

Important Information – Please Read Carefully and Fully

This information is provided in addition to the Terms and Conditions which are part of your booking. You are advised to re-read the terms and conditions alongside this summary of important information.

Detail	Instructions	Important Information
Access Point	Vehicle access is via the entrance at the intersection of Old Mill Road and Chestnut Rise.	<p>This is the only permitted access point.</p> <p>These roads will be busy, so please be patient and do what you can to facilitate movement of non-PMM traffic.</p>
Time of Access	Access to the site is permitted from 8:00am to 10:00am.	Vehicles arriving before 08:00am or after 10:00am will not be permitted access to the site under any circumstances, so please do not come early or arrive late.
Access to Site	<p>You may be asked to wait in a holding area once allowed access on site to enable us to manage traffic on the Common.</p> <p>You must follow all instructions given to you regarding access to the site and any need to wait in a holding area.</p>	Please follow all instructions at all times. Stallholders who do not follow instructions will be asked to leave, and no refund will be given.
Number of Vehicles	Each stall is allowed only one vehicle for accessing the site and setting up.	<p>Do not arrive with more than one vehicle, as any vehicle not registered will not be permitted access to the site under any circumstances, and will be turned away.</p> <p>Do not put our volunteers in a difficult position by ‘taking the chance’ of bringing more than one vehicle.</p>
Registered Vehicle	You can only bring the vehicle you pre-registered with us, unless you pre-advised you would be arriving by taxi.	If you bring a vehicle with a different registration than the one you confirmed you will not be permitted access to the site.

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	<p>If you previously told us that you would not be bringing a vehicle you will not be able to change your mind on the day.</p>	<p>Do not arrive with a vehicle if you have previously told us that you would not be, as this vehicle will not be permitted to access the site under any circumstances.</p>
Vehicle Movement	<p>Vehicle speed must not exceed 5mph at any time while on-site.</p> <p>You should follow directions given to you by PMM Staff and Security upon accessing the site at all times.</p>	<p>Do not exceed 5mph.</p> <p>Following instructions of PMM Staff and Security is mandatory at all times. Stallholders who choose to ignore instructions will be asked to leave and will not be given a refund.</p>
Pitch Allocation	<p>We are operating a 'next in, next pitch' system. This means you will be allocated the next pitch in the row. You will not be able to change your pitch.</p> <p>When you access the site you will be walked to your pitch by a member of the PMM team.</p> <p>This may mean you are not in a position you would prefer, or next to someone selling a similar item, but this is necessary to help us manage site arrangements this year.</p>	<p>Do not change the pitch you are allocated at any time.</p> <p>Do not ask for your pitch to be changed, as this will not be possible.</p>
Arrival at Pitch	<p>Once onsite you should offload your infrastructure and stock and drive to the allocated stallholder parking area when directed.</p>	<p>Do not wait until you are set up to move your vehicle to the designated parking area. You should move your vehicle to the designated parking area as soon as you have unloaded, following instructions given to you by the PMM team.</p>
Set-up	<p>Please make sure you have <u>everything</u> you need for your set-up when you arrive, including stock and equipment.</p>	<p>You will not be able to leave and re-enter the site once you have accessed it under any circumstances, so if you have forgotten something you will need to bring it on-site by foot.</p>

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	<p>Please make sure you are equipped for all weather conditions: be it hot weather, wind and rain.</p> <p>Please make sure you bring all stock you will require for the entire day, as you will not be able to leave and re-enter the site to re-stock (unless you can do this by foot)</p> <p>We are required to place a ‘barrier’ between stalls in order to maintain our one way system. A member of our volunteer team will be erecting these barriers once your stall is set up.</p> <p>All stalls must be set-up and vehicles off the main site by 11:00am.</p>	<p>We do not provide <u>any</u> support or equipment to help stallholders erect, maintain or deconstruct their stall. This includes infrastructure, means of securing infrastructure, or any related tools (e.g. mallets).</p> <p>Make sure you know how much stock you will need.</p> <p>Do not remove these barriers at any time.</p>
<p>Parking for Stallholders</p>	<p>A parking area is available for stallholders who have pre-registered their vehicles. This area is on the side of the treeline closest to The Slade Ravine.</p> <p>On access, you will be given a parking permit to put in your windscreen – which must be displayed at all times when in the parking area.</p> <p>You will be directed to the parking area by a member of the PMM team when you have unloaded your equipment and stock.</p>	<p>Please follow instructions given to you regarding vehicle movement to the parking area.</p> <p>Please ensure that your parking permit is visible at the front of your windscreen throughout the day when in the designated parking area.</p> <p>You can visit your vehicle throughout the day to collect more stock (on foot), but cannot move your vehicle until breakdown.</p>
<p>Stock – prohibited items</p>	<p>Please remind yourself of items that are not permitted for sale.</p>	<p>Stalls selling prohibited items, or stock other than was declared on their application,</p>

