

Application for Clubs

Do you give consent for Mortons Media Group Ltd to contact you via Post Email Telephone

CLUB DETAILS

Club Name		Contact Name	
Address			
		Postcode	
Tel		Mobile	
Email		Website	
Confirmation of booking will be sent to your email address		Vehicle Reg	
Main Element of Display			

CLUB STAND DETAILS

Number of Machines on Display		Number of Club Members	
Number of Posters Required		Number of Flyers Required	

CLUB MAGAZINE/NEWSLETTER (if applicable)

Editor's Name	
Editor's Email	
Do you have an events guide?	

SIGNATURE

Name	Signature
Date	

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

EMAIL your form to exhibitions@mortons.co.uk or
 FAX back to +44(1507) 371057 or POST this form back to the postal address below. Thank you.

* Submitting this form does not guarantee you a stand at the Carole Nash Classic Bike Guide Winter Classic.
 Mortons Media Group Ltd, Media Centre, Morton Way, Horncastle, Lincolnshire LN9 6JR
 Tel: +44(0) 1507 529430 Fax: +44(0)1507 371057 exhibitions@mortons.co.uk www.classicbikeshows.com

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
Liquid gas canisters/cylinders on site. Yes <input type="checkbox"/> No <input type="checkbox"/>	Cylinder Size	Fuel Type

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 Pay particular attention to: 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 (rubbish, 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