

Tewkesbury Christmas Lights Switch-On Event 2025

Tewkesbury Christmas Market & Lights Sunday 23rd November 2025 General Information For Arrival and Setup

**YOUR STALL NUMBER IS ON THE ORIGINAL INVOICE THAT YOU PAID
ON THE TOP RIGHT HAND CORNER
H# FOR HIGH STREET – B# FOR BARTON STREET – C# FOR CHURCH STREET**

Set Up & Loading Times

1. Stalls can be set up from **10.00am, (10.30 for top section of high street)** onwards on Sunday 24th November – please do not bring vehicles in before this time as other larger vehicles will need the space to exit.
2. Please do not assume you will have the same stall location as previous years.
3. There will be a one-way system operating. See the map called “**Arrival Route**” for your instructions and directions. We have **TWO entrances** for stall holders and **ONE exit** for all traffic. Make sure you know which one you are allocated otherwise it will cause traffic issues for everyone else.
4. Stewards will be on the entrance gate to guide you to your location.
5. You will be issued with a permit to allow the vehicle back on for packing away – vehicles without a permit WILL NOT be allowed to enter the site. Make sure you have a plan for packing away and collecting your stall/stock etc. We will check-in with each of you early afternoon.
6. **ON ARRIVAL & AT THE END OF THE EVENT KEEP TO THE SIDE SO OTHERS CAN PASS YOU.**
DRIVE DEAD SLOW WITH HEADLIGHTS ON - NO HAZARD LIGHTS.
USE YOUR INDICATORS AS IF YOU WERE DRIVING SO PEOPLE KNOW WHICH WAY YOU ARE ABOUT TO TURN!
7. **Do not leave your vehicle unattended in case emergency vehicle access is required. Park to the side to unload your stock and then move your vehicle to a car park ASAP.**
8. All vehicles must be removed from all Streets by 11.15am the latest. There is **free parking** in all Borough Council Car Parks, see map for car park locations. **Do not park in QUAY STREET.**
9. The Market will be open for trading from **12.00 noon until 6pm**
10. **The Christmas lights switch on will be at approx. 5.00pm with the focus on the stage adjacent to ‘The Cross’**
11. Depending on the weather and number of shoppers, vehicles will be allowed access for loading from approx. **6.15pm**. To ensure safety no access for loading/pull down will be allowed at the event until confirmed by a member of the Organiser’s Team.

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12. ACCESS TO THE HIGH STREET FOR PACK UP IS VIA TRINITY STREET, FROM OLDBURY ROAD, PLEASE MAKE YOURSELF FAMILIAR WITH THIS BEFORE 6PM. THE ROAD WILL BE MANAGED BY STEWARDS AS YOU WILL BE COMING DOWN A ONE-WAY STREET THE WRONG WAY > SEE MAP.

13. If you can pack your stall down before going to get your car this would be most helpful and make for a quicker getaway once we allow cars back on site. Forming a big Q before 6.15pm causes disruption to other road users and through traffic following our diversion route.

14. Church Street & Barton Street traders must enter the site at the same point you did at time of arrival, you will not be allowed to enter from the High Street entry point, you will be diverted back around if this is the case!

Equipment Required

1. You will need tablecloths to cover the stall tables – bare boards are provided.
- 2. Your stall size is 3m X 1.2m (10ft X 4ft)**
3. Business / Organisation name boards / banners so that shoppers can identify your stand easily.
4. Any Brochures / business cards / information for shoppers as appropriate
5. Sufficient float to supply plenty of change. We are unable to assist with small change.

Organisers

The event is organised by Tewkesbury Christmas Lights Committee, a working party with Tewkesbury Town Council.

The organising team will be wearing orange hi-viz jackets and can be called upon for enquiries and emergencies during the day. We have a radio system in place between key personnel.

ASK FOR MICHEAL JONES FOR ANY STALL RELATED ISSUES, HE WILL BE ON RADIO AND MOBILE PHONE CONTACT DURING THE DAY

Insurance

Stall holders **must** be covered by their own valid public liability insurance and a copy of the certificate would have been provided to the organisers at time of booking the stall that covers the event date.

Food Sellers:

Food Sellers must hold food hygiene registration with their local authority and would have provided this at the time of booking the stall.

Health & Safety

1. Please advise the organisers if you have any safety issues or concerns.
2. Please report any accidents/incidents to the organisers based at the Stage by "The Cross" or at Town Hall control office (Karen Brennan).
3. Electrical appliances supplied and used by stall holders **must** hold a current PAT certificate. Lighting is provided on the stalls, but there are no power points available.

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4. **NO Generators are allowed without prior permission.**
5. **Electricity is not provided to market stalls, only lighting is provided and not to be tampered with under any circumstances.**
6. All stall holders requiring fire safety equipment will be responsible for its provision on their stalls. All equipment must comply with Health and Safety legislation.
7. Stall holders undertake to comply fully with Trading Standards, Health and Safety, Environmental Health and all other relevant legislation.
8. First Aid will be onsite for the duration of the event **LOCATED BY THE CROSS.**
9. The Lost Children point will be the Town Hall in the middle of the High Street.

Security

Stall / pitch holders are responsible for the security of all items associated with their stand. The organisers can take no responsibility for any items lost from the stalls.

Cancellation

In the unlikely situation of the event being cancelled or abandoned the event organisers shall not be held responsible for any expenditure, loss, damage or liability incurred by the stall or pitch holders. In 2024 we had to cancel 24 hours before the event due to Storm Bert, we were able to reimburse stall holders, but if the event has already been setup and a late cancellation is to take place then we will not be in the position to refund in full, or any of the stall holders' fee. We of course will let stallholders know as soon as possible of any event cancellation or change to the original plan.

Please always follow the instructions of the Stewards. They are there for your safety and to ensure that the visitors enjoy the event.

Thank you for your support.

Enquiries:

Micheal Jones for Stall Holders, Event Logistics, Fairground & Safety.

info@tewkesburychristmaslights.com

Mobile Number for this event: 07984977011