

# VEGFEST UK

**VegfestUK Bristol 2017**  
**Saturday May 20th and Sunday May 21st**  
**Lloyds Amphitheatre and Waterfront Square (BS1 5LL)**  
**Guests Manual**

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## **WELCOME**

Thank you for participating at VegfestUK Bristol. This manual contains all the logistical information you need for the event. Please read through carefully to familiarise yourselves with the logistics of the event.

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# General Information

## Friendly Policy

VegfestUK Bristol is an all inclusive family event. We welcome visitors from all walks of life regardless of background, race, religion, political persuasions or dietary choice. As it is a family event, all imagery, slideshows, leaflets and products displayed should be suitable for children.

## Vegan Policy

- Since many of our visitors are passionate about the vegan cause, please do not wear any non-vegan apparels (e.g. leather, fur, woollen jackets, silk scarves, etc.) on the day. If you are unsure about which products are suitable for the event, please contact us in advance.
- Please ensure that you do not promote the use of any animal products during your talk or cookery demo.
- Promotional material that contains animal products is not permitted for distribution or display at this event.

## Getting there

The show is located in Lloyds Amphitheatre (BS1 5LL) and Waterfront Square (BS1 5DB) right in the centre of Bristol. Locations are indicated at links below:

[http://maps.google.co.uk/maps?f=q&source=s\\_q&hl=en&geocode=&q=bs1+5ll&sll=53.800651,-4.064941&ssp=12.635315,25.224609&ie=UTF8&ll=51.450958,-2.600005&spn=0.006499,0.012317&z=16](http://maps.google.co.uk/maps?f=q&source=s_q&hl=en&geocode=&q=bs1+5ll&sll=53.800651,-4.064941&ssp=12.635315,25.224609&ie=UTF8&ll=51.450958,-2.600005&spn=0.006499,0.012317&z=16)

[http://maps.google.co.uk/maps?f=q&source=s\\_q&hl=en&geocode=&q=bs1+5ll&sll=53.800651,-4.064941&ssp=12.635315,25.224609&ie=UTF8&ll=51.457162,-2.590799&spn=0.025992,0.049267&z=14](http://maps.google.co.uk/maps?f=q&source=s_q&hl=en&geocode=&q=bs1+5ll&sll=53.800651,-4.064941&ssp=12.635315,25.224609&ie=UTF8&ll=51.457162,-2.590799&spn=0.025992,0.049267&z=14)

The traders' vehicle entrance and site car park is located off Harbour Way, which is off Canon's Way. The public entrance is located at the end of Canons Way, off Anchor Road (A4). Follow signs to the @Bristol centre, which is directly adjacent to us.

During setup, exhibitors may enter the site via either the traders' gate off Harbour way or the main entrance at the end of Canon's way. There will be highly visible VegfestUK staff on hand to direct and advise. Vehicles must leave the site via the main entrance onto Canons Way ONLY. A 5mph speed limit will be in place across the site and vehicles will be directed by stewards.

## Setup for stallholders

- Friday 2pm – 7pm
- Saturday 7am – 10am

- Sunday 8am – 10am
- If you wish to drive your vehicles on site to assist with unloading, please make sure to arrive during setup times only. The numbers of vehicles on site will be restricted to ensure safety and all vehicles must be removed from the site by 7.00pm on Friday, and by 10:30 am on Saturday and Sunday. Please arrive early to allow time to gain access, unload and then remove your vehicle from site to park. Please be patient if queues form as there is not enough room to allow all vehicles on site at once. We would appreciate your cooperation with our traffic marshals as your patience will make the operation as smooth as possible.
- Please note that children under 16 are not allowed on site during setup or breakdown under any circumstances.

## **Parking facilities**

Only musicians (and exhibitors who have booked car parking in advance) are allowed to park in the Traders' Car Park as spaces are very limited.

If you need prolonged parking during the event, there is the Millenium Square underground Car Park (which is located next to the Main Entrance).

For other parking options please refer to the link here:

[www.bristol.vegfest.co.uk/parking](http://www.bristol.vegfest.co.uk/parking)

One week prior to the event, musicians will be emailed a letter for parking, which they should print out and bring with them to the back gate of the event on arrival. On presenting the letter, they will be issued their temporary parking permits which will allow them to park at the Traders Car Park (adjacent to the Back Exit of the site) for 3 hours only (from 1 hour before their performance starts, to 1 hour after their performance ends).

