

Margate's Big Event Guidance Notes

Site Telephone: 07979 707728 from Wednesday 16 June Onwards.



Stand set up times: (Site Postcode CT9 3PP)

Friday 18 June 12 noon to 8:00pm and Saturday 19 June 7.00 am – 8.30 am

On arrival:

Please report to the Security Officer on the site access road (Marked **EXHIBITOR ACCESS** on the enclosed location map) who will direct you to the Crew Office for registration and directions to your pitch/stand.

Parking:

Once unloaded free parking is available for your vehicle in the designated car park also shown on the location map. Security will be on hand to direct you. (Please note parking is adjacent to the site to make it easier for you to re-stock during the event should you need to). **Your parking pass is enclosed. Please ensure that this is clearly displayed in your vehicle's windscreen or you will have difficulty accessing the site and or parking, which are in a controlled area.**

Reminders:

- All vehicles must be OFF site by 9:00am both Saturday and Sunday
- There are two standpipes on the site for water – please bring containers
- No exhibit or display may extend outside allocated areas
- Final allocation of stands and space on site rests with organisers
- No vehicles may be used for overnight accommodation in the exhibition area
- Please re-read terms and conditions, rules apply.
- There will be a site inspection by the organisers before the event opens on both days – if we are not in receipt of requested documentation you may be asked to leave the site
- It would be appreciated if you would help to keep the site tidy by keeping a 50 metre radius around your own area clean. Trade Waste **will not be removed by our operatives but should be disposed of in the skips which will be located on site. At the request of the Fire Service please break down cardboard boxes before they go into the skips.**

Breakdown:

Not before Sunday 20th June after 6:00pm. Please note the site will be cleared on a rota basis. **Please do not bring vehicles onto site until the organiser has advised you that it is safe to do so.**

Security:

Security will be provided on site from Friday 18 at 6:00pm until site closes on Sunday 20th. Reduced security will operate on Sunday night through to Monday morning.

Telephone contact onsite between Friday 18th 08:30am and 7:00pm Sunday 20th is 07979707728 Gill Shepherd and Wendy Morris 07771 504427

Any issues arising from the above please contact (during office hours)

Gillian Shepherd, Events Manager, Thanet District Council – 01843 577167

Wendy Morris, ~Events Co-ordinator, Thanet District Council – 01843 577638