



Information for exhibitors

Saturday 27th and Sunday
28th March 2027

10 am until 4pm

The Forum

Millennium Plain

Norwich

Norfolk

NR2 1TF



Hi

Thank you for your interest in attending “FootyFest@the Forum” on Saturday 27th and Sunday 28th March 2027 at the Forum, Norwich.

Please find below some information about the event but if you have any specific queries, please do not hesitate to contact us.

Event contacts

Andy Bowles andy@onthestallcity.com 07770 904238

Billy Pointer billy3790@gmail.com

The Venue

The Forum is an iconic building located in the centre of Norwich and is home to our retail shop as well as the main public library, Pizza Express, Café Marzano and the BBC.

Please see the Forum website for further details: <https://theforumnorwich.co.uk/>

The main exhibition area is located directly outside of our shop on the ground floor in the Atrium. The Traders Market will take place in Zones 1 and 3 as well as outside the Forum entrance. (See plan of Atrium)

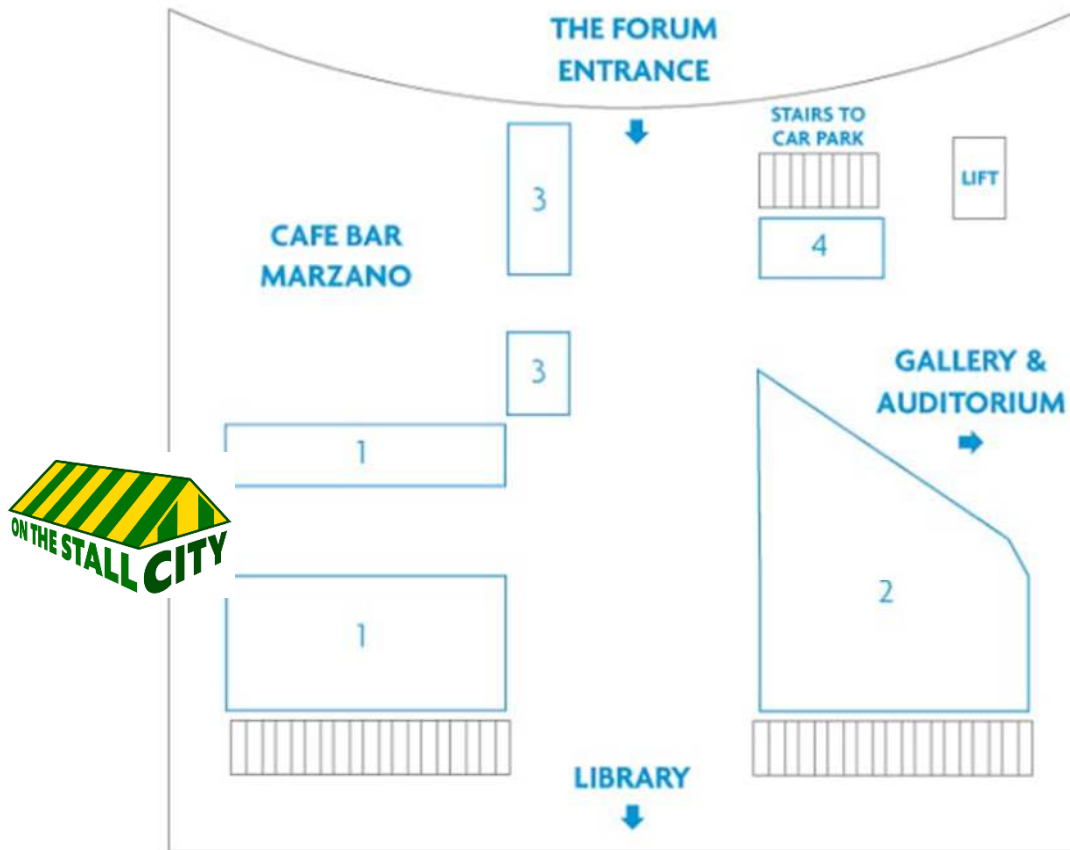
Zone 1 and 3 Tables

Each table is provided with two chairs, a black cloth cover, an electricity point and if requested and subject to availability, a back board. The back board is supplied with hooks to display pictures/shirts etc.



Picture showing the tables and backboards

A member of the Forum Events Team will be available on the day to help with any set-up enquiries.



A plan of the Forum Atrium.

Traders will be located in Zones 1 & 3 and Exhibitors in Zone 3. The Media zone will be in zone 4

Set-up

Access to the Atrium is available after 8 am, please ensure that set-up is completed by 09:30. The event will be open to the public at 10:00 and the event will close at 5pm on Saturday and 4pm on Sunday.

Please make sure that the exhibition area is clear of all boxes and other potential trip hazards during these times.

If you need to use the loading bay, park in the overground car park to the left of the underground car park entrance on Bethel Street (opposite to the Police Station). Please park in the underground car park after you have finished unloading.

Please use the table(s) allocated to you on the day.

Getting to the Forum

Please see the Forum website: <https://theforumnorwich.co.uk/visit-us/plan-your-visit>

Car Park

There is an on-site public underground car park and a short-stay loading bay located on Bethel Street.

Further details can be found here: <https://theforumnorwich.co.uk/visit-us/plan-your-visit/car-park>

Loading Bay



Wi-Fi

Free Wi-Fi is available to exhibitors. Use the following login details:

Network name: TheForum-Events

Password: Ev3nts@TEN!

First Aid and Fire Safety

If you need assistance during the event the Customer Services Desk is located on the ground floor between the Norfolk and Norwich Millennium Library and Cafe Bar Marzano.

The Customer Services Desk is staffed during opening hours (7am – midnight) and the team are first aid trained.

Fire marshals are always on site and in the event of an emergency please follow any instructions given by Forum staff who will be wearing high-vis yellow vests.

Marketing

If you would like to post details of the event on social media, please feel free to use the materials provided in the Media kit on our website www.FootyFest.co.uk

Look out for regular announcements on our website