Please note: parking at the Traders Car Park is very limited so we would ask all musicians using this car park not to exceed the time allowed for leaving their vehicles there, as otherwise this would prevent other musicians from using the Traders Car Park.

## **Show opening times**

- This year the show is open to the public between 11am – 11pm on Saturday and 11:30am – 9pm on Sunday.
- Visitors with disabilities can get priority entry from 10:45am onwards on Sunday. There is a tent just next to the Main Entrance for visitors with disabilities to wait inside before the show opens for them.
- The site stays open all day on both days and does not shut during opening hours.

- The Main Marquee, Amphitheatre Marquee and Stage Marquee are open 11am – 6pm Saturday and Sunday. They will be closed from 6pm on Saturday and Sunday, with no further public admittance to the public.

## Lost kids

The lost kids point is located at the Kids Information Centre next to the Kids Entertainment tent in the Amphitheatre. If you have any issues with children, please come to the Kids Information Centre.

Please note that children under 16 are NOT allowed on site during setup or breakdown.

## Breakdown times

Saturday: after 11pm

Sunday: after 9pm

## Admittance and Readmittance for speakers / performers

- Unless requested otherwise, each speaker will be sent 2 entry passes by email for the day on which they are appearing. These passes will be emailed out 2 weeks prior to the show, i.e. on the evening of Saturday May 6th. If you require more passes, please email [alan.vegfest@gmail.com](mailto:alan.vegfest@gmail.com) by Friday May 5th.
- Each performer will be sent entry passes by email on the day on which they are appearing, with amount equal to the number of members in the performing group (e.g. a band of 4 scheduled to play on the Saturday will be sent 4 Saturday entry passes). These passes will be emailed out 2 weeks prior to the show, i.e. on the evening of Saturday May 6th.
- Entry passes for speakers and performers allow access throughout opening hours on the day for which the entry passes are designated.
- If you are a stallholder as well as a speaker, instead of the entry passes indicated above:
  - You will receive 1 identification pass in advance via email 2 weeks prior to the event. (i.e. on the evening of Saturday May 6th)
  - You should then print out the identification pass and bring it to the front desk on the Main Entrance on arrival
  - You will then be allocated 4 wristbands for each day Friday, Saturday and Sunday.
  - Identification passes are for our team to identify people who are working at the event as stallholders on arrival.
  - If your staff for the weekend are arriving together during setup, you only need to print and bring 1 identification pass to the front desk.
  - If your staff for the weekend are arriving at different times during setup, and you need more identification passes as a consequence, please email [alan.vegfest@gmail.com](mailto:alan.vegfest@gmail.com) to request further passes.
  - Wristbands will be of different colours for each day. They are for people who are working during setup and breakdown. Wristbands will allow access to the site at all times on the days specified, including evening concerts and marquees.
  - You and your team will need your wristbands at all times whilst on site.

- Wristbands also allow stallholders to exit and re-enter the venue at a later time during setup and opening hours.

## **On Site Facilities**

### **Electricity**

If you are planning to use electrical appliances on site, please remember that all appliances must be PAT tested. This is to ensure the smooth running of the show and meet health and safety legislation.

### **Water, hand washing and washing up**

There is a separate water point adjacent to the Volunteers Office in the Waterfront Square including a storm drain for disposal of dirty water. Please note that dirty water must NOT be disposed straight into the river under any circumstances. Water from the water point is also suitable for drinking.

### **Recycling and rubbish disposal**

There will be recycling points located throughout the area in the form of labelled bins. We are endeavouring to be as environmentally sound as possible, and your assistance in this is greatly appreciated.

### **Information Point**

- The main Information Point is located next to the Main Entrance in Waterfront Square (cobble area), please see map in programme or on website [www.bristol.vegfest.co.uk/floor-plan](http://www.bristol.vegfest.co.uk/floor-plan)
- First contact officers providing general information and directions will be situated at the Information Point along with site maps and programmes. Please direct any queries you may have during the event to the staff stationed here, who will be in direct contact with the festival organisers.

### **First Aid**

- There is a first aid point next to the entrance, and another first aid point in the Amphitheatre (next to the main stage).

### **Format of talks / demos / workshops / performances**

Each talk, cookery demo and performance (daytime) is 45 mins maximum (including Q&A's and any food tastings) with a 15 min changeover in between consecutive sessions.

To make sure that all sessions run on time, and to facilitate smooth changeover, please ensure that your session finishes in time for the next speaker.

