



**Regularly updated Events Calendar:**

[www.stonhambarns.co.uk/whats-on/](http://www.stonhambarns.co.uk/whats-on/)



**Sunday 12th May 2024**

Stonham Barns Park, Stonham Aspal, Suffolk IP14 6AT  
Tel: 01449 711111 email: [events@stonhambarns.co.uk](mailto:events@stonhambarns.co.uk)

## TRADER APPLICATION FORM

PLEASE WRITE LEGIBLY

**You can also apply on-line at:**

[www.stonhambarns.co.uk/more/event-stall-6-2/](http://www.stonhambarns.co.uk/more/event-stall-6-2/)

Company Name:	Contact Name:
Address:	Tel No:
	Mobile No:
	Email:
	Website:

### Social Media Links:

Facebook:

Instagram:

Twitter:

### YOUR BUSINESS - Please tick the categories that best describes the content of your stand:

- |   |  |  |  |  |
|---|--|--|--|--|
| <input type="checkbox"/> Agricultural/Rural     | <input type="checkbox"/> Art & Sculpture       | <input type="checkbox"/> Artwork               | <input type="checkbox"/> Autojumble          | <input type="checkbox"/> Automotive Gifts/Accs |
| <input type="checkbox"/> Automotive Dealer      | <input type="checkbox"/> Automotive Paint      | <input type="checkbox"/> Automotive Spares     | <input type="checkbox"/> Automotive Valeting | <input type="checkbox"/> Charity               |
| <input type="checkbox"/> Clothing/Footwear      | <input type="checkbox"/> Cleaning Products     | <input type="checkbox"/> Crafts                | <input type="checkbox"/> Cycles (New/Used)   | <input type="checkbox"/> Cycles (Spares/Accs)  |
| <input type="checkbox"/> Cycling (Sport)        | <input type="checkbox"/> Diecast Models        | <input type="checkbox"/> DIY/Home              | <input type="checkbox"/> DVD's/Music         | <input type="checkbox"/> Education             |
| <input type="checkbox"/> Entertainment          | <input type="checkbox"/> Equine Clothing       | <input type="checkbox"/> Fabrics               | <input type="checkbox"/> Fabrication         | <input type="checkbox"/> Farming               |
| <input type="checkbox"/> Fishing/Accessories    | <input type="checkbox"/> Food/Wine             | <input type="checkbox"/> Furniture             | <input type="checkbox"/> Games               | <input type="checkbox"/> Giftware              |
| <input type="checkbox"/> Health & Fitness       | <input type="checkbox"/> Holidays & Tours      | <input type="checkbox"/> Historical            | <input type="checkbox"/> Information         | <input type="checkbox"/> Insurance             |
| <input type="checkbox"/> Jewellery/Accessories  | <input type="checkbox"/> Leather goods         | <input type="checkbox"/> Magazines/Books       | <input type="checkbox"/> Memorabilia         | <input type="checkbox"/> Metal Art/Sculptures  |
| <input type="checkbox"/> Modelling              | <input type="checkbox"/> Motor Accessories     | <input type="checkbox"/> Motor Vehicles        | <input type="checkbox"/> Motorcycles (New)   | <input type="checkbox"/> Motorcycles (Used)    |
| <input type="checkbox"/> Motorcycles (Clothing) | <input type="checkbox"/> Motorcycles (Helmets) | <input type="checkbox"/> Museum/Attraction     | <input type="checkbox"/> Pet Products        | <input type="checkbox"/> Photography           |
| <input type="checkbox"/> Plants/Garden          | <input type="checkbox"/> Professional Services | <input type="checkbox"/> Re-enactor groups     | <input type="checkbox"/> Signs & Badges      | <input type="checkbox"/> Sound & Vision        |
| <input type="checkbox"/> Spare Parts            | <input type="checkbox"/> Steam & Vintage       | <input type="checkbox"/> Tattoo                | <input type="checkbox"/> Tools/Garage        | <input type="checkbox"/> Training              |
| <input type="checkbox"/> Travel                 | <input type="checkbox"/> Vintage & Retro       | <input type="checkbox"/> Weapons & Accessories | <input type="checkbox"/> Wood/Metal Craft    | <input type="checkbox"/> Other                 |

If other please state here:

Description of what you will be selling:

AREA	FRONTAGE (METRES)	DEPTH (METRES)	COST £	QTY	TOTAL £
INSIDE (Marquee or Barn - TBC)	2M	2M	£50.00		
OUTSIDE SMALL	3M	10M	£50.00		
OUTSIDE MEDIUM	6M	10M	£70.00		
OUTSIDE LARGE	10M	10M	£90.00		
TABLE HIRE (EACH)			£15.00		
ELECTRIC SOCKETS (EACH)			£25.00		

I/ We agree to be bound by the trade stand rules and regulations of Stonham Barns Ltd.

Name:  Signed:  Date:



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### TRADE STAND PAYMENTS

We have two options for you to send payments and forms.

