

2025 Events - Stallholder Booking Form

Incomplete forms will not be accepted.

Name			
Company Name			
Mobile		Landline	
Address			Postcode
Email Address			
Product Details			

Event/s 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	Marquee & Museum – Limited Spaces Table Required? Y/N Electricity Required Y/N £5		
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.

16 th March – Science Sunday 10am-4pm	Location: Museum & Courtyard. Science exhibits and workshops.
20 th April – TransportFest (Easter Sunday) 10am-4pm	Events Field, Museum & Courtyard. Theme – Transport Through The Ages. Show to display all modes of transportation from the high skies to the deep blue.
18 th May – Essex Bus & Coach Show 10am-4pm	Location: Events field, Museum & Courtyard. An event for everything bus and coach related and more....
1 st June – Fun 4 Kids 10am-4pm	Location: Events field, Museum & Courtyard. Theme – Fun for Kids In Space. Family day out with many free activities and workshops and a few payable ones.
6 th June – Essex Faery Fayre 10am-4pm	Location: Courtyard & Museum. Everything to do with fairies and mischief. Fairy accessories, Faerie Market, games, workshops and competitions. Fancy dress competition, fun for all the family.
20 th July – Langford & Ulting Country Fayre 10am-4pm	Location: Events Field, Courtyard & Museum. Local crafts/art stalls, agricultural exhibits, country games, dog show, folk music, classic & agricultural vehicles and more.
3 rd August – Bike Meet 10am-4pm	Location: Events field, Museum & Courtyard. Large display of Classic, Vintage, Race and Touring bikes. Trial demonstrations, club stands, crafts, trade stalls and auto jumble. Record Fair.
7 th September – American Car Show 10am-4pm	Location: Events 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.
21 st September – 10am-4pm Steampunk Extraordinaire X	Location: Museum & Courtyard. Theme – Back In Time. Exclusively steampunk and vintage traders, makers, and crafters. Steam engines, Mahmod engines and steam toys. Victorian and science-fiction displays.
5 th October – Model Show 10am- 4pm	Location: Museum & Courtyard An event to showcase models of all shapes, sizes and eras.
31 st October (Friday) – Halloween Half Term Spooky Science 2 – 8pm	Location: Courtyard & Museum. Small stall area with Halloween crafters and trade stands. Fun activities for the family – train rides, Astaria Model Village by candlelight, arts & crafts and more.
6 th & 7 th December – 10am-4pm Christmas Fun with Santa	Location: Courtyard & Museum. Child centred Christmas activities, crafts, stalls and games.

**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

**By signing this agreement, you are agreeing to the terms and conditions (on the next page). Anyone found breaking the terms and conditions without prior arrangement may be asked not to trade at any future events at the Museum of Power.

* **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. 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 or has been agreed with events manager. Otherwise, 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 or left on the field.**
- 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 or vaping allowed within the Museum or crowded areas outside. Please find a suitable area to smoke/vape. Please put out cigarettes safely and dispose of vapes in bins provided.
- 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 co-operation 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