

Reserve your stand space now by returning the form below with full / deposit payment to:

UK Motorhome & Caravan Shows, Mortons Media Group Ltd, Media Centre, Morton Way, Horncastle, Lincs. LN9 6JR.

Telephone: 01507 529430 Fax: 01507 371057 Email: rsinclair@mortons.co.uk Web: www.motorhomeandcaravanshows.co.uk/

Exhibition Space Booking Form – Indoor & Outdoor Trade Stands

Contact Details

Company Name:		
Contact Name:	Job Title:	Telephone:
Email Address:		
Address:		
		Postcode:

Contact for shows days (if different from above)

Contact Name:	Mobile Phone No.
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Description of product or service

Indoor Exhibition Space

We require m frontage x 2m or 4m depth @ £12.50 per sq metre £

Outdoor Exhibition Space

We require m frontage x 6m depth @ £30 per metre frontage (min. 3m) £

We require m frontage x 18m depth @ £70 per metre frontage (min. 10m) – Note: Frontage onto two avenues included £

*Please note: VAT will only be charged on additional services and not your trade stand

Tickets

Up to 10m frontage = 4 staff. Over 10m frontage = 10 staff. Additional tickets are available at discounted rates to exhibitors:

Please supply additional 1 day tickets for staff or guests @ £4 inc vat £

Please supply additional weekend tickets for staff or guests @ £8 inc vat £

Show Day Vehicle Pass Allocation: Up to 10m frontage = 2 vehicles, or over 10m frontage = 4 vehicles. Additional passes may be available upon request.

Electricity

(Qty) 13A Socket / 16A ceeform Socket (delete as appropriate) @£125 indoors or £145 outdoors +vat £
Supplies are not available to all areas of the show.

Official Show Guide Advertising

Full colour show guides are provided free to all visitors, featuring timetables, maps and show information. Advertising is available to at the current rates:

Quarter Page Qty @ £125 +vat each Half Page Qty @ £250 +vat each Full Page Qty @ £500 +vat each £

Payment

Bookings prior to 1st August require a 25% non-refundable deposit to secure the booking, with full payment required on or before the 1st August.

Purchase order number (if required)

I enclose a cheque made payable to Mortons Media Group Ltd

I authorise Mortons Media Group to charge my:

Debit Card; VISA (debit) Maestro (debit)

Credit Card; VISA (credit) MasterCard (credit)

Subtotal	£ <input type="text"/>
VAT	£ <input type="text"/>
Deposit	£ <input type="text"/>
Balance	£ <input type="text"/>

Cardholder's Name:

Start Date:

Issue Number:

Amount:

Cardholder's Postcode:

Signature:

Card Number:

Expiry Date:

Security Code:

Cardholder's E-mail:

House Number:

Date:

NB: To enable us to plan and manage the show safely you must fill in the risk assessment form overleaf.

You will be held fully liable for any loss occurring from any hazards/risks introduced to the show of which we are unaware.

If you do not wish to receive any further information from Mortons Media Group Ltd, please contact rsinclair@mortons.co.uk

or write to Richard Sinclair, Mortons Media Group Ltd, Media Centre, Morton Way, Horncastle, Lincs LN9 6JR

EXHIBITOR'S NAME.....SHOW.....

RISK ASSESSMENT FORM

<u>Hazard</u>	<u>Person At Risk</u>	<u>Controls to Minimise Risk</u>
<u>FIRE ASSESSMENT</u>		
<u>Hazard</u>	<u>Person At Risk</u>	<u>Controls to Minimise Risk</u>
<u>Liquid gas canisters/cylinders on site. Yes <input type="checkbox"/> No <input type="checkbox"/></u>	Cylinder Size	Fuel Type
NB. No Liquid gas cylinders are allowed within display halls.		

<u>Camping - FOC to all traders</u>	<u>Days/Nights</u>	<u>Number of people</u>	<u>Gas & Size. Battery</u>
Motorhome/ Caravan / Tent / Other			

RISK ASSESSMENT NOTES FOR GUIDANCE

Using the guidelines shown below please consider what a risk there is to those building up trade stands and to members of the public during the show. Outline the steps you propose to take to minimise that risk in the table below. If in your opinion there is no risk please print **NO RISK** and return the form.

HAZARD	WHO MIGHT BE HARMED	IS MORE CONTROL NEEDED TO CONTROL THE RISK
Look for hazards which you could reasonably expect to result in significant harm under the conditions at your plot. Use the following examples as a guide.	There is no need to list individuals by name - just think about groups of people doing similar work or who may be affected e.g	For hazards the hazards listed, do the precautions already taken-
Slipping/tripping hazards	Maintenance personnel	Meet the standards set by legal requirements?
Chemicals (e.g battery acid)	Contractors	Comply with a recognised industry standard?
Moving parts of machinery (e.g blades)	People sharing your work place	Represent good practice?
Work at height (e.g from mezzanine floors)	Operators	Reduce risk as far as reasonably practicable?
Pressure systems	Cleaners	To ensure safety have you:
Vehicles (e.g fork-lift trucks)	Members of the public	Adequate information, instruction or training?
Electricity	Pay particular attention to:	Adequate systems or procedures?
Dust (e.g from grinding)	Staff with disabilities	If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place.
Manual handling	Visitors	Where the risk is not adequately controlled indicate what more you need to do (the 'action list')
Noise	Inexperienced staff	
Lifting operation	Lone workers - They may be more vulnerable	
Fire Hazard e.g combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc)	As above	Means of escape: fire detection and alarms. Firefighting equipment and fire evacuation plan.

-Please make as many copies of this form as you require