



EXHIBITOR INFORMATION

Monday May 6th 2019

We look forward to welcoming you to Reach Fair!

The Fair is organised and run by volunteers – please respect the requirements set out below which are designed to ensure a safe and successful Fair for both Exhibitors and Visitors.

Before the Fair, please contact us by email at reacheventsteam@btinternet.com or call 07887 563720. On the day, the Reach Fair organisers will be wearing bright pink sweatshirts and can be contacted on the day by calling 07510 265961.

GENERAL INFORMATION

1. Access, Setup and Departure

Road closures will be put in place from 10.00am and the Fair will be officially opened at midday by the Mayor of Cambridge and will close at 5.00pm. Visitors do arrive early and Exhibitors need to be prepared accordingly.

All stalls must be in position no later than 10.00am – and the earlier the better. You may set up on the Sunday May 5th by prior arrangement.

The Top Field and Lower Green will be signposted and Reach Fair organisers will direct you to your allocated pitch (see map below for layout of the Fair in Reach and the Satnav Postcode to use).



Vehicles not essential to the running of a stall must, after setup, be parked in the main Car and Cycle Park on the Burwell Road (see map) and an Exhibitors Car Parking Permit will be issued on the day. Vehicles essential to the running of a stall must have the prior agreement of the organisers - a completed Parking Permission Permit will be issued on the day.

The pitches will be marked out - anyone who sets up outside the area of their designated pitch will be required to move offending items. We are not able provide tables/chairs and bringing a tent or gazebo is recommended. Stalls may not be booked on the day.

You must not pack up your stall or bring vehicles onto site before 5pm.

2. Emergencies

In addition to contacting us on the day on 07510 265961 and the usual emergency numbers, we also have a St Johns Ambulance present at the entrance to the Top Field plus a defibrillator at the Village Centre.

3. Rubbish

If your stall is likely to generate rubbish, please ensure you provide a suitable bin and empty it as necessary throughout the day in the large bins provided. At the end of the day please ensure that your pitch area is left tidy and free of rubbish.

4. Toilets

There is a toilet on the Top Field reserved for stallholders - this will be pointed out to you on arrival, plus other toilets throughout the Fair.

5. WiFi

We are hopeful that WiFi will be available courtesy of our supporter, Air Broadband, but this is not guaranteed and you should not plan on it being available.

Promotion

We will have an active social media presence throughout the day on both Twitter (@Reach_Fair) and Facebook (@reachfair) with the hashtag #ReachFair19. Please do follow us, help promote your presence and also let us know if there is anything you would like us to announce during the day!

Feedback

We are always looking to improve and are really keen to hear your feedback. Please do speak to us during the day, send us your feedback via reacheventsteam@btinternet.com or contact us via Facebook or Twitter.

We hope you have a great day and look forward to speaking with you.

David, Debbie, Hannah and Jo

Reach Events Team

Contact Details:

Email: reacheventsteam@btinternet.com

Web: www.reachfair.org.uk

Phone: 07887 563720 (prior to the Fair)
07510 265961 (on Fair Day)