

FOR OFFICE USE ONLY

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TRADE STAND BOOKING FORM

Please print this form and return completed along with payment to the address below

Address:	Name:
	Company Name:
	Phone (Day):
	Mobile:
	Fax:
Email:	To receive confirmation of booking via email please tick <input type="checkbox"/>

TRADE STANDS
Includes 2 Exhibitor & 1 Showground Vehicle Pass(es)

Uncovered space(s) 3.65x4.57m (12x15ft) @£40.00 £

MULTIPLE STANDS (Please tick your requirement)

Side by Side Back to Back

EXTRA EXHIBITORS ADMISSIONS

Adult(s) @£10.00 £

Child @£8.00 £

Extra Showground Vehicle Pass(es) @£3.00 £

TOTAL £

DESCRIPTION OF GOODS
This must be completed by all applicants

AGREEMENT I agree to abide by the Terms & Conditions and Health & Safety requirements on the Booking Form and have **completed the Health & Safety declaration** on the reverse of this form. Please debit my Credit Card/Debit Card with the total amount above (if applicable).

Signed (Mandatory) Date

The information above may be disclosed to a sponsor company for the purposes of advertising. If you do not wish this to happen please tick the box

John Montagu Building, Beaulieu, Hampshire SO42 7ZN Telephone: 01590 614614 Fax: 01590 614615 email: events@beaulieu.co.uk

PAYMENT DETAILS

Payment by Credit/Debit Card: by Cheque:

Card Number:

Valid From: to 3 Digit Security Code:

House name/number of where card is registered (if different from above): Postcode:

Please make cheques payable to:
Beaulieu Enterprises Limited

Cheque post dated until - No later than 01/03/2011

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Beaulieu Events Risk Record Please Complete

It is a legal requirement for all employers and self employed people to carry out an assessment of risks that are created as a result of their activities which could effect the health and safety of themselves, their employees and anyone else (such as contractors, members of the public etc.) Traders and exhibitors wishing to attend a Beaulieu Event are required to complete the Health & Safety documentation.

The risk assessment should take account of significant risks that are created **during event set up, the duration of the event and any activities during event break down.**

When completing your assessment remember:

- A hazard is anything that may cause harm, e.g. objects left in walkways, trailing cables, the way your display is arranged.
- The risk is the chance that someone may be harmed by these or any other hazards.

If an accident or incident occurs, the Investigating Authorities will ask to see evidence of a risk assessment, to satisfy themselves that the person(s) responsible have taken all reasonable measures to control these hazards and risks.

You will have to complete a risk assessment that details the significant risks posed by your operations covering set-up, the event and closure (a suggested template can be found in the event booking Instructions). You will need to have this assessment available on your stand throughout the duration of the event.

The checklist below, although not exhaustive, outlines some of the more common hazards. Please indicate those issues that are applicable to your stand.

Identify potential hazards which could harm exhibitors/visitors/Beaulieu Enterprises Limited staff/contractors

Slips / Trips on:	Items protruding into gangways <input type="checkbox"/>	Other Hazards:	Carrying heavy objects <input type="checkbox"/>
	Electrical cables <input type="checkbox"/>		Objects falling from stands <input type="checkbox"/>
Electrical:	Power cables <input type="checkbox"/>		Coverings becoming loose <input type="checkbox"/>
	Power tools <input type="checkbox"/>		Chemicals e.g. Mercury in barometers <input type="checkbox"/>
	Overloading <input type="checkbox"/>		Sharp objects <input type="checkbox"/>
	Generators <input type="checkbox"/>		Small objects <input type="checkbox"/>
Adverse Weather:	Gazebos, Plastic Coverings etc <input type="checkbox"/>		Heating / cooking equipment <input type="checkbox"/>
	flying off in the wind		
Unloading / Loading:	Objects falling from heights <input type="checkbox"/>		
	Objects falling from vehicles <input type="checkbox"/>		

Please tick below any of the precautions which you will be putting in place to avoid these hazards

All items kept within allocated space <input type="checkbox"/>	Generators placed safely away from other <input type="checkbox"/>
Stand coverings fixed securely & within stand space <input type="checkbox"/>	displays, exhibitors and walls of marquees <input type="checkbox"/>
All cables safely located <input type="checkbox"/>	Lighting/heating/cooking placed safely <input type="checkbox"/>
Small objects placed out of the way of children <input type="checkbox"/>	and out of reach <input type="checkbox"/>
Extra fixings in windy conditions <input type="checkbox"/>	Careful positioning of vehicles facing <input type="checkbox"/>
Heavy items secured <input type="checkbox"/>	down the gradient (for safe unloading) <input type="checkbox"/>
Other (Please State).....	

HEALTH & SAFETY DECLARATION

I/We acknowledge the Health & Safety Policy Document and Event Regulations of Beaulieu Enterprises Limited as contained in the Event Booking Information, and confirm it will be complied with in addition to our own responsibility under the Health & Safety at Work Act 1974 and all its subordinate regulations which apply.

Signed (Mandatory) Print Name

Nominated person responsible for Health & Safety is..... Date

Before returning your booking form please check that you have:

- The correct name, address and telephone number
- Filled in your stand space requirements and given a total cost
- Signed your agreement (front of form)
- Filled in the Events Risk Record and signed the Health and Safety Declaration
- Included payment and/or filled in the credit card payment information

PLEASE NOTE

Event instructions and Passes will ONLY be sent if forms have been signed, declarations completed and full payment received.