

## **MERTON HERITAGE DISCOVERY DAY:**

### **16/8/23, 10.30 – 4.30: GUIDANCE NOTES**

**Venue:** Morden Library/Merton Civic Centre, London Rd. Morden SM4 5DX

### **TRANSPORT:**

**Closest Tube:** Morden

**Buses:** 45, 80, 93, 154, 157, 163, 164, 293, 413, 201 and 470 to Morden

**Closest Tram stops:** Morden Road or Phipps Bridge (10 min walk )

**MAIN CONTACT:** Sarah Gould, Heritage Officer Tel. 020 8545 3239 / 4040

Email: [sarah.gould@merton.gov.uk](mailto:sarah.gould@merton.gov.uk)

**MOBILE NO. on 16th: 07949 914 050**

**On the Discovery Day** you can also contact Morden Library  
**020 545 4040/3790.**

### **CAR PARKING:**

If you need access to the rear Civic Centre car park in CROWN ROAD, please contact Sarah in advance with your name and car registration.

Pay & Display parking is also available in YORK CLOSE off London Rd.

### **ADVANCE DROP OFF OF GOODS / POST EVENT STORAGE:**

If you want to drop off material for your stalls in the week before 16 August, please contact Sarah to arrange a time and date.

**Please Note: This year, the best times for advance drop off will be Saturday 9 August, Monday 11 August, Tuesday 12 August (morning) or Friday 15 August.**

You can also collect material between 18 and 22 August, if you are unable to remove it after the event ends.

### **STALLHOLDERS ARRIVING BY CAR:**

You can access the rear Civic Centre car park from Crown Road **from 9.00am** – buzz the intercom (on the right side of the entrance) at the security barrier and you will be allowed in.

Security staff / volunteers will direct you through to the library (front counter) to sign in. Trolleys will be made available for transferring goods. **Please empty these as soon as possible, so we can make them available for other stallholders.**

## **STALLHOLDERS ARRIVING BY PUBLIC TRANSPORT/ON FOOT:**

Entry is via the front entrance to the Civic Centre **from 9.30am.**

The Library entrance is on the immediate right.

## **ALL STALLHOLDERS/HELPERS:**

Please collect a stallholder badge and info sheet from the main ground floor counter in the library (counter just inside the library entrance) and sign-in.

**IMPORTANT: If you leave the event before 4.30, please sign out, so we know that you have left the building.**

### **EMERGENCY PROCEDURES:**

In the event of a fire alarm, library and security staff will direct everyone from the building. The **main fire exits are at the front left corner of the library** (on all floors ) as you face the front windows. You can also use the **main library entrance. LIFTS MUST NOT BE USED FOR EXIT.**

Secondary exits are in the **ground floor central stairwell** ( leads out into Crown Lane at the side of the library ) and at **the rear of the Children's library** (leads into the rear council car park. )

**Emergency assembly point:** In front of the Civic Centre – at a safe distance from the building.

### **EXITING THE CAFÉ FLOOR, MERTON LINK AND COUNCIL CHAMBER.**

Please leave via the **main Civic Centre entrance.**

**Disabled egress:** Security staff will assist wheelchair users from the café floor, first floor and second floor using evac chairs.

Library and security staff will prevent re-entry to the building. The event organiser and Civic Security will liaise with the Fire Brigade.

If you need to leave the assembly point before the alarm is over, please let Library staff know, so that we are not directing the Brigade to search for you.

Once safe – library staff will be let back into the building, followed by stallholders and then the public.

### **MEDICAL EMERGENCIES:**

There are first aid boxes on all 3 library floors and library first aiders will be on duty. In the event of a medical emergency, contact Sarah **07949 914 050** or one of the library/security staff asap. We will then call for an ambulance.

## **COVID SAFETY:**

Although PPE is no longer mandatory – disposable gloves and face masks will be available on all floors of the library, for anyone wishing to use them. Sanitiser will also be available throughout the venue, near library counters and at main entrances / exits. Stalls will also be provided with sanitiser and antibacterial wipes and we will open windows, plus some doors to allow for extra ventilation.

**One way travel will also be in place at the venue.** For access to the upper library floors and café floor, please use the central library staircase or lift for upward travel.

To move down through or exit the library, please use the lift or fire exit staircase.

### **To exit the café floor:**

Take the stairs down or lift to the ground floor and exit via the main civic centre entrance/exit. If you want to re-enter the library, you can do so via the side door from the café floor, or via the main entrance on the ground floor.

Café floor stallholders, needing to enter the library or use the toilets on its first floor, can also use the side door from this area. The ground floor toilet concourse in the civic centre foyer (next to the stairs) will also be open.

**Please encourage members of your team to be covid safe** – although covid safety requirement and testing are no longer required, we ask stallholders to encourage helpers / visitors to space themselves appropriately round stalls and displays to avoid overcrowding.

