

JUNE



2008

# CHARITY BOOKING FORM

TOWN SHOW SATURDAY & SUNDAY 28 - 29 JUNE 2008

THIS FORM IS FOR A FREE OUTSIDE PLOT IN 2008

www.townshow.co.uk

YOUR NAME [Contact Point].....

YOUR ORGANISATION .....

[Commercial/Registered Charity./Individual/Other] Reg. Charity No.....  
[Delete or show as necessary]

YOUR ADDRESS .....

.....Post Code.....

E-Mail: .....@.....

TELEPHONE/FAX .....

[Landline/fax/mobile. Please supply the latter if available to enable the organisers to contact you on site during the event]

THIS FORM IS FOR: -

**AN OUTSIDE PLOT WITH UNLIMITED SPACE LIMITS**

**WHAT ARE YOU SHOWING?** .....

[THIS IS PRIMARILY FOR ADVERTISING - INCLUDE YOUR PROMOTIONAL LEAFLETS WHERE APPLICABLE]

**HOW MANY VEHICLES ARE ATTENDING?** .....

[ON THE GROUNDS OF HEALTH AND SAFETY NO VEHICLES CAN BE MOVED ON SITE DURING OPENING TIMES]

**HOW MUCH SPACE DO YOU REQUIRE?** .....M x.....M

**YOU NEED TO BRING YOUR OWN TABLES CHAIRS**

**AND AWNING/COVER**

**PAYMENT FREE**

**Show lasts TWO days 11-30-5-00pm, *no early departure.***

[NO VEHICLES CAN BE MOVED ON SITE DURING OPENING TIMES]

I have **public liability insurance** cover for up to £ ..... \* million. [This needs to be with you on the day].

I have **read and understand** the terms and conditions overleaf [**Signed**] .....[dated]

Contact: The Secretary, 7 Windmill Close, Waltham Abbey, Essex EN9 3BQ Tel: 07778 296650  
Or deliver to WAFW, c/o The Town Hall, Waltham Abbey, Essex EN9

**REMEMBER:**

**ALL PERSONS ON THE SITE REQUIRE ACCESS TO PUBLIC LIABILITY INSURANCE**

**YOUR HOUSE INSURANCE MAY BE ENOUGH – CHECK WITH YOUR COMPANY**

**ALL VEHICLES ARE BANNED FROM MOVING ON SITE DURING SHOW HOURS**

THIS IS A FREE COMMUNITY SERVICE PLEASE DO NOT ABUSE IT

secretary@townshow.co.uk

# WALTHAM ABBEY TOWN SHOW



## General Terms and Conditions

1. The Organisers may exclude any person, firm or corporate body, who in the opinion of the organisers has infringed safety or has been guilty of unfair, dishonest, or unseemly conduct either at or in connection with the event..
2. The Organisers shall not be liable in respect of any claim for compensation or refund, or any other claim, in regard to, or arising out of, or connected with the event or the holding, cancellation or curtailment thereof, for any reason beyond the reasonable control of the organisers.
3. The entire risk and responsibility as regards the exhibits, machinery and plant of each Exhibitor – including liability for accidents due or alleged to be due to the handling and housing of such exhibits; the attendance on and management thereof, the conduct of the stand generally; and all consequential or other injury or loss arising from the aforementioned matters – shall be borne by the Exhibitors.
4. To this end the exhibitor should ensure that a suitable policy of **public liability insurance** is in place before trading takes place. A copy certificate must be supplied to the organisers.
5. The Organisers have the power to order any article or vehicle out of the grounds, or to close the stand of any Exhibitor who does not conform with the regulations of the Organisers.
6. Any Exhibitor, or his Agent, wilfully defacing another Exhibitors stand/site will be held responsible for making good the damage and/or be liable to defray any costs arising therefrom.
7. The Organisers reserve the right to refuse or cancel entry without having to give a reason for such refusal/cancellation. The fees paid in such circumstances may be refundable.
8. The organisers reserve the right to close any part of the site they deem to be unsafe to the general public. There will be no entitlement to refunds under these circumstances.
9. The area required for exhibits or tents must include sufficient space for Public Safety including guy ropes and attendant bracing. Exhibitors are required to take sufficient space to include and supports or safety fencing. Any exhibit exceeding 5m in height must be notified to the Organisers. No flying objects or helium balloons to be used without prior notification to the Organisers.
10. Allocated space outside is generous but requires prior booking. Any exhibitor who, without the Organisers prior authority occupies an area beyond the requested allocation may be liable to pay additional charges.
11. The movement of all motor vehicles is prohibited during the hours that the event is open to the general public. All necessary servicing of stands must be completed prior to **11.30am** and stands shall not be dismantled, and exhibits packed away, until after **5pm** except by specific arrangement with the Organisers. When moving about the site at other times due regard must be given to the presence of pedestrians who will be attending other events until 9pm.
12. All Exhibitors and their vehicles are to report on site and to display an Exhibitors Pass at all times. These are subject to prior application. Late arrivals will not be allowed on the main site.
13. The Exhibitor shall not do or omit to do any act which may jeopardise the current insurance's or licence s of the Organisers in connection with the Exhibition place or any term thereof and shall comply with relevant law, Government regulation, direction restriction, local by-law or other provision that may be in force. The Exhibitor shall keep the Organisers indemnified against any loss, damage, expenses, fines, penalties or costs arising directly or indirectly however caused by way of a current insurance.
14. Exhibitors are not permitted to sell or supply refreshments, or any other types of goods, to the general public that they have not contracted to sell or supply prior to taking up their location.
15. Generators are not supplied and may only be used where they do not cause offence or inconvenience to the Organisers, other Exhibitors or members of the public.
16. Exhibitors may not sub-let the whole or part of a site without a prior written request being accepted by the organisers.
17. Sales of all items are restricted to the immediate vicinity of your own plot. Wide ranging sales on site are not permitted.
18. Stallholders are liable to ensure that their own waste is disposed of safely in the receptacles provided.

### **THIS IS A PUBLIC EVENT AND THE NEEDS OF THE CUSTOMER ARE PARAMOUNT**

- **The movement of all vehicles is prohibited during the hours that the event is open. Unless previously agreed [campavans etc], vehicles are to be placed in the Exhibitors car park 30 minutes prior to opening.**
- **Exhibitors are to have suitable fire fighting equipment on their stand.**
- **ALL EXHIBITORS REQUIRE ACCESS TO PUBLIC LIABILITY INSURANCE**

The Organisers only provide full site security on the Saturday night. The Craft area is to have security on Friday.

**The site owners place axle-weight restrictions on this site please ensure the Organisers are aware of any intention to bring vehicles in excess of 2 tons in weight.**

**The Secretary, 7 Windmill Close,  
Waltham Abbey, EN9 3BQ**

