



## 2022 Events - Stallholder Booking Form

Please complete all sections marked with an asterisk (\*). Incomplete forms will not be accepted.

<b>Full Name*</b>			
<b>Company Name *</b>			
<b>Mobile*</b>		<b>Landline</b>	
<b>Address</b>			<b>Postcode</b>
<b>Email Address</b>			
<b>Product Details*</b>			

<b>Event Attending*</b>	
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Please indicate as appropriate:

**POWER REQUIRED** Limited to **food stands or exhibit only**: £5. Please provide in the table below an estimate of your power requirement (maximum of 13-amps per outlet)

Please complete the below table as required- once submitted the pitch size will not be changed.

Pitch Size	Single Pitch Cost per day	Area Size Needed	Stall Details	No. of Pitches	Total Cost
<b>Registered Charity Pitch</b> Standard size outdoor only	£15	N/A	Provide Charity No. Here* -		
<b>Standard Outdoor</b> 4M frontage x 4M deep	£30	N/A			
<b>Standard Indoor</b> 2M frontage x 1M deep	£35	N/A	Table Required? Y/N - <b>(Very Limited Availability)</b>		
<b>Food Stall</b> Please provide area size	£60		Electricity Required? Y/N - <b>£5 Charge</b> Power Requirement -		
<b>Exhibit Only</b> Please provide area size	Free		Electricity Required? Y/N - <b>£5 Charge</b> Power Requirement -		
<b>Entertainment &amp; Custom Size</b> We will contact you to discuss the price of pitch and location available	To Be Discussed with Organisers		Electricity Required? Y/N - <b>£5 Charge</b> Power Requirement -		

Completing this form does not guarantee a pitch at our events, once you form has been processed you will receive confirmation from the organisation team. Payment can be made once your booking is confirmed (you will receive a payment slip either by email or post with the instructions to help you complete your payment and booking)

## Upcoming Events:

**If you would like to attend any other events, please express your interest to us by filling out a form for the event you wish to attend (one form required per event)**

The events listed below are our planned events. Due to the possibility of Covid-19 restrictions we will confirm on our website and social media pages, if the event should need to be rescheduled – any payments made for the events will be carried over to the rescheduled date.

20 <sup>th</sup> March – Science Sunday	Location: Museum & Courtyard Event. Science themed fun & educational day for kids.
17 <sup>th</sup> April – Transport Festival	Location: Show field, Museum & Courtyard. Show to display all modes of transportation from the high skies to the deep blue.
15 <sup>th</sup> May – Fun 4 Kids	Location: Show field, Museum & Courtyard. Family day out with many free and payable activities.
12 <sup>th</sup> June – Steampunk Essex Extraordinary VII Market	Location: Show field, Museum & Courtyard. Exclusively steampunk and vintage traders, makers, and crafters. Steam engines, Mahmod engines and steam toys. Victorian and science-fiction displays.
24 <sup>th</sup> July – Barleycorn Harvest Festival	Location: Courtyard & Museum. Harvest Festival celebrating the traditions surrounding harvesting.
7 <sup>th</sup> August – Bike Meet & Food Fest	Location: Show field, Museum & Courtyard. Large display of Classic, Vintage, Race and Touring bikes. Trial demonstrations, club stands, crafts, and trade stalls. <b>NEW to 2022</b> Great food in wide varieties such as smoked food, vegan stands, culture based and sweet treats.
4 <sup>th</sup> September – American Car Show	Location: Show field, Museum & Courtyard. American classics, customs, and hot rods. Best in Show competition with craft and trade stands.
24 <sup>th</sup> September – Essex Faery Fayre	Location: Courtyard & Museum. Everything to do with fairies from old and new from costumes, accessories, games, and competitions. <b>Please note: Event will be running from 12 noon – 6pm</b>
27 <sup>th</sup> October – Halloween Spooky Science	Location: Courtyard & Museum. Small stall area with Halloween crafters and trade stands. Fun activities for the family – face painting, train rides, crafts and more.
6 <sup>th</sup> November – Steampunk into Christmas	Location: Courtyard & Museum. Steampunk themed stalls inside and outside, entertainment for the whole family, Santa visits, food stalls and much more.
4 <sup>th</sup> December – Christmas Fair with Santa	Location: Courtyard & Museum. Christmas fair - stalls inside and outside, entertainment for the whole family, Santa visits, food stalls and much more.

