

# National Metro & Mini Show 6 June 2021



## Trade Application Form

Contact Name	Website
Address	
	Postcode
Email	Telephone

### Outdoor Trade Space -

Minimum outdoor booking is a 15ft frontage @ £55 plus £5 for every extra ft width required. Plots are approx. 20ft deep, enough to allow for 1 car to be parked on the plot

1 standard space of 15ft @ £55

..... extra ft @ £5 per ft = £

**Total cost of space**

£

**Please note: All stand locations are subject to change prior to the event**

Please provide a brief description of the goods/service that you provide :

### Passes -

Stand space fees include admission to the site/Museum for stall holder plus 1 other guest and 1 vehicle pass.

If you need any extra passes for your assistants and/or children please state this with your application form.

***Please note there is no admission without a pass.***

### PAYMENT DETAILS

I would like to pay by cheque. Please make cheques payable to B.M.I.H.T.

I would like to pay by debit/credit card.

Please take payment of £ ..... From.....(state card type)

Card number

Expiry date     CCV - the last 3 digits on the signature strip

MAESTRO ONLY Valid from     Issue No.

Name on card .....



## Timings

- ◆ Set up-Saturday 5 June, 10am to 5pm
- ◆ Set up-Sunday 6 June, 7.30am to 9.30am
- ◆ Show open to public - Sunday 6 June, 10am to 4pm
- ◆ Show breakdown - Sunday 6 June, 4pm to 6pm

I have read and agree to the Show Terms and Conditions (outlined below).

I enclose a completed booking form and payment for £ .....

Signature .....

Name .....

Please return by Sunday 30 May to : Bookings Department, British Motor Museum, Banbury Road, Gaydon, Warwickshire, CV35 0BJ.  
t: 01926 649 649 e: bookings@britishmotormuseum.co.uk

**Sign up to our monthly e-newsletter by ticking the box below and be the first to hear our Museum news, offers and upcoming events.**

Yes please, sign me up (you can unsubscribe at any time)

Terms and Conditions: By ticking the box above you are consenting to being contacted by the British Motor Museum. Your information will be stored until such time as you request to be removed from our mailing list. See our website for full T&Cs.

## Terms and Conditions

### Shows

#### **All Covid-19 Guidelines must be compiled to.**

BMIHT reserves the right to refuse admission should visitors breach any Rules and Regulations of the BMIHT. We regret that we cannot accept responsibility or liability for any loss, theft or injury on this site under any circumstances except in the case of personal injury or death caused solely by our negligence.

BMIHT reserves the right to cancel any event due to unforeseen conditions.

All tickets are non-refundable.

Attendance at the show, camping/caravanning and parking is at your own risk. All visitors must comply with all relevant statutes, safety announcements and venue regulations whilst attending the show.

Exhibitors will be allowed entry to the site from 8am on the day of the event, unless otherwise specified. All stands must be in place by 9.30am at the latest. The British Motor Museum and grounds are open to the public from 10am-5pm.

All stand locations are subject to a possible change in location according to weather conditions. Display location will be at the discretion of the Show Organisers and venue operator.

All Trade/Exhibitors/Clubs must complete a risk assessment before displaying/selling goods.

Please do not light fires or barbeques (except in designated areas).

Do not leave valuables unattended.

**All Children under 16 MUST be accompanied by an Adult whilst in the Museum Building.**

### Camping

The camping pass issued by the British Motor Museum must be shown on entry to the site by each caravan/camping unit and displayed at all times. On arrival, it is the responsibility of the camper to report to the Campsite Officer to agree pitching instructions.

### The Pitch

Caravans and tents must be pitched at a minimum of 7 metres apart and in a position agreed with the Campsite Officer, leaving access to the water supplies for fire fighting.

No holes, pits or drainage channels should be dug on the site without the express consent of the Campsite Officer. Pitches must be kept tidy and left clean on vacating the site.

### Sanitation

The contents of chemical toilets must be disposed of at the disposal point provided.

Wastewater must be collected in a suitable receptacle and disposed of at the disposal point provided.

### Rubbish

All rubbish must be deposited in the bin bags provided and the bags left at the refuse disposal point provided.

Clubs using the campsite for a Rally must provide their own bin bags.

A charge will be made to the club for litter picking, if the site is left dirty.

### Vehicles

Vehicles must not be driven unnecessarily on the campsite and all drivers must hold a current driving licence. Learner and unlicensed drivers are not permitted to drive on the site. A speed limit of 5 M.P.H. is applicable to ALL vehicles on the campsite.

