St Michael’s Manor Hotel

Christmas Artisan Evening - Exhibitor FAQs

Thursday 26 November 2026 · 6-9pm

We’re looking forward to welcoming you for a lovely evening of festive shopping, independent businesses and fundraising. Please read these details before attending.

Where is the event?

St Michael’s Manor Hotel, Fishpool Street, St Albans, Hertfordshire, AL3 4RY.

When can I set up?

Setup is available from 4.30pm . Please check in with Claire on arrival so you can be directed to your allocated space. Have your stand ready for visitors at 6pm .

Where can I unload and park?

Access the hotel from Fishpool Street and unload before moving your car to the overflow parking or Verulamium Car Park .

Please do not leave your car in the main hotel car park - this must remain available for visitors. Allow enough time to park and return before the event opens, and check any parking signs for charges and restrictions.

What time does the event finish?

The event runs from 6-9pm . Please keep your stand open until 9pm and do not pack away early. The hotel bar remains open until 10.30pm .

Are tables and chairs provided?

Yes. Tables and chairs are provided, with 5ft and 6ft tables available. Please check your confirmed booking for your allocated size.

Bring your own tablecloth and keep your display within your booked space. Contact Claire beforehand if you would like to bring a rail or additional display furniture.

What should I bring?

• Your stock, prices and business signage.

• A tablecloth and display stands.

• A fully charged card reader, phone and power bank.

• A cash float if you accept cash.

• Bags, wrapping and business cards or a QR code.

• A small gift for the charity raffle, with your business name and contact details attached.

• Water and anything you need to stay comfortable during the evening.

Is Wi-Fi available?

Yes - Wi-Fi is free and works well at St Michael’s Manor Hotel. Simply log on when you arrive. Ask the hotel team if you need help connecting.

Can I have electricity at my stand?

Please contact Claire before the event if you need power so arrangements can be checked. Battery-powered display lights are a useful option.

Can I bring a partner or helper?

Yes! You’re welcome to bring a partner or helper with you on the night.

What do I need to bring for the raffle?

Please bring a small gift with your business name and contact details attached and give it to Claire when you arrive. Thank you for helping us raise money for The OLLIE Foundation - it’s also a lovely way to introduce your business to the winner.

What else is happening during the evening?

Alongside festive shopping, there will be a charity raffle and bidding for an overnight stay at St Michael’s Manor Hotel at 8.30pm .

Do I need insurance?

Our exhibitor application requires £5 million Public Liability Insurance . Please make sure your certificate has been supplied and covers the event date.

Food exhibitors should also have supplied the relevant food registration and hygiene details requested in the application.

What should I know about safety and access?

Keep walkways, doors and fire exits clear. Store boxes and packaging safely within your allocated space and make sure your display is stable.

Please contact Claire before the event about any access requirements or setup assistance you may need.

Do visitors need tickets?

Adult tickets are £10 , with children admitted free. The evening includes mulled wine, a mince pie and festive shopping, with fundraising supporting The OLLIE Foundation.

Please encourage friends, family and customers to book ahead, as capacity is limited.

Book visitor tickets ↗ (https://www.eventbrite.co.uk/e/1988622230624?aff=oddtdtcreator)

How can I help promote the event?

Please share the event poster and let your customers know you’ll be joining us. Share photos of your products and Christmas gift ideas, and tag @popupcreativeevents so we can see your posts.

Keep the event details and any sponsor information visible when sharing the supplied poster.

What should I do when packing away?

Please wait until 9pm before packing down. Take all stock, packaging and rubbish with you and leave your space tidy. If you need to leave early because of an emergency, speak to Claire first.

What if I can no longer attend?

Please email Claire as soon as possible. Bookings are non-refundable. Please do not transfer your stand to another business without agreeing it with Claire.

Who should I contact with questions?

Email popupcreativeevents@outlook.com , putting “St Michael’s Manor Hotel - Exhibitor” in the subject line.

Thank you for being part of our Christmas Artisan Evening and helping us support The OLLIE Foundation.

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