



ROOTES HERITAGE DAY 21 JULY 2024



Trade Application Form

| Complete in full: | |
|-------------------|--------------------------------|
| Full Name: | Website: |
| Address: | |
| Postcode: | Contact Number: |
| Email: | Description of goods/services: |

| Outdoor Trade Space: | |
|---|--|
| <p>Minimum outdoor booking is a 5m x 5m plot @ £45 plus £10 for every extra 2.5m width required. Plots are approx. 5m deep, enough to allow for 1 car to be parked on the plot. Fill in any extra width needed below, and calculate the total cost.</p> <p>1 standard space of 5m x 5m @ £45</p> <p>..... extra 2.5m @ £10 per 2.5m = £</p> <p>Total cost of space £ <input type="text"/></p> | |

ALL STAND LOCATIONS ARE SUBJECT TO POSSIBLE CHANGE IMMEDIATELY PRIOR TO THE EVENT

| Passes: |
|--|
| <p>Stand spaces 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 let us know with your application form.</p> <p>REMEMBER: THERE IS NO ADMISSION WITHOUT A PASS</p> |

| Payment: |
|--|
| <p>Please make cheques payable to "The Rootes Archive Centre Trust". If you want to pay by other methods, please call Andy Bye on 07771 943988.</p> <p>FOR A TRADE STAND AT ROOTES HERITAGE DAY, YOU MUST BOOK AND PAY WITH ROOTES ARCHIVE CENTRE TRUST AND NOT THE BRITISH MOTOR MUSEUM OR YOU WILL BE PUT IN THE WRONG AREA</p> |

Timings:

- Set up - Saturday 20 July, from 1pm or from 7.30am on Sunday 21 July. Set up to be completed by 9.30am.
- Show open to the public 10am to 4pm
- Show breakdown - Sunday 21 July 4pm to 6pm

Terms and Conditions:

Shows:

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 7.30am 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 Children and valuables unattended.

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. Do not arrive before the campsite opens at 4.00pm on Saturday 1 June, as the marshal will not be available for check-in. Gates will be closed each night at 9.00pm until 7.30am the next day.

I have read and agree to the Show Terms and Conditions

I enclose a completed booking form and payment for £

Signature

Name

Please return by Thursday 18 July 2024 to:

Andy Bye, Rootes Archive c/o 266 Myton Road, Warwick. CV34 6PT.

The Pitch:

Caravans and tents must be pitched at a minimum of 6 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.

YOU MUST COMPLETE THE BRITISH MOTOR MUSEUM RISK ASSESSMENT ON THE NEXT PAGE

Risk Assessment

| Complete in full: | |
|-------------------|-------------|
| Stand No: | Company: |
| Address: | |
| | |
| Telephone: | Email: |
| Contact: | Signature: |
| Dated: | Print Name: |

The British Motor Museum requires all exhibitors/traders to provide a risk assessment for their own stand/activity.

An exhibitor/trade stand is a workplace covered by health & safety legislation. As the stand manager, it is your responsibility to ensure that a suitable and sufficient risk assessment is completed.

The form below has been produced to assist you. Whilst the assessment notes generic hazards that could be present, this is not an exhaustive list and you must identify any other risks that may apply to

your particular stand/activity. Any risks you identify should be listed on the form along with the appropriate actions to control the risk.

Failure to complete and submit the risk assessment at the appropriate time may result in you being unable to attend the British Motor Museum.

Thank you for your co-operation, if you do require any further assistance, please do not hesitate to contact your co-ordinator.

Please tick as appropriate to your stand/area

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) Company:

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:
 - Carpet taped down securely
 - No trailing cables across stand or gangways
 - Cables taped down or covered to negate trip hazard
 - All display items secured safely to stand
 - Good Housekeeping – non slip surfaces, general cleanliness
 - Clear access & egress to stand and gangways
 - Other (please state)

- b) Services used for purposes they were intended and all relevant regulations complied with.
 - Water Supply limited to portable containers
 - Electricity Socket not overloaded & correct fittings used
 - Extension leads no longer than 2metres and PAT tested.
 - No 'daisy chaining' of extension leads
 - Compressed Air (No Service available from BMM) tested as appropriate and serviced.
 - Other (please state)

- 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 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)

Please tick as appropriate to your stand/area

3. Please identify control measures to reduce the risks (continued):

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)

.....
.....
.....
.....

Risk Assessment Completed By:

| | |
|---------|-----------|
| Name: | Position: |
| Signed: | Dated: |

Fire Routine

If you discover a fire:

OPERATE THE NEAREST FIRE ALARM POINT

On hearing the fire alarm:

ALL PERSONNEL SHOULD EVACUATE THE BUILDING BY THE NEAREST AVAILABLE FIRE EXIT AND ASSEMBLE AT THE NEAREST ASSEMBLY POINT A, B OR C. (SEE MAP BELOW)

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT RE-ENTER THE BUILDING UNLESS SPECIFICALLY INSTRUCTED TO DO SO BY A FIRE MARSHAL

Fire Assembly Map

