



## To all Environmental Fair stallholders

Your stall location information and **important instructions** are in this PDF file. This has important information on all pages. Please study these carefully.

**PLEASE READ ALL POINTS LISTED BELOW CAREFULLY  
(summarised here)**

**This will help us get 350 or more vehicles  
through the gate in about 2 hours.**

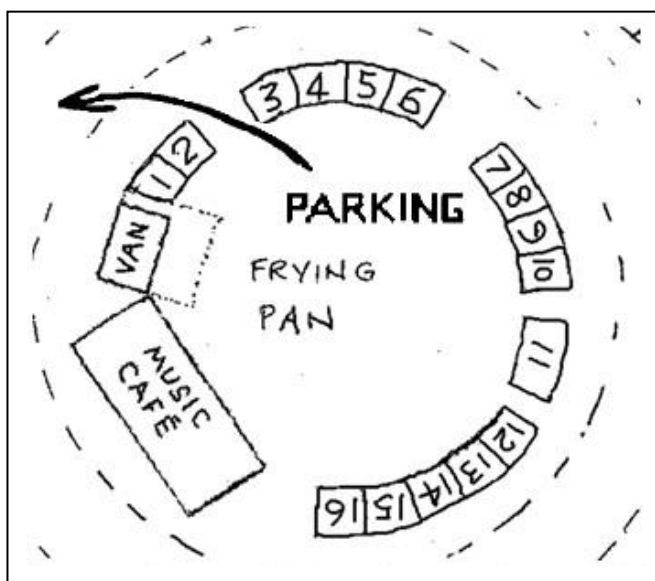
- A. Please print out and pass this information **to all others** who may need it.
- B. Make sure all vehicles have a **vehicle pass** on display.  
Gate will be open for stallholders from 7.30 a.m.
- C. Please ensure you arrive with **plenty of time** to complete your stall set up by around 10.00 a.m.
- D. **For safety reasons** if you need to move a vehicle before 6.00 p.m. see below.
- E. Please review your risk assessment. **Health and Safety** at public events is a legal requirement.

Kind regards

Dr. Alan Wenham-Prosser -  
(volunteer - fair security and Health & Safety manager.)

Any questions email me at [ecolocal@btinternet.com](mailto:ecolocal@btinternet.com)

Organisation	Contact Name	Loc	No.
Home Energy Road Show	EcoLocal	FP01	1
Gear-Up Inclusive Cycling	EcoLocal	FP02	1
A Stitch to Wear Clothes Swap	Jo Watson	FP03-04	2
Take It Up Wear It Out	Eleanor Platt	FP05	1
Circus Skills & Face Painting Stall	Sheila Heard	FP06	1
Sutton Night Watch Homeless & Vulnerable	Andy Falker	FP07	1
XR Sutton	Gina Mudge	FP08	1
Sutton Women's Centre	Liz McGarry	FP09	1
Groundwork London	Sarayu Shah	FP10	1
Carshalton Community Allotment	Lisa Lancefield	FP11	1
Authentic Indian Arts & Crafts	Manisha Freeman	FP12	1
Artio	Beccie Pile	FP13	1
Mayor of Sutton Charities	Christine Lindsay	FP14	1
Sutton Fairtrade Community Group	Liz Udall	FP15-16	2



PLEASE PARK YOUR VEHICLES OFF THE FAIR SPACE IN THE DIRECTION INDICATED ABOVE  
 YOU SHOULD PARK AS FAR BACK AS YOU CAN TO THE OUTER WALL OF THE PARK  
**PLEASE BE CAREFUL OF WHEEL SPIN DRIVING OUT OF THE FP AREA IF THE GRASS IS DAMP**  
**FOLLOW THE DIRECTION SHOWN ABOVE I.E. AT AN ANGLE TO REDUCE THE SLOPE**

STALLHOLDERS SHOULD NOT BRING A VEHICLE BACK TO THEIR STALL BEFORE 18.00 HRS.  
 I IF YOU NEED TO MOVE A VEHICLE ONTO THE STALL AREA BEFORE 18.00 CONTACT THE  
 STEWARD CENTRE AT LOCATION E10 A STEWARD WILL WALK IN FRONT OF YOUR VEHICLE  
**PITCHES ARE GRASS PATCH ONLY PLEASE BRING GAZEBOS, TABLES etc AS REQUIRED**



