



# INFORMATION SHEET



## Guildford Cathedral Christmas Fair 2024 (Fri 22 Nov – Sat 23 Nov)

Dear Christmas Fair Stallholders,

We are looking forward to welcoming you to the Nave of the Cathedral for our fabulous Christmas Fair - your stand (a table is provided) will be numbered on the day and easily identifiable with large site plans available at the Cathedral entrance; Cathedral event staff will be on hand to help you with any questions.

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### Timings

- Setup is from 08:00-09:30 on the Friday
- Please note we open to the public at 10.00 on both days.
- Event closes to the public at 16:00 on both days when takedown commences on the Saturday.
- You may leave your stalls set-up overnight on the Friday but please be mindful that this is entirely at your own risk (NB: the Cathedral is securely locked and alarmed at night). We suggest you bring a cloth to cover over your stall.

### Access & parking

- Load in - will be through the Cathedral's front doors only (other doors may not be used for set-up/take-down).
- Parking - please feel free to park in front of the Cathedral when loading/unloading.
- Access - when parking and unloading, please do not block the roadway in front of the Cathedral, to allow others to leave the building after services, but also to maintain a through route for emergency vehicles.
- Disabled access – please let us know if you require a disabled parking space which we can then allocate for you. We have a disabled ramp into the building via the West doors and level access through one of the West doors which can also be used for those bringing wheeled trolleys into the building.
- Once you have unloaded your vehicle, please move it to the far end of main car park to allow other exhibitors to unload outside the main entrance.
- We would be grateful if you could please park as efficiently as possible so we may accommodate as many visitors who require a parking space as we can.
- **Free onsite parking** will be in place for the two days of the fair for everyone.

### Setup

- Noise - we would ask you to keep noise to a minimum whilst setting up, as Services will be taking place in the Lady Chapel between 08:00 and 09:00.

- Electricity – electrical socket points are only available to Premier stallholders. We suggest you bring an extension. All electrical items must have been PAT tested.
- Premier stalls between the pillars – please allow access to the aisles at the back of your stalls for health & safety reasons. The premier stall depth is 3'
- Table size – if we are supplying you with a table they measure 6' x 3'.
- Stall space - please do not exceed the space allocated to your stall (no gazebos please) and be mindful of not having trailing tablecloths and items jutting out that the public can fall over.
- Choral Evensong - will take place in the main part of the Cathedral at 17:30 on Friday when silence must be maintained.
- Invitation to Choral Evensong - you are welcome to stay for Choral Evensong (and perhaps avoid the rush-hour traffic). Please make sure any replenishment of your stall is done before the Service starts.

### Wristbands

- Wristbands – all stallholders will be provided with wristbands to be worn on both days.
- Please ensure that you wear the wristbands as these will identify you as a stallholder and will allow you free access back into the Cathedral.
- It would be appreciated, if possible, you could keep the wristband on for both days and thus not require a new one on the Saturday.

### Facilities

- Toilet facilities are available in our Restaurant/Shop building.
- First-aid will be provided for the event.
- Wi-Fi – you will be able to access the Cathedral's Wi-Fi code for payments etc. On your phone under settings, please select *GC-Guest-Wifi* and enter the code *space88time*
- Hot drinks - please do take care with hot drinks in the Cathedral; if you should spill anything please do let the Cathedral staff or volunteers know so that it can be cleaned up. 'Seasons', our onsite café will be open from 8am.
- Only assistance dogs are allowed access to the building.

### Publicity

- This year stallholders have not been asked to contribute to any raffles/tombolas at this event.
- We have an ebanner available to use for the event to use on e-mails and social media graphic (see attached).
- The event is also available on the Cathedral's Facebook page, Instagram pages and website. Please promote on your own social media using the hashtag #GCChristmasFair.

### Additional information

- Temporary Event Notice (TEN) – the Cathedral has already applied for a TEN for the event, so you don't need to do this as individual stallholders.

Best wishes,

Robert Owen  
Events Assistant  
Guildford Cathedral

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