

Conwy Seed Fair and Conwy Honey Fair checklist

Dates

Seed Fair, 26th March. 9am to 4pm, or Mon 27th March if 26th is a Sunday
Honey Fair, 13th September. 9am to 4pm, or Mon 14th September if 13th is a Sunday.

Road closure

Conwy High Street is closed to general traffic from 9am to 4.30pm. The extra 1/2 hour gives stallholders time to pack up safely. Side street Crown Lane and Llewelyn St are also closed.

Grant from Conwy Town Council See

<https://www.conwytowncouncil.gov.uk/en/grants>

1. December. Apply for Seed Fair grant to pay for insurance, signage, posters and flyers. We usually apply for about £400 per Fair. Grant is paid into our a/c by bank transfer.
2. May. Apply for Honey Fair grant.
3. Thank you letter to Town Council.

Road closure order Town Police Clauses Act 1847, no charge.

See application form here <https://tinyurl.com/2p84z835>

Email application form and street map to Steve Daly, Conwy Streetworks.

Email stephen.daly@conwy.gov.uk

Order one bilingual *Road closed on 26th March (or 13th September)* for Conwy Seed /Honey Fair, 9am to 4.30pm sign, to be supplied and fixed on the one-way signpost at foot of Conwy High Street.

Supplier Core Highways

Price approx £40 + VAT, payable before the Fair.

Risk assessment and emergency plan

Update. Send a copy to Highways with Road Closure application.

Insurance

£5m Public Liability insurance for the event is included in Conwy Beekeepers combined liability insurance with Tysers, client ref 24813960, email manchester@tysers.com

Stallholders

1. Update *Information for Stallholders* page on Conwy BK website.
See <https://tinyurl.com/2p92s978>
2. All bookings are by email, not verbal, no carryover from a previous Fair. We book one Fair at a time. Standard message to stallholder enquiries: "Thanks for your enquiry about a stall at the Conwy Seed Fair 2025.

Please [click here](#) to see our Stallholder Info and confirm you have read it, and let us know what you wish to sell, and let us have your address and phone number".

Regards.

peter mcfadden

www.conwybeekeepers.org.uk

3. Ensure no fast food, second-hand stalls or commercial market stalls.
4. When stallholder has replied, acknowledge their booking and add them to the

list, by labelling their email “2025 Honey Fair stalls”. Message “Thanks for your booking. I have added you to the list of stalls. Please look out for my helper Claire (who runs the Cosy Home shop in the High Street). Claire will show you where to set up your table” .

Advertising

1. Info to *Visit Wales* website. <https://www.visitwales.com/>
- 2.
3. Info to Conwy CBC Events.
4. January onwards. Regular drip-feed information to Facebook.
5. Update posters.
6. Print 40 x A4 yellow colour paper, 10 x A3 white posters and 50 requests to display posters.
7. Make up 8 x A3 hardboard posters.
8. Update list of addresses to send posters.
9. Two weeks before Fair, send out posters.
10. Ten days before Fair, affix A3 posters at Tal y Cafn Bridge, Conwy Bridge, Morfa Bach Car Park, Town Ditch Road, Rosehill Street (next to bus stop).
11. Keep back 2 x A3 hardboard posters in case of losses and for display on barriers on the day.

Information for residents and High Street traders

1. Update flier to residents of Llewelyn Street and Crown Lane and flier to High Street traders. Print 25 copies for residents and 40 copies for traders.
2. Two weeks before Fair, deliver letters to all premises, including Police Station.

Traffic barriers and cones

Two weeks before Fair, email Judith Sharp, Conwy Major Events manager with list of barriers, cones and Road Closed signs. Ask for confirmation of the request.

Marshalling Road Closed barrier

Compile rota and circulate to helpers. Check stock of Hi-viz waistcoats. 9am to 11.30am, 11.430am to 2pm, 2pm to 4.30pm. Collector for Bees for Development

Castle Hotel

Two weeks before Fair, call in and speak to Mrs. Toni Jones, manager.

Week before Fair

1. Call at Conwy Spar and any new shops in High Street and Police Station and remind them of the Fair
2. Check venue thoroughly for surprises: Scaffolding, building work needing access to High Street etc.

Fair Day

1. Arrive at 05.30 to assist stallholders with placing stalls. Be firm but fair!

2. Check arrival of barriers, road closed signs and cones. Check that they are in position at 9am.
3. Helper Claire Parsley, Cosy Home shopkeeper arrives at 6.30am to set out High Street stall spaces
4. Welcome all stallholders with a smile.
5. Check that High Street is tidy.
6. Safety check all stalls.

After the Fair

1. Collect all A3 roadside posters.
2. Check no rubbish in High Street.
3. Check barriers, cones and signs have been removed.
4. Remove Road Closure notices from lamp posts.
5. Resolve any complaints quickly.
6. Email supporters with thanks.
7. Update Post Event report and send to Town Council with a warm thank you.
8. Update risk assessment.
9. Send donation to Bees for Development

Peter McFadden
July 2025