Mechanically powered, passenger carrying model, toy or miniature vehicles are not permitted to be driven on the campsite.

Motorised scooters, skateboards and mopeds are not permitted to be driven on the campsite.

**Closing date for applications is midnight Sunday 30 May 2021**

# National Metro & Mini Show

## 6 June 2021

### Trade Risk Assessment



Under current legislation, The Management of Health & Safety at Work Regulations 1999 requires all employers and self-employed persons to "make a suitable and sufficient risk assessment posed by work activities and anyone affected by them, so far as is reasonably practicable".

This form has been designed for trade exhibitors to complete for the show. Please tick as appropriate to your stand and the equipment you will be bringing.  
Failure to return your risk assessment may result in your application being refused.

Contact Name	Company
Address	
	Postcode
Email*	Telephone

#### Risk Assessment Completed By:

Contact	Signature
Date	Print

#### 1. Identify potential hazards on your stand:

- a) Slips/Trips & Falls
- b) Services – e.g. Water, Compressed Air, Electricity
- c) Machinery – e.g. drilling, grinding, cutting
- d) Hazardous Substances e.g. Gases, Chemical & Biological
- e) Manual Handling
- f) Vehicles
- g) Working at Height
- h) Other (please state) \_\_\_\_\_

#### 2. Please identify persons that could potentially be harmed:

Exhibitors   Contractors   Visitors   Staff

#### 3. Please identify control measures to reduce the risks:

##### A) Slips/Trips & Falls hazards eliminated:

- a) Carpet taped down securely
- b) No trailing cables across stand or gangways
- c) All display items secured safely to stand
- d) Good Housekeeping – non slip surfaces, general cleanliness
- e) Clear access & egress to stand and gangways
- f) Other (please state) \_\_\_\_\_

##### B) Services used for purposes they were intended and all relevant regulations complied with.

- a) Water Supply limited to portable containers
- b) Electricity Socket not overloaded & correct fittings used
- c) Extension leads no longer than 2metres and tested.
- d) Compressed Air (No Service available from The British Motor Museum) tested as
- e) Appropriate and serviced.
- f) Other (please state) \_\_\_\_\_

**3. Please identify control measures to reduce the risks (cont'd)**

**c) Machinery**

Fitted with suitable guarding to prevent access to hot surfaces, blades, grinders etc....  
Working machinery production products & waste materials storage & handling process in place  
Any necessary protective clothing & equipment supplied  
Permit to work available (Hot work i.e. Naked Flame permit must be obtained from The British Motor Museum before use of this type of equipment/procedure)  
Other (please state) \_\_\_\_\_

**d) Hazardous Substances**

Suitable handling, waste & storage procedures & processes  
Any necessary protective clothing & equipment supplied  
Other (please state) \_\_\_\_\_

**e) Handling & Lifting**

Suitable for purpose equipment used  
Manual Handling processes  
Any necessary protective clothing & equipment supplied  
Exhibitors and staff suitably trained  
Permit to Work & Licences available  
Other (please state) \_\_\_\_\_

**f) Vehicles**

Minimal fuel and disconnect batteries for Vehicles displayed inside  
Drip trays placed under vehicle  
Operatives/drivers must be familiar with vehicle  
Vehicle to be locked  
Vehicles not parked on access roads, Zebra crossings or double hatch line areas.  
Other (please state) \_\_\_\_\_

**g) Working at Height**

Suitable fit for purpose equipment & protective clothing supplied  
Trained personnel operating equipment & completing task  
Suitable fit for purpose equipment used  
Other (please state) \_\_\_\_\_

**h) Other-**please state details \_\_\_\_\_

**4. Residual Risk** with the above control measures in place

Low  
Medium  
High

If medium or high please complete section 5

**5. Additional Controls Measures**

Add additional controls  
Eliminate risk completely  
Additional control measure (please state) \_\_\_\_\_

**Please note that no trading will be permitted without receipt of a completed risk assessment prior to the event date.**

**Completed risk assessments and trade applications must be returned to:**

**Bookings Department, British Motor Museum, Banbury Road, Gaydon,  
Warwickshire, CV35 0BJ  
or emailed as an attachment to [bookings@britishmotormuseum.co.uk](mailto:bookings@britishmotormuseum.co.uk)**

**If you have any questions about completing these forms please call 01926 649649**