

Organised by



Annoor  
Cultural &  
Community  
Centre

# Vendor

Event Set Up Information Pack

April 2026



Annoor  
Cultural &  
Community  
Centre

in the park

Festival: Saturday 4<sup>th</sup> and Sunday 5<sup>th</sup> April 2026 | 1 -7pm

Funfair | Stalls | Entertainment | Activities for Children

Location: Acton Park, London, W3 7LL



## ***Welcome Message from the Managing Director***

*On behalf of Annoor, it is my pleasure to extend a warm welcome to all of you participating in our upcoming event. Your presence and contribution are invaluable to the success of this occasion. Our team has worked tirelessly to create an event that we hope provides an enriching experience for all our guests. As you set up your stalls and prepare to engage with visitors, I encourage you to embrace the spirit of connection and collaboration that defines our event. Wishing you all a rewarding and enjoyable experience.*

*Kalim Reid*



[www.eidwithannoor.com](http://www.eidwithannoor.com)



[sales@eidwithannoor.com](mailto:sales@eidwithannoor.com)



0208 993 6650

# Vendor Set Up Information

- Upon arrival, each vendor will be shown to their allocated marquee space. Unfortunately we cannot accommodate requests to change location for your stall on the day.
- Please note, you will only be permitted the space that you are allocated. Any extra items which are outside of agreed parameters will be removed.
- Stall size is 3mx4m. Traders selling clothing may bring a maximum of 2 clothes rails for displaying items. Henna and face painting stalls are permitted a smaller space, enough for a table and 2 chairs
- You are required to provide your own tables and chairs as detailed in the terms and conditions.
- Only items approved by Annoor Centre CIC event management team may be displayed, sold and/or promoted. We may request non approved items to be removed from your stall.
- No fundraising collections are permitted.
- All LPG gas bottles must **always** be stored in secure cages.
- Fire risk assessments must be completed by all traders before set-up.
- If you are cooking on gas or electric equipment, please bring the appropriate fire extinguisher.
- Food/dessert stalls cooking any items must have a fire extinguisher and first aid kit. Without one you may not be able to trade.



# Important Points Set Up

- **Traders are expected to arrive between 11 a.m. - 12:30 p.m.** We will only permit one car per vendor, unless you have an agreement in place with the Stalls team.
- Please be aware that if you do not follow parking instructions, or move your car **without being escorted by a member of the Annoor Team** and you are responsible for damage to the park grounds incurred as a result, your retainer fee will be withheld.
- **If you are late**, please note you will not be permitted to bring your vehicle on site after 12:30 p.m.
- Stall inspection will be between 12:15 - 12:45 p.m.
- Trading will begin at 1:00 p.m. each day, and will end at 7:00 p.m.
- Once you have arrived, you will not be able to take your car out again until the end of the day.
- If the condition of the grounds is very bad as a result of bad weather, parking may not be available on site in order to prevent damage to the park.
- Annoor Centre will not be responsible for trade affected by weather conditions.
- The event does not provide any furniture or stall weather protection.

## Event Closing

- **Stalls must be closed and equipment must be removed from the site by 8:00pm.** Equipment is not permitted to stay on site overnight, any equipment that *is* left will be at the vendors own discretion as there is no park security overnight.
- **Annoor centre CIC will not take any responsibility for any equipment left overnight.**

