



8th & 9th September 2012
BOOKING FORM

FOR OFFICE USE ONLY

REC:	REF:
Vatable:	Non Vatable:

Name & Address:

Phone (Day):

Mobile:

Fax:

Email (For confirmation):

FREE SHOWGUIDE ENTRY

If you **DO NOT** wish to be included please tick the box

For inclusion in the showguide this section must be completed and the form returned prior to the allocation closing date. Your name will be listed alphabetically and should be written exactly as you wish it to appear in the showguide.

Name/company:

Tel Number:

Email:

PLEASE RETURN BY 13TH JULY 2012 TO RETAIN 2011 STAND SPACE*
*Not Guaranteed

TRADE/JUMBLE STAND SPACE
 Includes 2 Exhibitor & 1 Combined Showground Vehicle/Car Park Pass(es)

Uncovered space(s) 3.65x4.57m (12x15ft) @£125.00 £

FRIEND OF THE NMMT DEDUCT 10% (Uncovered stand space only)

Mem No. Must be stand holder named on this booking form £

Individual marquee inc. stand space 3.05x4.57m (10x15ft) @£330.00 £

Shop unit inc. stand space 4x4m (13x13ft) @£260.00 £

Space in grand marquee 3.05x3.05m (10x10ft) @£185.00 £

Bespoke marquee (please state size)..... @£POA £

TRUNK TRADERS (Second hand goods trading from car only - No vans) SUNDAY ONLY. Includes 2 Exhibitor & 1 Trunk Traders Vehicle Pass(es)

3.65x4.57m (12x15ft) Maximum of 2 @£50.00 £

AUTOMART Includes 2 Saturday & 2 Sunday Exhibitor Passes

Uncovered Automart space (to sell a vehicle) @£80.00 £

1 ONE Friday Mart pass (Includes 2 Friday Exhibitor Passes) @£45.00 £

DEALERMART Includes 6 Exhibitor, 3 Showground Vehicle & 1 Support Vehicle Pass(es)

Uncovered space 6x9.14m (20x30ft) @£310.00 £

OPTIONAL EXTRAS
 Extra adult tickets (maximum of 2 per stand)

1st Adult ticket (per stand) @£38.00 £

2nd Adult ticket (per stand) @£53.00 £

On the day & extra to 1st & 2nd adult tickets @£60.00 £

Child ticket(s) (children 5-17 inclusive) @£11.50 £

Furniture package (hire fee only) @£30.00 £

Extra car park pass(es) **No admission to showground** @£25.00 £

Caravan pass on uncovered stand ----- **FREE**

Caravan pass in exhibitors car park @£25.00 £

Thursday camping at Bucklers Hard @£10.00 £

ADVERTISING IN THE SHOWGUIDE (All prices include VAT)

Enhance your showguide listing to make it stand out @£25.00 £

¼ Pg Ad @£135.00 ½ Pg Ad @£250.00 Full Pg Ad @£450.00 £

TOTAL £

AGREEMENT I agree to abide by the Rules & Regulations and Health & Safety requirements in the Booking Instructions 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

ESSENTIAL INFORMATION

Stand location: Stands back to back (12x30ft): **YES / NO**

Preferred stand location (not guaranteed):

DESCRIPTION OF GOODS (Mandatory)

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

Events Department, John Montagu Building, Beaulieu, Hampshire SO42 7ZN Tel: 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 01/07/2012

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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"/> Electrical cables <input type="checkbox"/>	Other Hazards:	Carrying heavy objects <input type="checkbox"/> Objects falling from stands <input type="checkbox"/> Coverings becoming loose <input type="checkbox"/> Chemicals e.g. Mercury in barometers <input type="checkbox"/> Sharp objects <input type="checkbox"/> Small objects <input type="checkbox"/> Heating / cooking equipment <input type="checkbox"/>
Electrical:	Power cables <input type="checkbox"/> Power tools <input type="checkbox"/> Overloading <input type="checkbox"/> Generators <input type="checkbox"/>		
Adverse Weather:	Gazebos, Plastic Coverings etc flying off in the wind <input type="checkbox"/>		
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"/> Stand coverings fixed securely & within stand space <input type="checkbox"/> All cables safely located <input type="checkbox"/> Small objects placed out of the way of children <input type="checkbox"/> Extra fixings in windy conditions <input type="checkbox"/> Heavy items secured <input type="checkbox"/> Other (Please State).....	Generators placed safely away from other displays, exhibitors and walls of marquees <input type="checkbox"/> Lighting/heating/cooking placed safely and out of reach <input type="checkbox"/> Careful positioning of vehicles facing down the gradient (for safe unloading) <input type="checkbox"/>
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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.