



Ringwood Town Council

STALL HOLDER INFORMATION Christmas in Ringwood Event 2019

Thank you for your interest in booking a stall at the Christmas in Ringwood Event on Sunday 1st December 2019. This information should help explain what the event is, who it is aimed at and what Stall Holders can do to help us to make the event a success. Please also ensure that you read the terms and conditions prior to booking.

The event marks the start of the Christmas period in the town with entertainment for children and families, the turning on of the Christmas Lights and a Christmas Market showcasing local crafts, foods, drinks and gifts. Every stall holder can help us to create a special and memorable event.

Who is organising the event?

The event is organised by Ringwood Events Team acting on behalf of Ringwood Town Council. Ringwood Events Team is currently made up of Councillors Philip Day, Tony Ring, Tim Ward, Andy Briers, Jeremy Heron, Hilary Edge, Gloria O'Reilly and Charmaine Bennett (Events Co-ordinator for Ringwood Town Council).

Who is the event for?

The event is aimed at families and young children to celebrate the start of the Christmas season through the turning on of the Christmas lights in the town. However, we look to support local businesses and aim for them to benefit from the event by bringing big crowds into the town and encouraging them to stay for as long as possible. The market is an important element of this.

What is planned for the event? What will be different to last year?

Planning for the event is underway and so this information is likely to change as we get closer to the event.

We aim to start the event a little later than last year with the first of two Santa's Parades through the town. Santa will be in his grotto in the afternoon and early evening. We are planning some small fairground rides for children and both street and stage entertainment to provide that ever important festive feel. It is our hope to spread some of the entertainment throughout the market to maintain the great atmosphere throughout. Santa will turn the lights on around 5.30pm (these will be new lights as the contract between Ringwood Town Council and the previous providers has now expired.)

We are hoping for a much extended Market from the Market Square down the High Street to Fridays Cross. We encourage shop owners to open up for the day, run festive activities or have a stall. If shop keepers tell us in advance that they plan to open we will do our best to keep the space in front of their shop empty.

Timings

We anticipate a road closure to be in place from 9.30am until 8pm. Access for set up will be confirmed nearer the time but is likely to be from 9:30am – 11.45am and for breakdown from 6pm onwards (or when crowds start to disperse- your flexibility and patience here will be greatly appreciated).

At the moment, we are aiming for the market to open at midday. The event will end after the lights have been switched on and crowds leave.

Please note: we would appreciate it if market stalls did not pack up before the event ends. The majority of the crowd will disperse back past the Market and we received some complaints last year that many market stalls had closed before the lights had been turned on.

Power and lighting

No power is supplied and only standard street lighting is provided for this event. If you need power or additional 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 a working, certified Fire Extinguisher. Intention to bring a generator must be noted in your application form as use of such equipment may have an impact on your location.

Promotion

Closer to the event will be advertised widely through our social media, website, local press, and radio. Please share as much as you can, it will appear on facebook/ringwoodtowncouncil.

We would also like to promote some individual market stalls to help promote the event as a whole. Please include your social media details on your booking form if applicable.

Booking form, payment and refunds

Please read through the terms and conditions and advise us if you have any special requirements (such as a large pitch or vehicle). Unless specifically requested, we ask all market stalls to park in the public car parks. If we have not received your booking form and payment 5 days prior to the event we will not be able to allocate you a pitch on the day. Refunds will not be processed after the 22nd November. Stalls that exceed the size specified on the booking form may be relocated or rejected; no refund will be given.

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

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.

Contact

We aim to send out further information about access approximately 2 weeks prior to the event. If you have any questions in the meantime please email Charmaine.bennett@ringwood.gov.uk.