



## Trader/ Stallholder Application Form 2025

(Please complete in block capitals)

CONTACT NAME	
TRADER NAME	
Mobile Number	
E-mail Address	
Billing Address (for Invoicing purposes)	
Postcode	

Please describe your products and themes (attach images of your most recent events, please!):	
Website:	

### **What events are you applying to attend?**

Please note: **Applications to attend do not constitute an invitation to attend.**

All events will be confirmed to you and these may not be all of those that you apply to attend.

Event Name	Event Date	Mark with an X
East Anglian Craft Fayre	Saturday 26 <sup>th</sup> April	
Wings and Wheels 2025	Sunday 25 <sup>th</sup> May	
The Sports Car Show	Sunday 6 <sup>th</sup> July	
The Living History Show	Saturday 19 <sup>th</sup> and Sunday 20 <sup>th</sup> July	
The Stow Maries Air Show	Saturday 23 <sup>rd</sup> August	
The Large Model Air Show	Saturday 13 <sup>th</sup> September	

**We are unable to permit the sale of instant consumption or 'fast food' unless by prior arrangement.**



Stow Maries Great War Aerodrome  
Hackman's Lane, Purleigh, Chelmsford, Essex, CM3 6RN  
**Registered Charity Number: 1151099**



**Stow Maries Great War Aerodrome (SMGWA) Trader/ Stallholder terms and conditions**  
Please read carefully. By submitting this form, you are accepting these terms and conditions.

**1. Pitch Information**

Pitches are allocated in blocks of 3m x 3m. Applications will not be confirmed, or pitches allocated, until the stall fee has been paid and cleared into the account of Stow Maries Great War Aerodrome Ltd. Stalls will be allocated on a first come, first served basis and SMGWA reserves the right to accept or decline any application. This decision is final. Applications include the provision for the named trader and two further persons to attend for the specific purpose of assisting on the stall. If you wish to bring more than three persons in total (Trader+2) please contact us in advance.

**2. Equipment Provided**

SMGWA do not provide anything except the space that has been paid for. Trader must provide your own gazebo (branded if possible) table, chairs and any other equipment you think necessary. **No electricity will be provided.**

**3. Trading Conditions**

- 3.1 Stall holders agree to trade for the whole event period, from 1000hrs until 1600hrs, subject to weather or other adverse conditions. To achieve this, Traders will need to be on site by 0830 at the very latest to set up their stall. You will be advised if Trading can cease before 1600hrs. There will be limited vehicle access for Traders until 0930hrs.
- 3.2 Unless for very specific reasons and strictly by prior arrangement, no trader will be able to leave their vehicle with their stall – it will need to be moved to the very close trader parking.
- 3.3 No stallholder can sublet their stall or part thereof to another Trader.
- 3.4 Individual stall holder displays are encouraged to reflect the high quality and artistic nature of the event. Traders must not obstruct or hide the exhibits of others.
- 3.5 Traders must leave their stall and environs clean and tidy after the event. Any signage used by the Stallholder is their responsibility and must not interfere with other Traders and must not constitute a health and safety hazard to other Traders and the public.
- 3.6 Traders must follow generally ethical business practices and behave with professionalism at all times.
- 3.7 Pitches are approximately 3x3 metres in size. Electricity is not available to Traders unless agreed with site representatives in advance. Larger stalls must be agreed with the organisers.
- 3.8 Traders are prohibited from selling any alcoholic beverages in accordance with UK legislation which prohibits the sale of alcoholic drinks by people without a license.
- 3.9 Traders who handle food must be qualified and have a current food certificate
- 3.10 The events will take place rain or shine (except in extreme conditions). No refunds will be given to a Trader who decides not to trade due to inclement weather or any other cause.
- 3.11 Any complaints about process, logistics, organisation or any other matter may be directed to the Chief Executive, Stow Maries Great War Aerodrome in writing and may not be anonymous. We will welcome constructive criticism and ideas to improve the event in the future.
- 3.12 Each Trader/stallholder is responsible for the provision of their own public liability insurance and for insuring the safety of their stalls and products. The insurance must cover you to sell goods to the public at our event. All Traders must provide evidence of such insurances in advance of the event.
- 3.13 If trader activities may result in fire, a certificated fire extinguisher & fire blanket should be held by a trader for emergency use.
- 3.14 Any outside stall must be weighted and / or guy-lined down in windy conditions.
- 3.15 Each Trader/stallholder participates in the event entirely at their own risk in every respect and shall absolve Stow Maries Great War Aerodrome Ltd from responsibility for such risks including personal injury, loss or damage to property, theft of property, loss of profits, interruption of services, however this injury, loss or damage may be caused, whether by fire, theft, inclement weather, vehicular or aircraft, interruption of power, defect of equipment, building or failure of subcontractors or agents to perform and/or failure of press advertisement fully contracted to appear.
- 3.16 It is a condition of this booking that Traders absolve Stow Maries Great War Aerodrome Ltd from any responsibility for refunding stall fees paid by them. Fees may be refunded as appropriate by Stow Maries Great War Aerodrome Ltd but only at their discretion and their decision is final.





## So – how do I book?

1. Fill in this form with all the details we ask.
2. Mark an 'X' in the event you would like to attend as a trader.  
Trader Pitches are £30 for one day, £50 for two days.
3. Send a scanned copy of your completed form as an attachment to [info@stowmaries.org.uk](mailto:info@stowmaries.org.uk) with a covering e-mail. If you cannot send a scanned version, very carefully take a photograph of each page and send that in, instead. **This is only if you cannot send in a scanned version.** We must receive your application at least 28 days before the event (**see T&C Point 1**). **Remember to attach some images of your stall, too.**
4. We will review your application and if we can invite you to an event, we will e-mail you an invoice for your pitch fee. Once you have paid this invoice (see T&C Point 1) your pitch is confirmed. We will confirm your pitch to you.

