



Thank you for your interest in booking a stall at the Ringwood Winter Wonderland Christmas Lights Switch on Event on Sunday 1st December 2024. Please take note of the information below before making a booking.

## **Pricing**

We are a team consisting of mostly volunteers dedicated to organizing a successful community event. Our priority is to keep the event financially sustainable while keeping charges reasonable to yourselves. Over the years, we have established strong bonds with our stallholders. However, if we notice that any of our stallholders are grossly overcharging, we will address the matter during the event. Our goal is to ensure that everyone has a positive experience at the event. If we cannot reach an agreement, we may not invite the stallholder back to future events.

## **Timings**

While the exact timetable for 2024 is yet to be finalized, it's expected to follow a similar programme to previous years. We'll apply for a road closure from 7:00 am until 10:00 pm, with access for set up starting from 8:30 am. Breakdown access will be granted from 7:00 pm onwards, or when crowds start to disperse – we appreciate your patience and flexibility here. The market opens at 11:30 am, with the lights being switched on at 6:00 pm. After the lights have been turned on and the crowds disperse, the event will end. Please note that we request stalls not to pack up before the event ends. We'll then work to ensure a swift exit for the stalls – last year, most stalls were packed up and gone by 7:30-7:45 pm, thanks to our efficient system.

## **Power, lighting and supplies**

It is expected that all stall holders are self-sufficient. Please note that no power will be supplied, and only standard street lighting will be available. If you require additional power or lighting, kindly arrange for your own and make sure you have a power supply ready. If you are bringing a generator, please ensure that you have a certified fire extinguisher available for use. Lastly, please be advised that we do not have any extra chairs, tables or gazebos available.

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

An online booking form is available on our website <https://www.ringwood.gov.uk/events/ringwood-winter-wonderland/>.

We aim to confirm your place within 10 days. 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. 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. Please tell us if you are planning to no longer attend so that we can make adjustments- thank you.

## 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.

## Planning for the 2024 Event: Following a Successful Programme

Our previous events have been such a success that a similar programme is being considered (pending review). However, we are delighted to say that this year we have NEW Christmas Lights. We hope that these have the wow factor that our previous ones provided. The event will most likely commence at 11.30am with a Santa's Parade through the town, followed by our ever-popular Santa's Grotto throughout the afternoon and early evening, some children's fairground rides, and both street and stage entertainment. To maintain a festive atmosphere, we plan to spread the entertainment throughout the market.

In the previous year, the market encompassed over 70 stalls, extending from the Market Place to Fridays Cross along the High Street. We will encourage shop owners to open up for the day, run festive activities, or have a stall. If they inform us of their plans to open, we will keep some space in front of their shop empty to entice 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.

## Providing details for event access

Further information regarding access to the event will be sent two weeks prior. We kindly request that you do not inquire about the information before this time, as we also organize the town's firework display, making it a very busy period.

Thank you for reading the above information and stall holder terms and conditions before booking. And thank you mostly for helping to make our event such a success.

If you have any further questions, please contact Charmaine Bennett on [charmaine.bennett@ringwood.gov.uk](mailto:charmaine.bennett@ringwood.gov.uk)