

Thank you for applying to join us at the **Natural Seaton Festival** this year, which taking part on the 27th to 28th July. Here is some important information that you need to read before the day and please let us know of any questions or queries asap please. The contact email address is diane@tram.co.uk. Alternatively, for important issues please ring the office on 01297 20375 and they will get in touch with me. If no answer please leave a message stating who you are, and that it is regarding the festival.

It is important that we keep to times for the stalls and catering units so that we do not have a situation where the area is gridlocked.

Stalls can set down in the drop off section of Tesco or in the amphitheatre (turning circle) behind Seaton Station. If you have a trailer or heavy items, then you can have access through from the pedestrian crossing opposite the coach park but please only pull onto Thury Harcourt Place if there is someone there to see you through for health and safety reasons. All our helpers have yellow Hi-Viz jackets on to make them easily identifiable. I will have 'organiser' on the back of mine if you wish to talk to me personally.

Those hiring a gazebo will also have a table and one chair. Please bring extra chairs if you wish. Those not hiring a gazebo will need to bring their own table and chair(s).

Looking forward to welcoming you and I will be in touch again before the festival weekend.

Diane Roberts

Natural Seaton Festival team

Seaton Tramway

<p>Arrival times: Saturday 22nd July and Sunday 23rd July</p>	<p>Tesco Plaza – Eateries to arrive Saturday morning between 8.45 and 9.15</p>	<p>Arrive from 8.45. Please wait to be shown to your pitch by a marshall. This is very important for health and safety. There is no security this year on the Friday night.</p>
	<p>Tesco Plaza - Stalls with own gazebos needing vehicle access. Can leave overnight but at own risk. Security 7pm – 7 am</p>	<p>Drop and go from 8.00 – 8.30 Saturday 8.00 – 8.30 Sunday No vehicle access after this time due to catering units being put in place. Please wait for a marshall to see you through to your pitch. This is very important for health and safety.</p>
	<p>Tesco Plaza - Stalls with own gazebos offloading from Tesco drop off or the amphitheatre . Can leave overnight but at own risk. Security 7pm – 7 am</p>	<p>From 8.30 – 9.00 Saturday 8.30 - 9.00 Sunday</p>
	<p>Tesco Plaza - Stalls hiring gazebos offloading from Tesco drop off or the amphitheatre</p>	<p>From 8.30 – 9.00 Sat and Sun</p>
	<p>Thury Harcourt Place - Catering units – All units to be dropped and left. No space for cars etc. Can leave overnight but at own risk. Security 7pm – 7 am on Saturday night.</p>	<p>Any units not doing the full weekend access will be From 8.45 – 9.15 Saturday and Sunday. Please ensure all extra vehicles have left Thury Harcourt Place by 9.30 both days. There is no room for</p>

		extra vans or cars not part of the catering unit.
	Amphitheatre entertainment: Please do not arrive before the end of the person before you that is performing in the amphitheatre and clear away promptly.	If you need any help, please speak to Josh who will be managing the amphitheatre.
	The beach: You can transfer anything needed on the beach through Fisherman's Gap, which is the gap off the roundabout on the seafront or by any of the gaps along the front. Please be aware that charges apply through the summer for seafront parking.	If you need any assistance, please let us know.
Parking:	Free parking has been arranged with Tesco during Festival hours, but I will need to have your registration number by the Sunday 21st ^h July. After this date, please go and visit Tesco's customer service desk on the day to register your car and then visit the Festival HQ gazebo on Thury Harcourt Place to pick up your permit. You are not covered unless you have received the parking permit to go in your window. Please make sure this is displayed clearly in your windscreen to avoid any fines. I will advise you of the agreed area nearer the time.	Requests for free parking in Tesco can be found on the Natural Seaton Festival website. If you are experiencing any problems email diane@tram.co.uk Display parking permit Park in agreed areas
Lost children point:	Drop off point: Festival HQ gazebo, Thury Harcourt Place. Waiting point: Seaton Station Further details to be sent nearer the time.	Please ring Diane on 07800903814 if this is the case and we will send someone who is DBS checked to accompany the child to the drop off point.
First Aid points:	Thury Harcourt Place Fisherman's Gap	A lot of Tramway staff are first aid trained but these are main points
Recycling and general rubbish:	If your stall generates a lot of recycling or rubbish, please bring a bin and bin liners with you to put by your unit to help ease the situation and to help keep the Festival litter free.	Please tie the top of the bin liner for easy collection and transportation. Please take these with you if possible. If not, we will confirm where to drop off shortly.

Be nice to the planet:	Please use recyclable and biodegradable (e.g. veg ware), cutlery, plates and cup items as and where possible.	Be sustainable where you can which meets with our Natural Seaton Festival ethos.
Be nice to yourselves	Make sure you bring with you water, sun hat, sun lotion etc in case the weather is extremely hot. Watch the forecast in case of rain/cold weather and wear appropriate clothing.	There are plenty of eateries on Thury Harcourt Place who will also have cold drinks for sale if required. Let us know if you are on a stall on your own and you need help getting something.
Packing up at the end of the day:	Stalls can unpack and leave Tesco Plaza from 17.00. If you need to leave before then then please leave via Tesco carpark. There will be no vehicle access to stalls permitted until after 17.00.	Please ensure that your pitch/area is left free of litter and if you need your vehicle on Tesco Plaza, that you access the site being led by someone in a Hi-Viz. Please move slowly and be extra aware of pedestrians.
Manual handling:	Please see separate document on how to keep yourself safe. This can be found on the Natural Seaton Festival website or email diane@tram.co.uk if you are experiencing any problems.	Please read before the festival.



naturalseatonfestival.co.uk