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## Devizes Community Area

Well Being Day 2019

[www.dcawellbeingday.co.uk](http://www.dcawellbeingday.co.uk)

# Exhibitor/Demonstrator Welcome Pack

Rev: 190520



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## 1 Introduction

Thank you for registering as an Exhibitor and/or Demonstrator at the Devizes Community Area Well Being Day 2019 which will take place on Saturday 15<sup>th</sup> June, on the Small Green in Devizes. By doing so you are part of a team helping to promote health and wellbeing to adults living in the Devizes Community Area.

This document gives details of the venue layout, the location of the pitches, how vehicles should access the site, points to note about health and safety while on site, and outlines the approximate timetable of demonstrations that will occur throughout the day.

## 2 Venue Layout



Figure 1: Venue Layout

- Each of the Exhibition Pitches are shown above as numbered orange boxes (1-64)
- Each of the Demonstration Pitches are shown above as blue circles (A-C. Pitches A and B are located in the central arena area, and pitch C is in the Archery Area next to the Crammer.

### 3 Pitch Allocation

Organisation	Exhib Pitch	Demo Pitch			
			Dylan Worthington Personal Training	12	
A Stars Dance	60	A	Gem's Healing Hands	32	
Advocacy Support Health Complaints	38		GOOD HOPE FARM	14	
Age UK Wiltshire	57	B	Gramophone Grooves & PA	49	
Alzheimer's Society	29		Healthwatch Wiltshire	55	
Alzheimer's Support	3		Home Instead Andover and East Wiltshire	31	
Arts Together	59	B	Home-Start Kennet	45	
Blackland Lakes	32		Just Breathe Yoga	58	B
Canal & River Trust	15		Kaya Drums	62	A
Care Home Volunteers	7		Kennet and Avon Canal Trust	16	
Carers Support Wiltshire	8		Millbrook healthcare	39	
Devizes & District PHAB	33		NatWest Bank	17	
Devizes & District PHAB	34		Olive Well	30	
Devizes & District U3A	1		Parkinson's UK	43	
Devizes Air Quality Group	44		Rethink Mental Illness	25	
Devizes and District Link	5		Richmond Fellowship	20	
Devizes Bowmen	63	C	ROYAL BRITISH LEGION	22	
Devizes Bowmen	64	C	Shiatsu Bodywork with Ingrid Gorr	46	
Devizes Bridge Club	37		The Independent Living Centre	41	
Devizes Flower Club	47		The Noise, St James' Church	10	
Devizes Leisure Centre	61	A	The Orders of St John Care Trust	19	
Devizes Lions Club	13		Trust for Devizes	2	
Devizes Men's Shed	23		Victim Support	18	
Devizes Men's Shed	24		Warm and Safe Wiltshire	21	
Devizes NHS treatment centre, Care UK	9		Wiltshire Bobby Van Trust	35	
Devizes Older Persons Team	11		Wiltshire Bobby Van Trust	36	
Devizes Rotary Info & First Aid	50		Wiltshire Centre for Independent Living	56	
Devizes Rotary Refreshments	51		Wiltshire Council Shared Lives Service	4	
Devizes Rotary Refreshments	52		Wiltshire Museum	6	
Devizes Rotary Refreshments	53		Wiltshire Safeguarding Adults Board	42	
Dorset & Wiltshire Fire and Rescue	26		Wiltshire Sight	40	
Driving Miss Daisy (Devizes)	27			48	
Driving Miss Daisy (Devizes)	28			54	

Figure 2 : Exhibitor and Demonstrator Pitch Allocation

The organisations exhibiting at the event are listed in the first column of Figure 2. Their Exhibitor Pitch Number is given in the second column, and, if they are additionally demonstrating at the event, then their Demonstrator Pitch Letter is shown in the third column.

Please note that the organisers reserve the right to reallocate pitches at any time up until the evening of the event, i.e. 14<sup>th</sup> June 2019.

## 4 Demonstration Timetable

	Site Setup & Breakdown	Networking Breakfast	Opening by Mayor	Archery Demo	Zumba Class	Yoga Class	Dance Class	Keep Fit/T'ai Chi	Yoga Class	Drums Workshop			
				C	A	B	A	B	B	B	A		
				Devizes Bowmen	Leisure Centre	Leisure Centre	A Star Dance	Age UK	Just Breathe Yoga	Arts Together	Kaya	←	Demonstrator
												←	Demonstration
												←	Demo Pitch
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Figure 3: Demonstration Timetable

Figure 3 shows what demonstrations are currently planned, which Demo Pitch (A-C) they will take place on, and what time they will take place.

Note that this timetable may change at any time to accommodate new/changed requirements of the Demonstrators.

## 5 Vehicle Access

- There is only one vehicle access point to the site; this is on the Southern side of the site on the Nursteed Road (A342) as shown in Figure 1.
- Access will be limited to those vehicles displaying a **Vehicle Access Permit** - see Appendix A.

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- Each Vehicle Access Permit must be used by only **ONE vehicle**.
  - Access will only be possible between the hours of **08:00 and 10:30** on the day of the event.
  - Vehicles must approach the site heading East along Nursteed Road. They must then **turn left** into the site.
  - In other words, access by approaching from the opposite direction, and turning right into the site, will **NOT** be allowed.
  - Upon entering the site, vehicles will be welcomed by a marshal who will escort them to their allocated Exhibitor Pitch. The Exhibitor Pitch Number is identical to the number on the Vehicle Access Permit.
  - Please follow any instructions given by your marshals.
  - Vehicular movement around the site must be in a clockwise direction as directed by the marshals.
  - Once at the pitch, exhibitors must unload their vehicle of all the equipment to be used throughout the day as quickly as possible.
  - Vehicles must be off site by **10:30** at the latest.
  - The exception to the above is those vehicles that have been reserved their own pitch, and may therefore remain, stationary, on the site, for the duration of the event.
  - Vehicles must leave the site by **turning left** onto Nursteed Road and proceeding in an **Easterly direction**.
  - Vehicles displaying a **Vehicle Access Permit** will be allowed back on site from **15:15**.

## 6 Networking Breakfast

A complimentary buffet breakfast will be available to all Exhibitors and Demonstrators between 10:00 and 10:45 in the Central Arena Marquee. This will give Exhibitors & Demonstrators an opportunity to network amongst themselves before the event begins at 11:00.

## 7 Health and Safety

- Any incidents which may affect the health and safety of yourself, or those around you, must be reported to the First Aid/Information tent.
- Any equipment brought on site which could be considered a fire hazard should be accompanied by a fire extinguisher.
- Any electrical equipment should have a valid PAT Certificate.
- Any gas equipment should have a valid Gas Test Certificate
- All fires must be reported immediately to the First Aid/Information tent where a fire extinguisher will be at hand.
- Any home-made food made available to the public is entirely the responsibility of the Exhibitor, who must clearly display a full list of ingredients.
- All rubbish must be deposited into a black bin liner and removed by each Exhibitor upon departure.
- Please listen out for any announcements given by the organisers throughout the event and follow any instructions given.



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## **Appendix A. Exhibitor/Demonstrator Vehicle Access Permit**

[See separate attachment]