



Market (Non-food) Stalls Fact Sheet – Important Information

If you wish to have any stall selling/providing non-food items, including a craft or charity/community stall, at Mill Road Winter Fair, it is important that you read the following information. There is a separate fact sheet for food/drink stalls and this can be found on the MRWF website.

Application Process

Please note the change to timings for 2024 – applications are open from 1st July 2024.

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

Once applications have been received, they are researched (website), categorised by type and assessed fairly by the Fair Committee. No preference is given to any stall even if they have attended the Fair in previous years. 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 by 1st September. 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. If places become available, you will be contacted by email. There is some movement of stalls leading up to the Fair so pitches may become available.

Market (Non-food) Stall Prices (all locations)

Market (Non-food) Stall	£67
Charity/Local Community Group NFP Stall*	£30

*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.

Stall pitches must be paid for before the event. Invoices will be sent once the booking is accepted. Invoices must be paid by 1st October.

Pitch Allocation

Pitches will be allocated by the Mill Road Winter Fair Committee based on the space requirements requested on your 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.

Stall Site Locations

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.

All stalls are outside and as such you are advised to have a robust gazebo.

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 robust and adequately secured or weighted (5L water containers filled with sand or water are a cheap alternative to weights).

There is no access to electricity available. Generators are not permitted.

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

Pavement Licences

If you are not an official Mill Road Winter Fair stall operating in one of our allocated trading positions, and you wish to trade on the public highway (pavement), you will need to apply for a Pavement Licence relating to the adjacent business premises from Cambridge City Council, details of which can be found here: www.cambridge.gov.uk/pavement-licences

Safety & Paperwork

Professional stallholders

All professional stallholders will be required, as part of their application, to provide the following mandatory documentation/evidence:

- Public Liability Insurance
- Employers Liability Insurance (if you have employees who are not family members)
- Health & Safety Policy
- Risk Assessment
- List of Proposed Products and Price List (this is optional and MRWF policy decision)
- Environmental/Ethical Impact Statement (this is optional and MRWF policy decision).

Charities, community groups & ad hoc traders

If you are hoping to operate a stall on behalf of a charity or community group, or have a stall as an ad hoc trader, as part of your application you will need to provide the following mandatory information:

- Risk Assessment
- List of Proposed Products and Price List (this is optional and MRWF policy decision).

An Eco-friendly Fair

We are aiming for an eco-friendly event and ask that all stallholders use only biodegradable packaging materials and paper bags. No plastic bags.

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.**

There will be no access for stall vehicles to the road closure area after 10am and no re-entry for stall vehicles to the road closure area in order to clear up before 4.30pm or until crowds have dispersed.

You should take the shortest possible route along Mill Road to access your stall location and travel at walking pace.

At the Mill Road junction with East Road, all event traffic should access the road closure area via East Road.

Setting Up and Closing Down at the Event

Stallholders will be sent instructions for loading and unloading shortly before the event. We will endeavour to provide staggered time slots to avoid congestion in the area but you are advised to arrive early. There should be stewards available from 7.30am. Stallholders are requested to unload, park off-site and then return to set up the stall.

Off-site Parking

During the event, vehicles should be parked off-site. For information about local street parking and car parks, please visit 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.

Prohibited Items

Traders are not permitted to sell or trade in:

- Any illegal substances, 'legal' highs
- Any cigarettes, tobacco and/or associated products
- Any 'Black Henna'
- Any item which may reasonably be used as a potential weapon, is distinctively a weapon, and all knives.

Further Information

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