



Cromer Crab and Lobster Festival

Crab and Lobster Festival Ltd

Company No: 08050186



CRAFT / TRADE STALLHOLDERS INFORMATION

Festival Dates:

- The Crab & Lobster Festival weekend dates are Saturday 18th May 2024 and Sunday 19th May 2024 in Cromer. We, the committee, are aware that some stallholders have booked both days or just one of the days.
- Any timing below is the same for Saturday and Sunday.

Venues:

The actual venue according to the area and agreed road closure for the festival weekend is.

- Cromer – all stalls will be located on Evington Lawns (behind the Crabstix miniature golf course, just up from Morrison's petrol station).
- You will be provided your specific stall location upon arrival to the festival day. It will work on a first arrival basis.

Arrival & setup:

- Please do not arrive before **7:30am** on each day as we the festival committee need to make sure that we have our larger / wider required vehicles in place before you arrive i.e., cookery theatre lorry.
- After arriving from 7:30am, please check in with the security team at the gate where the stalls administration team will also be, whereby you will be informed of which area / place we would like you to setup your stall.
- On Evington Lawns, there will be a **one-way system operating** for the movement of vehicles, please ensure that you follow this to prevent jams and when manoeuvring your vehicles that you have your hazard lights on.
- Please could you ensure that your vehicle is unloaded and removed from the stall area by 9.00am. Stalls are open to the public from 10:00am so please be aware that you will have another 1 hour for setup time after removal of vehicles.
- If you don't think you have enough setup time between 7:30am and 10:00am then please could you let Sue Hayward know on the day.
- **STOCK DROP OFF PROCEDURE – once you have been allocated your pitch, please could you off load your vehicle with your gazebo and stock and then remove your vehicle from the area before you set your stall up. Due to the number of stalls in a short time frame to manoeuvre on Evington Lawns we require all stallholders to drop off, park and then return to their stalls. Our festival security team will be managing this on the day to ensure that there's no unnecessary congestion caused.**
- In the event that there is an issue with your pitch can you please make your way to the pitch allocated, unload, remove your vehicle, and then speak to Sue. In the event you cannot contact her please speak to a member of the security team who will be happy to assist.

Packup & Departure:

- The committee will allow the start of your packing up to be from 5:00pm each day.
- The Festival committee have requested that no stall holder's vehicles are brought into the stall area before 5pm due to the general public still being about. On Sunday pack up may begin at 4.30pm.
- When you do bring your vehicles into the area, please could you have your hazard lights on.

- On Evington Lawns, there will be one way system operating for the movement of vehicles, please ensure that you follow this to prevent jams.
- Please could you try to vacate your stall holder area by 6:00pm at the latest as we the committee need to ensure that the evening's entertainment requirements are ready for 7pm.
- If you don't think you have enough packup time between 5:00pm and 6:00pm then please could you let Sue know on the day. In the event they can't be located please speak to a member of the security team.
- **STOCK PICK UP: Please completely have your stall packed down and your gazebo packed down before collecting your vehicle to allow the flow of traffic to keep going.**

Car parking

- Please be aware that you will not be able to park your vehicles (unless previously arranged with Sue due to your stall necessity) next to your trade / craft stalls.
- We advise the following areas to park your vehicles during the days; Pay & display car parks at The Meadow, Cadogan Road & Runton Road, Cromer which will also include disabled parking arrangements. Our website in the location section has all parking details.

First Aid.

- There will be first aid provision over the Festival weekend. Should you require a first aider, they will be found on Evington Lawns, Cromer or you can contact a security team member to inform them of them of a first aid requirement.

GENERATORS

- There will be no electrical hook ups and no additional lighting provided. The festival committee have consented to stall holders bringing small generators providing they only emit a low level of noise and fumes. If you are bringing a generator, please note this on the booking form.

Festival Committee Members

- All the festival committee members that are working over the festival weekend will be noticeable as they will be in hi visual wear.

Contacts

Sue Hayward – 07767364386 – email: stallscrabandlobsterfestival@gmail.com

And finally

- The festival committee would like to wish you a successful weekend / day. Obviously, we the committee have tried to plan as much as we can but the weather will be out of our hands. Fingers crossed for good weather.
- Overall lets all make it a great Crab & Lobster Festival 2024 to remember. As this is an overall charity weekend, with monies raised being distributed to successfully agreed local community group applications. If you would like to donate any monies then please see a bucket collector over the festival weekend or send a cheque to the Crab & Lobster Festival, 1A The Warren, Cromer, NR27 0AR.

Many thanks

Crab & Lobster Festival Committee