

Hastings Literary Festival 2018

The Stade Hall

Book Fair 1 September

Information for Exhibitors

Section 1 – Access and Egress

Opening Times

The Stade Hall will be open from 9am to 5pm on the day of the Book Fair. Exhibitors must set up and take down their displays within these venue opening times. The Book Fair will be open to the public from 10am to 4pm.

Loading/Unloading in The Stade Open Space

Vehicular access needed must be requested when making the booking.

Drivers should report to the entry bollard on the day and press the buzzer to request entry.

Vehicles may stop in the Stade Open Space for loading and unloading only, and the delivery times must be agreed in advance by the LitFest organisers with Hastings Council. It may be easier to park nearby and transport your goods/display materials using a wheeled trolley. LitFest Volunteers will be on hand to assist.

Vehicles are not permitted to stop anywhere on the RNLI access road running between the entry bollards and the grey RNLI barrier. The Cycle route must be kept clear at all times.

Parking

There is no designated car park at the venue.

The nearest available off-street parking is at the Rock-A-Nore car park (230m away), The Bourne car park (350m away) and the Pelham Place car park (360m away). **You are strongly advised to use the Rock-A-Nore car park if possible, but please be aware that this can be very busy at peak times, so early arrival is recommended.**

No vehicles are permitted to park within the main Stade Open Space at any time other than those agreed for loading/unloading. Vehicles parking within the Stade Open Space without consent are subject to parking enforcement.

Section 2 – Facility Information

Dimensions

The main hall is 8m x 14m in size.

A floor plan for the Hall is available to download showing proposed table layout for the Book Fair. Please note that this may be subject to minor changes. If you have requested a particular table we will do our best to ensure your request is met.

Lighting System

The main hall has 12 high-level ceiling lights and 8 spotlights divided across 4 lighting bars.

Window and Blinds

The main hall has high level windows on the South, North and Eastern walls of the building. These windows are fitted with automatic blackout blinds.

The opening/closing of the windows and blinds is controlled from the switches in the wall cupboard adjacent to the front fire exit.

The blackout blinds should not be lowered or raised whilst the windows are open.

Furniture

The LitFest organisers will supply tables as shown on the floor plan. Table cloths are not provided. There are 100 chairs (chrome and black) at the venue, these are kept within the chair store in the rear corridor.

There is a small selection of tables of varying sizes at the venue. Furniture is not to be removed from the venue for any reason.

Section 3 – General Information

Heating

The venues heating system is left switched off as standard, but can be turned on in the event of inclement weather.

Rubbish

Exhibitors are required to take all rubbish with them when they leave the venue. Any items not removed by 5pm on the day of the Book Fair will be deemed to be unwanted and will be disposed of.

Internet Access

The venue is equipped with WiFi internet, if access is required please advise so that the network key can be provided.

Signage/Advertising

Exhibitors must not attach anything to any part of the venue including windows and internal walls without the prior consent of the Council. Note: the Book Fair will be signposted externally by the organisers.

Emergency Evacuation

If the fire alarm sounds Exhibitors must leave the venue immediately and go to the assembly point at the Stade Open Space.

Catering

There is a small kitchenette available for Exhibitor use which has access to hot and cold running water only. Exhibitors may bring in their own kettles etc providing that they are properly maintained and have passed an up to date safety test. There is a range of cafes, shops and restaurants within easy walking distance and LitFest volunteers will staff any Exhibitors' stands on request during the day to allow for Exhibitor breaks.

There will be no food or drink on sale at the Stade Hall itself.

No Smoking

It is against the law to smoke within the venue.

Toilets

The hall has three unisex toilet toilets and one disabled toilet with baby changing facilities located within the rear corridor of the venue. There is also a staffed public convenience in an adjoining building.

Prohibited Activities

The following activities may not be carried out during the Book Fair:

- Painting – Including but not limited to the painting of artworks, staging and display units.
- Hot works - Including but not limited to the use of hot glue guns, soldering irons and blowtorches.
- Use of power tools – Including, but not limited to, power drills, jigsaws and angle grinders.
- Use of candles.
- The sale of food and/or drink.
- Face Painting – Face painting is considered a high risk activity by most insurers.