

OFFICE USE
PAID
VATABLE
NON VATABLE



OFFICE USE: <b>Trade</b>	
REC	
REF	

**Saturday 7 & Sunday 8 July 2018**

Please print, sign, scan and return this form by email to:- [tpoulton@thechildrenstrust.org.uk](mailto:tpoulton@thechildrenstrust.org.uk)  
or post to: Tracy Poulton, The Children's Trust, Tadworth, Surrey, KT20 5RU

Company name: .....

Contact : .....

Address: .....

.....

.....



**EMAIL** .....

Please tick if you are happy to be contacted and for confirmation of booking to be by email

Please make cheques payable to:  
**The Children's Trust**

Cheque post dated until (no later than 31<sup>st</sup> May 2014)

Or debit my card number: 3% surcharge for

Valid from    Expires end

Switch Maestro Issue no  3 digit security code

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

BOOKING FORM

<b>Uncovered Space</b>	<b>£ 250.00</b>
Rental includes: - 2 exhibitor's Vehicle Pass Size: - 5m x 5m (16ft x 16ft)	
..... Pitches @ £ 250.00* £.....	
<b>Uncovered Space</b>	<b>£ 500.00</b>
Rental includes: - 2 exhibitor's Vehicle Pass Size: - 10m frontage x 5m (32ft x 16ft)	
..... Pitches @ £ 500.00* £.....	
I would like to make a donation to The Children's Trust	
£.....	
<b>Total amount: £.....</b>	
<b>Please note:</b>	
An uncovered space is a <u>space only</u> pitch and does <b>not</b> come with tables, chairs or a power supply. You must bring with you any tables or chairs required to sell or demonstrate your products.	
<i>*The above figure includes vat where applicable. By signing this form you agreed to attend the event on both days.</i>	

Description of goods: (this must be completed by all applicants). **Please attach at least one photo of your stand/exhibit.** This is to help us to arrange the site layout to ensure each trader/exhibitor is clearly visible and not blocked by other stands.

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.....

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Stand/exhibit Photo(s) attached? **YES/NO**

Copy of your Public Liability Insurance attached? **YES/NO**

By signing this I agree to abide by the Rules & Regulations in the Booking Instructions and have completed the Health & Safety declaration.

Signed ..... Date .....

The Children's Trust Tadworth requires an assurance in writing that participants at this event will not discriminate against or in favour of any person by reason of colour, sex, creed, race, national or ethnic origin, age, disability, sexual orientation or marital status. Your signature on this application form will be taken as such an assurance.

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

## RISK ASSESSMENT RECORD

*Please complete*

A Risk Assessment Record must be completed each time you exhibit or sell. Since 1993, it has been a legal requirement for all employers and self employed people to carry out suitable and sufficient risk assessment of their activities at work which could effect the health and safety of themselves, their employees and anyone else (such as contractors, members of the public etc.) Please attach a copy of your own risk assessments to this application.

If an accident occurs, the Investigating Authorities will ask to see evidence of this risk assessment, to satisfy themselves that the person(s) responsible have given "reasonable practicable" consideration to working safely. If you cannot show that you have done so, this will make it more difficult for you to demonstrate that you have taken a responsible approach. Your insurers would certainly be more likely to consider that you acted reasonably and with due diligence if you adopt the process.

This checklist is designed to assist you in your legal duties, and to be able to demonstrate your responsible attitude. It is not intended to be a means of making you "guarantee" you will never cause an accident, as the unforeseen can always occur. All the law requires is that you take reasonable steps to try to be as safe as possible and use a logical method of checking that you have done so.

Most exhibitors are already adopting a common sense approach when exhibiting or selling. However, please take time to consider how you display your exhibits and tick the items appropriate to your stand.

### Identify potential hazards which could harm exhibitors/visitors/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"/>	Self-provided generators	<input type="checkbox"/>
Adverse Weather:	Gazebos, plastic coverings etc. flying off in the wind	<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	<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"/>	All cables safely located	<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"/>
Small objects placed out of the way of children	<input type="checkbox"/>	Extra fixings in windy conditions	<input type="checkbox"/>
Heavy items secured	<input type="checkbox"/>	Lighting/heating/cooking placed safely & out of reach	<input type="checkbox"/>

Other (please state): .....

### HEALTH & SAFETY DECLARATION

I/We acknowledge the Health & Safety Policy Document of The Children's Trust as contained in the Supercar Event Booking Information sheet, and confirm it will be complied with in addition to our own responsibility under the Health & Safety at Work Act 1974 and all other relevant legislations and guidelines that apply.

Signed ..... Print Name .....

On behalf of (if applicable) ..... Date .....

**PLEASE KEEP A COPY FOR YOUR RECORDS**