



Tel: +44(0)1507 529430
 Fax: +44(0)1507 371057
 exhibitions@mortons.co.uk
 www.classicbikeshows.com

February 13-14, 2021
 International Exhibition Centre, TF3 4JH

Application for Inside Trade Space

COMPANY DETAILS

Company 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		Website	<input type="text"/>
Confirmation of booking will be sent to your email address		Vehicle Reg	<input type="text"/>
Main Product	<input type="text"/>		

Please list all of the main products you will be displaying/retailing

STAND DETAILS Book and pay for your trade space before November 23, 2020 and Save 5%

	Width	Depth	Price		Price
Pay before November 22, 2019	£8.16 per sq metre	<input type="text"/> x <input type="text"/>	£ <input type="text"/>	Staff Wristband	£29 per band (inc VAT) <input type="text"/> £ <input type="text"/>
Pay after November 22, 2019	£9.18 per sq metre	<input type="text"/> x <input type="text"/>	£ <input type="text"/>	Tables	£12 per table (inc VAT) <input type="text"/> £ <input type="text"/>
				Power	£115 per sockets 2000w (inc VAT) <input type="text"/> £ <input type="text"/>
				Total	£ <input type="text"/>

ALL TRADE PACKS WILL BE EMAILED - All passes to be collected from the Exhibitor Entrance

Please bring a copy of the QR code detailed in the email.



PAYMENT DETAILS

All applications will only be secured once full payment has been received.

You can enclose a cheque for the current amount (payable to Mortons Media Group Ltd). For BACS payments please use the following information: Account name - Mortons Media Group Limited, Sort Code - 30-94-39 and Account number - 00417074. If you wish to pay by credit/debit card we will ring you to confirm your booking & take payment. Most credit and debit cards are accepted.

Credit/debit Card Cheque BACS

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 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

To view the privacy policy of MMG Ltd please visit 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
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
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CAMPING IS NOT APPLICABLE TO THIS SHOW

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