



Spring Gathering 2018 Sunday 15th April at the London Bus Museum, Brooklands

Please reply to:

LBPT Stalls, 31 Pooley Avenue, EGHAM. TW20 8AB
graham.lunn@yahoo.co.uk
07487 699905

STALLS BOOKING FORM

This form must be completed and returned no later than Monday 5th April

Dear Stall-holder,

You are invited to join us with your sales stall at Spring Gathering 2018 to be held on Sunday 15th April at the London Bus Museum, Brooklands, Weybridge, Surrey. KT13 0QS.

Over 2,500 visitors - transport enthusiasts and families - are expected for the first of this year's bus events to be held at the Museum on the historic Brooklands site.

The day will feature displays of buses, modern & preserved, a collectors' market, heritage bus rides, children's rides & attractions, and a special exhibition of Brooklands connection with buses.

The event is being widely publicised in both the enthusiast press and the general media, including extensively on the web.

Most stalls will be located outside the Museum, both under cover (roof only) and uncovered. They may be on hard-standing or on grass. One vehicle space will be allowed for each trader. Limited pitches will be available inside the museum building. Stallholders should bring their own tables and, where appropriate, weather protection.

Whilst LBPT Ltd carries full insurance cover for incidents arising by actions of the organisers, it does not accept any liability for the actions or otherwise of visiting individuals or organisations.

Stallholders are required to have public liability insurance reflecting current requirements for major public events, and a **risk assessment** must be supplied. A risk assessment form is attached.

It is recognised that commercial operators will have this as standard but this may be new for private, non-commercial stall-holders. If you have any queries, you are welcome to contact the stalls office.

Stalls are allocated as per the table below. **Set-up is between 07.00 and 09.00** on Sunday 15th April.

Covered pitches (both inside and outside the building) do not include a vehicle space and cars/vans must be moved to the car-park promptly after unloading and **before 09.00**, the publicised opening time.

The uncovered pitches include parking for one vehicle (car or small van) or trailer adjacent to the stall.

Inside pitches There are limited stall spaces available inside the bus museum building.

Commercial Stalls are for companies whose profits are not intended to directly support bus preservation.

Special arrangements can be made for stall-holders bringing a bus, or who are disabled, but please contact LBPT stalls in advance.

Rates as follows:

Inside the Museum - Single pitch only. Max.12ft wide (very limited space available - book early!)	£ 45
Outside - under roof - approx 12ft wide	£ 40
Outside - no cover - approx 20ft wide	£ 50
Commercial Stalls - with more than 2x15ft slots	£350
Stall-Holders raising funds for their preserved bus	£ 20

The booking form **must** be returned to the address above (*not to the Museum*) before 5th April **together with your cheque** payable to LBPT Ltd and an A5 SAE for return of joining instructions and passes.

Please email or call with questions. graham.lunn@yahoo.co.uk 07487 699905

The London Bus Preservation Trust Ltd
www.londonbusmuseum.com

Museum Address and Registered Office: London Bus Museum, Brooklands Road, Weybridge. KT13 0QS
Registered Charity No.1053383, Registered Company No. 1061762, MLA Accredited Museum No.1633



Spring Gathering 2018 Sunday 15th April

at the London Bus Museum, Brooklands
Stalls Booking Form

Name :
Address:
Postcode :
Email:
Phone :

I/we would like to book pitch(s) as follows:	Price per pitch*	Number of pitches	Total £
Inside the Museum - Single pitch only. Max.12ft wide	£ 45		£
Outside - under roof - approx 12ft wide	£ 40		£
Outside - no cover - approx 20ft wide	£ 50		£
Commercial Stalls - more than 2x 15ft slots	£350		£
Stall-Holders raising funds for their preserved bus **	£ 20		£

- * Prices include 3 personal passes
- * Additional persons subject to entry charge - see Terms & Conditions note 1, below.

** Details of Preserved Bus:

** Will you be bringing the vehicle for display at Spring Gathering 2018? Yes / No

I/we would require the following passes:		Number of passes	
Personal Passes (maximum 3 per booked space)	Included		£ 0
Personal Passes (additional to above, max.2)	£10 each		£
Cheque enclosed for			£

The principal nature of the goods I/we will be selling is:

I/we enclose cheque made payable to **LBPT Ltd** for £.....

I/we confirm that I/we have read the attached Terms & Conditions and agree to abide by them.

I/we enclose a risk assessment and either proof of insurance or signed indemnity letter.

I/we enclose A5 Stamped Self Addressed envelope for return of passes & joining instructions

Signed Date 2018

Thank you for supporting LBPT

Return the form before 5th April to:

