**NOTES FOR STALLHOLDERS**

**Friday December 13th**

**Lunch** will be provided by the school for all prep school children, in the lunchroom at Bardwell Road. No tea/coffee/water or snacks will be available after lunch so please bring your own. Lunch is not provided for parents or pre prep children. The school will be responsible for the prep school children until 1.15pm.

All children running a stall will go to a comprehensive meeting in the MCLT at 1pm.

***Stallholders are requested not to try to gain access to the school-grounds until 1.15pm on Friday 13 December – there are no exceptions. Thank you.***

**Parking on site** is now limited. **No cars are to drive on the new playground**. If you have heavy or many goods to deliver, then you may drive into the grounds via the Close vehicular gate (next to Lodge) and park **behind** the Lynam Hall. Do not park or unload in front of the Forum. Please drive with extreme care as there will still be lots of pupils around. **The on-site speed limit is 5mph**.

The only Sale entrance will be between the Close and Lodge garden.

**Logistics Requirements for Stalls** Tables, display boards etc. will be provided according to the list created by the committee. We will not be able to offer any more tables as all are allocated. If your stall is in a classroom, then you may use only those classroom tables. For stalls having framework/overhead signage, stallholders are asked not to dress (paper/cloth) the table top(s) until after the framework has been fitted (maintenance staff will get to you as quickly as possible but these do take time to fit securely). White banqueting rolls will be available in several places to be used as table covers. Any other table cloths will need to be brought from home**. Please only use** **white-**tack **not tape** of any kind **nor blu-tack** as this may cause damage or leave marks. Setting up takes a while so we suggest that you find as many volunteers to help you as possible.

Please finish setting-up by 5 o’clock. Classrooms will be securely locked overnight.

**Saturday December 14th**

**Parking**  Again, parking is very limited, with some spaces available behind the Lynam Hall. If you have no goods to bring in on Saturday, then please park out on the street. The Close gate will be open from **7am until 7:45** only. No vehicles, unless in an emergency, will be allowed to **enter or leave** the site between **7:45am and 1pm.**

Locked classrooms will need to be opened individually, please be patient as the maintenance-team will need time for this. All classrooms will be opened at that time, regardless of stallholders being present. That means that if you have valuable items on your stall, either arrive early to monitor them or only display these items when you arrive on Saturday morning.

**Floats** These can be collected from the Sale Bank upstairs in the Science Lab (C) between

8:30 and 9 o’clock. Please do not bring your own change/float. Read the Bank Notes carefully and ask questions if something is not clear. The floats will need to be returned to the Bank once you finish trading, by 11:30 at the latest. Do not leave your float unattended.

**Security** Keeping everyone safe during the Sale is important to us. Please keep your eyes peeled for anything/anyone suspicious and contact a member of staff if unsure.

Please take care with your stock and cash handling and where you keep cash containers, etc.

**Fire and other Emergencies** Stallholders should familiarise themselves with the location of Fire exits. On the morning of the Sale each stall will be provided with a notice regarding ‘Action in the Event of a Fire/Other Emergency’ and also a list of contact numbers for those who will be providing fire, safety, medical, security, and Logistics assistance during the Sale. Please keep these handy, on your stall.

**Medical issues/Emergencies** Nurses from Dragon Health Centre will be at the Sale throughout and will assist with any health/medical issues.

**Wrap-Up** When you have finished trading, at or before **11:30**, please take your float up to the Bank and join us in the Lynam Hall for the Grand Auction. Once the Sale is finished with the Live Auction, please return to your stall and tidy up.

Stallholders are kindly asked to deliver rubbish to the skip behind the Lynam Hall. Everything should be tidied-up /removed from school grounds by **1pm**

**THEN..** come and join all the stallholders and staff for a delicious lunch (and glass of wine) in the lunchroom. This is a wonderful way to bring the busy morning to an end and our chance to say thank you to you all for helping out. Please notify Jo Hunter how many people will come to lunch; number of children, spouses/partners, grandparents included!

Thank you (again) for helping to make this worthwhile morning happen! Any queries on the day please contact Georgia Goss (07904069849) or Kate Curtis (07962 974400).