

MADE IN PECKHAM MAKERS HUB 2023 INFORMATION PACK



A PECKHAM FESTIVAL PROJECT, POWERED BY PEXMAS

Please read **ALL** the information in this document very carefully.

1. INTRODUCTION

Peckham Festival is an annual celebration of Peckham taking place in multiple venues across SE15. This year it runs Friday 15th - Sunday 17th September. Typically the festival welcomes around 10,000 visitors across the period to the activities at Copeland Park, which is the lead host and producing partner of the festival. Pexmas is an events company delivering markets, community festivals and social spaces in South East London and beyond.

We are collaborating with the Festival to deliver a small-business pop up hub at the festival (on the Sunday only) where local brands, artists and designer-makers can showcase and sell their wares, with a particular focus on ethical and sustainable products, brands and makers. In previous years the festival has been able to host local artists in a separate space at Copeland Park as an alternative to Artists Opening their own homes or studios. This year, any artists wanting to exhibit on site, must apply with this form and will be showcased as part of this Makers Hub with all the same terms as small businesses.

As this is an event to celebrate the talents of the people of Peckham, priority will be given to local traders living, working or originating from across SE15 and then to the neighbouring postcodes of SE1, SE4, SE5, SE14, SE16, SE22 and SE23 and finally to other neighbouring postcodes. Due to anticipated high demand for pitches, we are not recommending that you apply if your brand is from outside of South or East London for this event.

We are not accepting any hot food applications. These should be made direct to Peckham Festival [here](#).

If you are a charity or local community group wishing to promote your services to local people with a stall, there is a separate application info pack on the Pexmas and Peckham festival websites.

2. PARTICULARS

Venue	Unit 8, Copeland Park, 133 Copeland Rd, Peckham, London SE15 3SN
Dates	Sunday 17th September 11:00 - 17:00 ONLY
Operations	TICKETING: There is no ticketing, this is a free festival and a free event. ACCESS: Access will be earliest 9am, and all traders will be required to have vacated the premises by 6pm. There is no vehicle access to the space or Copeland Yard. There is no provided parking for anyone. Traders must enter on foot via Rye Lane or be dropped by vehicle on Copeland Road. Bring a trolley and a buddy.
Approx stall Numbers:	Initially we are booking 50-70 unique makers on one day of the festival. If additional pitches or an additional day's trading open up closer to the date, some traders may be offered an extra date, but priority will be given to traders on the waiting list - see below

	<p>“Selection Process” section for details on how we re/allocate stalls which become available. On the application form, please give your preference of dates being as flexible as you possibly can to maximise your chance of gaining a spot.</p>
<p>3. PITCHES</p>	
<p>Selection Process</p>	<p>Applications are all to be completed via the online form and are due in by: 12 noon Friday 30th June. If you miss this deadline you can still apply and will automatically be added to the waiting list. After this time we will select the most appropriate mix of businesses for each date at our discretion and you will be informed whether you are selected or not if you have a stall pitch allocated by end of Friday 7th July.</p> <p>All who have NOT been allotted a space will be entered onto the waiting list, unless they tell us otherwise. The application pack will remain online up until the event so those who have missed the initial window can continue to apply to the waiting list.</p> <p>Those allotted a space will be sent the Ts & Cs for their records and an invoice from Peckham Festival (not Pexmas) with a payment deadline of 1 week, the payment of which is considered confirmation of their pitch. Missing your payment deadline will result in your pitch being offered to someone on the waiting list. It is vital we stick to this as we have only a small number of stalls to allocate. Last minute swapping is harmful to the whole event and prevents us from being able to advertise a list of exhibiting brands in advance.</p> <p>If spaces become available, we replace “like with like” as much as possible to keep the whole event varied for the customers; we do not operate on a first come, first served basis.</p> <p>In selecting stalls we do not discriminate against a business' level of experience or range of products - a trader with one well designed saleable item is as welcome as someone with a huge catalogue of products. We are looking for the highest quality, attention to detail, attractive displays and a broad range of products and price points across the brands. We make a great effort to ensure there are not too many similar brands each day so there are limited slots for each type of product per day (eg: jewellery, food, stationery, clothes, accessories, candles, ceramics etc...). We do not give preference to previous traders, and welcome new businesses to apply each year. We only offer stalls where we believe our audience will appreciate your product.</p> <p>We will accept joint stall applications, please apply separately and email us on info@pexmas.com to say you would like to share one table.</p>

