



PLEASE REPLY TO:

LBPT STALLS, 31 Pooley Avenue, EGHAM TW20 8AB
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Transportfest at London Bus Museum **Sunday October 19th 2014**

STALLS BOOKING FORM

This form must be completed and returned no later than Monday 6 October 2014

Dear Stall-holder,

You are invited to join us with your sales stall at **Transportfest** to be held at London Bus Museum, Brooklands, Weybridge, Surrey on Sunday 19 October 2014. Items on sale should be transport-related.

Around 2,500 visitors - transport enthusiasts and families - are expected for the 3rd year of this now major event in the transport calendar. The day will feature big displays of buses, taxis, commercial, military and emergency vehicles, a large collectors' market, heritage bus rides, children's rides and attractions and will feature buses from 1922. The event is being widely publicised in both the enthusiast press and the general media, including extensively on the web.

Stalls will be located both inside the Museum as well as outside under cover (roof only) and outside uncovered. All pitches will be on hard-standing. Stallholders should bring their own tables and, where appropriate, weather protection.

Public Liability Insurance

Reflecting current requirements for major public events, we strongly recommend that stallholders be protected by public liability insurance. Whilst LBPT carries full cover for incidents arising by actions of the organisers, the Trust does not accept any liability for the actions or otherwise of visiting individuals or organisations and you are therefore strongly recommended to take out adequate insurance cover. 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

Stalls are allocated as per the table below. Covered pitches (inside and outside the building) do not include vehicle space and cars/vans must be moved to the car-park after unloading. The large, uncovered pitches include parking for one vehicle (car or small van) or trailer adjacent to the stall. Special arrangements can be made for stall-holders bringing a bus but **please advise us in advance**. Multiple spaces can be booked together. Rates as follows:

RATES	Per pitch space
Inside the Museum - approx 3.5m wide (limited space available - book early!)	£25
Outside - under roof - approx 3.5m wide	£25
Outside - no cover - approx 6m wide	£40

Please return the booking form to the Egham address above asap (NOT to the Museum), together with your cheque payable to LBPT Ltd plus A5 SAE. Please email or call with questions. Full joining instructions will be sent with the confirmation.



Transportfest - Sunday October 19th 2014 Stalls Booking Form

Name :
Address :

Postcode :

email :

Phone :

I/we would like to book space(s) as follows:

	Price per space*	Number of spaces	Total £
Inside the Museum, approx 3.5m frontage (limited space available)	£25		
Outside, under roof, approx 3.5m frontage	£25		
Outside, no cover, approx 6m frontage	£40		
		Cheque enclosed for	

* Prices include 3 personal passes and 1 car/small van pass per space. Additional persons subject to entry charge - see note 1 below.

Set-up is available on Sunday 19th October from 07:00hrs - 09:30hrs

Number of car/small van passes required (maximum one vehicle per booked space)

Please tick here if you are bringing a bus or other vehicle for display

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

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

I/we enclose cheque made payable to **LBPT Ltd** for £..... together with A5 SAE.

Signed

Date2014

Thank you for supporting LBPT

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TRADE STANDS TERMS & CONDITIONS

1. 3 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 £8 each. Any further persons pay normal admission charge. You will also be provided with one car/small van pass per space which must be displayed on entry and when your vehicle is on-site.
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 19th October. 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 9.30am 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 9.30am and 5.00pm. The event finishes at 5pm and you are requested to keep your stall open until then. Stalls should be removed from the Museum site not 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. Please note, catering stalls are expressly forbidden.
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 PAT testing label. Electrical leads for external use must be fitted with 13A plugs.
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. **No camping or barbecues are permitted 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 **15 mph** anywhere on the Museum site and the rest of the Brooklands site.
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 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.