



Market & Community Stalls Fact Sheet

Please find below information about having a market stall at the Mill Road Winter Fair. This fact sheet refers to any stall selling non-food items, including information, craft and charity/community stalls.

Application Process

Applications for stalls must be submitted using the online application form available from 1st to 30th September on the website www.millroadwinterfair.org. Please use the Market Stall Application Form.

Stall Site Locations & Prices

Stall locations are listed below, but please note that some sites are still being negotiated and planned by the Committee and so these may change. Stallholders can select their location preference on the application form.

Nearly all of the stalls in 2023 are outside, therefore indoor space is extremely limited.

The main outdoor locations are on Petersfield and Donkey Common, with a smaller space in Ditchburn Gardens and some limited space in other places along and just off Mill Road.

Outside spaces are pitch only – stallholders need to provide their own gazebo, tables, chairs etc. Gazebos will need to be adequately secured or weighted (5L water containers filled with sand or water are a cheap alternative to weights).

There is no access to electricity.

Inside stall spaces include the provision of a trestle table which is 6ft long and approximately 3ft wide. No chairs are provided. There is no access to electricity.

All stallholders must take full responsibility for the safety of their stalls.

All stalls are £65.

Note that we are offering a discounted price of £30 for community groups and local charities which is subsidised by Love Mill Road. You will need to state on the application form if you think you are eligible for this discount. To receive this subsidy, you will be asked to provide a volunteer to help out elsewhere in the Fair.

Pitch Allocation

Once applications have been received, they are researched (website), categorised by type and assessed fairly by the Fair's Committee. Pitches will be allocated by the Committee based on the space requirements requested on the application form and the most suitable location for that stall. Pitch location is not negotiable. More information about the process we use to allocate stall pitches is available on the Stall Allocation Fact Sheet. A pitch plan will be made available on the day.

Demand for stall space is high so it may not be possible to accommodate all applications. You will be notified of the status of your application by email no later than 31st October. All successful

applicants will be required to complete a simple risk assessment for their stall as a precondition to accepting a stall pitch offer. A basic template will be supplied for this purpose.

If you are not allocated a space, you will be notified by email and placed on the waitlist. As places become available, you will be contacted by email. There is some movement of stalls leading up to the Fair so pitches can become available.

Setting Up and Closing Down at the Event

Stallholders will be sent instructions for loading and unloading shortly before the event. Timed slots are provided to avoid congestion in the area. Stallholders are requested to unload, park off-site and then return to set up the stall.

Road Closure

Mill Road will be closed to traffic from East Road to Coleridge Road for the duration of the Fair (9am – 5.30pm). The trading hours during the Fair are 10.30am to 4.15pm and all traders are required to cease trading at 4.15pm and be cleared away by 5pm.

Offsite Parking

During the event, vehicles should be parked off-site. For information about local street parking and car parks, please visit <https://www.cambridge.gov.uk/parking>. Information about the nearest car parks will be provided to successful stall applicants.

Food Should Only be Sold at the Allocated 'Food Fair' Stalls

Selling food is a high-risk activity and governed by strict health and safety legislation. As a result, food should not be sold at general stall locations. Low-risk food items, like mince pies or biscuits, or pre-packaged professionally produced items, such as sweets etc are permitted. Stalls selling drinks are generally treated as Food Fair stalls. If you intend to offer or sell food or drink items at the Winter Fair, then please see the information on the Mill Road Winter Fair website – www.millroadwinterfair.org

Further Information

Please review the information on the Mill Road Winter Fair website. If you have a specific query, then please send an email to stalls@millroadwinterfair.org