



Member of the Museum & Library Association Charity No. 1087459
 Limited company Registration no. 3203668
 Museum of Power, Hatfield Road, Langford, Maldon, Essex CM9 6QA
 Telephone: 01621 843183
 Website: www.museumofpower.org.uk
 Email: events@museumofpower.org.uk

Museum of Power Stallholder Booking Form 2018

Name: _____
 Trade Name: _____
 Address: _____

 _____ Postcode: _____
 Telephone Number: _____ Mobile Number: _____
 Email Address: _____ Website: _____
 Product / Exhibit Details: _____

Please indicate as appropriate:

OUTDOORS PITCH (Courtyard: 3m x 3m OR Field: 4.5m x 3m) no table provided: £25 _____ (Autojumble £15 _____)
 INDOORS PITCH (1 x 6' x 2' table provided. limited availability. **No additional side tables allowed**): £25 _____
 SWEET or COLD FOOD STAND (eg: ice cream, cakes or pies) £40. Please advise of of the total area you require: _____
 SAVOURY FOOD or ENTERTAINMENT PITCH: 10% on the day (we also require a **£25 deposit**) Please advise us of the total area you require: _____
 CHARITY PITCH (Indicate either: Courtyard 3 x 3m, Field 4.5m x 3m, Indoors 1 x 6' x 2' table) £10: _____
 EXHIBIT ONLY PITCH (Indicate either: Courtyard 3 x 3m, Field 4.5m x 3m, Indoors 1 x 6' x 2' table) **FREE** _____
 I WOULD LIKE POWER (via 13 amp socket. Limited to **food stands or exhibit only**): £5 _____ (Free for exhibitors)

Advance payment is required to book a stand. Please enclose *one cheque per event*.

Make cheques payable to: **Museum of Power** and send payment along with completed booking form, a copy of your current insurance certificate and a stamped addressed envelope to:

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

Please indicate the number of pitches you wish to apply to book for in the boxes below: ↓

18 th March: Science Sunday	Steam and science based displays. Limited availability for trade stands in courtyard. If you are a trader and would like to trade at this event, please email sallyb@museumofpower.org.uk before booking.	
1 st April: Transport Fest	Location: show field. Easter classic transport show. Family friendly stalls, food and entertainment.	
15 th April April: Antiques Fair	Trade enquiries please contact Haddon Events. Telephone: 07519 276507 Email: haddonevents@gmail.com	
6 th May: Free-4-Kidz	Location: show field. Children's entertainments. Educational displays. Child friendly stalls. Indoor stands available for exhibitors only.	
20 th May: Olde Tyme Rally	Location: show field. Classic car show. Engines. Heritage displays. Family friendly stalls, food and entertainment.	
10 th June: Japanese Auto Matsuri	Location: show field. Japanese car show. Japanese themed entertainment, arts, crafts, culture and food. Contact organiser Sally Bee before booking on sallyb@museumofpower.org.uk	
15 th July: Barleycorn Fayre	Location: Show field. Traditional country crafts and displays. Nature and spirituality. Health and healing. Trade and display enquiries please email: sallyb@museumofpower.org.uk	

5 th August: BikeMeet	Location: show field. Classic motorcycle show. Engines and heritage displays. Auto related stalls. Family friendly stalls, food and entertainment.	
19 th August: Classic VW & Vintage Fair	Location: show field. Classic VW show featuring Beetles and Campervans. Vintage and retro stalls. Family friendly stalls. Food and entertainment.	
2 nd September: American Car Show	Location: show field. Classic American and custom vehicle displays. Retro stalls and Americana. Auto related stalls. American themed food.	
8 th & 9 th September: Heritage Weekend	Very limited availability for stalls in courtyard. Email sallyb@museumofpower.org.uk before booking.	
16 th September: Steampunk Essextraordinaire IV	Location: Indoors (crafts, books), Courtyard (clothing, crafts, food) or Grass Area (large exhibits and scrap traders). Exclusively Steampunk and vintage traders wanted (stalls suitable for makers/crafters will also be considered). Traditional 'old fashioned' British fairground style rides and food stands wanted. To avoid disappointment, please email sallyb@museumofpower.co.uk with details of what you sell before booking.	
7 th October: Model Exhibition & Steam Day	Museum and courtyard. Model displays. Steam displays. Limited availability for trade stands in courtyard. Please contact sallyb@museumofpower.org.uk before booking.	
14 th October: Antiques Fair	Trade enquiries please contact Haddon Events. Telephone: 07519 276507 Email: haddonevents@gmail.com	
28 th October: Halloween Spooky Science Day	Limited availability for stalls in courtyard. Email sallyb@museumofpower.org.uk before booking.	
9 th December: Christmas Fair	Seasonal stalls and entertainment. Food and gifts. Stalls available in courtyard. Please email sallyb@museumofpower.org.uk prior to booking.	

I have enclosed evidence of my Public & Products Liability Insurance	
I have enclosed a copy of my Hygiene Certificate (if appropriate)	
I have enclosed payment to the amount of (please indicate)	
I have read and comply with the Stallholder Terms & Conditions	

Signature*	Date
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* **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 or write to us at: **Museum of Power, Hatfield Road, Langford, Maldon, Essex CM9 6QA**

Stallholder Terms & Conditions

- **All Stallholders must have** at least £5 Million **Public & Products Liability Insurance**.
- 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.
- 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.
- Some of the museum events are themed or limited in space therefore **the museum reserves the right to accept stalls and exhibits at its discretion**.
- The directions and instructions of museum representatives must be obeyed at all times.
- **Gates to exhibitors and traders** will normally be **open by 7:30am** and stallholders should be fully set up by no later than 9:30am with all vehicles parked in the designated area/s.
- **Food stalls and entertainment pitches** (bouncy castles etc.) **need to be on site no later than 8:30am**
- 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.
- **To ensure public safety traders and exhibitors are required to remain on site until the end of the show**. In exceptional circumstances a marshal must be sought to escort you safely off site.
- To ensure public safety **vehicles in the museum courtyard must not cross the miniature railway tracks between 10am and 4:30pm** unless escorted by a museum marshal.
- **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.
- Exhibitors and visitors must stay within the designated areas and not trespass onto adjacent Essex & Suffolk Water property or farmland.
- **Children must be supervised at all times**. The river is deep and dangerous and barriers around machinery are there for their protection.
- **Dogs must be kept on a lead** at all times 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 near flammable materials**.
- Overnight camping for stallholders and exhibitors may be available at a small cost, please contact the museum for further information.

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.

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