

A large crowd of people is gathered at an outdoor market event. In the foreground, several people are out of focus, including a woman with long blonde hair and a man in a yellow jacket. The crowd extends into the distance, where many people are walking and browsing. To the left, there are market stalls with green and grey awnings. The background features tall trees with autumn foliage and city buildings. A street sign with a purple banner is visible on the right side of the street.

VEGAN MARKET CO.

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

Gravesend Vegan Market

Setup & Breakdown Information

Sunday 26th September 2021

VENUE

The event will take place within Gravesend Borough Market Hall, DA11 0AZ. At the bottom of this document is a map showing where to unload at the site.

ADDITIONAL COVID-19 GUIDANCE

To maintain the safety of the event site:

- face coverings are advised for your staff when inside the Market Hall.
- 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 08:00.

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

Please note that the venue has recently lost the use of the Market Square Car Park (right outside the Market Hall), so there is now a compound area to the side which can be used for loading and unloading. However, it is quite a small space and can only fit a maximum of 12 cars in to unload at once. You will therefore need to stick to the times on the Timetable document to avoid congestion. You can drive up and park on the road by the compound, you will then need to collect a permit from one of the Gravesend Market Operatives before you can park in the compound and unload.

STALL

All spaces are approx. 6ft x 6ft and include a 6ft x 2ft market stall with a table top and canopy.

Your stall will be clearly indicated on the site plan. When you arrive to set up, ask the Site Manager if you can't find your stall.

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.

WATER

There is access to water at the event. The Site Manager will confirm how you can get access to this onsite.

POWER

Power is available to the traders that have pre-paid for this option. There are 16A sockets available for use, so please make sure that you bring the correct adapters with you.

EVENT TIMINGS

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

PARKING

The closest carpark is Parrock Street Car Park on Parrock Street, which is a 7-minute walk from the Market Hall and has no height restrictions. There are alternative parking options nearby, including Gurdwara Car Park and Milton Place Car Park.

Please note that the Market Square Car Park in New Swan Yard, which was right next to the Market Hall, has been permanently closed.

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

Gas equipment is not permitted inside the Market Hall. Anyone using 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.

Nick Bond will be the Site Manager that will be onsite during the day, his phone number is 07775 568011. Please let him know in advance if there will be any problems arriving on time or any other emergencies on the day.

UNLOADING GUIDANCE

The venue has recently lost the use of the Market Square Car Park right outside the Market Hall, so there is now a compound area to the side which you can use for unloading. However, it is quite a small space and can only fit a maximum of 12 cars in to unload at once, so you will need to adhere to the times on the Timetable document.

You can drive up and park on the road by the compound, you will then need to collect a permit from one of the Gravesend Market Operatives before you can park in the compound and unload.

Follow directions to Gravesend Medical Centre, 1 New Swan Yard, Gravesend, DA12 2EN.

