

Check your booking

CHECK IF YOU HAVE BOOKED A STALL OR GAZEBO – IF YOU THINK YOU HAVE BEEN ALLOCATED INCORRECTLY LET US KNOW ASAP

Pre Erected Stall

Booking for an AWNING COVERED MARKET STALL you will be provided with a 7' x 3' table surface (arranged in pairs with space between for access) and a PVC water-resistant awning, erected ready for use



No overflow will be allowed – please do not build out in front of pre-erected stalls. Please operate your stall from behind the table provided.

If you place marketing material in front of the pre-erected stalls you will be asked to remove them.

Space for your Own GAZEBO

Booking for a LARGE SPACE ONLY to secure a large plot and provide your own gazebo, (no bigger than 3m x 3m) and bring your own table or display shelving.

**SPACE ONLY –
NO TABLE OR
AWNING
PROVIDED**

This is a good option if you have free-standing banners to place or are running a "meet & greet" stall where you don't want to be behind a table

Thank you!

Instructions for Festival Day

ARRIVAL

DO NOT ARRIVE BEFORE 8am

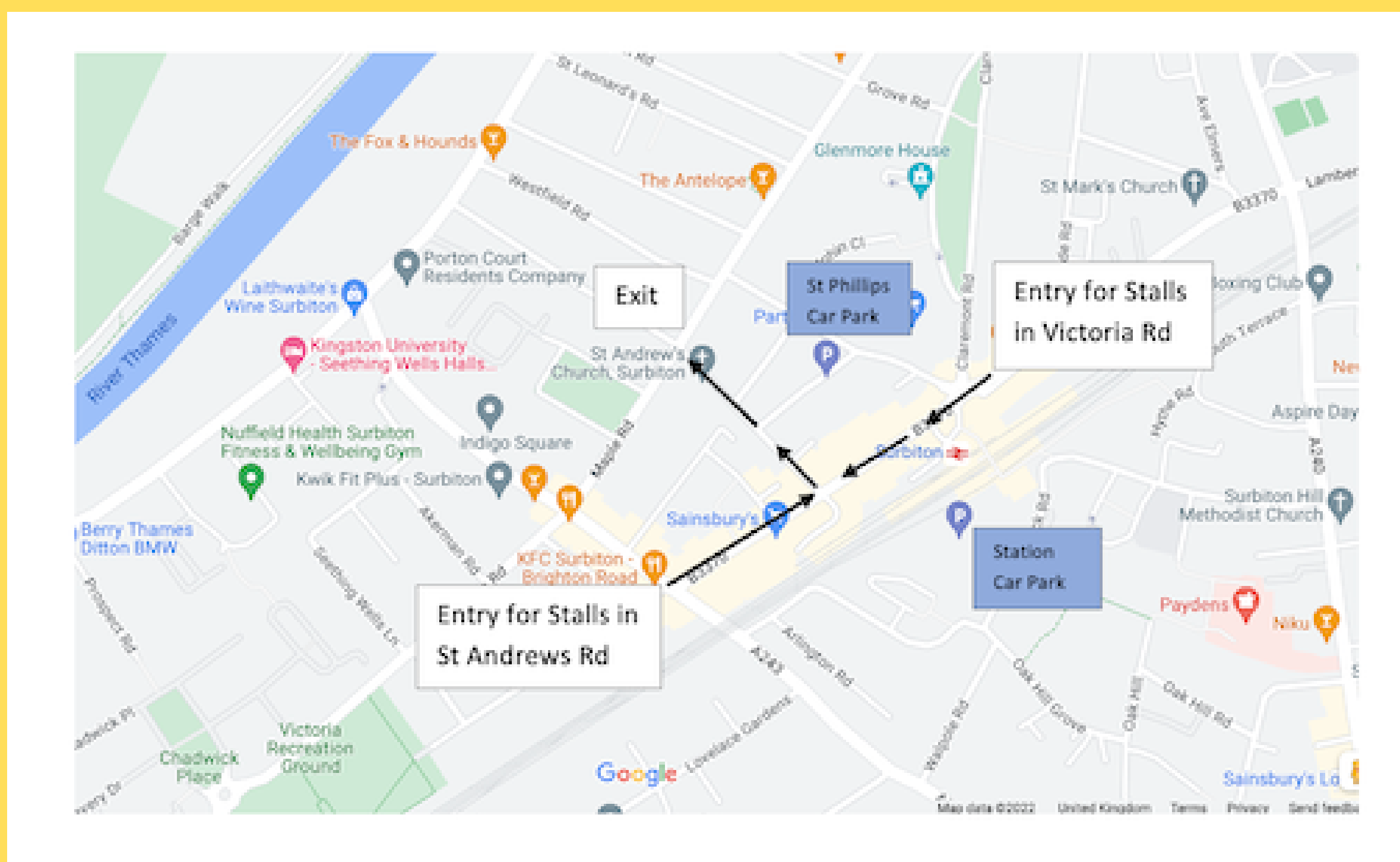
Access is via One Way System:

For Stalls on St Andrews Rd

Enter via the bottom end of Victoria Road (YMCA end) and turn left into St Andrews Road, exit at Maple Road end of St Andrews Road & turn left

For Stalls on Victoria Rd

Enter via the Station roundabout end and exit at the bottom of Victoria Road (turn left at bottom & left again to access Station car park)



Thank you!

UNLOADING

8AM – 9.30AM



Delivery of goods to a stall by vehicle

ALL VEHICLES MUST BE REMOVED AS SOON AS POSSIBLE AFTER UNLOADING

ALL VEHICLES MUST BE REMOVED BY 9.30AM

Please note that all goods must be confined onto or beneath the booked stall. Stall holders must not build their advertising out from the Stall front.

Please be aware that unfortunately Surbiton is not free of crime and some stall holders have reported items going missing during unloading. Please keep vigilant. Surbiton Festival are not responsible for any loss or damage of goods

END OF THE DAY

END OF TRADING 4PM

NO CARS TO STALLS UNTIL 4.30PM

Stall sites must be cleared of all goods and litter by 5pm on day of event.

Please use the same access system as when you arrived

For Stalls on Victoria Road – please enter via the Station roundabout end and exit at the bottom of Victoria Road

For Stalls on St Andrews Road – please enter via the bottom end of Victoria Road (YMCA end) and turn left into St Andrews Road, exit at Maple Road end of St Andrews Road

Please take all rubbish with you

PARKING

Parking is available in the Car Park at the rear of Surbiton Station accessible via Glenbuck Road. Charge is £6.50 for the day payable via the parking app Ringo Location 2006.



There is also parking in St Philips Rd Car Park (off St Andrews Rd / St James Rd) Ringo Location 26506



Entry for Stall Holders St Andrews Square / Claremont gardens

Access to St Andrews Square :
Enter via the gates on Maple
Road, opposite St Andrews
church.

Gate width 2.5m

Maple Road will be open as
usual

Access to
Claremont
Gardens :
Enter via the
entrance
opposite Grove
Road

