

ATKINS BUILDING EXHIBITOR PACK

**CHRISTMAS GIFT FAIR
Saturday 23 November 2024**

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Event Details

The Christmas Gift Fair is an indoor shopping event held in Atkins Gallery within Atkins Building for local small businesses, crafters and artists. A large plastic table and chair are provided for each exhibitor and the event is open to the public on Saturday 23 November 2024 from 10am to 4pm. The table will be placed in its allocated position within Atkins Gallery ready for exhibitors to set up. Set up times for the event are Friday 22 November 15:00-17:00 and Saturday 23 November from 08:00. The cost of a stall is £30.

The Christmas Gift Fair is part of the Hinckley Town Centre Christmas Light switch on weekend.

To ensure fair competition for exhibitors and variety for visitors there is a limit of 2 exhibitors for each product or service type for example, photography, textiles, confectionary etc.

Event site address Atkins Building, Lower Bond Street, Hinckley Leicestershire, LE10 1QU

Fire Evacuation Procedure

What will happen in the event of a fire at Atkins Building?

- An alarm will sound continuously
- Main overhead lighting will switch off
- Lights highlighting routes out of the building via fire door exits will remain switched on
- All locking door mechanisms will be disabled
- All lifts will descend automatically to the lowest level and the doors will open.

What to do in the event of a fire

Please make your way out of the building using your nearest fire exit and assemble in the courtyard on the grey paving slabs at the rear of Atkins Building near the disabled parking bays. Lifts should not be used in any circumstances. Do not re-enter Atkins Building until the building management team say it is safe.

If you are unable to use stairs to escape in the event of a fire, please remain in the fire refuge area of the nearest stairwell you are in and press the intercom to alert the Fire Wardens of your presence.

What to do if you see smoke or a fire?

Should smoke or a fire be witnessed within the building, the fire alarm should be raised by breaking the glass at the numerous fire alarm points situated around the building. Do not attempt to tackle the fire yourself

Fire Risk Policies for Atkins Building

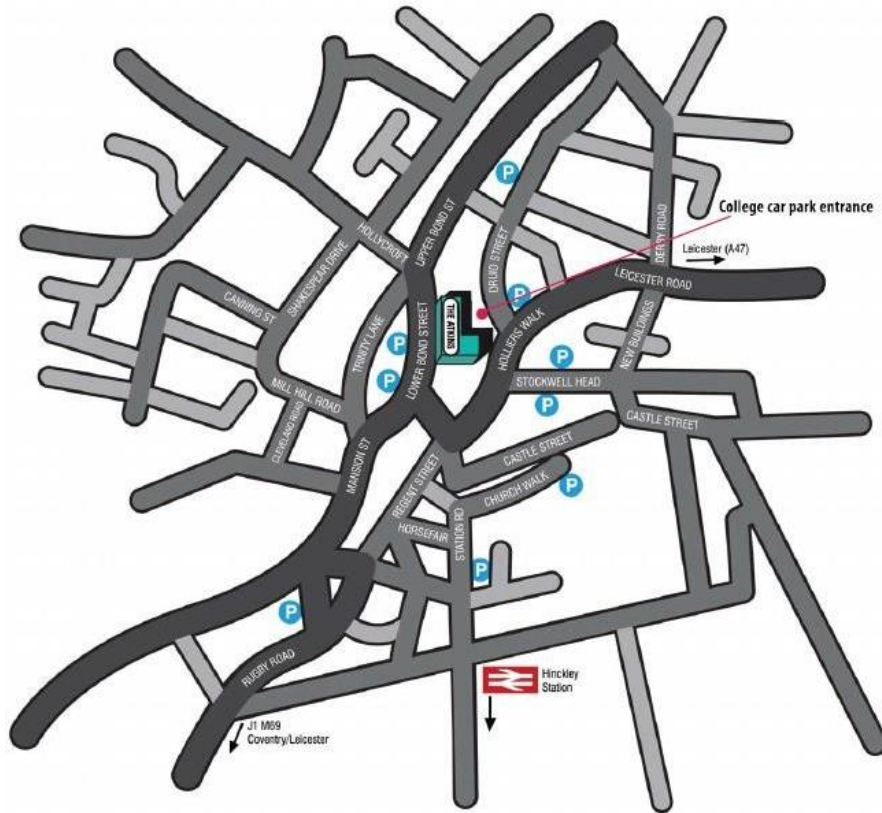
- All electrical equipment to be PAT tested.
- All electrical equipment to be turned off when not in use.
- Extension sockets not to be overloaded with equipment with their use being limited.
- Fire doors are not to be propped open
- Fire exits and stairwells must be kept clear at all times.
- No use of candles or other open flames permitted in the building
- No smoking or use of electronic cigarettes in the building

