

# Shrewsbury Prison Christmas Market – Stallholder's information



## Parking

Each stall holder will be able to bring in a vehicle to unload prior to the start of the market, and a vehicle to collect at the end of the market. We will do our best to park cars on site but due to limit space this may not be possible. Stallholders will be able to park in the station car park 50 meters from the prison entrance.

Entry times for stall holder is from 7am, with all vehicles off site by 9am. Please note, vehicles will not be permitted on site past 9am.

Packing up can begin at 4pm when the market finishes and cars can come onto site from 4:30pm.

## Set up/ Set down time

The prison doors will be open to stallholders from 7am. There will then be a 3-hour window for stall holders to come in, park and set up ready for the start of the event. All stall holders must be ready for 10am. All vehicles not staying on site must be removed before 9am. Once the event finishes, stallholders will have 1.5 hours to pack up and leave site.

## Public Open Times

The Christmas Market will be running from 10am – 4.00pm.

## Furniture

All stallholders will need to bring their own chairs and tables for this event as none will be provided unless previously agreed. If stallholders are bringing any other items, please be mindful of other stall holders.

## Power Supply

There is a very limited power supply. We encourage people who need power to bring extension leads, however, power is not guaranteed unless previously agreed. If you are an outside stall you will need to bring your own generators.

## Area/Toilets

The area of use this year Visits, Chapel & Sports Hall that are situated at the back of the site. There are 5 toilets that will be in use for the day.

## Expected attendees

The first year saw over 3000 attendees.

This year, we will be doing pre-registered tickets for all visitors, tickets are free and bookable in hour windowed time slots. Visitors can stay as long as they wish and are not limited to a single hour, this is just the arrival time. We expect this event to see 2000+ people.

**For more information, please contact [sterry@shrewsburyprison.com](mailto:sterry@shrewsburyprison.com)**