**COVID SYMPTOMS:** If you or one of your colleagues develops possible covid symptoms BEFORE the Discovery Day, please take the appropriate steps (test), seek medical advice and DO NOT come to the library. If anyone develops Covid symptoms AFTER the event, in addition to seeking medical advice and a covid test, please notify Sarah / Morden Library as soon as possible, so that we can take the appropriate steps.

## **STALL SET UP:**

**All stalls MUST BE COMPLETE by 10.15am at the latest.**

Wherever possible we will provide tables, chairs, sockets, extension leads and display panels in accordance with what you have requested. We can also supply velcro and pins. **Please do not use blu tac or tape on Library & Heritage display panels or tables.**

### **WIFI access:**

If you need wifi access for your stall, you can link to the Library wifi.

If you have a Merton Libraries membership card – choose the PUBLIC LIBRARY wifi option from the available networks. This should connect automatically but if login details are requested, you will need to key in your username (number above the barcode on your library card) and PIN ( unique number that goes with your ticket. ) If you need to be reminded of these, please speak to Library staff at the ground floor counter.

**If you do NOT have library membership**, you can try the **LBMGuest** wifi connection – if you click on the network – you will be asked for an email address and a code will then be sent to allow you to access the wifi. If that does not work Morden Library staff (at the front counter, ground floor) may be able to provide temporary numbers.

### **TOILETS:**

In the Library:

- Adult toilets and accessible toilets located on the first floor.
- Children's toilets at the back of the junior library, ground floor.
- Staff toilets: Left through the 2<sup>nd</sup> floor staffroom door – access for staff/volunteers and stallholders wearing a Stallholder badge.

In the Civic Centre:

- Main toilet concourse to the left of the stairs in Merton Link

### **REFRESHMENTS:**

There will be a tea stall for public/volunteer/stallholder use on the 2<sup>nd</sup> floor of the library. Stallholders/volunteers may also use the kitchen area (fridge and microwave) in the 2<sup>nd</sup> floor staffroom. There are also a number of cafes, fast food outlets, plus Sainsbury's on London Rd and Aldi/Iceland on Aberconway Road.

Where possible, please avoid eating strong smelling food in the public areas.

Sarah and her team will also ensure that all stallholders / event contributors are provided with drinks at intervals during the event. Order sheets will be on your respective stalls.

### **LOCAL HISTORY TALKS:**

These will take place in the council chamber and are **ticketed**. There will be a sign-in table for each session and customers must wait outside in the queuing area on the café floor, until directed into the chamber.

We will allow walk-in access on a first come, first served basis, where space is available.

**Speakers using powerpoint:** Please send Sarah your graphics **by 12 August** to allow for testing. An I T rep will be on duty to assist with setup and any issues on the day.

Please stick to your allotted slot – we need to avoid over-runs. A staff member will notify you when your session has 10 mins remaining.  
**Your slot includes an allowance for questions.**

We need to clear the chamber as soon as possible once each session ends – this is to allow for cleaning and set-up for the next session.

**Entry to Library from foyer area:** **ALL VISITORS must use the main entrance to the Library, so they are included on our People Counter.**  
**The side door from the foyer is ONLY FOR STAFF AND STALLHOLDERS.** Visitors will need to exit the building via the front entrance/exit door.

### **CHILDREN'S EVENTS:**

These are open to all and include a heritage hunt, craft with the Museum of Wimbledon, dressing up, historic toys, plus a Womble visiting at 11—11.40/1 – 1.40 and 3 – 3.40.

Separate tables and chairs will be available for children wanting to take part in our colouring competition.

**Competition entries will be judged between 3.15 and 3.30pm - prizes will then be awarded.**

### **SALE OF GOODS:**

Stallholders are welcome to sell books and souvenirs during the event but must be responsible for their own petty cash.

### **QUERIES DURING THE EVENT:**

If you need to contact Sarah during the event, call 07949 914 050 or speak to a member of library staff, who will find her. **Between 1 and 1.45pm, please contact Library staff, as Sarah will be giving a talk during that slot.**

Morden library staff can also assist at other times where necessary.

**END OF DAY PROCEDURES:** Order of clearing and closure.

1. Merton Link (4pm onwards)
2. Café floor (4.15pm onwards)
3. Main library (4.30pm onwards ) – if stallholders wish to start packing goods away from 4.15 – that should be fine.

We will store trollies / goods cages on the ground floor, to assist with the transfer of goods. Security staff will assist you to exit via the ramped areas at the back of the Civic Centre foyer, to reach the car park.

Please remember to leave your stallholder badges and sign out from the library before you depart from the building.

**ANY OTHER QUERIES:**

If you have any other queries before the event – please contact Sarah.