Risk Assessment Christmas Gift Fair at Atkins Building

What are hazards?	Who might be harmed and how	Actions to prevent hazards
Illness/death from contracting COVID-19 through close contact with other persons when accessing/exiting the building or touching contaminated surfaces	Exhibitors and Visitors	This event will run in line with local & national government guidelines at the time of event commencement.
Slips on the concrete stairwells	Exhibitors and Visitors	Stair Nosings are marked with yellow grip tape to indicate risk and alert people to the edge of the step. Atkins Building staff will undertake inspections for hazards before and during the event.
Possible fire or electrical damage from usage of electrical sockets by exhibitors	Exhibitors and Atkins Building	Any electrical item without a PAT test completed will not be used
Slips and trips in Atkins Gallery	Exhibitors and Visitors	<p>Exhibitors must keep the walkways, evacuation routes and fire exits clear and report any spillages on the floor to the Atkins Building staff as soon as possible.</p> <p>Atkins Building Staff will monitor the event to maintain the walkways and fire evacuation routes and respond to spillages and other situations.</p>

Loading and Unloading

Atkins Building has a small courtyard parking area for exhibitors to load and unload for the event. The area is accessed from Druid Street via the shared driveway with our neighbour North Warwickshire and South Leicestershire College (NWSLC). The spaces are marked in white and are 30 minutes for free with no return within 60 minutes.



Parking

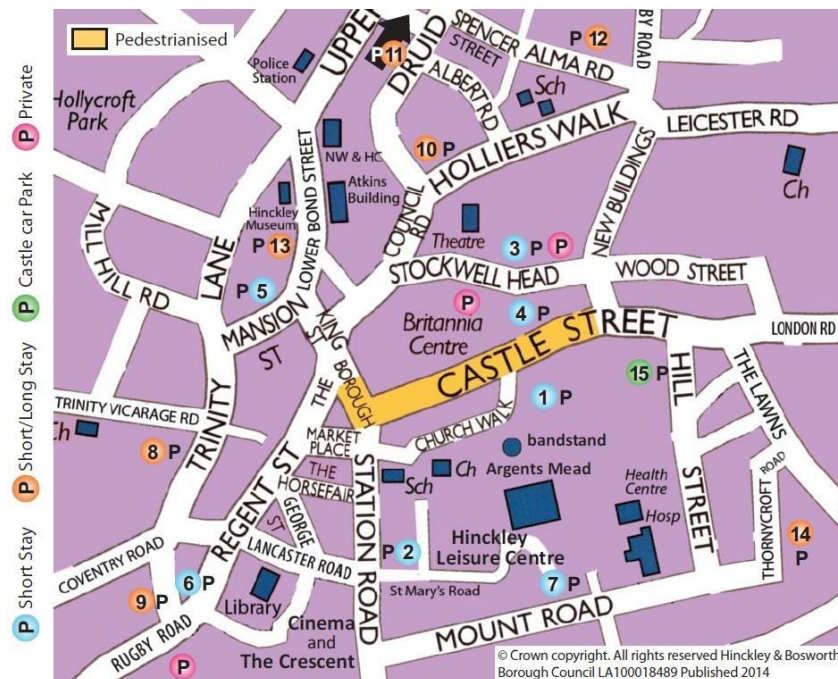
For parking on the day of the event please refer to the image below showing the locations of Hinckley Town Centre Pay and Display Car Parks.

Alternative event parking can be obtained from NWSLC to park in the college car park at a charge of £1 for the day.