**Send your completed forms with payment to:**

Stonham Barns Events Team  
Stonham Barns,  
Pettaugh Road,  
Stonham Aspal, Stowmarket,  
Suffolk, IP14 6AT

1

**Submit your form with payment online using our secure website, visit:**

<https://www.stonhambarns.co.uk/more/event-stall-6-2/>

2

Office use ONLY. Tick paid by

☐ Cash ☐ Cheque ☐ Bacs ☐ Credit Card ☐ Debit Card

Date  Receipt sent  By

### PLEASE TOTAL ALL COSTS & ENCLOSE FULL PAYMENT

PLEASE MAKE PAYMENT WITH YOUR ORDER. YOUR PITCH WILL NOT BE CONFIRMED UNTIL PAYMENT IS RECEIVED.

YOUR APPLICATION WILL BE CONFIRMED VIA EMAIL.

CHANGES TO YOUR ORDER CAN BE MADE UP TO 14 DAYS PRIOR TO THE EVENT ONLY.

**Cheques payable to:** Stonham Barns Ltd

**Payment by:** Credit / Debit Card

**BACs Payment:** Barclays Bank

**Sort Code:** 20-88-13

**Account No:** 40866903

**Reference:**

**Your Company Name / Name & SBCS24**  
**Please add this reference to your payment.**

**I HAVE PAID BY BANK TRANSFER**  
Please Tick Box Below

**TICK HERE**

DATE PAYMENT MADE

#### Card Payment:

Visa

Electron

Mastercard

Maestro

Card Number:

Switch/Maestro No:

Expiry Date:  /  Valid From:  /

Security Number:

Name on card:  Signed:

Date:

Post code where the card is registered:

House Number/ Building Name:

Total Amount to Pay: £

**NO APPLICATION WILL BE PROCESSED WITHOUT PAYMENT WITH YOUR ORDER.**



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#### **TRADE STAND RULES, REGULATIONS, HEALTH AND SAFETY POINTS.**

1. This event is open to the public from 10am to 4pm and set up is available from 7am on the day.
2. All sites and stalls must be staffed, stocked and open to the public by 10am to 4pm on the show day.
3. All vehicles (*not exhibiting in the event*) to be removed from the show area by 10am, no unloading permitted after 10am.
4. ALL Exhibitors and trade vehicles must be parked in the designated parking area or within your stand area by 10am.
5. No vehicle movement allowed on site during the hours of 10am and 4pm.
6. No stall should be dismantled before 4pm.
7. Set up on Friday is available, please contact the events office to arrange.
8. No stand is secure until the payment is cleared.
9. Your payment must be made in full at the time of booking.
10. If an exhibitor cancels a booking, for whatever reason they shall forfeit any fees paid to Stonham Barns.
11. Stonham Barns Ltd has taken reasonable precautions to ensure the health & safety of everyone present for the event. For these measure to be effective, please take reasonable precautions to avoid and prevent accidents occurring by removing obstacles which may cause tripping, falling or equipment/goods falling onto people and adhering to the guidelines of the show and its officials.
12. Please leave your pitch as you found it, clear any rubbish/debris and make good any damages to the ground caused by post holes etc.
13. Smoking is prohibited in all covered spaces.
14. Selling goods by auction or offering live animals, raptors etc as prizes is prohibited. Raffles, tombola or pick-a-ticket stands will not be permitted without permission from the event organisers.
15. Safeguard your property! Stonham Barns Ltd will NOT accept any responsibility whatsoever for any losses, exhibitors must ensure that they have adequate insurance, Stonham Barns Ltd will not entertain any claims.
16. Exhibitors should display their name and address which can be easily seen by the public.
17. Please find our risk assessment forms attached, these MUST be completed and returned to the events office with your application.
18. Allocation of stands will be to the event managers discretion.
19. No exhibitor/trader may sub-let any part of the site allocated.
20. Amplification equipment may be used provided it is at a reasonable level and not intrusive to other traders or members of the public.
21. Any exhibitors who bring their own marquee MUST provide a Health & Safety Risk Assessment together with a suitable fire extinguisher.
22. All prices are for the Event duration.
23. VAT is not payable on static pitches.
24. A trader pass/wrist band and one vehicle pass per trade stand will be allocated upon arrival on the event date. If extra is required please contact the events office prior to the event.
25. Vehicle passes must be displayed in the windscreen before arrival (if supplied).
26. Please note there are no guaranteed stand locations within your booking agreement. The event organisers reserve the right to make changes or relocate stands as they deem appropriate.
27. Stonham Barns Ltd shall in no circumstances be liable to the trader for any refund, loss of business, profit, whether direct, indirect or consequential through events, weather or ground conditions beyond its reasonable control and will be under no obligation whatsoever to compensate the trader.



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**PLEASE COMPLETE THE RISK ASSESSMENT FORM BELOW AND INDICATE ANY HAZARDS OR SAFETY ISSUES  
RELATING TO YOUR STAND AND / OR PRODUCTS BEING TRADED**

HAZARD	SERVERITY	PROBABILITY	PERSONS AT RISK	CONTROLS TO MINIMISE RISK

Please advise us if you will be bringing hazardous substances, moving machinery on site etc.

**PLEASE DO NOT FORGET TO INCLUDE A COPY OF YOUR PUBLIC LIABILITY INSURANCE AND COPY OF ANY  
RETARDANT CERTIFICATES IF APPLICABLE**

Company:  Assessors Name:   
Signed:  Date: