Traders Application Form

The Long Shop Museum, 2018 season

*Long Shop Museum, Main Street, Leiston, Suffolk, IP16 4ES.* Tel 01728 832189

*Please complete form in CAPITALS thank you. Museum contact: events@longshopmuseum.co.uk*

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| --- |
| **I wish to enter for the following events, (you can enter more than one event, please tick);** |
| **Steam Up, 1st April 2018** |  |
| **Works in Wartime, 21st April 2018** |  |
| **Father’s Day Model Show, 17th June 2018** |  |
| **Suffolk Steam Punk Spectacular, 28th &29th July** |  |
| **Harvest Past, 23rd September 2018** |  |
| **Final Fling, 21st October 2018** |  |

YOUR NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TRADE NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPE OF ITEMS SOLD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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E-MAIL (required for booking confirmation) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MOBILE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE NOTE THAT THE FOLLOWING PRICES ARE PER EVENT, IF YOU ARE BOOKING FOR MORE THAN ONE EVENT, THEN PLEASE INCLUDE PAYMENT TO COVER ALL BOOKINGS.**

**INSIDE AREA**

Please reserve for me \_\_\_\_\_inside pitch @ £30 each

Please note; 1 pitch = 1 table length, no more than 7 ft long. Multiple pitches per event can be booked.

Note an electrical supply may be available if requested in advance. Set up is from 08:30 on the day of the event, alternatively, you may set up from 3pm on the day before each event.

**OUTSIDE AREA**

Please reserve for me \_\_\_\_\_outside pitch @ £20 each

We can supply a 6ft x 2/3ft table only if required and each table will have a chair. Note you may erect a gazebo (maximum of 3m x 3m, larger gazebos by prior arrangement) There is no refund for inclement weather.

Set up is from 08:30am on the day of the event.

Please note that outside stalls cannot be left up overnight.

**NOTE – please indicate your stall requirements here and we will try to accommodate them**

Electrical supply (inside only and subject to availability) Yes/No

Table required, 1 per pitch (6ft x 2/3ft) Yes/No

Additional chairs Yes/No Amount…………

Other – please state

**ELECTRONIC PAYMENT**

Please complete a BACS Payment to:

The Long Shop Museum, Sort Code 20-45-45 Account No.13786447

Reference *LSM plus your name*

Please return the completed booking form to;

Stuart Hines

The Long Shop Museum

Main Street

Leiston

Suffolk

IP16 4ES

Or events@longshopmuseum.co.uk

**FORM PAYMENT**

Make a cheque payable to: The Long Shop Museum and post along with the completed form to

Event Booking, Long Shop Museum, Main Street, Leiston, Suffolk, IP16 4ES

**SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Confirmation of bookings will be sent out at least 2 weeks prior to the event.*

**The Long Shop Project Trust is a** **Registered Charity** No. 1167945 VAT No. 699 9327 49

**Please return this form together with a SAE to, Long Shop Museum, Main Street, Leiston, IP164ES**

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Trustees: The Earl of Cranbrook, T.J. Hawkins, J.D.B.Cotton, W.J. Kemball, A.M.I. Paris, R.H.G.Watson, Mrs M. Young. Hon. Treasurer: K.S. Young. Hon. Secretary: Mrs. M. Wyllie.

Patrons: J.R.G. Perrett, W.R. Serjeant, R.A. Wilton

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