



SouthWestFest South Westminster Community Festival

Stallholder information - please read carefully!

IMPORTANT CHILD PROTECTION NOTICE: Any stall having direct physical contact with under 18s (e.g. via henna painting, face painting etc.) must ensure staff are DBS checked (advance evidence will be required) and have your own public liability insurance.

***Please note that due to the number of free face painters at Gala Day we ask that all face painting is provided for free. You must also ensure you have your own public liability insurance.**

- **If you plan to serve food or hot beverages you must contact us first as this type of stall is charged differently**
- **If you wish to sell or give away helium balloons you must discuss this with us first.**
- **No power is available to stallholders. We do not have the capacity to provide power under any circumstance.**

1. CONTACT DETAILS

If you need anything or have any queries, please contact the Festival Administrator, Rheanna Davidge-Huxley by email: info@southwestefest.org.uk

Please be aware that SouthWestFest is run by a small team and it is not always possible to respond straight away but your query will be answered as soon as possible.

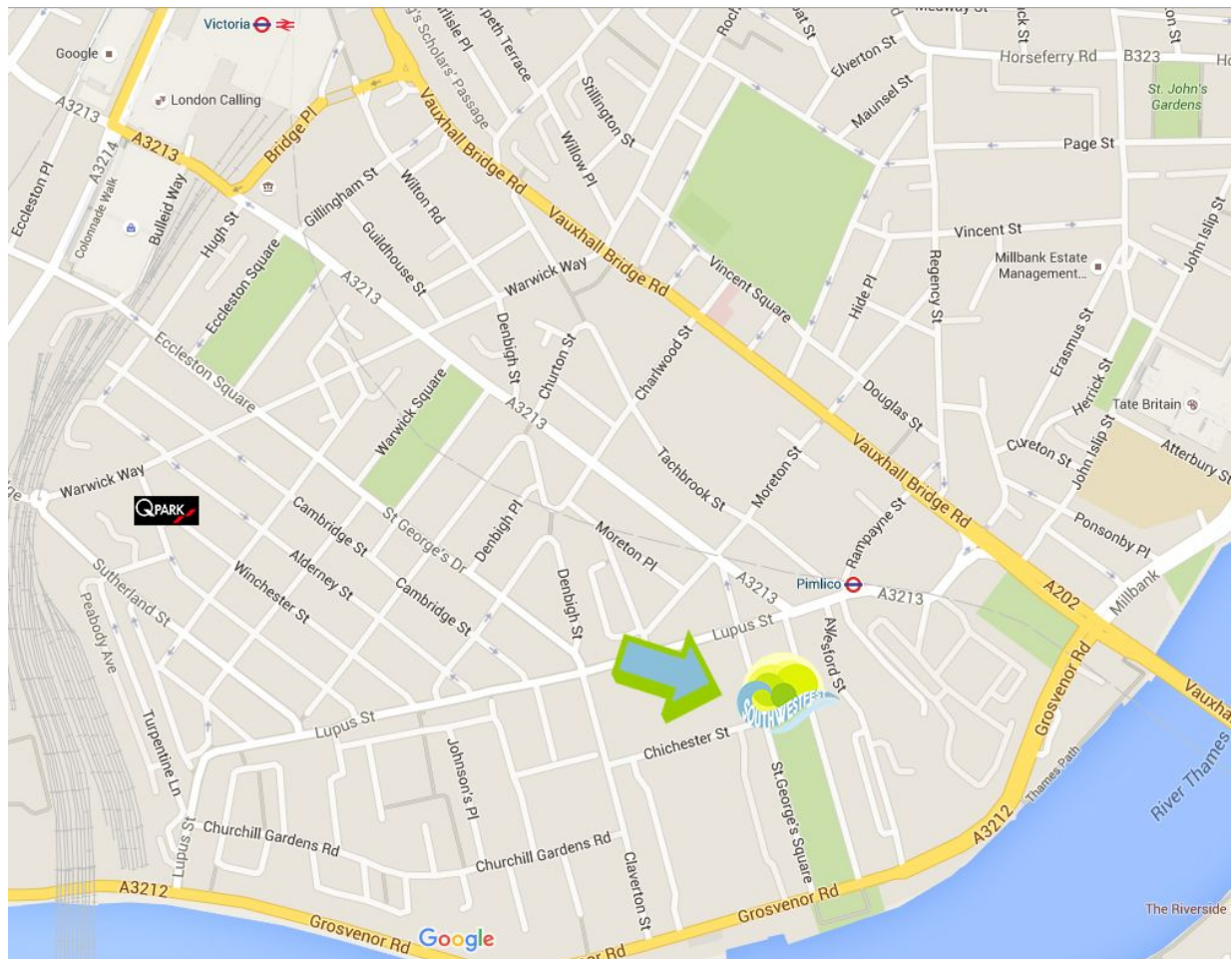
2. STALL DETAILS

- Two chairs will be provided per stall, if you require more chairs this can be arranged at an additional cost of £2.00 per chair
- Stalls have wooden surfaces so you should consider bringing material to cover them
- Access to St Georges Square for stallholders will be from 10am
- Stall locations will be allocated on the day by SouthWestFest – decisions are final

- On arrival please see the site map or find Rheanna and she will provide you your placement details
- All stalls to be set-up by 11:30am for a health and safety site inspection
- Trading will be from 12pm – 5:30pm and the site must be vacated and clear by 7pm
- All stalls are expected to be active until at least 5:30pm
- No vehicles will be allowed on site until 6:30pm
- All stallholders are responsible for their own public liability insurance, and stalls selling any kind of consumable items must provide food hygiene and public liability insurance certificates in advance of the festival. If these documents are not made available to us the stallholder will not be able to trade.

3. Getting there

Festival Day will take place at **Saint George's Square Garden, London, United Kingdom**



The Nearest London Underground tube stop is Pimlico, which is on the Victoria Line. Please ensure you arrive to set up your stall after 10am and that you are ready for health and safety inspection at 11.30am.

4. Vehicle access

- Vehicles cannot access the Square. Goods etc will need to enter from the north gates at the back of St Saviour's Church

5. Parking

Parking is limited in the local area, however if you do wish to drive we would suggest dropping your things off and returning later to collect them as finding parking directly off the square is very unlikely.

We are very pleased to be able to offer our stallholders a reduced rate of 20% off all day parking at local private car park Qpark on Winchester St, London SW1V 4JQ. The location of Pimlico Q-park is marked on the map of the local area above. **If you would like to take up this offer, please email info@southwestfest.org.uk**

6. Payments

- Upon receipt of your application, we will confirm your stall reservation and invoices and further information will be sent after this.
- Stall payments are due 28 days before the Festival Gala Day, any stallholders who have not paid their fees before this date will have their stall booking cancelled.
- Late bookings are sometimes permitted but in these instances immediate payment is requested.
- Payments can be made by BACS or Paypal, if you wish to discuss alternative payment, please contact us.

BACS Payments can be made to:
South Westminster Community Festival
Sort Code: 400603
Account No. 51415522
Please include your company name as a reference

Paypal payments can be made via the Paypal website to:
info@southwestfest.org.uk
Please include your company name as a reference

Please let us know if your invoicing details are different to the details provided above.

PLEASE NOTE: Your stall is not confirmed until payment has been received.

Please note that all income generated from these costs is used to cover the operational costs of SouthWestFest, we do not make a profit.

7. Additional information

- If you are not able to make Festival Day and do not inform us at least 14 days prior to the event, we will not be able to refund your payment.

- If you are unable to attend at the last minute, **please let us know so we do not have empty stalls.**