

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: <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 | £98.50 |
| <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

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.

Signed (Mandatory):

Date:

Details of how we handle your data can be found at beaulieu.co.uk/privacy-statement

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

Tel: 01590 614614 Email: 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 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 <input type="checkbox"/> | Other Hazards: | Carrying heavy objects <input type="checkbox"/> |
| | Power cables crossing gangways <input type="checkbox"/> | | Power cables <input type="checkbox"/> |
| Electrical: | 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"/> | Other: | Heating / cooking equipment <input type="checkbox"/> |
| Adverse Weather: | Gazebos, plastic coverings etc flying off in the wi <input type="checkbox"/> | (please state) | |
| Unloading / Loading: | 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
- 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.