



## London Bus Museum Spring Gathering 2024 Sunday 14th April 2024

Dear Trader

The museum would like to invite you to have a sales stand at the above event. This event is the museum's most popular of the three events held each year.

There is a changing of the guard, Graham Lunn has retired from being sales stand manager and Guy Bowden has taken on this role. When personnel change, the new person will inevitably make some changes, Guy will be no different.

Please find attached a booking form that must be completed and returned to the sales stand manager prior to the closing date of the event. Full payment of your sales stand booking is required before the event. Wrist bands and vehicle passes giving access to the event will not be issued if payment is not cleared. BACS is the preferred method of payment, though cheques and cash are still acceptable. Three wrist bands and one vehicle pass per pitch booked will be included. If more wrist bands are required, please speak to Guy.

### **Race Bays** (formally known as the bike sheds)

Each Race Bay is classed as one pitch. There are 20 Race Bays, they are all numbered and will be allocated on a first come first served basis. Each bay has footage of 9 feet wide and a depth of 13 feet. Your tables must be contained within the covered area of the Race Bays and you must NOT expand outside of it. In October there was an incident where a trader had placed items on the ground in front of his bay and a child with hearing aids tripped over those items. *If any items are outside of your bay, you will be asked to remove the items and place them within the space booked.*

### **Traders marquee**

This is a popular and well liked option. The marquee has been booked for the April and October events for this year. Sales stand pitches in the marquee are of 12, 18 or 24 feet frontage and 6 feet depth. Any traders wishing to have 6 feet should contact Guy to see what arrangements can be made. *A small number of sales stands with frontage of more than 24 feet will be located outside of the marquee on the grass and the trader will have to provide their own covers.*

In the week before the event a plan will be emailed out to all of the traders showing where they will be going. The marquee will also be marked out ready for Sunday morning.

Rubbish **MUST** be taken away with you at the end of the day. The museum disposing of your rubbish costs money. If you leave rubbish at the museum, this cost could be passed onto you and persistent offenders could be refused future bookings.

A new trial Guy would like to propose is for the traders to advertise in the programme. The programme is A5 size and two options are available. A full page advert for £50 and half a page for

£30. Artwork must be provided by 1st March 2024 and payment can be made when you book your sales stand pitch.

It is the traders responsibility to make sure their tables and infrastructure are fit and proper for the task in hand. Traders should have their own public liability insurance cover. A disclaimer document will need to be completed if an individual does not have public liability insurance cover and that needs to be returned to the sales stand manager before the event.

All sales stand bookings must be completed in full and paid for by Monday 25th March 2024. All sales pitches are booked on a 'first come, first served' basis.

Please return your completed booking form to Guy Bowden at 21 Forde Avenue, Bromley, BR1 3EU. Alternatively the completed booking form can be emailed to [guybowden14@gmail.com](mailto:guybowden14@gmail.com). Any questions please call Guy on 07932729522. Please do not send booking forms to the Museum.

BACS details-

Account number- 00018504

Sort Code- 40-52-40

Account Name- London Bus Preservation Trust Ltd

Please use SG24 your surname.

The museum and Guy look forward to you attending the Spring Gathering.

# London Bus Museum Spring Gathering 2024 Booking Form

Name/ Representing:

Email:

Address:

Phone Number:

Items to be sold (must be transport related):

## Race Bays- (Maximum of 3 Bays per booking)

Number of Bays	General Trader Rate	Please Tick	Vehicle Owner Rate	Please Tick
1 Bay	£80		£35	
2 Bays	£160		£70	
3 Bays	£240		N/A	
	Total Payable:		Total Payable:	

## Marquee-

Size of Pitch	General Trader Rate	Please Tick	Vehicle Owner Rate	Please Tick
12'	£80		£35	
18'	£120		£55	
24'	£160		£70	
	Total Payable:		Total Payable:	

## Outside- (Only offered to larger stalls and when the marquee and race bays are full)

Size of Pitch	General Trader Rate	Please Tick	Vehicle Owner Rate	Please Tick
12'	£80		£35	
24'	£160		£70	
30'	£200		N/A	
36'	£240		N/A	
	Total Payable:		Total Payable:	

## Programme Advert-

Size	Rate	Please Tick	Extras	Number
Full Page	£50		Wrist bands at £10	
Half Page	£30		Vehicle Pass at £10	
	Total Payable:		Total Payable:	

Vehicle Owners details: (Make/ Model or Body/ Original Operator/ Registration/ Fleet Number)

# SPRING GATHERING 2024

## Sunday 14<sup>th</sup> April

### 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 Brooklands admission charges.
- 2. We regret that we are unable to supply tables.**

All displays must be kept within the allocated space and must not obstruct access.
- 3. Setting up is available from 7.00am on Sunday 14<sup>th</sup> 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.  
**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.
- 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.**

The London Bus Preservation Trust Ltd

[www.londonbusmuseum.com](http://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

## STALL HOLDERS RISK ASSESSMENT

<p><b>Name of Stallholder/Company :</b></p> <p><b>Address:</b></p> <p><b>Telephone/email Contact details:</b></p> <p><b>Numbers of people on the stall:</b></p>				<p><b>Stall holders goods &amp; equipment please circle if present:</b> Vehicles/ tables/folding/fixed/Gazebo/ covered Stall/Stall weighted down/Trolleys/Handtools required/ Racking/Shelving/Step ladders/</p> <hr/> <p><b>Items and activities not allowed on site:</b>          No naked flames/hot surfaces ie portable gas cookers</p> <ul style="list-style-type: none"> <li>• No instruments containing radio-active materials</li> <li>• No asbestos containing materials</li> </ul> <p>Petrol driven vehicles are not permitted in the museum</p> <ul style="list-style-type: none"> <li>• No stall holders under the aircraft wings</li> </ul>			
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			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			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			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			Identify sharp edges and cover if easily accessed by customer	14			
5			If selling items with moving parts ensure they are demonstrated to the customer	15			
6			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:					Overall Risk Level
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										

**Signature of person completing the Risk Assessment:**

**Date:**

**Print Name:**

**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: \_\_\_\_\_