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	<p>We are not offering “double stalls” (2 tables together) for one brand. You must stick to the one table given.</p>
<p>Pop Up Pitch Detail</p>	<p>Fee: £75 per day, inc VAT.</p> <p>Each trader gets ONE table, 180cm x 70cm. Or the equivalent space if you prefer to bring your own furniture, eg clothes rail.</p> <p>If you wish to bring additional display items to position in front of or at the side of your stall, these must be advised in advance so we can approve or advise alternatives:</p> <ul style="list-style-type: none"> ● Print rack up to A3 - must be at the side or in front of your table ● Spinning free standing card rack like this must be to the side of your stall ● Static free standing card rack like this must be behind your stall ● One clothes rail (max width 70cm and length 1.8m) instead of your stall, provided by you. ● Half or child size clothes rail (max width 50cm and length 1m) - must be at the side of your stall, positioned as an L shape with your table. ● Tall Mirrors - must be positioned against a wall. ● Additional free standing display items - please supply measurements (and photos) and we can confirm. ● No other vertical display surface is allowed such as gridwall. <p>No stall may bring more than 1 additional freestanding display item to be housed in front or at the side of their stall. Traders who bring extra items will have to remove them from the site before they can trade.</p> <p>There is no hanging space as part of the stall structure. You can easily hang a banner from the front of the stall, no banners to be hung at head height, or vertical pop up banners are allowed. Please bear in mind that your stall will be close to a neighbour on each side.</p> <p>We do not supply chairs. We do not recommend sitting while you are staffing your pop up, to better engage with customers, but of course those with disabilities or chronic pain may need to do so. In this instance please do bring a chair with you, or contact us if you need support, we will try and source one for you.</p> <p>No power is provided to stalls. The space is well lit, but you may wish to bring additional battery lights to supplement this or point onto your products more directly. Individual stalls may not play music. You will have access to power sockets to charge your devices but these will almost certainly not be adjacent to your own stall.</p> <p>The pop ups will be housed indoors. However the space has no heating and we will be keeping the doors open for ventilation and access. Please consider bringing: warm</p>

	<p>clothes, cosy shoes, gloves, hats etc depending on the weather. There are proper toilets which will be cleaned throughout.</p> <p>All stalls will be required to hold public liability insurance and complete a risk assessment.</p> <p>NO SINGLE USE PLASTIC AT THE PECKHAM FESTIVAL: Banned items include: Plastic carrier bags, cable ties, plastic tape, plastic packaging on products (cellophane and hard plastics). All packaging must be fully recyclable at the curbside or compostable. Where possible, please avoid packaging all together. We will be encouraging the public to bring reusable shopping bags.</p> <p>RUBBISH: There is no capacity to dispose of your waste on site; all traders are required to take any rubbish with you at the end of the day, and provide your own bin bags. This includes cardboard boxes/storage items, black sacks of rubbish, packaging materials, decorations, food stuffs etc. Please dispose of all your rubbish responsibly off site. Please sweep under your stall to remove any stray items / crumbs you have dropped before you leave and clean your table. TIDINESS AND CLEANLINESS IS ESSENTIAL.</p>
<p>4. CANCELLATIONS</p>	
<p>If you have to cancel your pitch for any reason (including illness), but the market is still going ahead, there will only be a refund IF we can replace your stall with a suitable trader. Please see the selection process for an idea of how we replace drop outs - we curate our markets and replace like with like or with a new unique trader, not simply with anyone who is available.</p> <p>If Peckham Festival has to cancel this event, (which owing to the scale of this event could only happen due to an “act of god” or dictat from the government), a partial refund will be issued to you. Peckham Festival is a non profit CIC and all the income from your fees goes out in costs for the festival. The closer to the festival that a cancellation occurs, the less of a fee will be refundable, depending on how much can be recouped / has not yet been physically paid out to suppliers. More detail on this to follow.</p>	
<p>5. MARKETING</p>	
<p>This event will be hosted on both Pexmas and Peckham Festival websites and social media, with some activities also shared by Copeland Park channels.</p> <p>Pexmas will host a list of participating brands on our website and publicise this event via our social media and mailing list.</p> <p>Peckham Festival prints a brochure which will list this event as part of the festival programme. There will also be listings on their website and social media to advertise this part of the event. The Festival as a whole has a wide ranging marketing campaign in print, press and online.</p>	
<p>7. APPLY NOW!</p>	
<p>Links</p>	<p>Thank you for reading the information pack carefully. Here is a link to the form to fill in to apply.</p>

	PEXMAS x PECKHAM FESTIVAL MAKERS HUB 2023 APPLICATION FORM
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