



**REACH FAIR
EXHIBITOR WELCOME PACK
Monday May 6th 2019**

Welcome to Reach Fair 2019 and thank you for supporting us!

This pack is intended to provide useful information for you before and during the day.

We are here to help in any way we can. The Reach Fair organisers will be visible throughout the day wearing bright pink sweatshirts and you can contact us on 07510 265961 at any point.

Before the Fair, please contact us by email at reacheventsteam@btinternet.com

We hope you have a great day and look forward to speaking with you.

David, Hannah, Jo, Tash and Rebecca

Reach Events Team

General information

The Fair will be officially opened at 12 noon by the Mayor of Cambridge and the Fair closes at 5pm

The Fair is organised and run by volunteers, we would be grateful if you would respect the Requirements set out below which provide for health and safety and the success of the Fair for all stall holders and those attending the Fair.

Promotion

We will have an active social media presence throughout the day on both Twitter (@Reach_Fair) and Facebook (@reachfair) with the hashtag #ReachFair19.

Please do follow us, help promote your presence and also let us know if there is anything you would like us to announce during the day!

Set up and access

The Fair runs from 12 noon until 5pm. You may not pack up your stall before 5pm, and you may not bring vehicles on to site before 5pm. Only bad weather will cause these timescales to change subject to authorisation by the organisers.

Access to the Top Field is narrow and therefore the earlier you arrive the better.

You may set up the day before (Sunday 5th May) by arrangement.

Vehicles not essential to the running of a stall must be parked in the main Fair Car Park on Burwell Road, and a Stallholders Car Parking Permit will be issued to all stallholders.

Vehicles may not be parked within the area of the Fair unless they are integral to the running of a stall and prior permission has been obtained. Such vehicles must display a completed Parking Permission Permit.

Site Layout Plans will be available online and on request before the Fair, and marshals will be in attendance to direct you to your allocated pitch.

Pitches

The pitches have been carefully laid out and will be physically marked out on the ground. Anyone who sets up their game, trailer, gazebo etc. outside the area of their designated pitch will be required to move the item/s.

Pitches are not available without prior booking.

We are not able provide tables or covers. Bringing a tent or gazebo is recommended.

WiFi

WiFi will be available on the day thanks to our supporter, Air Broadband. For information on access please ask one of the Events Team on arrival and set up.

Toilets

There is a toilet reserved for stallholders. This will be pointed out to you on arrival.

Rubbish

If your stalls is likely to generate rubbish e.g. food wrappers, drink containers, tombola tickets please ensure you provide a rubbish bin/s and empty it through the day as it becomes full. At the end of the day collect all rubbish from your pitch area and take all rubbish away with you.

Emergencies

In addition to contacting one of us on the phone number provided and the usual emergency numbers, we also have St Johns Ambulance present (at the entrance to the top field). There is also access to a defibrillator at the Village Centre.

Feedback

We are always looking to improved and are really keen to hear your feedback. Please do speak to us during the day, send us your feedback via reacheventsteam@btinternet.com or contact us via Facebook or Twitter.