

OFFICE USE
EVENT
DATE
VARIABLE
NON VARIABLE

# Beaulieu

## EVENTS TRADE BOOKING FORM

OFFICE USE
REC
REF

John Montagu Building, Beaulieu, Brockenhurst, Hampshire SO42 7ZN  
Telephone: 01590 614614 Fax: 01590 614615 email: events@beaulieu.co.uk

**Please write your full name, address and contact details below:**

Email.....  
 To receive **confirmation of booking** by email please tick   
 Phone (Day).....  
 Mobile.....  
 Fax Number.....

**EVENT:- The German Show**

**DATE:- 24th & 25th July 2010**

**TRADE SPACES INCLUDES 2 EXHIBITOR PASSES  
AND 1 SHOWGROUND VEHICLE PASS PER STAND**

..... Uncovered space(s) 3.65m x 4.57m (12ft x 15ft)

Show price    £40.00

**EXTRA EXHIBITORS ADMISSIONS**

..... Adult	@	£10	£.....
..... Child	@	£8	£.....
..... Extra showground vehicle pass	@	£3	£.....
<b>Total</b>			<b>£.....</b>

**AGREEMENT**

**I agree to abide by the Rules & Regulations and the Health & Safety Requirements in the Booking Instructions, and at the Event, and have completed the Health & Safety declaration on the reverse of this form.**

**(Mandatory) Signed**

.....

**Date** .....

**MULTIPLE STANDS** *Please tick your requirement*

Side by side   
 Back to back

**ESSENTIAL INFORMATION**

**DESCRIPTION OF GOODS**

**(this must be completed by all applicants)**

.....  
 .....

Please make cheques payable to **BEAULIEU ENTERPRISES LIMITED**

or debit my card number

Valid from  Expires end

House No./Name, of where card is registered (if different from above)

Switch/Maestro Issue no.  **3 digit security code**

Postcode

## BEAULIEU EVENTS RISK RECORD *Please complete*

It is a legal requirement for all employers and self employed people to carry out an assessment of risks that are created as a result of their activities which could effect the health and safety of themselves, their employees and anyone else (such as contractors, members of the public etc.) Traders and exhibitors wishing to attend a Beaulieu Event are required to complete the Health & Safety documentation.

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 way your display is arranged.  
The risk is the chance that someone may be harmed by these or any other hazards.

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. **You will have to complete a risk assessment that details the significant risks posed by your operations covering set-up, the event and closure (a suggested template will be sent with Passes and Event Instructions). You will need to have this assessment available on your stand throughout the duration of the event.**

The checklist below, although not exhaustive, 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 Enterprises Limited staff/contractors.

- |                    |  |                          |                                     |                          |
|--------------------|--|--------------------------|-------------------------------------|--------------------------|
| Slips/trips on:    | Items/stands protruding into gangways                  | <input type="checkbox"/> | Electrical Cables                   | <input type="checkbox"/> |
| Electrical:        | Power cables   | <input type="checkbox"/> | Overloading                         | <input type="checkbox"/> |
|                    | Power Tools  | <input type="checkbox"/> | Generators                          | <input type="checkbox"/> |
| Adverse Weather:   | Gazebos, plastic coverings etc. flying off in the wind | <input type="checkbox"/> |                                     |                          |
| Unloading/loading: | Objects falling from heights                           | <input type="checkbox"/> | Objects falling from vehicles       | <input type="checkbox"/> |
| Other:             | Carrying heavy objects                                 | <input type="checkbox"/> | Objects falling from stands         | <input type="checkbox"/> |
|                    | Sharp objects  | <input type="checkbox"/> | Coverings becoming loose            | <input type="checkbox"/> |
|                    | Small objects  | <input type="checkbox"/> | Chemicals e.g mercury in barometers | <input type="checkbox"/> |
|                    | Heating/Cooking equipment                              | <input type="checkbox"/> |                                     |                          |

### 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"/> | Heavy items secured   | <input type="checkbox"/> |
| All cables safely located                           | <input type="checkbox"/> | Lighting/heating/cooking placed safely and out of reach                             | <input type="checkbox"/> |
| Small objects placed out of the way of children     | <input type="checkbox"/> | Careful positioning of vehicles facing down the gradient (for safe unloading)       | <input type="checkbox"/> |
| Extra fixings in windy conditions                   | <input type="checkbox"/> |   |                          |

Other (please state):.....

## HEALTH & SAFETY DECLARATION

I/We acknowledge the Health & Safety Policy Document 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..... Print Name.....

Nominated Person Responsible for Health & Safety is:

.....Date.....

### Before sending your booking form please check that you have:

- |   |                          |
|---|--------------------------|
| The correct name, address and telephone number                        | <input type="checkbox"/> |
| Filled in your stand space requirements and given a total cost        | <input type="checkbox"/> |
| Signed your agreement (front of form)                                 | <input type="checkbox"/> |
| Signed the Health and Safety Declaration (above)                      | <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, declarations completed and full payment received.**