If you would like to use the college car park during the event on Saturday 23 November, please specify this on your booking form so that we can inform the college who will prepare permits for exhibitors.

This permit will need to be collected and paid for on a weekday before the event at the NWSLC Hinckley Campus Reception.

Exhibitors wanting a permit will be updated by email the date and time the permits will be available to collect. Please note that the NWSLC car park is a separate parking area and that the college car park permits do not cover you for parking in Atkins Building courtyard or Hinckley Town Centre Pay and Display Car Parks.



Hinckley Car Parks & Charges

Short Stay Car Parks

Up to 1 hour	60p
Up to 2 hours	£1.20
Up to 3 hours	£2.00
Up to 4 hours	£3.00
Over 4 hours	£6.00

Short/Long Stay Car Parks

Up to 1 hour	60p
Up to 2 hours	£1.20
Up to 5 hours	£1.60
Over 5 hours	£2.50

Locations (see map)

- 1 Church Walk (max 3 hours)
- 2 St Marys Road (max 3 hours)
- 3 Stockwell Head
- 4 Rear of Castle Street
- 5 Mansion Street
- 6 Trinity Lane East
- 7 Leisure Centre

Locations (see map)

- 8 Trinity Vicarage
- 9 Trinity Lane West
- 10 Holliers Walk
- 11 Druid Street
- 12 Alma Road
- 13 Lower Bond Street
- 14 Thornycroft Road

Leisure Centre members may park for 3 hours whilst displaying a valid 60p pay & display ticket with a Leisure Centre permit

Castle Car Park (Hill Street)

Up to 1 hour	60p
Up to 2 hours	£1.20
Up to 5 hours	£2.00
Over 5 hours	£4.00

The charges apply for all car parks between 8.00am and 6.00pm Monday to Saturday*

* Please note: **FREE CAR PARKING** on **Sundays** and **bank holidays** in council car parks

15 (see map)

<https://www.hinckley-bosworth.gov.uk/info/200072/parking>

Marketing

Atkins Building is on Facebook, Twitter and Instagram @AtkinsBuilding #AtkinsBuilding #AtkinsGallery

Please remember to tag Atkins Building and use the hashtags in your social media posts so we can like and share them etc to help increase circulation and awareness of the Christmas Gift Fair.

All exhibitors will be mentioned on Atkins Building social media platforms (please don't forget to list your social media accounts on the booking form), and digital copies of the marketing material will be circulated for use on your websites, blogs, social media etc.

COVID-19

The Christmas Gift Fair will run in line with local & national government guidelines at the time of event commencement.

Payment

Stand Charge £30

Payment is to be made via the HBBC website. Please ensure your name and contact details are correct and retain your web reference payment number. To pay go to <https://www.hinckley-bosworth.gov.uk/pay> Click on miscellaneous payments, select Atkins Building from the list and then select Exhibitors Fees from the drop down menu. After that you will need to fill in your details for the payment stage and once the transaction is complete a web payment reference number will be generated which will be required for the event booking form.

Please note the £1 NWSLC car park permit is a separate transaction.

Saturday 23 November 2024,
Atkins Building, Lower Bond Street
Hinckley, Leics, LE10 1QU

BY COMPLETING THIS FORM YOU ARE CONFIRMING THAT YOU HAVE FULLY READ AND UNDERSTOOD THE
CONTENTS OF THE EXHIBITOR PACK

Please complete the following details:

Web Reference Payment Number _____

Business Name and Business Contact Name

Business Address

Business Contact Details

Details of Products/Services _____

Do you require a £1 college parking permit? _____

Facebook/Twitter/Instagram account names

Additional requests

How we will use your information

Your information will be used so that we can deliver a public service. Under Article 6(1) (e) of the General Data Protection Regulations, we are permitted to use data for our tasks; data Protection law describes this legal basis for handling your information. Your data will only be used by Hinckley & Bosworth Borough Council and our partners for the reasons it was collected. We will not disclose any personal information to any other third parties unless required or allowed to do so by law. Read more about how we use personal data on our privacy notice page: <https://www.hinckley-bosworth.gov.uk/privacy>