

# Amberley Museum & Heritage Centre

## Rail Gala: Sat/Sun 14/15 July 2018

I have pleasure in inviting you to exhibit your layout/trade stand/society display at the Museum's annual Railway Gala Weekend on the above dates. Finalised details will be enclosed nearer the time within your exhibition pack.

A maximum of five exhibitors are permitted with your stand per day. We can provide a limited amount of tables and chairs for exhibitors, please state the number required on the booking form opposite. The Museum is not able to offer expenses to exhibitors; however you will have a very enjoyable event to attend with other enthusiasts. Normal Museum admission rates apply to any other supporters. On Saturday evening we will be holding our social evening meal when we look forward to meeting many old friends and, hopefully, some new ones. We hope you will join us. More details of the latter will be supplied with your exhibition pack. If you would like to make a donation, please use the Gift-Aid form on the reverse.

Overnight accommodation can be arranged on site for caravans, camper vans and tents subject to the conditions in the enclosed 'Overnight Stay Policy'. Websites with details of local accommodation within a reasonable travelling distance of the Museum can be found here: <http://www.arundel.org.uk/accommodation/bed-and-breakfasts> although other sites are available.

Amberley Museum endeavours to be accessible to all persons including anyone with mobility difficulties but please note we are an open air, countryside site and cannot guarantee any particular parking position will be available to exhibitors. Please advise us if you are a 'blue badge' holder.

If you would like to take part in this event, please complete the entry form opposite and **return it to Simon King**. If you cannot join us in 2018 but would like to in 2019, please amend the year at the top of the form opposite to reflect this. No applications will be accepted once our entry limits are reached or **after 30th April 2018**, whichever is the earliest.

We hope you will want to join us for a very enjoyable weekend for all concerned.  
Simon King  
Event Organiser

Please contact the Museum if you have any queries on 01798 831370 or email:

**Please post forms to:**  
Rail Gala, Amberley Museum & Heritage Centre,  
New Barn Road,  
Amberley, West Sussex BN18 9LT

## Rail Gala – Sat/Sun 14/15 July 2018 *Entry Form*

### Contact Details

|   |  |           |  |
|---|--|-----------|--|
| Name  |  |           |  |
| Address   |  |           |  |
|   |  | Post Code |  |
| Telephone   |  |           |  |
| E-mail  |  |           |  |
| <p>AMHC will process the personal data provided on this form for the legitimate interest of running events and providing you with the necessary information to attend events as an exhibitor.</p> <p><input type="checkbox"/> I consent to AMHC processing the personal data provided on this form so that I can be on the Museum's emailing list.</p> <p>Both of the above are covered by the AMHC privacy statement available on the AMHC website, <a href="http://www.amberleymuseum.co.uk">www.amberleymuseum.co.uk</a> and from the Museum office.</p> |  |           |  |

Blue Badge?  (Please tick if appropriate)

### Stand Details

Delete and complete as appropriate and add number required where applicable.

|  |  |                             |              |  |
|--|--|-----------------------------|--------------|--|
| Stand name   |  |                             | Layout scale |  |
| Type of stand  | Stand insurance value:   |                             |              |  |
| Layout <input type="checkbox"/> Trade <input type="checkbox"/>   | A charge of £30.00 for the complete weekend will be made for trade stands. Please enclose a cheque with this form made payable to 'Amberley Museum'. This does not apply to societies fundraising for their organizations. |                             |              |  |
| Society <input type="checkbox"/>   |  |                             |              |  |
| Donation £ . enclosed, if applicable   |  |                             |              |  |
| Stand size (including operator space) in feet and inches   |  |                             |              |  |
| To ensure you are allocated an appropriate position please sketch your stand showing viewing/operating positions on a separate sheet. Please also give a brief description of your stand for inclusion in the exhibition guide here: |  |                             |              |  |
|  |  |                             |              |  |
| Power  | Yes <input type="checkbox"/>   | No <input type="checkbox"/> |              |  |
| Tables (approx. 6 feet by 2 feet)  | Yes <input type="checkbox"/>   | No <input type="checkbox"/> |              |  |
| No. of Exhibitors passes (max. 5 per day)  | No. req'd:   |                             |              |  |
|  | Saturday:  |                             |              |  |
|  | Sunday:  |                             |              |  |
| No. of Vehicle passes (max. 2 per day)   | Saturday:  |                             |              |  |
|  | Sunday:  |                             |              |  |
| Overnight accommodation  | Caravan <input type="checkbox"/> Camper <input type="checkbox"/>   |                             |              |  |
|  | Tent <input type="checkbox"/> N/A <input type="checkbox"/>   |                             |              |  |
| Arrival time for setting up  | 17.00 – 20.00 Friday <input type="checkbox"/>  |                             |              |  |
|  | Before 09.30 Saturday <input type="checkbox"/>   |                             |              |  |

**Declaration:** Please tick the box if you accept the condition

- I confirm that I will inform Simon King if I am unable to attend the event.
- If staying on site; please confirm that you have read, understood and will abide by the attached 'Overnight Stay Policy'.

Signed: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

**Amberley Museum & Heritage Centre is a Registered Educational  
Charity**

Registered Charity No. 278722

The Museum is not funded through any national or local government body or grants. We have to raise over £2000 for every day of the year just to keep it running, and this excludes any new projects - they are separately funded. We rely for our existence on the goodwill of visitors, volunteer supporters and sponsors.

Should you be interested in becoming a member of the museum or supporting, volunteering or sponsoring a particular project in the Museum, please contact our office.

**If you would like to show your support for the Museum you can make a donation, preferably through the Gift Aid scheme.**

**Charity Gift Aid Declaration – single donation**

**Boost your donation by 25p of Gift Aid for every £1 you donate**

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

**In order to Gift Aid your donation you must tick the box below:**

I want to Gift Aid my donation of £\_\_\_\_\_ to:

**Name of Charity** \_\_\_\_\_ Amberley Museum & Heritage Centre \_\_\_\_\_

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

**My Details**

Title \_\_\_\_\_ First name or initial(s) \_\_\_\_\_

Surname \_\_\_\_\_

Full Home address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ Date \_\_\_\_\_

**Please notify the charity if you:**

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.



Rail Gala, Amberley Museum & Heritage Centre, New Barn Road, Amberley, West Sussex BN18 9LT

T: 01798 831370

E: [railgala@amberleymuseum.co.uk](mailto:railgala@amberleymuseum.co.uk) W: [www.amberleymuseum.co.uk](http://www.amberleymuseum.co.uk)

Railway W: [www.amberleynarrowgauge.co.uk](http://www.amberleynarrowgauge.co.uk)

# RAIL GALA

## Invitation to Exhibit



**Sat/Sun 14/15 July 2018**