



**Ringwood  
Town Council**



## **STALL HOLDER INFORMATION Christmas in Ringwood Event 2022**

Thank you for your interest in booking a stall at the Ringwood Winter Wonderland Christmas Lights Switch on Event on Sunday 27<sup>th</sup> November 2022. The event last year was extremely well-received by stall-holders who told us that the event was well-organised with a great atmosphere and we are thankful for the contribution that they made to the event.

### **Timings**

The exact timetable for 2022 is still being agreed but we expect it to follow a similar programme to previous years.

We expect the road closure to be in place from 7.30am until 10.00pm. Access for set up will be from 9:30am – 11.30am. Access for breakdown from 7:00pm onwards (or when crowds start to disperse- your flexibility and patience here will be greatly appreciated).

The market opens at midday, Santa's parade at midday and 5.50pm. The lights will be switched on soon after followed by some crowd-pleasing Christmas songs. The event will end after the lights have been switched on and crowds leave. Please note we ask that stalls do not pack up before the event ends. We will then arrange as swift an exit as possible for stalls.

### **Power, lighting and supplies**

Please note that we expect stall holders to be self-sufficient. No power is supplied, and only standard street lighting is provided for this event. If you need additional power or lighting you will need to bring your own and arrange your own power supply. Should you bring a generator please ensure you also have available for use, a working, certified Fire Extinguisher. We do not have any spare chairs, tables or gazebos.

### **Booking form, payment and refunds**

An online booking form is available here <https://forms.gle/BFAsvSHFgFRBrdnH9>. Once received, we will review and confirm if your application is accepted. This may take 2 weeks but would normally be much sooner. At this stage we will also confirm the fee due. If payment has not been received within 10 days of your paperwork being sent, we will assume that you no longer wish to go ahead with the booking. Please tell us if you have any special requirements (such as a large pitch or vehicle). If we have not received your booking form and payment before the event we will not be able to allocate you a pitch on the day. If you wish to cancel, please note that refunds will not be processed after the 1st November.



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We do ask that you inform us if you are planning to no longer attend so that we can make adjustments- thank you.

## **Who is organising the event?**

The event is organised by Ringwood Town Council. For information about the event please speak to Charmaine Bennett, Events Manager.

## **Who is the event for?**

The event is aimed at the whole community, including families and young children to celebrate the start of the Christmas season. However, we also want local businesses to benefit from the event by bringing big crowds into the town and to stay for as long as possible. The market is key to this.

## **What do we have planned for the event?**

The 2022 event was such a success that we hope to follow a similar programme (subject to review). The event will likely start at midday with a Santa's Parade through the town. We hope to have our ever-popular Santa's Grotto throughout the afternoon and early evening, some fairground rides and both street and stage entertainment. We aim to spread some of the entertainment throughout the market to maintain the great atmosphere throughout.

Last year the market stretched from the Market Place down the High Street to Fridays Cross with over 40 stalls. We will encourage shop owners to open up for the day, run festive activities or have a stall. If shop keepers tell us that they plan to open we will keep the space in front of their shop empty to encourage shoppers to visit.

## **Parking**

We expect parking in the New Forest District Council Car Parks to be free all day. Please note restrictions still apply in the Waitrose car park.

## **Information about access**

We will send out further information about access 2 weeks prior to the event.

## **Contact**

Please read the information and if you have any additional questions, please email [charmaine.bennett@ringwood.gov.uk](mailto:charmaine.bennett@ringwood.gov.uk).

Thank you again for helping us make this event special for Ringwood.