



Echoes of History Show

12th & 13th Aug 2023 Stalls & Stands Entry Form

Personal Details (please complete in BLOCK CAPITALS)

Title

Mr Mrs Miss Ms Other

Full Name of main contact

Company or Organisation Name

Address (including postcode)

Phone number(s)

E-mail address

An email address is important as we may need to contact you confirm your entry via this address.

Do you want to subscribe to our show e-newsletter? Yes No

Pitches (please complete in BLOCK CAPITALS) – NOT TO BE USED FOR CATERING OUTLETS

Pitch Size	Pitch Cost (for entire show duration)	Type of goods sold	No of Pitches	TOTAL COST
Small Stand 3M Frontage	£25.00			
Normal Stand 6M Frontage	£50.00			
Large Stand 9M frontage	£75.00			
For any other stall sizes, Charity Stalls or Rides	Please contact Laura Willis at: stalls@essexhmva.org.uk to discuss your requirements			

Please send this completed and signed main form, along with a copy of your Public Liability Insurance Certificate along with an A5 stamped self-addressed envelope to the address shown at the bottom.

Declaration (please sign and date in the spaces provided)

I have read the show rules and the show application guidelines and agree to abide by them, if signing on behalf of a company or organisation; I confirm I will ensure all the members in my group will be made familiar with the rules and safety requirements. The sale of any form of pyrotechnics is not permitted.

Signed

Date

Echoes of History, Whitehouse Farm, The Living Memorial, Rettendon, Essex, CM3 8DL. 12th & 13th August 2023

Please print and return the completed main form, copy of insurance, and an self-addressed envelope to:

Laura Willis, EoH Stalls, 60 Molrams Lane, Chelmsford, Essex. CM2 7AJ

Form: 004-23-R3



Echoes of History Show

12th & 13th Aug 2023 Stalls & Stands Entry Form

Welcome

This event is run by the **Essex Historic Military Vehicle Association** (registered charity: 1155705) and is our main fundraising event. Please take a moment to read our show rules in order that you have a safe, fun, and enjoyable show:

Summary of show rules.

General Behaviour.

We want to run an enjoyable and safe show. Your co-operation is vital to the success of this. We ask that you always behave in a polite and reasonable manner. Please remember, **our staff are volunteers, and abusive or threatening behavior will not be tolerated** - we have a zero-tolerance policy in place for this as a charity. Our security will remove people from the site if this rule is broken or the police will be called. We allow consumption of alcoholic drinks on site, but please keep this to a level of moderation, and moderate your language in public areas.

Event Safety

Please ensure that your vehicle is kept in a legal, safe, and roadworthy condition and that you have the appropriate license and/or training to operate it. Drivers should have insurance suitable for the vehicle being operated, including any public liability insurance. If you wish to have passengers ride in your vehicle, you are responsible for ensuring your vehicle is adequately adapted for doing so, and suitable insurance covering this will need to be obtained and agreed in advance with the show team. Please ensure any cooking equipment, fires or similar heat sources are not left unattended. Please always follow all instructions given by any show official or marshal.

Our marshals will keep vehicle movements to a minimum, this is for safety reasons and to protect the site from damage due to excessive movements. You may be asked to park up outside the main site area in a holding area, during times outside of normal operating hours, which are after **22:00** and before **06:00**. **Booking in closes at 21:00 Thursday and Friday night and 10:00 during the 2 show days.** This rule applies to all vehicles either displaying, stalls or services.

Noise and Nuisance

When at a show, please remember there may be other people camping nearby. Please show respect for them by keeping any behaviour within acceptable bounds. At night, please switch off any generators at 22:30 and keep the noise to a minimum. There is to be no movement around the site outside of normal opening hours by any form of motorized / powered transport (for example, Quadbikes, Golf Carts, Motorbikes, Scooters, etc.) – vehicles may, or course leave and return to the site using the public highway, but we would ask you to be respectful of others who may be camping with families and young children. Night security will be patrolling to ensure rules are complied with.

Stalls and stands and charity collections

We have listened to feedback from our previous event, and now sell stalls in 3 sizes. Please note that a 3-metre pitch is unlikely to be suitable for a stall and car combined and they will be mid row, rather than end spaces. You will therefore be expected to put your vehicle in the public or exhibitors' car park during the event. For corner or end of row stalls of larger stalls, please contact us once you have booked.

At any of our events, we will require all stall holders to sign to confirm they accept and agree to follow the rules and instructions of any official. You are required to have public liability insurance and a fire extinguisher. Stall pitch allocation will be done by the onsite Stall Manager, who has the final say with regards to both pitch location and size - all stalls are non-refundable in the case of non-attendance. Only charity stalls may sell charity merchandise or have charity buckets. This is to comply with local authority rules and those of the Charity Commission. We check all charity stalls are part of the charity itself or have clear written permission to collect on their behalf. We are obliged to report any illegal activity.

Please Note:

- Pitch sizes quoted are the maximum size available unless multiple pitches are booked. All vehicles **MUST** be within pitch boundaries; additional parking is available away from pitch site.
- You will be able to arrive on Thursday 10th August after 14:00 hours and **MUST** vacate the space by 12:00 hours on Monday 14th August. (Unless by special arrangement in advance with the show team). The Show is open to the public on the 12th and 13th of August.
- The sale of alcohol and tobacco without an appropriate license and permission is strictly forbidden, anyone caught doing so will be ejected from the event, and maybe reported to the police or the HMRC.
- You must be in place by **10:00am** on show days, booking in will be closed after this time, and you will not be admitted to the site.
- Please leave your pitch tidy and free from rubbish upon leaving, place all rubbish in the large skips provided or take it with you. It costs us a lot to dispose of show rubbish and failure to adhere to this will result in us having to impose a charge on stall costs in future shows, and we may not accept future bookings in cases where this rule has been abused. Recyclable cardboard should be separated out.
- Please ask about details for portaloos hire for outside pitches, these must be ordered and paid for well in advance - you will not be allocated any extra space for the toilet.

Wristbands

All exhibitors and stallholders are required to have wristbands. Entry for up to three people per booking is included and these will be issued to you free of charge on the arrival day, any additional wristbands will need to be purchased unless arranged in advance. Non-wristband holders will **not** be served at the bar in the evening and will be asked to leave the event during times that the site is not open to the public.

Weapons, pyrotechnics, and uniforms

There must be absolutely no sale or discharge of any live firearm, live barreled weapon, pyrotechnics, thunder flash, firework or other explosive device at any event without prior permission of the organizers, trustees or safety officer in addition, the sale of any pyrotechnics during a show is not permitted. Replica and/or deactivated guns may be carried during an event or show but must not be handled by members of the public unsupervised unless they are deemed competent to do so or during a purchasing transaction and should not be pointed at someone in a threatening manner. Knives or bayonets must not be unsheathed or fitted to a weapon other than as part of purchasing transaction. All weapons and equipment must never be left unattended or used in a threatening manner. If in doubt, please contact a member of the show team in advance of or during your attendance. The lighting and launching of Chinese lantern type devices are strictly prohibited on site for safety reasons.

Please print and return the completed main form, copy of insurance, and an self-addressed envelope to:

Laura Willis, EoH Stalls, 60 Molrams Lane, Chelmsford, Essex. CM2 7AJ

Form: 004-23-R3