## Furniture and AV Equipment provided for talks and cookery demos

Room	Chair	Table (6' trestle)	PA (talks)	Headset Mike	Handheld Mike	HDMI & VGA cables	TV Screen	Laptop
Talks (Easy Veganism)	60	3	1	0	1	1	1	1
Talks (Light Veganism)	60	1	1	0	1	1	1	1
Talks (Deep Veganism)	60	1	1	0	1	1	1	1
Cookery Demos	60	3	1	1	0	0	0	0

Laptops are equipped with Windows OS, Microsoft Powerpoint and VLC (for playing videos). If you are planning to have slideshows to aid your presentation, please make sure that your slideshow files are in powerpoint format. If you require a laser pointer for your presentation please bring your own.

## Cookery Demos

The following facilities are provided for cookery demos:

- washing up liquid
- buckets
- Tables with tablecloths
- sponges
- handwash
- bin bags
- Electric hot plate (with 2 induction rings)
- 4 way adaptor

Please make sure to bring any other equipment you require that is not listed above.

Please note that the electric hot plate provided does not have an automatic switch-off function when not in use - so please make sure that you switch it off when it is no longer in use, as otherwise it will overheat and get ruined.

There will be 2 power sockets (32amp each) in all for cookery equipment with 1 of them occupied by the hot plate. Please make sure not to overload the power points as otherwise the electric circuit will be cut off and the electricity in this area will cease to function.

Please also ensure that all cookery equipment is PAT tested before use.

There is also a water point (next to the Volunteers Office) for washing up - this will be shared with caterers on site.

All cookery demonstrators who are planning to do food sampling must submit to [alan.vegfest@gmail.com](mailto:alan.vegfest@gmail.com) before the event the following paperwork:

- Public liability insurance
- Food hygiene certificate

They are also advised to bring these documents to the event in case of any inspections on site.

## **VegfestUK Team**

### **Stewards**

As a first port of call, there will be highly visible stewards in Hi-Vis vests throughout the site, as well as situated at the Volunteers Office right by the harbour. These will have contact with festival organisers and will usually be able to answer any site-related questions you might have.

### **Security**

There will be a professional uniformed security team on hand to deal with any disturbances.

### **First Aid**

Our first aid team and paramedics will be located next to the Information Point, at the main entrance with the security office and by the Main Stage in the Amphitheatre.

### **Event Safety Officer: Ken Rankin**

Ken will be checking the health and safety standards of stallholders before the event and mobile throughout the show.

### **Event Security Officer: Julian Roe**

Julian and his security management team are to be found by the main gate.

### **Information Point and Stalls Manager: Chris**

Chris will be the first port of call for any stallholders queries or questions. He will be situated in the Information Point. Chris will be on hand during setup and during the show to assist all our stallholders esp. with any lifting or other physical work

### **Guest Speaker: Alan**

Alan will be overseeing our guest speakers. Alan is available on 07786 850945

### **Main Stage Performers Manager: Sara**

Sara will be looking after our performers on the Main Stage.

### **Live Acts Stage Performers Manager: Aidi**

Aidi will be looking after our performers on the Live Acts Stage.

### **Event Organiser: Tim**

Tim will be mobile throughout the show.

## Pre-show promotion

We would absolutely appreciate your help with promoting this fantastic event in advance - here are a number of links which you are welcome to share on social media:

Facebook event page: <https://www.facebook.com/events/1798017197143829/>

Press releases on the event - links here: [www.bristol.vegfest.co.uk/press-releases](http://www.bristol.vegfest.co.uk/press-releases)

Event programme will be released at the end of the first week of May at:

[www.bristol.vegfest.co.uk/programme](http://www.bristol.vegfest.co.uk/programme)

The programme contains floor plans, site maps, stall numbers and listings.

And please make sure to mention your involvement at this event in any other promotion platforms that you have (e.g. Twitter, Instagram, newsletters, etc).

## Contact

If you have any questions please contact the office in plenty of time - **during the period from May 17th - 23rd, we are on site setting up and not so easily available to take your calls, so we advise calling by Tuesday May 16th at the latest if you have any questions.**

Website: [www.bristol.vegfest.co.uk](http://www.bristol.vegfest.co.uk)

Email: [alan.vegfest@gmail.com](mailto:alan.vegfest@gmail.com)

Phone: 07786850945

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Follow us on Instagram! [www.instagram.com/vegfestuk](http://www.instagram.com/vegfestuk)

Follow us on Youtube! [www.youtube.com/vegfestukt](http://www.youtube.com/vegfestukt)

Like us on Facebook! [www.facebook.com/vegfestuk](http://www.facebook.com/vegfestuk)