



FOREST SHOWCASE FOOD FESTIVAL

The Speech House Hotel, Forest of Dean, Gloucestershire GL16 7EL

Sunday 3rd October 2021

Traders Information Pack

Dear Trader

Thank you so much for booking your stall at this new event, we can confirm that a space has been allocated to you and this document aims to answer any questions you may have regarding your participation.

If you have any further questions before the day please email us forestshowcase@gmail.com or ring Amanda 07980 357 747 or Rachel 07515 639160.

Please note that once the marquees start to go up on Thursday 30th September we will be onsite & mobile phone signals will be sporadic, but if you leave a message we will get back to you.

Please be aware that the market forms part of a wider festival with talks, workshops, cookery demonstrations, and Arts & Crafts.

We expect the area to be very busy of the course of the day.

We hope you enjoy the event and have a very successful trading day.

Best Wishes

The Forest Showcase Team.

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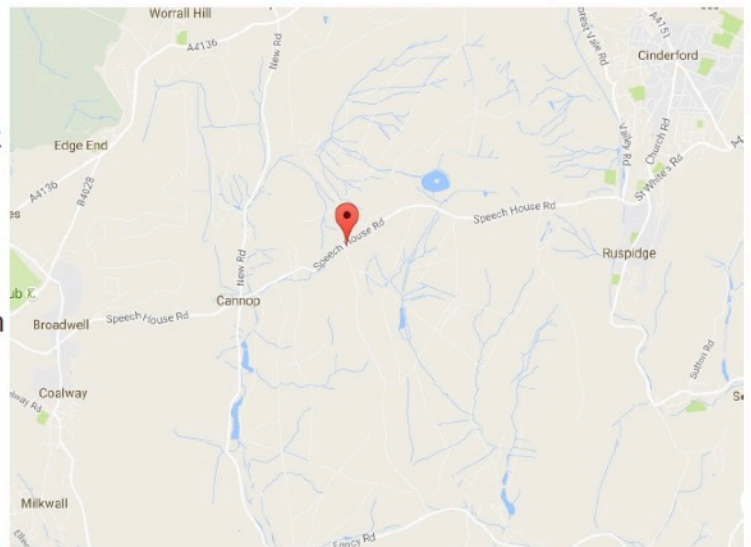
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1. Site Location

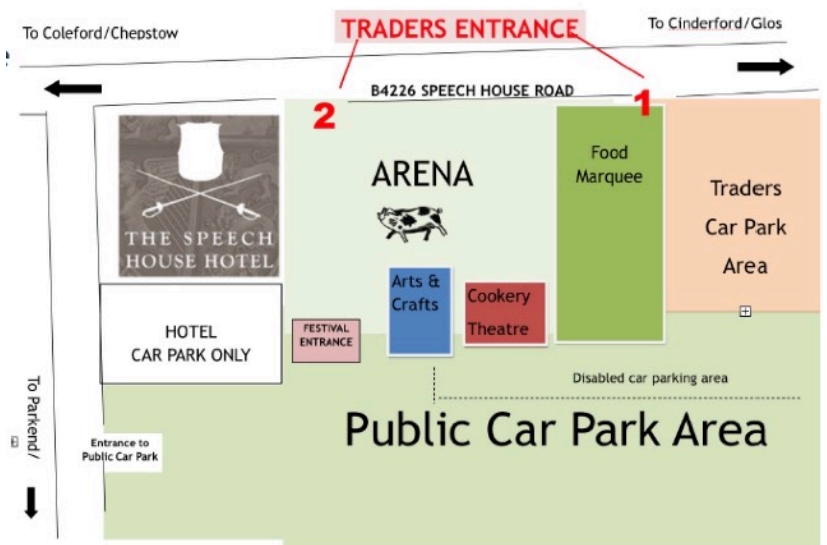
The Festival will be located in the Field next to The Speech House Hotel GL16 7EL

Travelling from Gloucester, head west on the A40. At the roundabout take the 1st exit onto the A48.

Continue on the A48 for approximately 10 minutes (7.6 miles), next turn right onto Elton Road (A4151). After passing through Littledean, continue onto Speech House Road (B4226). The Festival Traders Entrance is just a short distance ahead on the left.



Travelling via the M4, head west on the M48 towards Chepstow. At junction 2 take the A466 exit to A48, then at the roundabout take the 3rd exit on to Way Valley Link Road (A466). At the roundabout take the 3rd exit onto Newport Road (A48) towards Lydney. At the roundabout take the 1st exit onto High Street. Continue onto Hill Street, and then turn left onto Forest Road (B4234). Follow the B4234 for approximately 12 minutes (5.8 miles), turn right onto Speech House Road and the Festival Traders Entrance is just a short distance ahead on the right.



2. Arrival on Site.

Traders will have access to the site from **6am – 9.30am** on Sunday 3rd October. The event starts at 10am. You are welcome to arrive later than 9am to set up but you will not be able to gain access to the site with your vehicle.

The Festival team (with High Viz Jackets) will be on site with a map of all the traders & their locations, there will also be Traders names written on paper on all of the tables so that it should be straight forward to find where you are located.

