



FESTIVE WEEKEND ARTISAN MARKET STALLHOLDER INFORMATION PACK

Thank you for your interest in having a stall at this year's Festive Weekend Artisan Market which takes place on Saturday 2nd and Sunday 3rd December.

The event officially opens to the public at 10am and closes at 4pm, with gates opening for stall set-up at 7.30am.

Please note that the museum will be open and visitors will be paying an entry fee.

Application Process

Please fill in an application form here: <https://form.jotform.com/213542200398349> and on receipt we will contact you to confirm your booking and send you an invoice for the pitch fee.

Pitches

There are three pitch options: indoor pitches and marquee pitches, both comprising a table measuring 178cm x 70cm (chairs included), and 3m x 3m outdoor gazebo pitches.

If you have an outdoor pitch, you will need to supply your own gazebo, tables and chairs. The marquee is fully sided but without flooring so the stalls will be standing on grass. Indoor pitches are limited and will be allocated on a first come, first served basis. Please note that the indoor locations are not heated.

UPDATE: DUE TO POPULAR DEMAND, WE HAVE NOW RUN OUT OF INDOOR PITCHES, BUT GAZEBO AND MARQUEE PITCHES ARE STILL AVAILABLE.

Our pitches are priced as follows:-

Indoor: £40 for one day or £70 for both days

Marquee: £35 for one day or £62.50 for both days

Outdoor: £30 for one day or £55 for both days

There are a number of water stand pipes around the site but we are unable to provide a power supply so anything requiring power must be battery-operated.

All stallholders must have public liability insurance to take part in this event. This is a necessary requirement and you will be asked for your public liability insurance details on the application form.

Payment of pitch fee: Your stall booking is not accepted until payment has been made in full. Bank details are on our invoice which will be emailed to you once your place has been confirmed by the Events Team. Payment by cheque is acceptable by agreement, but only if the cheque reaches us 3 weeks prior to the event. We do not at this time have the ability to take card payments over the phone. (Please contact finance2@coam.org.uk for further details or if having difficulty paying).

Please read through the following information about the event and the Museum site:

- The main gate beside the Ticket Office will be open from 7.30am for stallholders to access the site for setting up and the event will run from 10am to 4pm.
- Stewards at the gate will direct you to your pitch on arrival.
- There is a one-way system in place at the Museum and a site layout map is attached below.
- You must keep your speed below 5mph with hazard lights on.
- Please be aware that there is limited space for all cars to drive down to their allotted pitch at the same time and you must not drive on the grass.
- Free car parking is provided at the front of the museum and all stallholders must remove their vehicles from inside the museum as soon as possible after unloading and no later than 9.45am.
- Vehicles will not be permitted to drive onto site during the museum's public opening hours of 10am-4pm, so please do bear this in mind when preparing for the day.
- Vehicles and their contents are left in the museum car park at the owner's risk. The museum does not accept responsibility for any loss or damage to vehicles or their contents.
- **Stallholders are advised that Chiltern Open Air Museum does not accept liability for the safety of any stock, vehicles or personal effects brought on site during the event.**
- For indoor pitches, you will be provided with one table measuring approx. 1.8m in length together with seating. Please note you will have to bring your own table covering/decorations, etc.
- Please do not stick or pin anything to the walls of the buildings or marquee as this can damage their fabric and any decorations or banners must be free-standing.
- Please note we are unable to provide a power supply so anything requiring power must be battery-operated.
- **Stallholders are required to exercise due care during set up and break down and comply with all relevant Health and Safety Legislation and abide by any restrictions that may currently be in place. Stallholders are reminded that they have a duty to ensure that all personnel working on their stand are aware that they have responsibilities to ensure, so far as it is reasonably practicable, the health, safety and welfare of themselves and others by what they do or fail to do.**
- **For stallholders selling food, please ensure you display your food hygiene certificate on the day of the event.**

- Break down can commence at 4pm as visitors are leaving the site and vehicles will be allowed back on site from 4.30pm (but not before we notify you that it is safe to do so).
- All vehicles must leave the site by 5.30pm
- The Barn and Thame Vicarage Room will be locked overnight, however anything left inside will be at the owners risk and all valuables should be removed from site.
- No food must be left inside any of the buildings.
- Gates and/or access routes must never be blocked.
- All First Aid incidents must be reported to Museum staff.
- If you find a lost child, please notify Museum staff immediately.
- Smoking or the use of e-cigarettes is not allowed inside or near any of the Museum buildings.
- Please help us by taking away and disposing of all your rubbish after the event.
- You will need to dress warmly with suitable footwear given the museum's outdoor situation. If you would like to bring a hot-water bottle, we can fill this for you without charge.
- It would also be advisable to bring a torch as the site has only minimal outdoor lighting.
- Mobile phone reception around the site is unreliable and cannot be guaranteed.
- Refreshments and snacks will be available to purchase from various catering outlets on site.

Cancellation:

- In the event that the Chiltern Open Air Museum has to cancel or abandon the Christmas weekend due to any circumstances beyond our control, you will be offered a full refund or we can carry forward your payment for attendance at next year's Christmas weekend.
- If a stallholder wishes to cancel despite the event going ahead, and notice is received and acknowledged by us no later than Monday 27th November 2023, a refund may be possible (after the event), but only if we are able to re-sell the allocated pitch.
- If a stallholder does not attend the event without giving prior notice having booked and paid for a pitch, they will have to bear the cost.

Social Sharing information

Twitter: @ChilternOAM

Instagram: @ChilternOAM

Facebook: /ChilternOpenAirMuseumEvents

Use the hashtag #ChilternOAM

Website: www.coam.org.uk

Map

Please see site map below showing one-way system and pitch locations.

