

# Arbury Carnival Stallholders Guide

Welcome to the Arbury Carnival Stallholders Guide. Please read it carefully and bring it with you to the carnival as it contains useful information regarding your stall and event day procedures.

## About Arbury Carnival

2019 is our 42nd Carnival, and it's a well-loved part of the annual Arbury scene. We kick off at 11am, there's a parade down Campkin Road from 12pm, and then fun all afternoon for all the family centred around our stage and hosted by Jez-O. The average attendance is around 3,000, it's free to attend, and a large proportion of the local Arbury community will be there, mainly as family groups.

## Arrival Times

- There will be people on the green from **around 8am** on the Saturday.
- The Carnival starts at 11am and all stallholders must be ready by this point.
- All food Vans & catering stalls can arrive at the park earlier **from 7am**.

## Your plot

- You have been allocated a plot and these is detailed on the Site Map.
- You have to provide your own equipment, power, tables, chairs & Gazebo.
- You are responsible for the Health and Safety of your employees, volunteers and the public in the vicinity of your unit.
- You must stay in the confines of the stall/pitch you have hired. Any increase in size may result in an extra fee to cover the additional space you have taken up
- You must erect and maintain your stall in a safe manner for the duration of the event. Make sure that all ropes, cables and other fixtures and fittings do not cause any potential hazard to the public
- All traders must display a tariff of charges. This price list must include all products that you have for sale.
- All goods and personal belongings remain the responsibility of the stallholders.
- Arbury Carnival is not responsible for any loss or damage. You are responsible for your own insurance cover.
- If you find that you have been a victim of theft or crime, report it to the nearest Police Officer, Events Team member or a Steward. Your details will be taken and the matter will be dealt with appropriately.
- You are required to provide appropriate first aid equipment and support for yourself and your employees. We will however have additional First Aid facilities on site. The First Aid points will be on site clearly signposted

## Vehicles

- Vehicles are allowed on Arbury Park on the day of the Carnival before 10.30am and after 5pm.
- No vehicles are allowed on the Park during the Carnival without advance agreement with Arbury Carnival.
- You must drive with extreme care on Arbury Park, as there are children, bicycles and other unusual driving risks.
- Between these times, you can leave your car in the North Cambridge Academy school car park.

## Parking

There is off site free parking at 3 main car parks, See parking Map.

- North Cambridge Academy Car park,
- Budes Car park
- Arbury Town Park Car park
- Also Street parking around the side streets, (please give considerations to residents and be sensible and not block drive ways and cause obstructions

## Food and Beverages

- You are responsible for safe handling and cooking of all food and beverages.
- If you are cooking food in close proximity to the public you must provide appropriate barriers.
- Do not sell drinks in glass containers or bottles
- No alcohol may be sold

*\*\* You must clearly identify all allergens, including information about how the produce was prepared. If you are uncertain about any allergen risk it is safest for all concerned to indicate that the product on sale may contain allergens.*

*Common allergens include milk, eggs, nuts, shellfish, wheat, soy, fish, celery & mustard (list is not comprehensive, provided here for guidance only)*

## Trading Certificates

You must have up to date, relevant certificates including but not limited to:

- Food hygiene certificates with an inspection rating of 3 or more
- Evidence of safe systems of work, including risk assessments and method statements
- Sufficient Public Liability Insurance and Employee Liability Insurance if appropriate.
- Pat Testing certificates for any electronic equipment used on site.

## Fire Safety

You are responsible for Fire Management within your trading area. You are required to have appropriate extinguishers, dependent on the nature of your stall. Fire extinguishers must have been serviced and be in date on the day of the event.

## Electricity

Your use of electrical equipment must not create a risk to the Public or yourself:

- Cables must not create a tripping hazard and must be covered with cable matting.
- Electrical equipment exposed to the weather should be protected by means of suitable and sufficient covers, enclosures or shelters.
- All electrical equipment should be located so that members of the public or unauthorised workers cannot touch it.
- Electrical equipment should be tested and certified by a competent person.
- Cables and sockets should be appropriate for intended use.
- Electrical equipment should be adequately guarded to avoid accidental contact by people or combustible material.
- High visibility cable covers must be used where cables cross public areas.

## Generators

- Generators will be your responsibility and accepted on site providing they are earthed, and all moving parts are properly guarded.

## Contact & Event Staff

- There will be a number of Event Staff and volunteers on site, who are available to help with any problems or queries.
- All issues should be reported to a member of the Events Staff who can be found around the site or at the Information Point.
- We will have event T-shirts or other easily identifiable clothing.
- Our contact mobile number is **07957 256807**.