

Havant Park Eco Fair - Saturday 24th September 2022

- How it's going to work -

Welcome to the first Havant Park Eco Fair! We've put a lot of time and effort into trying to gather an interesting mix of groups and businesses to help raise some energy and awareness on practical actions we can all take to live more sustainability and protect our planet.

This note sets out the logistics, contact details, expectations and requirements for you to run your pitch. If there is anything you wish to raise with us or suggest, even other stallholders (there's still a little bit of space) that you know are available and interested and that would fit with the ethos and our off-grid conditions, do get in touch.

Please remember, we're all volunteers and would appreciate a team spirit on the day; it's our first one, so try to be supportive and kind and we can look forward to repeating and growing this in the future. See you all there!

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### **Ethos and Behaviour - Expectations**

The Eco Fair ethos is about celebrating and showcasing those businesses and community groups that are actively making steps to encourage sustainability, reduce energy use, reduce resource consumption, protect and enhance nature and educate us all on planet-sensitive living choices, so we can all learn to live with a smaller green/blue footprint. We all therefore have to demonstrate this ethos in our behaviour and choices on the day. So here's a reminder of some of the things to consider on the day.

#### Managing your waste

Do your best to reduce packaging and waste materials in your stall that cannot easily be recycled locally (check with Norse, they'll be there too).

We will have bins on site including hopefully some for recyclable items.

Could you consider incentivising your customers to use re-usable items like cups and bags, and even bring their own plates and cutlery? We will mention this in our upcoming publicity.

#### Product choices

Please keep sustainability at the heart of what you sell, do or advise on your stall.

Emphasise locally-grown, wholesome, organic, ethical, fairly traded products or actions and encourage the active choice for producers with ethical credentials.

## Vehicles

Entry and exit from the park for vehicles unloading and loading will be from/to Market Parade (a one-way street entered via Elm Lane). The entry/exit nearest postcode is PO9 1QF and the what-three-words<sup>1</sup> position of the entrance is shall.sunset.slug with the exit point at tiles.vivid.mining.

To **unload** your vehicle in the morning on 24<sup>th</sup> September, we have a slot between **730am and 9am**. We may further allocate 30 minute entry slots within that if we need greater control over numbers to avoid queues back onto the roads. Entry will be signed and marshalled by volunteers in a one-way route to your allocated pitch. **You will be given a pitch number** in a separate email with map to use on the day. You are assumed to need just one vehicle to do this, so please let me know if you need more than one, with a reason please. All vehicles, that are not themselves a stall, must have left the site by 9am and found a spot to park, after which the stall can continue to be set up.

To **load** your vehicle again after the Eco Fair, a similar time slot will be used that is **430pm to 6pm**. You can dismantle your gazebo and stall from 4pm but cannot bring a vehicle in to collect it until 430pm.

There is no parking at the event itself. We are naturally encouraging people to arrive by public transport, cycling or walking. We are well-placed in the centre of town, sandwiched between Havant's train station and bus station, accessible from all directions by cycle routes and footpaths and less than 5 minutes walk from the Meridian Centre car park.

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<sup>1</sup> <https://what3words.com/>

## **Gazebos / tables**

You are responsible for safely erecting your own gazebo within the pitch you have been allocated, including the use of leg weights and/or guy ropes as necessary to make it secure. This is unless you have arranged something separate with us already. Please make sure you bring ample and sufficient guy lines, ground pegs and weights to make the gazebo or marquee and table secure. The event management team will be touring the site between 9am and 930am to check there are no obvious concerns, but the responsibility remains with you.

If you think you may need some help, please get in touch, if you haven't already.

## **Event Management team contact details**

There is a core event management team involved in keeping the day running smoothly. Please use these contacts in the first instance.

| Name            | Position             | Phone number |
|-----------------|----------------------|--------------|
| Gillian Branson | Event Manager        | 07852 197941 |
| Sue James       | Deputy Event Manager | 07752 427408 |
| Dan Grove       | Deputy Event Manager | 07840 700164 |

## **Litter pick**

We are lucky enough to have the generous support of the Havant Community Litter Pickers helping us to leave Havant Park in a good condition after the Eco Fair. They will be carrying out a sweep of the site from Market Parade side between 3pm and 430pm. This is mostly while the fair is still open to the public as we hope it will make the amount of litter more obvious to the public and encourage members of the public to become involved.

## **Incidents and adverse conditions**

If you spot any particularly unusual behaviour or activity or have concerns about security at the site, please contact Gillian Branson in the first instance. Where incidents are declared and action needs to be taken, the event management team will coordinate this activity. Currently, we're pleased to see the weather forecast is not suggesting any extreme weather.

## **Any questions?**

If you have any further questions, please do get in touch!