



Stall Holder Terms and Conditions

Newport Pagnell Carnival is run by volunteers, please bear this in mind when contacting members of the committee – we will respond to all queries as soon as possible. Where possible, please contact us via email.

Stall Information Pack

- ★ Please visit our website and download the Stall Information Pack, designed to help you get the most out of the Carnival weekend and give you all the need-to-know information, as well as the nice-to-know.

Forms

- ★ Stall space cannot be confirmed until both the completed form and payment have been received.
- ★ Forms must be returned by 21st June 2025. Any applications after this date may take longer to process.
- ★ Your pitch number and allotted set-up time will be emailed to you 1 week before the carnival. Where possible we will also phone to confirm your stall details.

Payment

- ★ All stall payments are non-refundable. This term applies;
 - Regardless of weather conditions on the day
 - If you are unable to attend the Carnival for any reason
 - Carnival is unable to run as planned, for any reason

Pitches

- ★ Pitch space is 3x3 metres and can be purchased in multiple plots, with prior agreement.
- ★ All stall equipment and accessories must fit within the allocated space. If it does not, you will be asked to pay for an additional pitch space.
- ★ Newport Pagnell Carnival is unable to provide any stall equipment, such as tables, chairs or gazebos.
- ★ Generators of any kind are **not** permitted.

Stall Types

- ★ It is vital that you give an adequate stall description on the booking form. We will do our best to place similar stalls apart, but there is no guarantee of this.
- ★ Charity stalls pitches can be for any charity or not for profit groups, eg fundraising, community groups or voluntary groups. All other stalls will be classified as commercial. If you are in any doubt or unsure, please contact us by email.
- ★ We do not guarantee stall exclusivity of any kind.
- ★ If it is your intention to sell food/drink, this must be declared on your booking form. If you have questions about this, please email stalls@newportpagnellcarnival.com before proceeding with your booking as there are different licensing rules for food/drink vendors



and we may not be able to accommodate your booking. Anyone found to be selling food/drink without previously declaring so, will be asked to leave the event.



Times

- ★ The gates for stallholders will be open between 9:00am and 11:00am on Saturday 5th July and 10:00am and 11:00am on Sunday 6th July. You will be provided with a 15-minute arrival time slot. Please do not arrive prior to your time slot as you will not be permitted onto the field. If you arrive after your time slot you will lose your allocated pitch space and will be asked to wait until the final timeslot has set up.
- ★ **The event finishes at 18:00 on Saturday and 16:00 on Sunday.** There must be no vehicle movement on the field until this time.

Vehicles

- ★ Only one car per stall is permitted to enter the field. Once you have unloaded your vehicle, you will either be required to move it to a designated parking area away from your stall (subject to availability) or you will be directed to the general parking area (via Welland Drive). Your vehicle cannot remain with your stall throughout the duration of the event.
- ★ We are prohibited by the Police, for public access reasons, from allowing any vehicles to enter the field after 11.30am (both days), or for any vehicle to move prior to 18:00 on Saturday or 16:00 on Sunday (or until the Carnival Committee and/or police deem it safe to do so). Anyone attempting to move their vehicle between these times will be reported to the police and will have future applications rejected. Please note that this applies regardless of weather.
- ★ Stall holders are asked to assess the weather and the appropriateness of their vehicle prior to entering the field. The Newport Pagnell Carnival Committee holds no responsibility for property or vehicle damage caused by adverse weather conditions.

Litter

- ★ All Stall holders are required to be responsible for litter generated by their stalls and it is expected that their area is left clear. Please bring your own bin bags and make use of the commercial skips provided (by Bridge Gate and Trent Gate).

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 stallholder 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 welcome all feedback and strive to improve the experience for all participants in carnival weekend. If you'd like to give us feedback, please email chair@newportpagnellcarnival.com

Should you encounter any problems on the day, please contact a member of the Committee. We are here to help.

www.newportpagnellcarnival.com

facebook.com/newportpagnellcarnival

#NPCarnival

If you have any queries please email us at stalls@newportpagnellcarnival.com