**To all Stallholders - please co-operate by reading the list below:-**

1. Your stall allocation is attached with a map showing the location. Please pass this information to any other vehicle pass holders in your organisation and your helpers arriving on foot, who will need it when they arrive at the park. This will speed up the checking in process and your entry into the park and setting up of your stall.
2. On arrival vehicles should have their **valid vehicle pass** on display in the windscreen. If not it will cause delay as we have to check for non-stallholders trying to gain free parking or entry into the park.
3. **AN OLD BOMB SHELTER EXISTS WITHIN THE FENCED AREA MARKED ON THE PLAN BELOW. THIS AREA IS UNSAFE; HENCE NO VEHICLES ARE PERMITTED TO DRIVE OVER THIS AREA.**
4. Please ensure arrival early with enough time to set up your stall and remove your vehicle from the fair area around 10.00.
5. The stall holders parking areas are shown on the Carshalton Park map below. The gates will not open to the public until all vehicles are parked.
6. For safety reasons we cannot have moving vehicles after the gates are opened to the public. We ask stall holders not to pack up their stall until 6pm. If you really need to move a vehicle onto the stall area when the public have been admitted, then request the assistance of a Steward from the Steward Centre which is a stall on the right hand (south) end of block E - see Stall Block Layout map attached. [text to 07766 253 099 - give your location]. The steward's instructions will be to walk in front of your vehicle to ensure the safety of the public.
7. Print out this document for use on the day.
8. **Please make sure you review your risk assessment if necessary.**

I look forward to seeing you on the day - **pray for good weather please.**

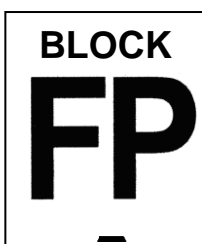
I will be doing health and safety spot checks on stalls during the morning. I hope you all have an enjoyable day -- and many thanks for supporting the Fair.

Kind regards

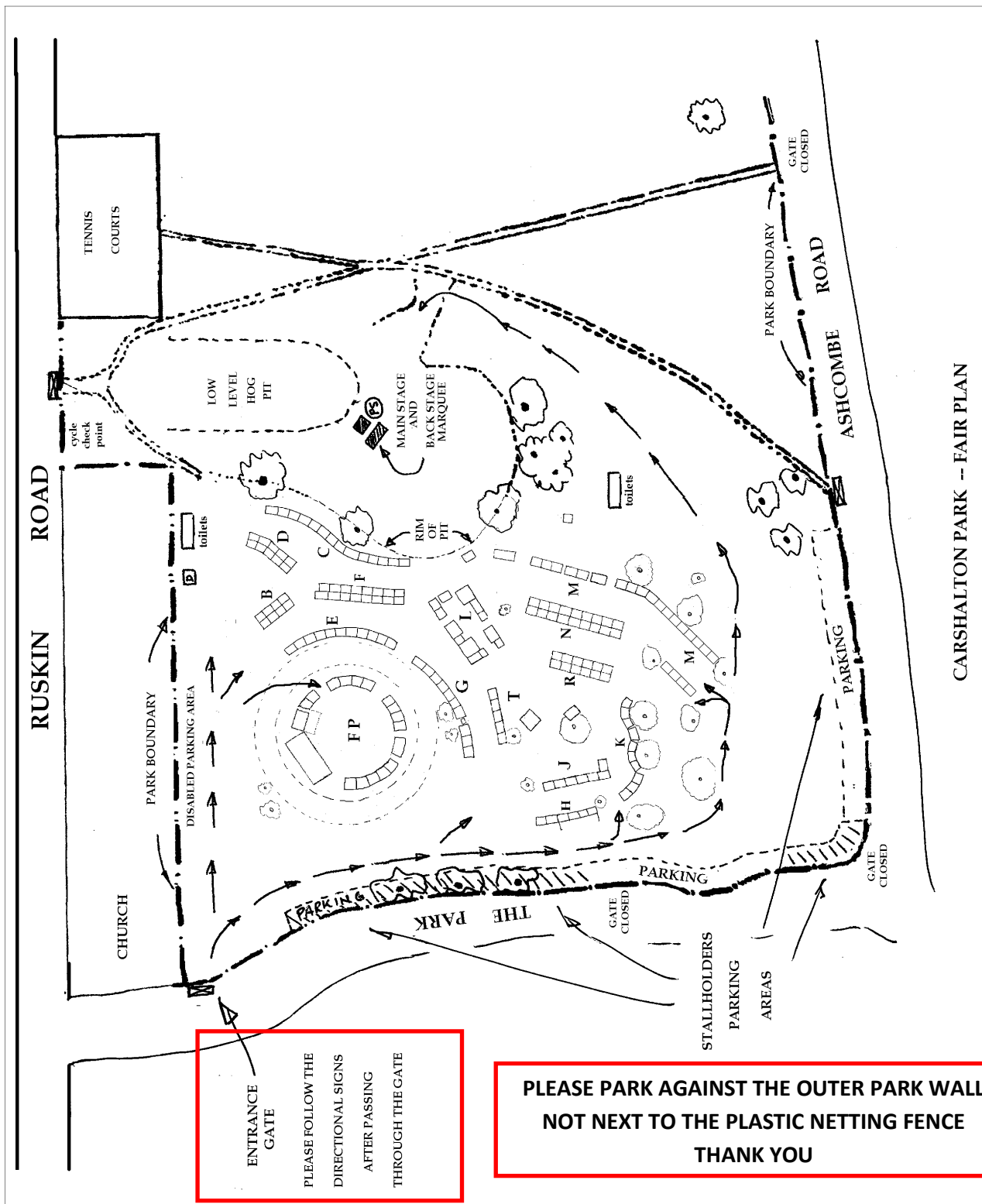
A handwritten signature in blue ink that reads "Alan Rosser".

