Beaulieu events

SIMPLYFORD

30 APRIL 2017

FOR OFFICE USE ONLY:

REC:	REF:
Vatable:	Non Vatable:

Address:	Name:
	Phone (Day):
	Mobile:
	Fax:
	Email:
	Confirmation of booking will be sent by email

TRADE BOOKING FORM

Please return the completed form along with payment to the address below

TRADE STANDS

☐ Uncovered space(s) 3.65 x 4.57m (12 x 15ft) at (£40.00+VAT) **£48.00** £

Includes 2 Exhibitor Wristbands & 1 Showground Vehicle Pass(es)

Description of goods to be sold: .....

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MULTIPLE STANDS Please tick your requirement

☐ Side by side ☐ Back to back

EXTRA EXHIBITOR ADMISSIONS

☐ Adult(s) at £10.00 ☐ Child(ren) at £5.00 ☐ Showground Vehicle Pass(es) at £3.00 **TOTAL** £

Please note: All extras are inclusive of VAT

TOTAL (Trade Stands + Extras) £

Have you been to this event before?: ☐ Yes

Where did you hear about the event?: .....

I would like to receive updates on the events programme at Beaulieu ☐

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 ☐

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

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

Beaulieu Events Health & Safety Document

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).

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 wind ☐

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) ☐

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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): .....

HEALTH & SAFETY DECLARATION

I/We acknowledge the Health & Safety Policy 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 ..... **Date** .....

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

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 ☐
- Signed your agreement (front of form) ☐
- Filled in the Health & Safety details above and signed the Health & 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.