



June 20-21, 2020  
Royal Bath & West Showground, BA4 6QN

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exhibitions@mortons.co.uk  
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## Application for Clubs

### CLUB DETAILS

Club Name	<input type="text"/>	Contact Name	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
		Postcode	<input type="text"/>
Tel		Mobile	<input type="text"/>
Email	<input type="text"/>		
Confirmation of booking will be sent to your email address		Website	<input type="text"/>
Club Display/ Theme	<input type="text"/>		

### CLUB STAND DETAILS

Number of Vehicles on Display	<input type="text"/>	Number of Club Members	<input type="text"/>
Average size of car eg. 3x2metre	<input type="text"/> X <input type="text"/>	Number of Posters Required	<input type="text"/>

\*Stand size and position is not allocated until programme details have been received and number of cars confirmed.  
All subject to availability

**ALL CLUB PACKS WILL BE SENT VIA EMAIL - All passes to be collected from the Exhibitor Entrance**

#### Follow the steps below:

1. If your club is accepted you will be sent a form so you can notify us who will be representing your club and what machine(s) they will be bringing. Once you've filled this form out and returned it to us, we will then start to process your application.
2. We'll generate a QR code, which corresponds to the amount of exhibitors representing each club, and email the code to the club secretary.
3. The club secretary will forward copies of the QR code to each exhibitor, via email or print off and post. **One copy of the code per exhibitor.**
4. Upon arrival at the Exhibitor Entrance, each exhibitor must show the QR code to event staff. The barcode will be scanned and a maximum of two wristbands and one vehicle pass will be issued per exhibitor. **QR codes valid at Exhibitor Entrance only.**
5. On arrival the club secretary will collect from the Information Office judging numbers and cards on which to write machine details.



### SIGNATURE

Name	<input type="text"/>	Signature	<input type="text"/>
Date	<input type="text"/>		

MORTONS MEDIA GROUP LTD RESERVES THE RIGHT TO REJECT ANY APPLICATION WITHOUT THE NEED FOR VERBAL/WRITTEN EXPLANATION

EMAIL your scanned form to [exhibitions@mortons.co.uk](mailto:exhibitions@mortons.co.uk) or

POST this form to Events Team, Mortons Media Group Ltd, Morton Way, Horncastle, Lincolnshire LN9 6JR

If you don't want Mortons to contact you regarding attending our events, just let us know by calling 01507 529430 or emailing [exhibitions@mortons.co.uk](mailto:exhibitions@mortons.co.uk)

To view the privacy policy of MMG Ltd please visit [www.mortonsmediagroup.com/privacy](http://www.mortonsmediagroup.com/privacy).

EXHIBITOR'S NAME .....

SHOW .....

## RISK ASSESSMENT FORM

Hazard	Person At Risk	Controls to Minimise Risk

### FIRE ASSESSMENT

Hazard	Person At Risk	Controls to Minimise Risk
<b>Liquid gas canisters/cylinders on site.</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Cylinder Size</b>	<b>Fuel Type</b>

NB. No Liquid gas cylinders are allowed within display halls.

Camping	Days/Night	Number of people	Gas & Size. Battery	FOC to all traders
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 and autojumble 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 Chemicals (e.g battery acid) Moving parts of machinery (e.g blades) Work at height (e.g from mezzanine floors) Pressure systems Vehicles (e.g fork-lift trucks) Electricity Dust (e.g from grinding) Manual handling Noise Lifting operation	Maintenance personnel Contractors People sharing your work place Operators Cleaners Members of the public <b>Pay particular attention to:</b> Staff with disabilities Visitors Inexperienced staff Lone workers - They may be more vulnerable	Meet the standards set by legal requirements? Comply with a recognised industry standards? Represent good practice? Reduce risk as far as reasonably practicable? To ensure safety have you: Adequate information, instruction or training? Adequate systems or procedures? If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Where the risk is not adequately controlled indicate what more you need to do (the 'action list')
Fire Hazard e.g combustible materials (rub-bish, flammable substances, LPG etc) and ignition sources (flames, smoking etc)	As above	Means of escape: fire detection and alarms. Fire fighting equipment and fire evacuation plan.

Please make as many copies of this form as you require