Dr. Alan Wenham-Prosser - Fair Security and Health & Safety Manager. (volunteer)

P.S. If there is anything which you think of which would improve next years fair please make a note. I will be requesting feed back in the week after the fair.



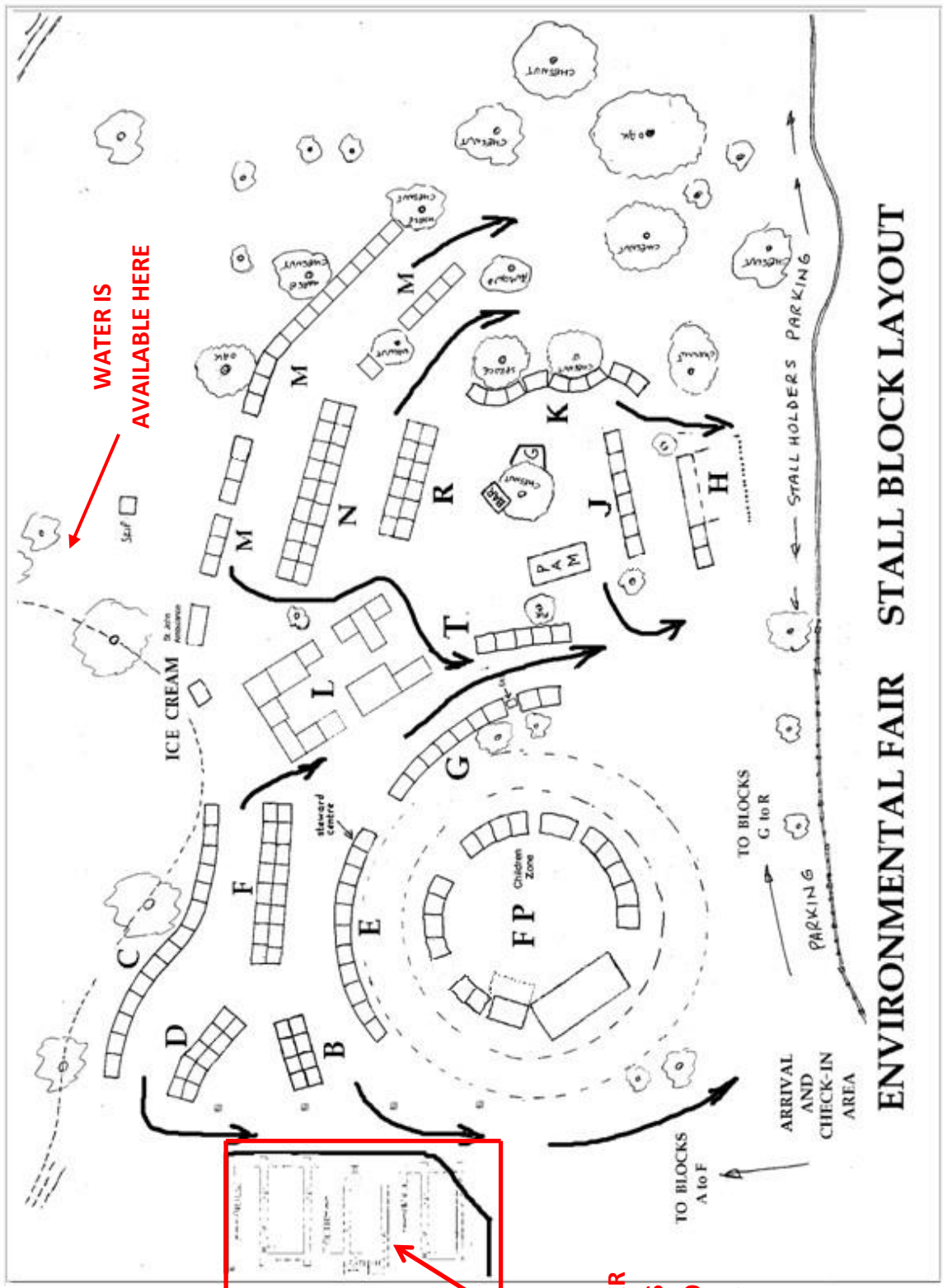
**PLEASE DO NOT DAMAGE, MOVE, OR COVER THE BLOCK PITCH SIGNS.  
THESE WILL ALSO HELP THE PUBLIC TO FIND YOUR STALL LOCATION**



ENTRANCE GATE  
 PLEASE FOLLOW THE DIRECTIONAL SIGNS AFTER PASSING THROUGH THE GATE

PLEASE PARK AGAINST THE OUTER PARK WALL NOT NEXT TO THE PLASTIC NETTING FENCE  
 THANK YOU

**ENTRANCE GATE SAT-NAV POST CODE IS SM5 3BY**



**WATER IS AVAILABLE HERE**

**AREA OF BOMB SHELTER NO VEHICLES ALLOWED TO DRIVE OVER**

**ENVIRONMENTAL FAIR STALL BLOCK LAYOUT**

**PARKING DIRECTION INDICATED BY LARGE ARROWS**