

**Please make cheques payable to: Beaulieu Enterprises Ltd Please note: we do not accept post-dated cheques**  
**Cheques must be received a full 2 weeks prior to the date of the event.**

**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**

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

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

**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	<input type="checkbox"/>
Filled in your stand space requirements and given a total cost	<input type="checkbox"/>
Completed your description of goods	<input type="checkbox"/>
Signed your agreement (front of form)	<input type="checkbox"/>
Included payment and/or filled in the credit card payment information	<input type="checkbox"/>

**PLEASE NOTE**

Event instructions and passes will **ONLY** be sent if forms have been signed and full payment received.