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	Do not sell products you have not declared you will be selling on your application.	will be asked to leave, without a refund.
Licensing, insurance and other documents	Please ensure you are aware of and have the documents your stall requires, and follow all legislation and health and safety laws which apply to you.	Trading Standards and other council officers may be on site to ensure compliance with legislation, and you may be asked to produce necessary documents.
Break-down	<p>Break-down is only permitted from 18:00pm.</p> <p>Stalls will not be able to bring their vehicles from the parking area before this time.</p> <p>PMM staff will instruct you when break-down is permitted, and will advise you when to bring your vehicle on site.</p> <p>You must complete your break-down and be off-site no later than 7pm.</p>	<p>Do not break-down your stall before 6pm.</p> <p>Follow all instructions given to you by PMM staff and do not put our volunteers in a difficult position by insisting on leaving before the break-down time.</p>
Site Exit	<p>The exit for vehicles is via the entrance point at the intersection of Old Mill Road and Chestnut Rise.</p> <p>You may be asked to wait while we manage traffic leaving the common.</p> <p>Vehicle speed should not exceed 5mph at any time.</p>	<p>This is the only exit point.</p> <p>Follow all instructions given to you by PMM staff.</p> <p>Do not exceed 5mph on-site at any times.</p>
Waste and Rubbish	<p>You must ensure your pitch is free from all waste and rubbish before you leave.</p> <p>We provide a mixture of regular and recycling bins, and you should inform a member of the PMM team if these are full or inaccessible.</p>	<p>Please bring suitable resources to manage your rubbish.</p> <p>Contact a member of the PMM team if bins are full or inaccessible.</p>

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	<p>It is the stallholder and not the PMM who is responsible for ensuring their pitch is clear of rubbish.</p> <p>Fines apply for littering.</p>	<p>Do not assume that rubbish will not be traced back to your pitch.</p> <p>The council will be advised for those who litter or fail to take their rubbish with them.</p>
<p>Covid Secure Measures</p>	<p>You should adhere to all the conditions agreed in the “Covid Secure Traders Agreement” in your application.</p> <p>Please ensure you:</p> <ul style="list-style-type: none"> • have adequate hand sanitiser for personal and customer use for the duration of the day. • Maintain social distancing for yourself and visitors. • Reduce cash handling and provide alternative payments where possible. • Regularly remind staff to follow government guidance. • Keep your pitch and surrounding area free of waste and litter. • Regularly clean equipment, such as cash registers. • Wear face coverings where social distancing is not possible. 	<p>There will be a zero tolerance policy to stallholders who do not maintain the Covid Secure Traders Agreement, and stallholders who do not follow these conditions will be asked to leave and will not be given a refund.</p>
<p>Covid Tests</p>	<p>It is requested and recommended that you take a suitable Covid test prior to attending the event.</p> <p>If the test shows you are Covid positive then you should not attend the event under any circumstances, and follow all government guidance on self-isolation.</p>	<p>Stall holders should have insurance. You should contact your insurance if you wish to recover the cost of your booking if you need to cancel.</p>
<p>Volunteers</p>	<p>We rely on volunteers to help us put on a safe, secure and fun event. They give up their time to help, inform and direct. Please ensure you follow their instructions at all times, and do not put yourself or them in a difficult situation by asking to do something that you have been told you cannot.</p>	<p>We operate a zero tolerance policy on abuse of our organising team and volunteers. Stallholders or those associated with stalls will be asked to leave without a refund if they do not follow instructions or make it difficult for our valued volunteers to help run the event.</p>

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Contacts on the Day	<p>Organisers and volunteers can be distinguished by their ID card lanyards:</p> <p>Organisers: Yellow Volunteers: Blue Photographers: Red</p> <p>The main points of contact on the day for stallholders will be DANIEL, LUCINDA and DESIREE.</p> <p>They will make themselves known to you either upon accessing the site or once you have set-up.</p>	
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