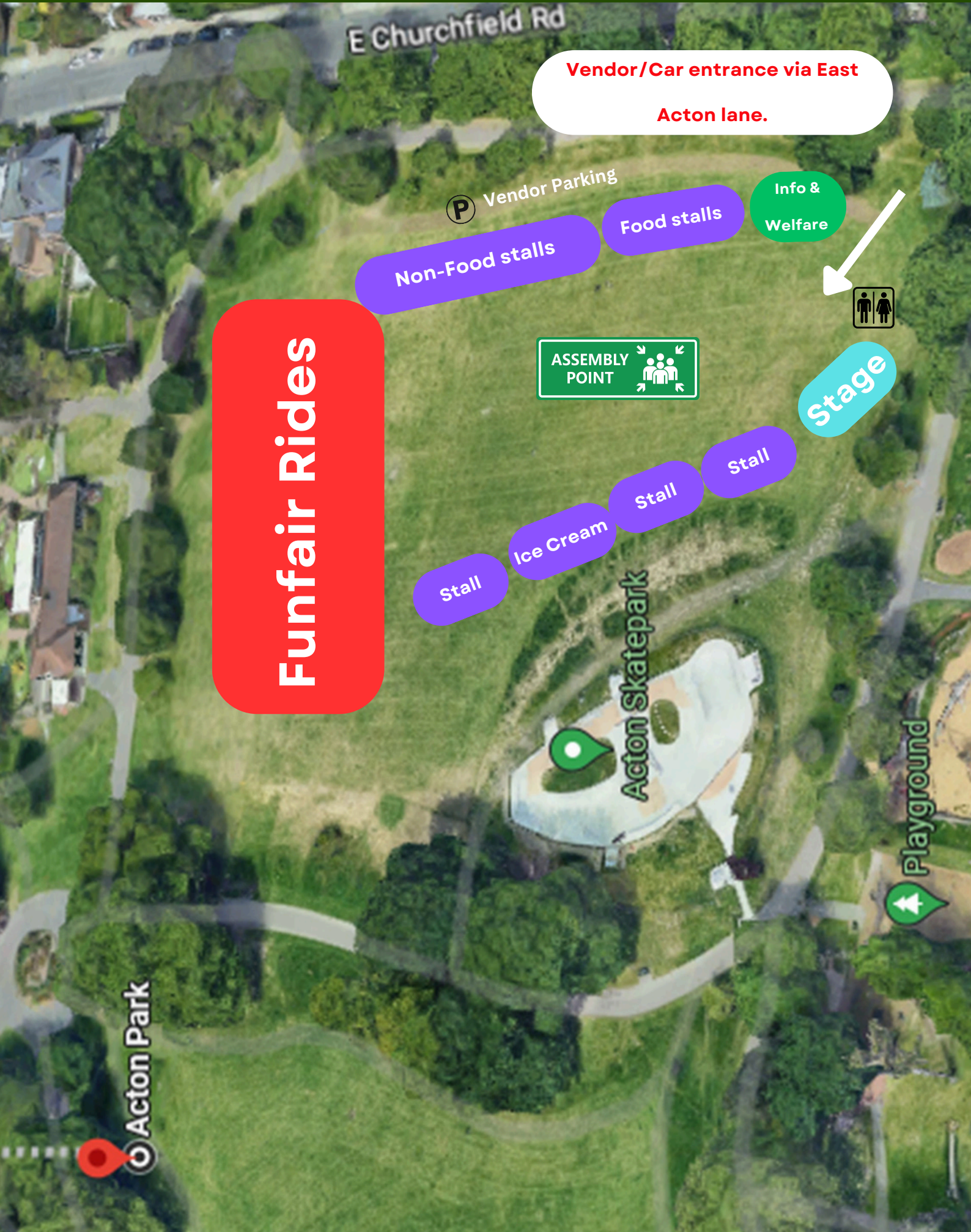


## Fire evacuation plans and procedures for Vendors

- Please familiarise yourself with emergency assembly points **upon arrival**.



- In the event of an emergency, please leave your stall and head to an assembly point to await further instructions.
- Instruct any buyers at your stall to head to the assembly point / encourage people to leave via the safest and closest exit routes.
- For assistance, speak to a member of staff wearing a hi-vis vest.
- Avoid causing unnecessary panic and stay calm.



E Churchfield Rd

**Vendor/Car entrance via East Acton lane.**

**P** Vendor Parking

Non-Food stalls

Food stalls

Info & Welfare

**Funfair Rides**

ASSEMBLY POINT



Stage

Stall

Ice Cream

Stall

Stall

Acton Skatepark

Playground

Acton Park

# Contact Information

## Emergency Contact Information

**Name: Brother Kalim**

**Mobile: 07539 021 007**

## Vendor Contact Information

**Name: Claire**

**Mobile:**

**07347 266 258**

**Email: [info@eidwithannoor.com](mailto:info@eidwithannoor.com)**



# Thank you

so much for taking part in our event

