

Stall Booking Form

14th July, 2024

Show time 12pm - 5pm

Set up 8am - 12pm

	Stall pitch (Each pitch is 3m x 3m – Larger sizes on request)	Cost per stall	No.	£
A	Charity stall We confirm we have our own Public Liability insurance	£10		
B	Craft exhibition stall (Home crafters / Hobbyists) We confirm we have our own Public Liability insurance	£35		
C	Trade / Catering stall We confirm we have our own Public Liability insurance	POA		
	TOTAL			

STALL ORGANISER'S DETAILS

Name of Organisation/Company		
Charity no. (if applies)		
Address		
Brief description of exhibits and/or fund-raising activities.		
Website		
Contact details	Organiser	Person running stall (if different)
Name		
Telephone/Mobile		
Email		
Signature or Name if completing on-line	Signed:	Dated:

STALL BOOKING FORM AND PAYMENT

Please return booking form to enquiries@bromhamshow.com

Payment by **BACS**: Account Number 51328267 Sort Code 60-02-13 Bromham Show

Please use your **Stall Name** as the BACS reference.

If you no longer wish to receive communications about the show, please contact

enquiries@bromhamshow.com

Once booking is confirmed and payment received, no refunds available but we can offer a future Show credit

Risk Assessment information is on the next page. Please submit your Assessment with the Booking Form

RISK ASSESSMENT

If you have your own risk assessment, please submit it with your Stall Booking Form. If not, you are welcome to use this generic statement.	
1	We will only use display tables and other display equipment that are fit for purpose.
2	We will not overload display tables and other equipment
3	If we use a gazebo or other display structure, we will: <ul style="list-style-type: none"> ● ensure it is properly tied or weighted down. ● position guy/guide ropes to ensure they do not cross walkways or cause a trip hazard. ● ensure guy/guide ropes and pegs are visible by putting bright tape around the ropes and pegs.
4	We will not bring gas cylinders or generators without prior written permission from the Show Organisers
5	We will provide a bin for our use and for the use of visitors to our stall and we will remove all rubbish at the end of the day.
6	Any other risks/hazards not covered by the above, should be detailed below together with actions taken to minimise each risk/hazard.

Other Risks	Action taken to minimise risk

I have submitted	Signature or Name if completing on-line	Dated:
My risk assessment: copy attached with this application		

Please read the Stall Information and Conditions on the next page.

STALL INFORMATION & CONDITIONS

THE SHOW

Background	The show started as the Bromham Flower Show in 1948. It is now THE village event of the Bromham calendar.
Visitors	The show is popular with all age groups and attracts around 2000 visitors from the village and surrounding towns.

ON THE DAY

Show times	The show opens to the public at 12.00pm. Closes at 5.00pm.
Set up	The Showground opens to stallholders at 8am, stalls must be set up by 12.00pm. You are welcome to drive your vehicle to your pitch site to unload. However, in the interest of public safety, you must remove your vehicle to the stallholder's car park by 11.30am.
Parking	All vehicles must be removed and parked at the stallholder's car park by 11.30am. Detailed instructions will be issued on the day.
Equipment	The show organisers provide a 3m x 3m pitch with a 0.5m space between pitches. It is the responsibility of the stallholder to provide a marquee/gazebo and all tables, chairs, etc.
Power	We are unable to provide power sockets. Generators may not be used without prior written consent from the Show Organisers.
Breakdown	To ensure public safety, stalls may be broken down after 5.30pm. All rubbish must be removed.

ESSENTIAL DOCUMENTS

Risk Assessment	Must be provided with the Stall Booking Form. If this is not possible, please contact us as soon as possible.
Public Liability	The insurance certificate, valid for the show date, must be provided with the booking form.

SPREAD THE WORD

Advertisement	3000 copies of the Bromham Show Programme are printed and distributed to every household in the village. Please contact marketing@bromhamshow.com if you wish to place an advertisement in the programme
Social media	We are on Facebook, Instagram and X. Please visit us and join the conversation.

DATA PROTECTION If you no longer wish to receive communications about the show, contact details can be found on the Stall Booking Form. Use of personal data: Our Privacy Statement is available to view on our website.