



Newport Pagnell Carnival Stall Holder Information Pack



**Your guide to getting the most out of the
carnival weekend!**



Introduction

Thank you for booking a stall at the Newport Pagnell Carnival 2019. The Carnival is an annual community event that sees thousands of people gather together for a weekend full of fun, entertainment and community spirit.

We want you to get the most out of your time at the Carnival and so have put together this information pack to make that happen.

If there is anything not covered by the pack, you have any questions or any suggestions, please contact us at stalls@newportpagnellcarnival.com.

Thank you for supporting the carnival and enjoy!

The Carnival Committee

The Committee

The Carnival Committee is run by a group of volunteers, in their spare time and around their full time work and commitments. When contacting members of the committee please be patient and bear this in mind – we will respond to all queries as soon as we possibly can. The preference would be to contact via email where possible so that we can manage replies around work.

Important Dates

21 June 2019	Deadline for stall applications
28 June 2019	Stall numbers and arrival times emailed out
06 July 2019	Carnival Saturday
07 July 2019	Carnival Sunday

What happens now?

Once you have submitted your stall application you might think that things have gone a bit quiet. Don't worry, we are busy working away in the background. You won't hear from us until we confirm your stall number and arrival time via email, approximately one week before the carnival. If you have any questions to ask beforehand please do get in touch (contact details on the last page) – but otherwise enjoy the quiet whilst you can!

Planning your Stall

You might already know what you are doing on your stall or you might be after some inspiration. Newport Pagnell Carnival attracts a wide variety of stalls, from your usual tombola and lucky dips, to stalls selling makeup, crafts, win a Mini and even dog food.

The sale of food and / or drink is not permitted under the general stalls – this must be declared and booked separately via stalls@newportpagnellcarnival.com. This is because separate licencing, spacing and regulations are required. If you have booked a general stall

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Wendy Miller on 07515497564











but intend to sell food and or drink please contact stalls@newportpagnellcarnival.com immediately. Anyone selling food / drink without prior permission will be removed from the field.

Equipment

One stall space is 3 metres by 3 metres, however larger plots can be purchased with prior agreement. The Carnival Committee cannot provide any equipment.

Most stall holders would recommend coming armed with the following:

-  Gazebo and pegs
-  Weights
-  Table
-  Table Cloth
-  Bin bags
-  Chairs

*NB Generators of any kind are **not** permitted.*

Please remember that all of your equipment must fit within the allocated space. We try our very best to spread stalls out but space is limited on the field.

Spreading the Word

We work hard to publicise the carnival as much as possible in order to attract big numbers but we can always do with a helping hand. Please follow us on Facebook and Twitter, visit our website and look out for us in local magazines and news publications and share, share, share!

newportpagnellcarnival.com - facebook.com/newportpagnellcarnival

If you are particularly excited, have a unique stall or had a wonderful time please do contact us as we may be interested in including you in one of our blogs and / or social media posts! Contact us at pr@newportpagnellcarnival.com.

The Night Before

We know it's a little hard to sleep the night before the carnival but it's important to get a good night's sleep because both Saturday and Sunday are long days! Do a double check that you have all of your equipment, that your alarm is set to the right time and then get some shut eye!

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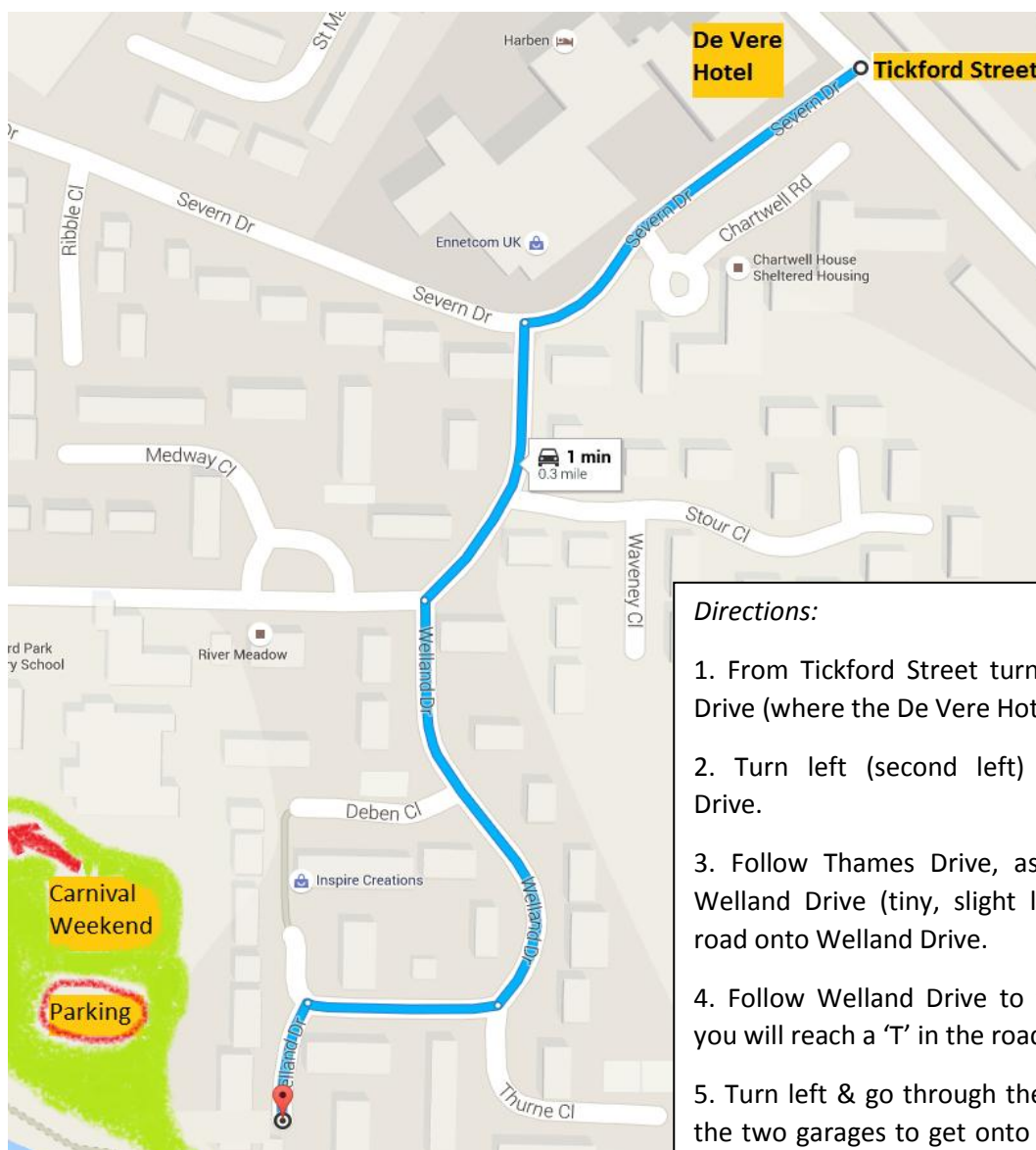
On the Day

