



NEWPORT PAGNELL CARNIVAL STALL HOLDER INFORMATION PACK



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



Introduction

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 help 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 or Facebook so that we can manage replies around work.

Important Dates

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| 22nd June 2024 | Deadline for stall applications |
| 29 th June 2024 | Stall numbers and arrival times emailed out |

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 food@newportpagnellcarnival.com. This is because separate licensing, spacing and regulations are required. If you have booked a general stall 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
- ★ 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.

No stall equipment can be left on site overnight.

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 Instagram, visit our website and look out for us in local magazines and news publications and share, share, share!

www.newportpagnellcarnival.com facebook.com/newportpagnellcarnival [#NPCarnival](https://twitter.com/NPCarnival)

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!

Finding Us

The carnival takes place on Riverside Meadow in Newport Pagnell. Stall holders (1 vehicle per booking) should use the Dove Close entrance - Pop MK16 9DA into your satnav and it should bring you to the large gated entrance into the Meadow.

For any additional vehicles general parking is available and can be accessed via Welland Drive – Pop MK16 9DX into your satnav and it should take you to the right place. There will also be blue arrows signposting to the general parking area.

Arrival Time

You will be given a 15-minute slot between the period of 08:30- 11.00am on Saturday and between 10:00 – 11:00am on Sunday. This will be your allocated time slot to arrive at Riverside Meadow. Once on site, you will be shown your space and can begin setting 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.

Parking

We no longer have the capacity to allow cars to park with their stalls. We will endeavor to allocate a parking area on site, however we cannot guarantee this and you may be asked to park your car in the general parking area (via Welland Drive), once your stall is set up.

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.

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 Saturday and 16:00 on Sunday.

There is a strict **no vehicle movement** rule in place once the event has started. Any vehicles parked on site cannot then move again until the event has finished. Please check with a Committee member before attempting to move your vehicle. **If you move without authorisation you may have future stall applications rejected.**

Before you leave please be sure to collect all rubbish from your stall and dispose of it in the skips provided.

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 email stalls@newportpagnellcarnival.com.

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