**RAY PLAY DAY 2nd August 2022**

**Important note to all stall holders and activity providers**

**Entrance to the field** - The following must be adhered to in regard to all vehicles:

1. There will be no access to the field for vehicles except for those involved in the setting up of stands and stalls.
2. Arrive on the field between **10 and 11am** – **no access will be permitted after 11am**
3. **PLEASE DO NOT ATTEMPT TO LEAVE the field until after 3.45pm** this is to allow parents and families to disperse when the event ends at 3.30pm, thus reducing the risk on an accident
4. Park your vehicle safely and out of the way to the side or behind your stand

RAY Ceredigion’s risk assessments for the day rely on all activity providers following these 4 steps

**Field marshals** - RAY Ceredigion staff and volunteers wearing high vis jackets will be directing vehicles onto the field from 10am.

**Location of stands and stalls** – You need to erect your stand or stall around the 4 edges of the field and in between the two large marquees. If you have any specific requirements for the location of your activity eg close to water or electric (both need to be paid for direct to the town council) please make this clear on the booking form and we will save you that pitch.

**Programme of activities – Make clear the activities you will provide on your booking form and** RAY Ceredigion will print out a bilingual list of all the organisations who have booked to attend which we will share with organisations and families.

**You need to bring** –tables, chairs, a gazebo or shelter and either bring food and drinks with you or arrange to buy food in town – there is no catering on the field.

You need to take away - your rubbish on the day or there is an extra charge, so bring rubbish bags with you for this purpose – last year RAY had to do an extra van trip back and forth to RAY just to remove the rubbish that was left behind and then find space for it in our LAS bins, all at a cost to us

Everything provided on the day needs to be free of charge, the purpose of the event is to showcase the range of organisations working to support children, young people and families in Ceredigion and needs to be inclusive so that all families can attend regardless of finances. Get in touch with us if there are any last minute changes otherwise see you on the field!!

**SUMMARY OF INFORMATION**

1. Be aware of arrival and departure times that will help ensure safety – one vehicle was turned away last year as they arrived after the cut off time - Arrive between 10 and 11, leave from 3.45 onwards
2. All organisations need to bring their own tables, chairs, shelters
3. All organisations need to take away their own rubbish at the end of the day
4. Ensure all your activities are free of charge
5. Do not bring dogs as they are not allowed on the field (condition of use from Town Council)

Thank you to everyone who has helped make this a great event every year

Gill Byrne, Executive Officer, RAY Ceredigion