I have enclosed evidence of my Public & Products Liability Insurance *	
I have enclosed a copy of my Hygiene Certificate * (if applicable)	
I have read and comply with the Stallholder Terms & Conditions *	
Signature*	Date*

\* **Please Note:** When you submit this form, you agree to us recording your details on our database, so we can provide you with the best assistance each time you contact us. We may also contact you occasionally by phone, email, or post to keep you up to date with our events and other museum news. Your details will be kept securely. We never share your details with any third parties. If you would prefer us not to use your details in this way, please email: [events@museumofpower.org.uk](mailto:events@museumofpower.org.uk) or write to us at: **Museum of Power, Hatfield Road, Langford, Maldon, Essex CM9 6QA**

**If you have any questions regarding our events or this form, please do contact us:**

01621 843183 | [events@museumofpower.org.uk](mailto:events@museumofpower.org.uk)

Museum of Power, Hatfield Road, Langford, Maldon, Essex CM9 6QA

Tel: 01621 843183 [www.museumofpower.org.uk](http://www.museumofpower.org.uk) Charity No: 1087459 Email: [events@museumofpower.org.uk](mailto:events@museumofpower.org.uk)



## Museum of Power Shows: Stallholder Terms & Conditions

- **All Stallholders must have at least £5 Million Public & Products Liability Insurance.**
- **All Stallholders are required to adhere to the Government current guidelines re Covid-19 at the time of each event.**
- Copies of current insurance must be sent to the Museum of Power events team, along with the booking form.
- Applications must be received at least four weeks prior to the event date. Bookings after this date are at the discretion of the Events Manager.
- Booking cancellations need to be advised in writing. Booking fees are refundable up to four weeks prior to a show. For cancellation between four and two weeks an administration charge of £5 will be taken. Booking fees are non-refundable within two weeks prior to a show.
- The directions and instructions of Museum representatives must always be obeyed.
- **Gates to exhibitors and traders will normally be open by 7:30am. Stallholders and exhibitors should be fully set up by no later than 9:30am with all vehicles parked in the designated area/s.**
- **Exhibiting vehicles should be in place by no later than 9:30am and remain on site until the close of the event usually (4pm).**
- There is no stallholder parking available in the courtyard unless you are a food vendor.
- **Stallholders and exhibitors arriving after 9:30am may be refused entry via the main access point onto site and redirected to the public car park. No Permitted movement of Vehicles until the Show Closes.**
- **To ensure public safety traders and exhibitors are required to remain on site until the end of the show, only in exceptional circumstances a marshal must be sought to escort you safely off site.**
- **To ensure public safety we ask that NO Vehicles move around the site during a show.**
- **To ensure public safety vehicles in the Museum courtyard must not cross the miniature railway tracks between 10:00am and 4:00pm. Please go to the Railway Station on train running days to be escorted safely off site if you need to leave.**
- Where a stallholder exceeds the agreed pitch area an additional pitch fee will be charged.
- **All vehicles are restricted to 5mph whilst on site.**
- Food and refreshment vendors must be able to provide documentary evidence of a valid food hygiene certificate and Temporary Event Notice if applicable.
- All electrical items must have a valid Portable Appliance Tested (PAT) certificate before being plugged into the Museum's utility supply. A Museum representative will be on site to test electrical equipment between 7.30am – 10.00am.
- Exhibitors and visitors must stay within the designated areas and not trespass onto adjacent Essex & Suffolk Water property or farmland.
- Children must always be supervised. The river is deep and dangerous and barriers around machinery are there for their protection.
- Dogs must always be kept on a lead and any mess cleared up properly; dog owners must use bins for disposal of waste.
- **Litter must be bagged and placed in the bins provided. No rubbish or waste is to be thrown in the river.**
- Persons are admitted to the Museum and its grounds at their own risk. The Museum and staff will make every effort to ensure public safety and security but will not be held responsible for any loss, damage or injury however so caused.
- No smoking allowed on site except in designated areas.
- Overnight camping for stallholders and exhibitors may be available at a small cost, please contact the Museums camping manager Ruby Goodland 01621 843183 or email [camping@museumofpower.org.uk](mailto:camping@museumofpower.org.uk)

**Thank you for your cooperation and participation which raises funds for the Museum of Power – a registered charity. The Museum will usually be open on event days and we encourage you to take the opportunity to visit.**

**Museum of Power, Hatfield Road, Langford, Maldon, Essex CM9 6QA**

**Tel: 01621 843183 [www.museumofpower.org.uk](http://www.museumofpower.org.uk) Email: [events@museumofpower.org.uk](mailto:events@museumofpower.org.uk)**