



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 facilitate **FREE** spaces for community groups and local charities to promote their services at the festival across the Saturday and Sunday only. In previous years the festival has hosted these stalls in one space either in Copeland Park or at a partner site. Groups are encouraged to consider the following activities as part of their applications alongside giving out information on their group and regular activities offered:

- Drop in or bookable taster workshops, making or participatory activities
- Drop in tasters of your services; eg repairs, consultations, advisory signposting etc.
- Swaps, donations or giveaways that reflect your services; eg for foodbank, toys, seeds etc
- Timed talks, screenings, exhibitions or mini performances that showcase the talents of your members, or allow for discussion of issues that are important to the local community.
- As much as possible these activities should be free for participants or donation based. If you need to charge, we cannot host online booking for you, but can signpost audiences to your own booking information.

As this is an event to celebrate the talents of the people of Peckham, priority will be given to local organisations 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 group 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 small business wishing to sell your products to local people with a stall, there is a separate application info pack [here](#).

2. PARTICULARS

Venue	Unit 8 or Copeland Gallery, Copeland Park, 133 Copeland Rd, Peckham, London SE15 3SN Groups will be located in both spaces. We will offer you a set pitch depending on your requirements and proposed activities. More information about the full programme of each space on each day will be available soon.
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PEXMAS x PECKHAM FESTIVAL 2023 - COMMUNITY HUB INFORMATION

<p>Dates</p>	<p>Saturday 16th and Sunday 17th September 11:00 - 17:00</p> <p>We are looking for some groups to exhibit on both days, especially in Copeland Gallery, but single day applications will also be considered and these successful applications are more likely to be housed in Unit 8.</p> <p>(They will be able to leave their stands up overnight, removing any valuables).</p>
<p>Operations</p>	<p>TICKETING: There is no ticketing, this is a free festival and a free event.</p> <p>ACCESS: Access will be earliest 9am, and all groups 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. Groups must enter on foot via Rye Lane or be dropped by vehicle on Copeland Road. Bring a trolley and a buddy.</p>
<p>Approx stand Numbers:</p>	<p>We are booking up to 20 unique community groups per day of the festival. Stands will be located across Unit 8 and Copeland Gallery.</p>
<p>3. PITCHES</p>	
<p>Application and Selection</p>	<p>We are asking for an application to express your interest by the online form at the end of this document, so we have all the information in one place. These are initially due in by 12 noon Friday 30th June. After this time we will contact everyone who has “applied” to get more details about your activity or to offer you a pitch. You can still apply after this time but from this point we will be prioritising groups on a first come first served basis.</p> <p>We hope to be able to offer most community organisations a space at the festival, but in the event that we have more interested groups than we have space, we will select the most appropriate mix of community organisations for each date at our discretion. We will be aiming to have a range of groups that meet the needs of diverse audiences, providing for the range of ages, ethnicities, abilities and interests of people in our local community.</p> <p>All who have NOT been allotted a space will be entered onto the waiting list, unless they tell us otherwise and IF we are able to find space to house you at Copeland Park or another Festival site, we will let you know.</p> <p>Those allotted a space will be sent the Ts & Cs to sign, which will act as confirmation of your attendance at the Festival.</p> <p>We will accept joint applications from two or more groups who operate from one venue or in collaboration. Please apply separately and email us on info@pexmas.com to say you would like to share one stand.</p>

<p>Stands, furniture and allocated space</p>	<p>Each organisation will be contacted to confirm what space and furniture they need for their activities but we ask on the form for you to give an idea of what you might need.</p> <p>The Festival can provide:</p> <ul style="list-style-type: none"> - at least one table (180x70cm) per organisation to display their information. - chairs for anyone that really needs a seat - wall space for exhibition of materials for some stands <p>If you wish, you can bring additional display items these must be advised in advance so we can approve or advise alternatives:</p> <ul style="list-style-type: none"> - Pop up banners - Print racks - Clothes rail - Additional free standing display items - Additional tables may need to be provided by you, tbc <p>Drop in activities must be housed at your stand, so please make sure you note everything you might need in the form. The festival is paying to hire all furniture provided by us, so we ask that you consider carefully what you need so we don't order more than is strictly necessary, and to maximise space for more groups to participate.</p> <p>If you wish to deliver a timed workshop, talk or other group activity, we can accommodate this but it will possibly not be able to be at your stand so please be prepared to have enough staff to manage your stand and a separate activity space.</p> <p>No power is provided to stands. Individual stands 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. Please tell us if you need power for activities and we will do our best to accommodate this.</p> <p>The stands 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 clothes, cosy shoes, gloves, hats etc depending on the weather. There are proper toilets which will be cleaned throughout.</p> <p>All stands will be required to hold public liability insurance for their activities 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 items must be fully recyclable at the curbside or compostable.</p>
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	<p>RUBBISH: There is no capacity to dispose of your waste on site; all groups are required to take any rubbish with you at the end of the day, and provide your own bin bags.</p> <p>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>
4. MARKETING	
<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. Both will host a list of participating groups on their website alongside a schedule of any timed activities, and send mailouts to their email lists.</p> <p>Peckham Festival prints a brochure which will list the Community Hub as part of the festival programme. The Festival as a whole has a wide ranging marketing campaign in print, press and online.</p>	
5. APPLY NOW!	
Links	<p>Thank you for reading the information pack carefully. Here is a link to the form to fill in to apply.</p> <p>PECKHAM FESTIVAL COMMUNITY HUB 2023 APPLICATION FORM</p>