



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: jeanette.stilts@museumofpower.org.uk

Museum of Power Stallholder Booking Form

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 on hardstanding OR Field: 4.5m x 3m on grass) no table provided: £25 in advance, £35 on the day. _____

INDOORS PITCH (1 x 3.5m table provided. Please indicate if you need a table provided as limited availability. **No additional side tables allowed**): £25 in advance £35 on the day. _____

SWEET or COLD FOOD STAND (e.g: `ice cream, cakes or pies): Please advise of the total area you require £40 in advance, £45 on the day. _____

SAVOURY FOOD or ENTERTAINMENT PITCH: 10% on the day (we also require a **£30 deposit** in advance, + **£5 If Power Needed**). 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 3.5m table) £10: _____

EXHIBIT ONLY PITCH (Indicate either: Courtyard 3 x 3m, Field 4.5m x 3m, Indoors 1 x 1.8 x 0.6m table) **FREE** _____

POWER REQUIRED (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 (or payment can be by internet banking)* Please contact Jeanette Stilts for further information. 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 if no email address is available 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:

1 st January: Crank Up & Wassail	Location: Museum & Orchard. New Year crank up with engines and folk celebration	
15 th March: Science Sunday	Location: Museum & Courtyard. Steam and science-based displays. Availability for trade stands in courtyard	
29 th March: Antiques Fair	Location: Museum & Courtyard. Trade enquiries please contact Haddon Events. Telephone: 07519 276507 Email: haddonevents@gmail.com	
12 st April: TransportFest	Location: show field. Easter classic transport show. Family friendly stalls, food and entertainment	
17 th May: Fun-4-Kidz	Location: Museum & Courtyard. Children's entertainments. Educational displays. Child friendly stalls. Indoor stands available for exhibitors only	
7 th June: Japanese Auto Matsuri & Culture Show	Location: Show field. Japanese car and bike show. Japanese themed entertainment, arts, crafts, culture and food	

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19 th July: Classic Vehicle & Vintage Fair	Location: Show field. Classic Vehicle Show and Vintage Fair – open to vehicles of all types. Engines, Heritage Displays, vintage related stalls, food and entertainment	
2 th August: BikeMeet	Location: Show field. Classic motorcycle show. Engines and heritage displays. Bike autojumble stalls. Family friendly stalls, food and entertainment	
9 th August: Barleycorn Harvest, Folk & Craft Fair	Location: Show field. Traditional country crafts and displays. Nature, health and healing	
6 st September: American Car Show	Location: Show field. Classic American and custom vehicle displays. Retro stalls and Americana. Auto related stalls. American themed food	
13 th September: Steampunk Essexextraordinaire VI	Location: Indoors & Courtyard. Exclusively Steampunk and vintage traders and makers/crafters. Steam engines, Mamod engines and steam toys. Traditional 'old fashioned' British fairground style rides and food stands. Victoriana and science-fiction displays	
19 th & 20 th September: Heritage Weekend	Location: Museum. General craft stalls. Limited space for stalls in Museum but availability for stalls in courtyard	
26 th September: Essex Faery Fayre & Candlelight Illuminations	Location: Museum & Courtyard. Everything to do with fairy costumes, accessories, games and competitions and woodland animals. Limited space for stalls in Museum. Please note the event runs from 12noon to 7pm	
4 th October: Model Exhibition & Steam Day	Location: Museum and courtyard. Model displays. Steam displays. Availability for trade stands in courtyard	
13 th October: Antiques Fair	Location: Museum & Courtyard. Trade enquiries please contact Haddon Events. Telephone: 07519 276507 Email: haddonevents@gmail.com	
1 st November: Spooky Science Day	Location: Museum & Courtyard. Steam and science-based displays. Spooky entertainment. Availability for trade stands in courtyard	
6 st December: Steampunk Christmas Fayre	Location: Indoors & Courtyard. Exclusively Steampunk and vintage traders and makers/crafters with a Christmas theme. Steam engines, Mamod engines and steam toys. Traditional 'old fashioned' British fairground style rides and food stands. Victoriana and science-fiction displays	
13 th December: Christmas Fair	Location: Museum & Courtyard. Seasonal stalls and entertainment. Food and gifts	
4 th Sunday of each Month: Coffee & Car Meetings : 9am – 1pm	Meeting for car enthusiasts – held on field or courtyard based on weather conditions	

I have enclosed evidence of my Public & Products Liability Insurance (£5M)	
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: jeanette.stilts@museumofpower.org.uk or write to us at: **Museum of Power, Hatfield Road, Langford, Maldon, Essex CM9 6QA**



Museum of Power Shows: 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. 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 be obeyed at all times.
- **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. 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 10am 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 7.30 – 10am.
- 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 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

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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