



Mill Road Winter Fair 2022 Market & Community Stalls

Please find below information about having a market stall at the Mill Road Winter Fair 2022. This factsheet refers to any stall selling non-food items, including information and charity / community stalls.

Application Process

Applications for stalls must be submitted using the on-line application form available between 1st and 30th September on the website www.millroadwinterfair.org.

Stall locations and the number of stalls per site, stall type and prices are listed below. Stall holders can make their selection on the application form.

Nearly all of the stalls in 2022 are outside, therefore indoor space is extremely limited.

This year there will be no marquee on Petersfield. The main outdoor locations are on Petersfield and Donkey Green, with a smaller space in Ditchburn Gardens and some limited street-side along Mill Road, predominantly on the Romsey (eastern) side of Mil Road bridge.

There will opportunities for limited indoor spaces in the Bath House on Gwydir Street and – subject to agreement – in the foyer at Anglia Ruskin University (ARU).

Outside spaces are pitch only – stall holders need to provide 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.

Stall Site Locations & Prices

Inside locations		Price	No of Stalls
Bath House and / or ARU	Inside – 1 table in a building	£70	12
Outside locations			
Petersfield	Outside – 3x3 m pitch	£60	50
Donkey Green	Outside – 3x3 m pitch	£60	40
Ditchburn Gardens	Outside – 3x3 m pitch	£60	8
Other street-side venues	Outside – 3x3 m pitch	£50	t.b.c.

Note that we are offering a discounted price of £40 for an outside pitch to community groups and local charities. Stalls for political organisations will pay the full price. Please note that political organisations are expected to demonstrate that they have strong local representation (see the Stalls Allocation Fact-Sheet).

An eco-friendly Fair

We are aiming for an eco-friendly event and ask that stallholders use only paper containers and wooden implements at the Mill Road Winter Fair.

Pitch Allocation

Once applications have been received, they are researched (website), categorized 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 Factsheet. A pitch plan will be made available on the day.

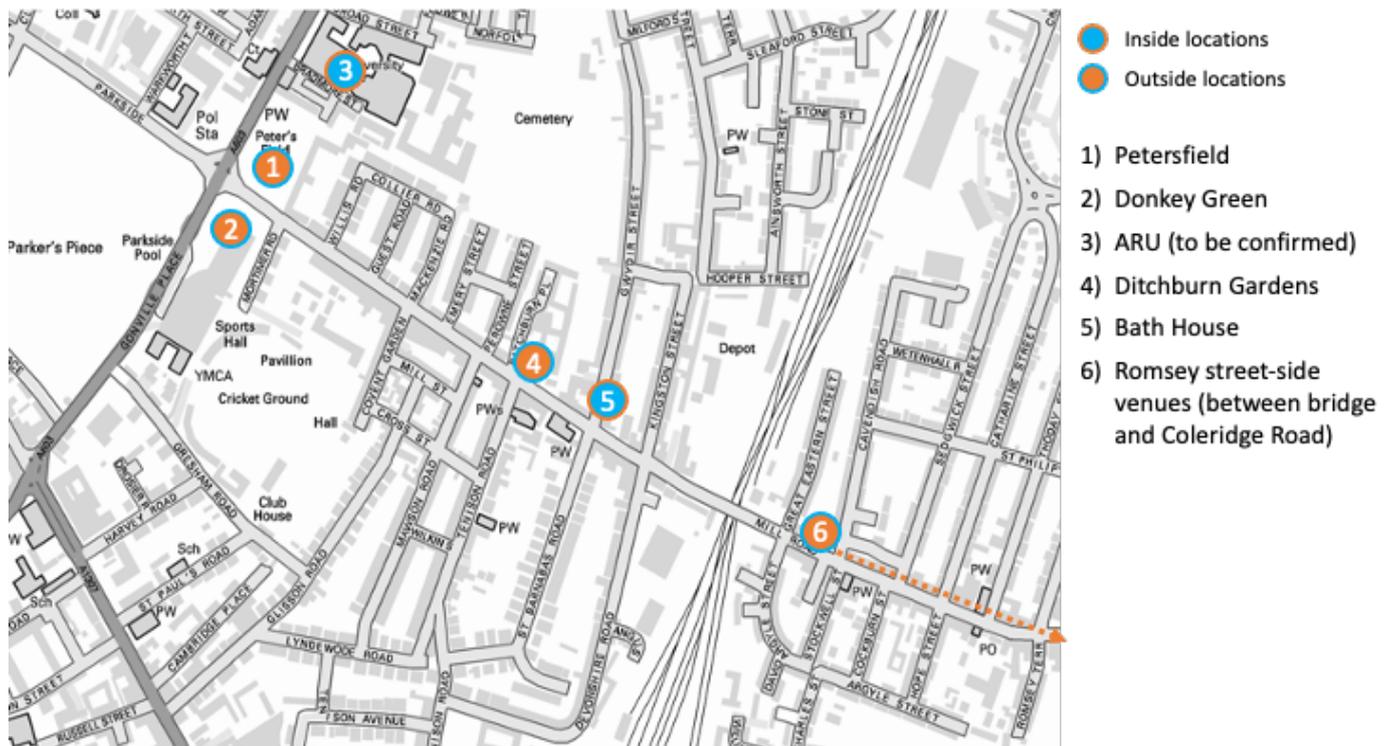
Demand for stall space is high so it may not be possible to accommodate all applications. You will be notified of the status of your application by email no later than 31 October. All successful applicants will be required to complete a simple risk assessment for their stall as a precondition to accepting 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

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

Site Map – principal locations for market and community stalls



Road Closure

Mill Road will be closed to traffic from East Road to Coleridge Road for the duration of the fair (9.00-am – 5.00pm). 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 5.00pm.

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.