**LBPT Stalls,
31 Pooley Avenue,
EGHAM
TW20 8AB**



Spring Gathering 2018 Sunday 15th April at the London Bus Museum, Brooklands

TRADE STANDS TERMS & CONDITIONS

- 1. Three personal passes will be provided for each pitch booked.**
These must be shown to gain entrance to the Museum and must be worn at all times.
Up to 2 additional persons per space admitted at reduced price of £10 each.
Any further persons pay normal admission charge of £13.50
- 2. We regret that we are unable to supply tables.**
You are welcome to bring your own mini-marquees or gazebos for uncovered pitches but they must have foot plates and suitable weights as they will be on hard -standing and poles or spikes may not be inserted into the ground. All displays must be kept within the allocated space and must not obstruct access.
- 3. Setting up is available from 7.00am on Sunday 15th April.**
Your vehicle will be permitted as close as physically possible to your space for the purposes of loading and unloading but must be removed from the trading area by **9.00am** and parked in the designated parking area except in the case of large, outside pitches where a car or small van or trailer may remain with the stall.
No vehicle movements will be permitted on the site between 9.00am and 5.00pm.
The event finishes at 5pm and you are requested to keep your stall open until then.
Stalls must be removed from the Museum site no later than 6.30pm.
- 4. You must give an accurate description of the goods you will have on display or for sale** on the application form. If the goods on the day of the event do not match this description, then the Museum reserves the right to ask you to remove the goods and leave the event. No refund will be given.
- 5. No draw or raffle tickets may be sold or any collections made for charity** except by prior arrangement with the Museum. If these are permitted, then they will only be allowed from within the allocated stand space.
- 6. Advertising material for your goods or services may only be displayed at your stand** and may only be distributed from your stand.
- 7. Prior agreement must be obtained if generators are to be brought onto the Museum site.**
- 8. Any electrical equipment which is brought on site must be tested/ certified** to the appropriate standards and should carry a current Portable Appliance Test (PAT) label.
- 9. No loudspeakers, radios or music or any other forms of sound reproduction are permitted.**
- 10. No food or beverages may be sold.**
- 11. London Bus Museum branded merchandise may only be sold in the official Museum shop.**
- 12. No responsibility will be accepted by London Bus Preservation Trust Ltd** for the security of any goods, money or equipment before, during or after the event. All transactions are between the Vendor and Purchaser alone. No responsibility will be accepted by London Bus Preservation Trust Ltd for any transactions.
- 13. Barbecues, camping stoves and fires are prohibited anywhere on the museum site.**
- 14. Traders have a duty of care to ensure their own health & safety, and also those of members of the public.**
They are responsible for any and all damage or injury to persons or property caused by them or their stands or any act of omission by them or their staff.
- 15. Your space is to be left tidy at the end of the day and any rubbish or unsold items must be removed** from the site when you leave.
- 16. No dogs (except Assistance Dogs)** are permitted, either on site or left in vehicles.
- 17. All vehicles are restricted to 5 mph** anywhere on the Museum site and the rest of the Brooklands site.
Any vehicle movement must be approved by a marshal before movement begins.
- 18. All traders must abide by all instructions given by the event organisers.**
- 19. London Bus Preservation Trust Ltd will make every effort to hold the event as scheduled but reserves the right to cancel, curtail or relocate all or part of the events at its absolute discretion.**
- 20. London Bus Preservation Trust Ltd does not accept any liability** for the actions or otherwise of visiting individuals or organisations. Stallholders are required to have public liability insurance reflecting current requirements for major public events and a risk assessment must be supplied.
- 21. London Bus Preservation Trust Ltd reserves the right to refuse access and also the right to require stallholders to leave immediately should any of the foregoing terms and conditions not be adhered to.**

STALL HOLDERS RISK ASSESSMENT

Name of Stallholder/Company : Address: Telephone/email Contact details: Numbers of people on the stall:				Stall holders goods & equipment please circle if present: Vehicles/ tables/folding/fixed/Gazebo/covered Stall/Stall weighted down/Trolleys/Handtools required/Racking/Shelving/Step ladders/			
				Items and activities not allowed on site: <ul style="list-style-type: none"> No naked flames/hot surfaces ie portable gas cookers No instruments containing radio-active materials No asbestos containing materials Petrol driven vehicles are not permitted in the museum No stall holders under the aircraft wings 			
Hazard	Hazard present Y/N	Able to Deal With Haz Y/N	Control Measures Required	Hazard	Hazard present Y/N	Able to Deal With Haz Y/N	Control Measures Required
1	Falls from height using step ladders		Appropriate ladder In good condition User competent to use it	11	Flammable liquids		Not allowed on site unless kept in a suitable container and not decanted
2	Falling objects from stall or shelf		Ensure all items cannot fall Ensure shelf is stable	12	Hazardous substance		Not allowed on site unless COSHH assessment is carried out and measures agreed
3	Collapse of stall		Ensure stall is erected correctly and tested before use and it is not overloaded	13	Manual handling		Use trolleys and two person handling where practicable
4	Sharp edges and protruding objects		Identify sharp edges and cover if easily accessed by customer	14			
5	Moving parts and trapped fingers		If selling items with moving parts ensure they are demonstrated to the customer	15			
6	Electrical shock		No electrical sources are to be used unless by prior arrangement	16			
7	Trap /crush moving vehicles		Ensure reversing is limited be seen back where possible	17			
8	Slips, Trips Falls uneven ground		Be aware of trip hazards wear suitable footwear	Record Additional Hazards Below:			
9	Adverse weather high winds etc		Ensure items and the stall cannot blow away in high winds weight down the stall				
10	Restricted space		Check area and raise any issues with the organiser				
A hazard is something with the potential to cause harm							Overall Risk Level

Signature of person Completing the Risk Assessment:
 Print Name:

Date:

To whom it may concern,

This is to confirm that I do not hold Public Liability Insurance and that I accept full responsibility for any injury incurred by a third party or to their property as a result of an accident involving myself or my property for which I would be deemed responsible.

Name: _____

Trading Name: _____

Address: _____

Phone: _____

Signed: _____

Date: _____