

A large crowd of people is gathered at an outdoor market event. In the foreground, a woman with long blonde hair is seen from behind, wearing a patterned jacket. The crowd extends into the distance, with many people wearing winter clothing like jackets and hats. To the left, there are market stalls with green and grey awnings. In the background, there are trees with autumn foliage and buildings. A sign for 'VEGAN MARKET CO.' is visible at the top center of the image. Other signs on the right include 'EXPLORE & ENJOY', 'THANKS & SEE YOU SOON', and 'AMERICA'S Ice Cream Sale'.

# VEGAN MARKET CO.

Event Information Pack

# Welcome

Your event is almost here and we're very excited to have you joining us for what should be a fantastic day for you and your business. The following information will give you an idea of what to expect from the event, what we will expect from you as a stall holder and how to maximise the return on your attendance.

## **ARRIVING ONSITE**

Our Site Manager will be on-the-ground when you arrive, in a high-vis, and can direct you to your allocated pitch.

Every event is slightly different, so make sure you know what time you are scheduled to arrive, what equipment you'll need to bring, where the pitch you have been allocated is positioned, how to get to the site, and where to park. You can find all of that information as follows:

**What time to arrive** - check the timetable here: <https://www.veganmarkets.co.uk/setup-information>

**What equipment you'll need to bring** - found on the following pages of this document

**Where your pitch is positioned** - check the site plan here: <https://www.veganmarkets.co.uk/setup-information>

**How to get to the site and where to park** - found on the following pages of this document

## **STALL PRESENTATION**

You'll need to think carefully about how to present your stall and showcase your brand on the day:

- Do you have beautiful signage featuring your logo and brand story?
- Have you thought about how you'll store your items behind your stall front?
- Have you thought about how you'll keep your stall tidy and manage any waste?
- Do you have branded packaging so your customers can rave about you and find you online when they get home?

Take a look at how our community have done this in the past here: <https://www.veganmarkets.co.uk/gallery>

## **GET SOCIAL**

We have a great following on Instagram and Facebook, so in the run up to the event begin to build the hype around your attendance by tagging us in your beautiful photos. Make sure to do it when you're with us on-the-ground as well, we'll keep an eye out for your posts and share on our own channels:



**Facebook**

@VeganMarketCo



**Instagram**

@veganmarketco

## **CANCELLATIONS**

On the rare occasion that we have to cancel an event, due to forces outside of our control, we will be in touch when the decision is made by the team.

We will not cancel an event if rain is forecast so make sure you're prepared for wet weather. However, high winds are particularly dangerous and so if these are forecast we may have to cancel. We will keep you in the loop if we have to postpone and let you know alternative dates as soon as we are able to.

**Please read the following pages for information specific to your event**

# Oxford Vegan Market

## Setup & Breakdown Information

Sunday 22<sup>nd</sup> May 2022

### **VENUE**

The event will take place on Gloucester Green, OX1 2BU. At the bottom of this document is a map showing where to unload at the site.

### **SET UP**

Set up is possible from 08:00.

A site plan and timetable will be available at the following link a few days before the event so you will know which pitch you have been allocated and when you are expected to arrive: <https://www.veganmarkets.co.uk/setup-information>

Please stick to this time as closely as possible to avoid congestion.

### **PITCH**

**You will need to bring your own gazebo, weights and table to this site – these are not available to hire.**

Your pitch will be clearly indicated on the site plan. When you arrive to set up, ask the Site Manager if you can't find your pitch to check your space.

### **WASTE**

You must take any waste you generate with you at the end of the event. Please ensure you recycle packaging and compost food waste, where possible.

### **COOKING OIL**

If you are cooking with oil at the event, then you must have a cover underneath your stall to prevent marking of the stone.

### **WATER**

There is no access to water at the event, so please bring what you will need with you.

### **POWER**

There is no access to power at the event, please do not connect to any plugs onsite.

### **EVENT TIMINGS**

The event will open to the public from 10:30 – 16:00.

## **PARKING**

The closest carpark is Worcester Street Car Park and has no height restrictions. There are alternative city centre car parks located a short walk away that can reviewed [here](#).

Parking charges are considerably high in the heart of the city – if you can drop off your equipment and stock, then make use of the nearby park and rides outside the city centre, this might be a more economical option for your team. Park and ride options are available [here](#).

## **BREAKDOWN**

**Breakdown will begin at 16:00.** All traders should have vacated the site by 17:30. Please check the breakdown timetable carefully, the times are staggered to avoid congestion.

## **FIRE SAFETY**

Anyone using gas or electrical equipment must have appropriate certification and fire extinguishers with them.

## **CONTACT**

Please note, our Site Managers are only employed on the event day so please contact the office if you have any questions about the event before the day itself.

Nick Bond will be the Site Manager that will onsite during the day, his phone number is 07775 568011. Please let him know in advance if there will be any problems arriving on time or any other emergencies on the day.

## UNLOADING GUIDANCE

Follow directions to: Red Lion, 14 Gloucester St, Oxford, OX1 2BN

