



WALTHAM ABBEY TOWN SHOW
www.walthamabbey-tc.gov.uk
BOOKING FORM
Saturday 29th June 2024 (One Day Only)

YOUR NAME [Main contact]

YOUR ORGANISATION

YOUR ADDRESS

..... Post Code

E-Mail:@.....

CONTACT NUMBER

MOBILE NUMBER (to be used during the event)

All stallholders and exhibitors need public liability insurance to the value of at least £1m to be provided in advance with payment. Waltham Abbey Town Council is VAT Registered.

Please select one of the following categories for you or your organisation:

A charity, community group, school, other not-for-profit organisations – no charge and no deposit.
Charity number if applicable

All stalls £20.00 deposit this will be refunded after the event. No attendance no refund.

Food and Drink Vendors – who will be selling on the day: £200.00

PLEASE GIVE DETAILS OF YOUR STALL / ACTIVITY

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APPROXIMATELY HOW MUCH SPACE DO YOU NEED?x.....[usually 3m x 3m)

HOW MANY VEHICLE PASSES ARE REQUIRED? (These may be limited)

THE SHOW OPERATES BETWEEN 12.00-18.00 AND THERE WILL BE NO VEHICLE MOVEMENT ON SITE DURING THESE HOURS.

I have read and understood the terms and conditions overleaf:

Print name Signed Date.....

GENERAL TERMS AND CONDITIONS

ALL STALLHOLDERS AND EXHIBITORS WILL BE REQUIRED TO FOLLOW ALL COVID-19 REGULATIONS AND GUIDELINES THAT MAY BE APPLICABLE AT THE TIME OF THE EVENT.

- The Town Council 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 any Council event.
- The Town Council 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 Town Council.
- 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.
- To this end the exhibitor must ensure that a suitable policy of public liability insurance of at least £1 million and a copy of this certificate must be supplied to the Town Council in advance and be available on the day. The insurance must be valid for the date of the event and for the activities taking place. There are no exceptions.
- The insurance must include 'Indemnity to Principle' cover/clause.
- Exhibitors must have carried out a risk assessment and be able to present this on the day of the event on request.
- The Town Council has 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 Town Council.
- Any Exhibitor, or 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 there from.
- The Town Council 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.
- The Town Council reserve the right to close any part of the site they deem to be unsafe to the general public. There may be entitlement to refunds under these circumstances.
- 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 Town Council. No flying objects or helium balloons to be used without prior notification to the Town Council.
- Allocated space outside is generous but requires prior booking. Any exhibitor who, without the Town Council's prior authority occupies an area beyond the requested allocation may be liable to pay additional charges.
- 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 6pm except by specific arrangement with the Town Council. 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.
- 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.
- The exhibitor shall not do or omit to do any act which may jeopardise the current insurances or licences of the Town Council 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 Town Council indemnified against any loss, damage, expenses, fines, penalties or costs arising directly or indirectly however caused by way of a current insurance.
- 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.
- Generators are not supplied and may only be used where they do not cause offence or inconvenience to the Town Council, other exhibitors or members of the public. This must be agreed in advance.
- All exhibitors to provide their own fire-fighting equipment if appropriate.
- Exhibitors may not sub-let the whole or part of a site.
- Sales of all items are restricted to the immediate vicinity of your own plot.
- Stallholders are liable to ensure that their own waste is removed from site at the end of each day.
- The site owners place axle-weight restrictions on this site please ensure the Town Council is aware of any intention to bring vehicles in excess of 2 tons in weight. Unless agreed in advance, all exhibitors' vehicles to be moved to the designated car park 30 minutes prior to opening.
- Please can you avoid using any single use plastics / polystyrene where possible.
- For anyone struggling to provide insurance please contact the Town Council for further discussion.
- I give permission for Waltham Abbey Town Council to retain my contact details for a period of one year after this event and for the purposes of next year's event only. Please delete this line if you do not give permission.

WALTHAM ABBEY TOWN COUNCIL
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