**FAQ’S FOR STALL TRADERS**

**Event Overview**

The Welsh Emporium

*(This is an inside market)*

Saturday 21stOctober 2023

Market opening times 10:00AM – 5:00PM

Set up Time

8:30am – 10:00am

Get out Time

5:00pm – 6:30pm

Location

London Welsh Centre, 157-163 Gray’s Inn Road, London, WC1X 8UE

Tel: 020 7837 3722

Email: nicola@londonwelsh.org

Contact: Nicola

**Tickets and Sales**

The London Welsh Centre will only take the sales from the tickets on the door and the pitches for the event. You can keep 100% of any profit made during the day.

This is a FREE Event.

*This event is open to families*

**Expected footfall / Marketing / Publicity**

We have over the following:

* 4000 mailing list subscribers
* 1000 members
* 5,200 Facebook Likes
* 5,400 Facebook Followers
* 3,500 followers on Instagram
* Snapchat
* 6,300 Twitter Followers

On average a rugby / Football event can bring in anywhere between 600-800 people during a couple of hours.

**Demographic**

18 – 70 years old. For more info on us visits [www.londonwelsh.org](http://www.londonwelsh.org)

*(This building is multi functioning and we cater for many events)*

**Set Up**

* A trestle table will be provided on request but where possible please bring your own tables / furniture if you prefer.
* Storage – We can provide refrigerator space, although this is limited and as we have so many companies coming it will be on a first come first. Please specify this on your form.
* We can also give additional storage for stock and equipment the day before the event if needed.
* We have basic kitchen space – but it is not an industrial one.
* Parking – Free after on Saturday’s 1:30pm on Wren Street (Across the road). Free parking after 6:30 Mon-Fri. There is a bicycle lane outside of the building now (A surprise for us after lockdown) however, you can drop off and unload outside our building just to the right. You will see an entrance to buildings behind.
* Please remember to check ULEZ and Congestion fee’s
* [ULEZ compliance checker | Is my car ULEZ compliant?](https://ulez.co.uk/ulez-checker/)
* [Congestion Charge (Official) - Transport for London (tfl.gov.uk)](https://tfl.gov.uk/modes/driving/congestion-charge)
* For the cheapest and nearest carparks look up - www.justpark.com – if you go for the NCP on Judd Street (Download the app – it is cheaper) and the Travel Lodge Farringdon NCP.
* Accommodation – For those that may wish to stay over we would suggest Air Bnb, Travel lodge and Generator Hostel.
* You are responsible and need to sort out your own parking and accommodation.

**Other Info**

Storage – We are able to offer storage throughout the event. Ask me if you need anything and I will help as best I can.

Equipment – You are responsible for bringing your own equipment and extension leads etc. Anything-electrical needs to be PAT tested.

Wi-Fi – If you need to connect to the Wi-Fi, our code is –

**LWCRooms**

**Password – Croeso157LwC**

**We will have and Urn on throughout the day with Tea and coffee – Please help yourself. :)**

If you have any questions, Please feel free to call or email me at any time

Cofion Cynnes,

Nicola