The festival team will be onsite on Saturday for those wishing to set up before Sunday morning, please note that anything left on site is left at the owner's risk.

3. Vehicle Access, Vehicle Passes & exhibitor passes.

As stated you will have vehicular access on to the site in the morning **until 9am** and then you will need to move your vehicle.

There is a trader's car park that is located behind the Food Hall, it will be signposted and a vehicle pass is attached at the end of this information pass for you to print off & display in the front screen of your vehicle for the duration of the event.

Please let us know if you have disability/access issues & we can organise an alternative arrangement for you.

Two exhibitor passes have been allocated to you & will be ready for you on arrival, please let us know if you need any more or have helpers arriving during the day that will need access to the site.

4. Evening Pack Down.

There will be vehicle access on to the site after 5pm. Please do not pack your stall down until the festival has closed at 5pm & make sure you have enough stock. If you have sold out please use this time for publicity purposes.

5. Stall Aesthetics.

Each pitch has been allocated a 6" trestle table (charity pitches bring their own). There are no dividers being provided between the stalls. It is up to you to make your stall look pretty and inviting so please bring everything you need to make this happen.

Please bring your own table cloth as your table will need covering.

6. Health & Safety.

We will have a Health & Safety Officer on site who will check your stall before we open in the morning. Please make sure you have submitted your risk assessment / HACCP, Gas safe documentation, PAT certificates and insurance documents according to which ones are relevant to you.

There will be a first aid point & lost child point located at the Severn Area Rescue Association station close to the entrance gate. In case of any incidents please report to the festival office in the pavilion.

7. Facilities.

There will be a hand washing station and a portaloos behind the Cookery Theatre allocated for stall holders.

8. Waste.

We aim to recycle and compost as much as possible so please help us to do this. Please be aware of the environment in all your packaging and service decisions and avoid the use of non-recyclable materials where possible. There will be full waste & recycling facilities on site for glass, plastics, cardboard, food etc that will be available to the public.

All stallholders are responsible for keeping their stalls clean and tidy, and keeping the area around their stalls free from rubbish throughout the day. ***Please bring your own rubbish bags & take away refuse from your stall at the end of the day.*** The organisers reserve the right to charge you to clear up any rubbish that you leave on site.

9. Power

If you have need of power but have not yet let us know please do so ASAP. Please be aware that if you have not ordered power in advance it will not be available on site.

10. Departure from site.

Please ensure you are off site and your stall packed down and in a clean condition by 21:00 on Sunday 3rd October.

How to help to promote the event.

If you can help us to promote the festival in any way it would be hugely appreciated.

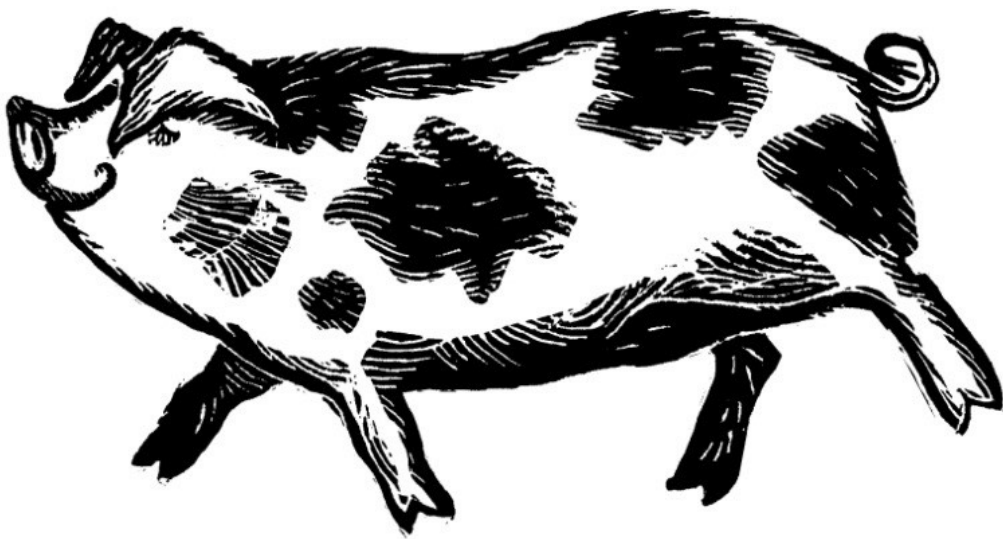
- Via social media: converse with your fellow participants and make sure you tag @forestshowcase when tweeting about the event & include #forestshowcase & #deanwye
- Post on Facebook and encourage people to “like” and “share” our page.
- Direct people to the website www.forestshowcase.org
- Include the festival in your newsletters
- Use the attached logo where you can.
- I have attached a copy of the flyer for display use.

Finally Thank You for being part of the Forest Showcase Food Festival 2021

We wish you a successful day!

Please print off to display in car for access to traders car park.

FOREST SHOWCASE



TRADER

2021

Forest Showcase Food Festival



Sun 3rd October 2021

The Speech House Hotel

Forest of Dean GL16 7EL 10am - 5pm

Adults £5, Children £3, U 5's free Family ticket £15

www.forestshowcase.org / Tickets available online/on the door