Finding Us

The carnival takes place on Riverside Meadow in Newport Pagnell. Stall holders must enter via Dove Close - Pop MK16 9DA into your satnav and it should bring you right to Dove Close.

Parking

If you are travelling from afar parking is available and can be accessed via Welland Drive – Pop MK16 9DX into your satnav and it should bring you to the right place. We are, however, the first to admit that the parking isn't the easiest to find; please be patient and if lost ask anyone in a high-vis jacket.



Directions:

1. From Tickford Street turn down Severn Drive (where the De Vere Hotel is).
2. Turn left (second left) onto Thames Drive.
3. Follow Thames Drive, as it turns into Welland Drive (tiny, slight left curve) the road onto Welland Drive.
4. Follow Welland Drive to the end when you will reach a 'T' in the road.
5. Turn left & go through the gap between the two garages to get onto the field. Turn right to stay on Welland Drive

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Arrival Time

Following feedback from previous years we have implemented an allocated arrival time system. According to your plot number you will be given a 15 minute slot between the period of 08.30-11.00am on Saturday and 10:00 – 11:00am on Sunday, so you know when you can arrive at Riverside meadow. During this time you will be shown to your space and can begin setting up. This is to allow us to coordinate the structured arrival of cars and stalls onto the field, which will enable adequate space for people to set up.

If you arrive after your 15 minute slot you will be required to wait until the end of the arrival time period (10:45) before being given a new spot.

This is a new system designed to improve both stall holder and the committee/volunteers experience. Please bear this in mind should there be any hiccups on the day.

Setting up

Once you have been shown to your plot space during the arrival time slot you can begin setting up.

Parking

The committee will do their best to enable you to park a standard sized car behind your stall space. By turning up on time you will greatly improve the chances of us being able to accommodate this. If it is not possible for you to park behind your stall, vehicles can be parked in the public parking area, via Wellend Drive. Vans and larger vehicles will have to park in the allocated parking area regardless of arrival time – unfortunately we do not have the space to accommodate these on the field. Please remember we cannot guarantee you will be able to park your car with your stall, but we will do our best!

Carnival Times

The carnival parade leaves Blakelands at 12:00 and takes approximately one hour to reach Riverside Meadow. The field is open to the public from 12:00 on both days.

Friends and Family

We strongly encourage you to invite friends, family, work colleagues, neighbours....anyone, to come and enjoy the fun of the carnival. We have a wide variety of stalls, entertainment, funfair rides, food and drink – so give them the address, tell them the entry fee (£2 for adults, £1 for children) and let them thank you later.

End of the day

Like you, we feel sad at the thought of the day ending but all good things must come to an end and the carnival finishes at 18:00 on the Saturday and 16:00 on the Sunday.

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We cannot let you leave the field prior to this time unless both the committee and police agree that it is safe to do so. As you can appreciate there are a lot of adults and children on the field and their safety comes first.

Before you leave please be sure to collect all rubbish from your stall and dispose of it in the designated bins on the field.

Behaviour

Newport Pagnell Carnival is run by a committee of volunteers. We will not tolerate any verbal or physical abuse before, during or after the carnival. Anyone who is deemed to be acting against the spirit of the carnival (either to a committee member, another stall holder or to a member of the public), will have their application declined, be asked to leave the carnival and/or have all future applications rejected.

Feedback

We would love to hear your feedback following the event. We work hard to make sure that the carnival is enjoyed by not only the public but the stall holders (and the committee) too. Any feedback that would make our day or that would enable us to improve is hugely appreciated.

Please note that due to the sheer volume of work undertaken by the committee on the weekend of the carnival, responses can't be guaranteed if you try to contact us during Carnival. Please ensure that all enquiries are submitted prior to the carnival weekend.

Thank you and...enjoy!
The Carnival Committee

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