



Amberley, Arundel, West Sussex, BN18 9LT

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E: office@amberleymuseum.co.uk W: www.amberleymuseum.co.uk

April 2018

Dear exhibitor/trader,

Please find details on entering a single trade stall or static display exhibit at Classic Scooter Day Saturday 29th September 2018. On the entry form (overleaf) you can enter a single stall or static exhibit for this show. All applications need to be made in advance using this entry form.

Static exhibits are free of charge to enter. If you are taking any money, it is classed as a trade stall. **The daily rate in advance is £25 per outdoor stall per day and £30 per indoor stall per day.** Indoor space is limited, so apply early if this is required. The charge includes admission for two persons. Additional adults are subject to reduced entry of £5.00 per person payable in advance with your entry form. You will receive admission passes for them with your confirmation notes.

All stallholders and exhibitors will need to bring their own tables and chairs and gazebo or cover and a generator if power is needed. Stallholders will be allocated a space of approximately 6' length.

The exhibitors' gates will open from 8.30am and the public are admitted at 10.00am. All events are advertised as being open until 5pm, so **all stands must remain in place and all vehicle movement is prohibited until this time.** One vehicle only will be permitted per outdoor stand which can be parked behind the stall, otherwise vehicles must be parked in the white pit.

Please post all forms to Amberley Museum, Arundel, West Sussex, BN18 9LT with your cheque (made payable to 'Amberley Museum'). Please enclose a stamped self-addressed envelope with your entry. Alternatively entry forms can be e-mailed to office@amberleymuseum.co.uk

If you have any questions, please contact the Museum office us on 01798 831370 opt 4 or office@amberleymuseum.co.uk

Yours faithfully,

Robin Cattani
Robin.cattani@amberleymuseum.co.uk
Event Organiser

President HRH Prince Michael of Kent

A Non-Profit Making Company Limited by Guarantee, Registered in England No 1402483

Registered Charity No 278 722. Registered office as above

Entry form for Stalls and Static Exhibits
Classic Scooter Day
Saturday 29th September 2018

Name			
Address			Post Code
Telephone			
E-mail			

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.

I consent to AMHC processing the personal data provided on this form so that I can be on the Museum's emailing list.

Both of the above are covered by the AMHC privacy statement available on the AMHC website, www.amberleymuseum.co.uk and from the Museum office.

Event	Date	Closing date	Please tick: Indoor stall @ £30.00	Please tick: Outdoor stall @ £25.00	Extra helpers @ £5.00	Total Amount
Classic Scooter Day	Saturday 29 th September 2018					
Final Total						

Payment

If applying for a **Trade Stall**, payment can be made by **enclosing a cheque (made payable to 'Amberley Museum')** with your entry, or alternatively request below to **pay by credit/debit card** over the phone.

Please tick/fill in appropriate section

I enclose a cheque	
I would like to make payment over the phone My contact number is: _____	

Declaration: *By signing below you accept the following conditions:*

- I confirm **I will arrive by 10am and not depart before 5pm** on each event day unless specifically authorised by the organisers.
- I confirm that I hold **Public Liability Insurance**, having a limit of indemnity of not less than **£500,000** for any one accident.

Sign		Date	
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OFFICE USE ONLY

Chq / card amount £ _____

Entered by Initial, date _____

Rec'd by Initial, date _____

Checked by Initial, date _____