Hot Rod & Custom Show

Sunday 20 June 2021

Name & Address **(Mandatory)**:

Simply VW WEEKEND UPGRADE

Trade on Saturday for FREE

Your Hot Rod & Custom show booking includes **FREE TRADE SPACE** at Beaulieu's Simply VW event on Saturday 19 June.

Please indicate below if you would like to trade for the whole weekend.

For Office Use Only

Date Received:	Event Reference Number:
Stand Number:	
Processed On: / Processed By: / Total Paid:	
Cheque Information:	Payment Method: ☐ Cheque ☐ Cash ☐ PDQ ☐ 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): Allows for 2 people staying overnight	**1**	at £98.50	**£98.50**
Additional Stands (5m front x 7m depth): No Exhibitor Wristbands included (space for caravan / support vehicle)		at £61.50	£
Extra Exhibitor Passes: Adult:		at £11.00	£
Child: Child = 5 to 16 years (Under 5 free)		at £8.00	£

FREE Exhibitor Listing (Hot Rod & Custom only)

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 4 June 2021. 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:

Website:

Simply VW Please indicate if you would like to **upgrade for FREE** to also trade on Saturday: ☐ Yes ☐ No

Camping Free overnight camping Saturday 20 June only: ☐ Yes ☐ No

Total £

Please note: All prices are inclusive of VAT

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 (if applicable).

Signed (Mandatory): ..... **Date:** .....

Please tick this box if you are happy for the above information to be disclosed to a sponsor company: ☐

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 Fax: 01590 615615 Email: events@beaulieu.co.uk

Beaulieu

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 Ltd
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

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): .....

Additional COVID-19 Safety Measures: Any business operating during the COVID-19 pandemic is required to put measures in place that prevent the spread of infection amongst staff, volunteers and customers. If required, you should conduct a COVID-19 risk assessment and adhere to any Government guidance in place at the time of the event. You will need to have this risk assessment available on your stand for the duration of the event. Guidance for retailers is available via the UK government website.

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.