

# Custom & American

Show

Sunday 16 June 2024

# Beaulieu

Name & Address (Mandatory):

For Office Use Only

|                     |   |             |
|---------------------|---|-------------|
| Date Received:      | Event Reference Number:   |             |
| Stand Number:       |   |             |
| Processed On:       | Processed By:   | Total Paid: |
| Cheque Information: | Payment Method:<br><input type="checkbox"/> Cheque <input type="checkbox"/> PDO <input type="checkbox"/> BACS |             |

Email Address (For Confirmation):

Confirmation of booking will be sent by email if entered here

Daytime Phone / Alternative Number (Mandatory):

## Trade Booking Form

### Trade Stands

Description of goods to be sold: (this will appear with your showguide entry)

|  |                          |           |               |
|--|--------------------------|-----------|---------------|
| Stand Space (5m front x 7m depth):   | <input type="checkbox"/> | at £98.50 | <b>£98.50</b> |
| <small>includes 2 Exhibitor Wristbands and 1 combined showground vehicle/car park pass</small> |                          |           |               |
| Extra Exhibitor Passes:  | <input type="checkbox"/> | at £16.50 | £             |
| Child:   | <input type="checkbox"/> | at £8.00  | £             |
| <small>Child = 5 to 16 years (Under 5 free)</small>  |                          |           |               |
| Under 5:   | <input type="checkbox"/> | Free      | £             |
| Showground Vehicle Pass  | <input type="checkbox"/> | at £6.00  | £             |

**Camping** Free overnight camping Saturday 15 June only:  Yes  No  
Arrival from 4pm

**Total** £

Please note: All prices are inclusive of VAT

### FREE Exhibitor Listing

If you **WISH** to be included please tick this box

For inclusion in the event day information this section must be completed and the form returned prior to 30 July 2024. Your listing should be written EXACTLY as you wish it to appear. Entries received after this date will be included subject to the listings not being sent to print.

Name/company:

Tel Number:

Email:

### AGREEMENT

I agree to abide by the Rules & Regulations and Health & Safety requirements outlined in the Terms & Conditions 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 (if applicable). Full Terms & Conditions can be found on [www.beaulieu.co.uk/events/custom-and-american-show](http://www.beaulieu.co.uk/events/custom-and-american-show).

Signed (Mandatory): .....

Date: .....

Details of how we handle your data can be found at [beaulieu.co.uk/privacy-statement](http://beaulieu.co.uk/privacy-statement)

Events Department, John Montagu Building, Beaulieu, Hampshire SO42 7ZN

Tel: 01590 614614 Email: [events@beaulieu.co.uk](mailto:events@beaulieu.co.uk)

### PAYMENT DETAILS

Payment by Credit/Debit Card:  by Cheque:  by BACS:

Card Number:

Please make cheques payable to: Beaulieu Enterprises Ltd

Please note: we do not accept post-dated cheques

Valid From:  To:  3 Digit Security Code:

Cheques must be received a full 2 weeks prior to the date of the event.

Name as printed on card:  Postcode:

Please email [events@beaulieu.co.uk](mailto:events@beaulieu.co.uk) for BACS details

**In Signing The Agreement On The Front You Are Accepting The Following Conditions:**

Your pre-entry is non-transferable and is not for re-sale.

Refund as follows; To receive a part refund, Exhibitors must notify the Events Office on 01590 614614 as soon as possible if they wish to cancel. Provided the stand space(s) can be re-let and provided all passes/tickets have been returned, refunds will be made as follows; **30 days + in advance of the Friday of the event—10% administration fee deducted, less than 30 days but more than 7 days in advance—30% administration fee deducted, less than 7 days—No refund will be given.**

**Beaulieu Events Health & Safety Declaration**

**PLEASE COMPLETE AND TAKE A COPY FOR YOUR RECORDS**

Traders and exhibitors wishing to attend a Beaulieu Event are required to complete the Health & Safety documentation.

It is a requirement for all exhibitors to carry out an assessment of risks that are created as a result of their activities which could affect the health and safety of themselves, their employees and anyone else (such as contractors, helpers and members of the public etc).

Any marquee or similar structure must conform to the Construction (Design and Management) Regulations 2015.

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 layout of your display.
- The risk is the chance that someone may be harmed by these or any other hazards.

**You should complete a risk assessment that details the significant risks posed by your operations covering set-up, the event and closure. The onus is on you to ensure suitable and sufficient controls are implemented to reduce those risks. You will need to have this assessment available on your stand throughout the duration of the event.**

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.

To help you we have prepared the checklist below. Although not exhaustive, it 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 staff/contractors**

Slips / Trips on: Items protruding into gangways [ ] Power cables crossing gangways [ ]
Electrical: Power cables [ ] Power tools [ ] Overloading [ ] Generators [ ]
Adverse Weather: Gazebos, plastic coverings etc flying off in the wi [ ]
Unloading / Loading: Objects falling from heights [ ] Objects falling from vehicles [ ]
Other Hazards: Carrying heavy objects [ ] Power cables [ ] Coverings becoming loose [ ] Chemicals [ ] Sharp objects [ ] Heating / cooking equipment [ ]
Other: (please state) .....

**PLEASE NOTE: It is your responsibility to ensure suitable and sufficient controls are implemented to reduce those risks.**

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

All items kept within allocated space [ ] Stand coverings fixed securely & within stand space [ ]
All cables safely located [ ] Extra fixings in windy conditions [ ] Heavy items secured [ ]
Generators placed safely away from other displays, exhibitors and walls of marquees [ ]
Lighting/heating/cooking placed safely [ ]
Careful positioning of vehicles facing down the gradient (for safe unloading) [ ]

Other: (please state): .....

Additional Safety Measures: Any business is required to put measures in place that prevent the spread of infection amongst staff, volunteers and customers. You should factor in safety measures to your risk assessment and adhere to any Government guidance in place at the time of the event.

**Before returning your booking form please check that you have:**

The correct name, address and telephone number overleaf [ ]
Filled in your stand space requirements and given a total cost [ ]
Completed your description of goods [ ]
Signed your agreement (front of form) [ ]
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 and full payment received.