**Children and Young People's Festival 02-08-2017**

**Important note to all stall holders and activity providers**

**Entrance to the field** - There will be notices on the pedestrian entrance gates that the field is closed except for access for vehicles involved in the setting up of stands and stalls, until 11 am. No cars or vans can be left on the field unless they are part of the activities eg fire engine, waste recycling lorry, Road Safety Unit car, Reach Out minibus.

**Vehicle access** - All other vehicles must be off the field by **10.30 am** in order to make sure field is safe before the event starts at 11 am. This is in line with risk assessments and health and safety and to avoid vehicles attempting to leave the field during the event and endangering the safety of families, children and young people in attendance

**Field marshals** - RAY Ceredigion staff and volunteers wearing high vis jackets will be directing vehicles onto the field from 9.15am.

**Location of stands and stalls** - Stands, stalls and activities will be located around the 4 edges of the field, if these fill up then we will organise a row of stalls across the mid-section of the field. Location on the field will depend on when you arrive, with spaces being filled up around the edges of the field and in between the existing marquees. If you have any specific requirements for the location of your activity please make this clear on the booking form and arrive early enough to claim that pitch!

**Programme of activities -** RAY Ceredigion will print out a bilingual list of all the organisations who have booked to attend which we will give out to organisations on the day.

**You need to bring** – you need to bring tables, chairs, a gazebo or shelter and either bring food and drinks with you or arrange to buy food in town – there is no catering on the field. You need to take away your rubbish on the day, so bring rubbish bags with you for this purpose.

Everything provided on the day needs to be free of charge, the purpose of the event is to showcase the range of organisations working to support children, young people and families in Ceredigion. Get in touch with us if there are any last minute changes otherwise see you on the field!! Gill Byrne, Executive Officer, RAY Ceredigion

**SUMMARY OF INFORMATION**

1. Only vehicles that are part of the activities or display (eg Fire Engine) can remain on the field
2. Access to the field to set up starts at 9.15, all vehicles to be removed from the field by 10.30am (NO VEHICLES WILL BE ALLOWED ACCESS AFTER 10.30am)
3. All organisations need to bring their own tables, chairs, shelters
4. All organisations need to take away their own rubbish at the end of the day
5. Access to the field to move equipment can start from 3.45pm
6. No dogs allowed on the field (condition of use from Town Council)