

# Stallholder and Trade Booking Form

## The Classic Car Show at Culford 13<sup>th</sup> July 2025

Please complete both pages of this booking form and send it to:

Post : Alan Chadwick, Bury Abbey Rotary Club, The Old Cottage, The Street, Pakenham, IP31 2JU

Email : [alanchadwick553@gmail.com](mailto:alanchadwick553@gmail.com)

To secure your place you must also pay online at the same time, through the Stallholders Section of our website [www.theclassiccarshow.org.uk](http://www.theclassiccarshow.org.uk)

Receipts can be sent out by e-mail, if you require a hard copy receipt, please send an SAE.

### Terms and Conditions and General Information

**I have already reserved on your website the following pitch :**

(Note the first dimension is the pitch frontage or width, all pitches are deep enough to accommodate 1 vehicle)

Stall Type	Size ( w x d)	Price	Number Req'd	Total Paid
Charity Pitch	4m x 10m	£15		

Please note: The above charges are for pitch area only. Stallholders are responsible for supplying any stalls, stands, tables, chairs, covers etc for their own stall. All fees are non-refundable. There is no electricity available at the site, access to a drinking water tap will be available to top up portable containers, (no hose supply.)

**\*All fields must be completed for your order to be processed\***

### Food Suppliers Only:

**I attach evidence of current Food Hygiene certification with this application.**

Will you be bringing your own generator? Yes  No

Will you be using gas bottles? Yes  No

If yes, please tick here  to confirm your gas appliances and generators have been examined, tested, deemed safe and recorded as such by a competent person. An authorised member of the organisers may inspect stallholders' compliance with health and safety requirements including inspection of gas and electrical equipment being used on site

### All Stallholders:

**I attach details of my Public Liability Insurance**

Please provide evidence of your public liability insurance in the form of a policy schedule. The policy must cover the event activities and be valid during the dates of the event If you have any queries regarding your insurance, please contact your insurance provider.

Name of Insurer:	Indemnity Limit:
Policy Number:	Expiry Date:

**Risk Assessment - please provide your risk assessment – as a copy attached**

### Your Details

Name of Business:
Type of Stall:*

\*please be specific so that we can avoid similar trade stalls being placed together

Name of Person Making the Booking:	
Street Address:	
Town:	Postcode
Tel:	Mobile:
Email:	

## Terms of the Booking

1. The Classic Car Show is a volunteer led event organised by Bury St Edmunds Abbey Rotary Club and is held at the Culford School. The show is open to the public between 10h00 and 15h30
2. The Grounds will be open from 06h00. All stallholders are requested to arrive at the site by 08h45. There is space at the back of the pitch to leave a vehicle, but in the interest of public safety stallholders will be unable to move their vehicles until the close of the show at 15h30. At all times stallholders must follow the instructions of the official Marshals on site.
3. Please ensure you keep all stalls/vehicles/tables/chairs/awnings/rubbish bins within the parameters of your pitch.
4. All caterers and food and ice cream vendors to provide rubbish bins and to take away any rubbish.
5. All stalls selling alcohol must have their own licence, and display a 'Challenge 25' notice
6. No subletting or sharing of any pitches is permitted.
7. A first aid post will be located at the site.
8. All electrical equipment used on the site must comply with health & safety regulations and have a current, in date portable appliance certificate (PAT).
9. All stallholders with inflammable materials must provide fire extinguishers bearing current proof test of a type approved by the local fire authority.
10. All stallholders shall comply with health and safety policy and appropriate guidance.
11. All enquiries in advance of the show day should be directed via the Stallholder links on our website [www.theclassiccarshow.org.uk](http://www.theclassiccarshow.org.uk)
12. Please note location requests are solely at the discretion of the organisers due to restrictions of the site but will be accommodated where possible. We will be running a slightly different layout to 2024.
13. Cancellation of a confirmed pitch for any reason must be notified by email via the website as in 10.
14. There is no refund for Cancellations for any reason, except for Cancellation of the Show by the Organisers, which will trigger a full refund of your Pitch Fee.
15. You can choose to buy Refund Protection Insurance through our partner TicketSource at the time of booking your stall if you wish
16. All stallholders and their staff agree to follow Government Guidelines relating to COVID-19 as may be in force at the date of the event

Bury St Edmunds Abbey Rotary Club reserve the right to postpone or cancel the show if the event site becomes unfit or unavailable or if it becomes impossible or impractical to hold the event for reasons beyond their control, including government-imposed restrictions. In these circumstances the Bury Abbey Rotary Club will offer all stallholders a full refund. Should the show be cancelled during the event, no refunds will apply. The Bury St Edmunds Abbey Rotary Club will not be liable for any other costs or losses incurred by the stallholders.

Your participation in this event is at your own risk, Bury St Edmunds Abbey Rotary Club, or Culford School shall not be liable for any direct or indirect loss or damage howsoever caused to you, others with you, or to your personal property in connection with this event other than for death or personal injury caused by Bury St Edmunds Abbey Rotary Club's negligence. You hereby confirm that you have current public liability insurance for a minimum cover level of £1m increasing to £5m if providing food or drink in respect to your activities during the event and have inserted your insurance details overleaf. In the event of any defect in the insurance referred to overleaf, I undertake to indemnify The Bury St Edmunds Abbey Rotary Club in respect of any loss that would have been covered had the insurance not been defective. You must complete all the fields listed for your application to be processed.

### Data Protection

Bury Abbey Rotary would like to keep you informed about future events in which you may like to be involved. We would like to keep you up to date electronically. Tick either the Yes or No boxes for each of the options below to let us know how you'd like us to keep you informed. You can

Contact Preferences	Yes	No
Happy to be contacted by Email		
Happy to be contacted by Text		

Please note if you tick no to all these options you will only be contacted about this event. You may change your contact preferences at any time

I have read and understood the Terms of The Booking

Signature of stallholder \_\_\_\_\_ Date \_\_\_\_\_