceland Foods
Cumberland St
Earl St
Record


UNLOADING
UNLOADING
Halifax

Gazebo Hire

Your company name will only be detailed below if you've confirmed that you will be renting a gazebo from us at the event. If your company is not here, you will need to bring your own gazebo.

You will need to bring your own table – these are not available to hire.

Company Name	Gazebo Rental
Clean Living Scene	Yes – 3m x 3m
Eatroot.co.uk	Yes – 3m x 3m
Feed & Flo	Yes – 3m x 3m
Herbivore	Yes – 3m x 3m
Hogg Norton Fruit Liqueurs	Yes – 3m x 3m
Olia Candles	Yes – 3m x 3m
Olive & Hope	Yes – 3m x 3m
Sweetly Vegan	Yes – 3m x 3m
The Veggie Deli	Yes – 3m x 3m