

OFFICE USE	
EVENT	IAJ 2010
VARIABLE	
NON VARIABLE	

# Beaulieu International Autojumble

**11th & 12th September 2010  
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  
Name and Address below:-

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

**FREE SHOWGUIDE ENTRY**

If you do **NOT** wish to be included please tick here   
For inclusion in the showguide this section must be completed and the form returned prior to the relocation closing date.

Name or Company.....  
.....  
(This will be listed alphabetically and should be written exactly as you wish to be entered)  
Tel Number.....  
Email .....

**TRADE/JUMBLE STAND SPACE INCLUDES 2 EXHIBITOR/ 1 COMBINED SHOWGROUND/CAR PARK PASS**

.....Uncovered space(s) 3.65 x 4.57m (12ft x 15ft)	@ £116	£.....
.....Individual marquee incl. stand space (10ft x 15ft)	@ £300	£.....
.....Shop unit incl. stand space 4 x 4m (13ft x 13ft)	@ £240	£.....
.....Space in large marquee 3.05 x 3.05m (10ft x 10ft)	@ £172	£.....

**FRIEND OF THE NMMT (MUST BE STANDHOLDER NAMED ABOVE) DEDUCT 10% MEMBERSHIP NO. ....** £.....

Bespoke Marquee.....(size) P.O.A

**TRUNK TRADERS INCLUDES 2 EXHIBITOR/ 1 TT VEHICLE PASS**

.....Sunday Only 3.65m x 4.57m (12ft x 15ft)Max 2	@ £50	£.....
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2nd-hand goods trading from vehicle only

**AUTOMART INCLUDES 2 SAT/SUN EXHIBITOR PASSES**

.....Uncovered Automart space	@ £79	£.....
<b>ONE</b> Friday Mart pass	@ £37	£.....

**DEALERMART STAND SPACE INCLUDES 6 EXHIBITOR/ 3 SHOWGROUND VEHICLE PASSES**

.....Uncovered space 6 x 9.14m (20ft x 30ft)	@ £270	£.....
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**OPTIONAL EXTRAS**

**Extra Adult wristbands (maximum 2 per stand)**

1st Adult wristband	@ £35	£.....
2nd Adult wristband	@ £50	£.....
.....Child tickets (children 5-17 inclusive)	@ £10.50	£.....
..... <b>On the day &amp; extra to 1st &amp; 2nd adult tickets</b>	@ £60	£.....
.....Furniture package (hire fee only)	@ £25.50	£.....
.....Extra Car Park Pass(es) (No admission to showground- max 3 per booking)	@ £25	£.....

**ADVERTISING IN THE SHOW GUIDE (VAT incl)**

Enhanced listing	@ £20	£.....
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**TOTAL £.....**

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

(Mandatory) Signed ..... Date.....

**ESSENTIAL INFORMATION** Please complete

Stand location ..... Stands back to back 12ft x30ft **YES/NO**  
Preferred stand location, (not guaranteed).....

**DESCRIPTION OF GOODS** (this must be completed by all applicants).....

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

Cheque post dated until /   (no later than 01.07.2010) Please make 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 this 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 can be found in the Event Booking 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 Enterprise 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"/> |
| Filled in the Events Risk Record and 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.**