



MELTON **ARTS** FESTIVAL
10 & 11 September 2004

Briefing notes – Artists/Performers

Car parking:

Brooksby Melton College have kindly agreed to open their car park for use by PTTR participants on Sat 11 Sept. Entrance to the car park is on Asfordby Road next to Melton Theatre. The barrier will be manned 9-10.30am for entry and 4-5pm to exit, to ensure that only PTTR participants use the site. Please bring proof of your participation in the festival e.g. letter on headed paper.

Stallholders (indoor) – Please park in either the main Brooksby Melton College car park (as above) or park at the King Street Annexe.

Stallholders (outdoor) – Please park in either the main Brooksby Melton College car park (as above) or alternatively we suggest you park in the St Marys Way car park. You can pull in by the entrance to King Street for unloading/loading but we have allocated time slots to avoid congestion. Please see your individual letters for details of your slot.

Stewards:

Stewards will be patrolling the festival area and venues for the duration of the event. They have the following responsibilities:

- Providing information and assistance to members of the public e.g. event times, locations, directions etc.
- Providing assistance to artists and performers participating in the festival as required
- Checking that events in various venues are running smoothly
- Manning the festival 'hub'

The stewards will patrol in pairs, wearing PTTR t-shirts with steward written on the back, and will be in radio contact with the 'hub'.

The stewards are not intended to deputise for the emergency services but can liaise with the 'hub' to arrange for support if necessary.

The 'hub' will be located in room K15 of the College King Street Annexe. There will always be at least one steward manning the 'hub' and acting as co-ordinator for the event.

There will also be one 'floating' steward available to provide assistance when necessary.

Any artist/performer needing assistance should contact a steward who will either deal with the problem or call for help.

First Aid (St Johns Ambulance and other qualified first aiders) will be available at the 'hub'.

Please remember that all artists and performers have been informed that they are exhibiting and participating at their own risk and the PTTR will not accept responsibility for any loss or damage to art work, equipment or personal belongings.

Stall Allocation (outdoor):

Stalls have been randomly allocated unless stallholders highlighted a specific requirement in their original form.

Please see the map of King Street to find the location of your allotted stall. The exact location may change slightly once the Town Estate have set up the stalls, please see a steward if you are unsure about the location of your stall.

All stalls are covered but please bring your own chair.

Stall Allocation (indoor):

Stalls will be allocated on a first come first served basis. The annexe will be open from 9am. Tables and chairs will be provided.

We encourage all stallholders to decorate their stalls to make the occasion as festive as possible, preferably red!

Publicity material:

Please take as many brochures, leaflets and posters as you feel able to distribute. Additional supplies are available from Katie or me at the council offices.

For the latest festival updates please go to

www.PaintTheTownRed.org.uk

Or e-Mail: Admin@PaintTheTownRed.org.uk