



2023 Events - Stallholder Booking Form

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

Full Name			
Company Name			
Mobile		Landline	
Address			Postcode
Email Address			
Product Details			

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

Completing this form does not guarantee a pitch at our events, once your form has been processed you will receive confirmation from the Museum events team. Payment can be made once your booking is confirmed. Please either send us a cheque payable to Museum of Power with the amount agreed for your pitch, come into the Museum and pay by cash or card or we can send you BACS details via email.

Upcoming Events:

**If you would like to attend any of our events, please express your interest to us by filling out this form.
You can put all events you wish to attend in the 'Event Attending' box.**

2 nd April – Autojumble (Haddon Events)	To book stalls please contact Haddon Events Phone: 07519 276507 Email: info@haddonevents.co.uk
9 th April – Transport Festival	Location: Show field, Museum & Courtyard. Theme – Transport Through The Ages. Show to display all modes of transportation from the high skies to the deep blue.
30 th April – Antiques Fair (Haddon Events)	To book stalls please contact Haddon Events Phone: 07519 276507 Email: info@haddonevents.co.uk
8 th May – Eastern National Heritage Bus Day	Location: Show field, Museum & Courtyard. A show for vintage National Express buses. A family day out.
21 st May – Fun 4 Kids	Location: Show field, Museum & Courtyard. Theme - Power of Fantasy, Sea Creatures & Super Heroes. Family day out with may free and payable activities.
1 st June – Science Sunday	Location: Show field, Museum & Courtyard. Theme – Power Of The Planets. Science themed educational day for kids.
11 th June – Essex Faery Fayre	Location: Courtyard & Museum. Everything to do with fairies from old and new from costumes, accessories, games, workshops and competitions.
2 nd July – Model Exhibition	Location: Museum & Courtyard An event for all the family. Theme – Models throughout the British Isles.
23 rd July – Langford Country Fayre & Classic Car Show	Location: Show Field, Courtyard & Museum. Theme – Power Of The Land. Local crafts/arts, agricultural exhibits, country games, dog show, folk music, classic & agricultural vehicles and more.
6 th August – Bike Meet & Record Fair	Location: Show field, Museum & Courtyard. Large display of Classic, Vintage, Race and Touring bikes. Trial demonstrations, club stands, crafts, and trade stalls. Record stalls and more...
3 rd September – American Car Show	Location: Show field, Museum & Courtyard. American classics, customs, and hot rods. Best in Show competition with craft and trade stands. Cars on the main field and stallholders on the courtyard.
24 th September – Steampunk Extraordinaire VIII	Location: Show field, Museum & Courtyard. Theme – Steampunk Under The Sea Exclusively steampunk and vintage traders, makers, and crafters. Steam engines, Mahmod engines and steam toys. Victorian and science-fiction displays.
26 th October – Halloween Half Term Spooky Science Day	Location: Courtyard & Museum. Theme – Power At Halloween. Small stall area with Halloween crafters and trade stands. Fun activities for the family – face painting, train rides, crafts and more.
2 nd & 3 rd December – Christmas Fair & Santa	Location: Courtyard & Museum. Christmas fair - stalls inside and outside, entertainment for the whole family, Santa visits, food stalls, miniature train and much more.

**Please enclose all relevant paperwork with this form.
Thank you**

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: lyz.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 | lyz.events@museumofpower.org.uk



Museum of Power Events: 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 an event. 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 an event.
- The directions and instructions of Museum representatives must always be adhered to.
- 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) and remain on site until the close of the event.
- There is no stallholder parking available in the courtyard unless you are a food vendor. Parking for stallholders will be in a designated area.
- 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 will be allowed until the event closes.**
- To ensure public safety traders and exhibitors are required to remain on site until the end of the event, only in exceptional circumstances a marshal must be sought to escort you safely off site.
- To ensure public safety we ask that **NO** vehicles will be allowed to move around the site during an event.
- To ensure public safety vehicles in the Museum courtyard must not cross the miniature railway tracks between 10:00am and 4:00pm. **Only in an emergency situation will the railway team escort anyone safely off site.**
- Where a stallholder exceeds the agreed pitch area an additional pitch fee **will** need to be charged.
- All vehicles are restricted to 5mph whilst on site and please apply hazard lights whilst the vehicle is moving.
- Food and refreshment vendors must 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 within the Museum or crowded areas outside. Please find a suitable area to smoke. Please put out cigarettes safely.
- 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.

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

Tel: 01621 843183 www.museumofpower.org.uk Email: lyz.events@museumofpower.org.uk