Stonham Barns
SHOWGROUND

MOTORCYCLE SHOW TRADE FORM

Motorcycle Show

Sunday 12th May 2019

Stonham Barns, Pettaugh Road, Stonham Aspal, Suffolk IP14 6AT

Tel: 01449 711111 Email: events@stonhambarns.co.uk

YOUR DETAILS

Company Name:

Address:

Contact Name :

Tel No:

Mobile No:

Email:

Website:

YOUR BUSINESS - *Please tick ONE category that best describes the content of your stand:*

- ☐ Spares/Parts
- ☐ Charity
- ☐ Bike Artwork
- ☐ Tours/Holidays
- ☐ Giftware
- ☐ Signs/Patches/Badges
- ☐ Training
- ☐ Tattoo
- ☐ Vintage/Retro
- ☐ Helmets /Leatherware
- ☐ Clothing/Footwear
- ☐ Dealership
- ☐ Magazines/Books
- ☐ Jewellery/Bags/Accessories
- ☐ Professional Services
- ☐ Tools
- ☐ Used Bikes
- ☐ Insurance
- ☐ Metal Art/Sculptures
- ☐ Other

If other please state here:

Description of what you will be selling……

AREA	FRONTAGE (METRES)	DEPTH (METRES)	COST £	QTY	TOTAL £
Inside Barn	2M	2M	£50.00		
Outside	3M	10M	£40.00		
Outside	6M	10M	£65.00		
Outside	10M	10M	£80.00		
Auto Jumble	10M	3M	£25.00		
Table Hire (each)			£8.00		
Electric Sockets (each)			£15.00		

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 completed forms with payment & A stamped self-addressed A5 envelope to:

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

1

Submit your form and payment online using our secure website, Visit:

https://www.stonhambarns.co.uk/more/event-stall/

2

Office use ONLY circle —Paid by

☐ CASH ☐ CHEQUE ☐ BACS ☐ CREDIT CARD ☐ DEBIT CARD

Date _____ Receipt sent _____ By _____

PLEASE TOTAL ALL COSTS & ENCLOSE FULL PAYMENT
Cheques payable to: Stonham Barns Ltd
Payment by: Credit / Debit CARD

BACS Payment: Barclays Bank
Sort Code: 20-88-13
Account No: 40866903
REFERENCE: COMPANY NAME & Motorcycle Show

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 card is registered: _____

House Number / Building Name: _____

Total Amout to Pay: £ _____

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TRADE STAND RULES, REGULATIONS, HEALTH AND SAFETY POINTS.

1. The Motorcycle Show is open to the public from 10am to 4pm and available to set up from 8am.
2. All sites & stalls must be staffed, stocked and open to the public by 10am to 4pm on the show day.
3. All vehicles to be removed from the show area by 9am & no unloading permitted after 9am.
4. ALL Exhibitors and trade vehicles must be parked in the designated parking or within your stand areas by 9.00am.
5. NO vehicle movement allowed on site during the hours of 9.00am & 4pm.
6. NO stall should be dismantled before 5pm.
7. Set Up on the Saturday available please contact a team member at the events office to arrange.
8. No stand is secure until the payment is clear.
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 measures 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 Motorcycle Show and its officials.
12. Please leave your pitch as you found it, clear any rubbish/debris and make good any damage to the ground caused by post holes etc.
13. Smoking is prohibited in all covered spaces
14. Selling goods by auctions or offering live animals, raptors, etc. as prizes is prohibited. Raffles, tombola or pick-a-ticket stand will not be permitted without permission from the event organisers. Permission will only be granted to charities
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 be seen by the public.
17. Please find our risk assessment forms in this pack these MUST be completed and returned to the event office by 5th May 2019.
18. Allocation of stands will be to the event managers discretion.
19. NO exhibitor/ trade stand 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 One day only.
23. VAT is not payable on static pitches.
24. Entry to the site on the one day of the event will be on presentation of a 2019 Trader pass, One vehicle pass per trade stand. If extra are needed please contact the events team to purchase them.
25. Vehicle passes must be displayed in windscreen before arrival.
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 HAZARD OR SAFETY ISSUE 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 FIRE RETARDANT CERTFICATES IF APPLICABLE.

Company: _____ Assesors Name: _____

Signed: _____ Date: _____