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July 3-4, 2021  
 Staffordshire County Showground, ST18 0BD

## 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

	Quantity	Price		Quantity	Price
3.5m x 1.8m £300 per plot <small>Inc VAT</small>	<input type="text"/>	£ <input type="text"/>	6.5m x 3m £873 per plot <small>Inc VAT</small>	<input type="text"/>	£ <input type="text"/>
3.5m x 3m £514 per plot <small>Inc VAT</small>	<input type="text"/>	£ <input type="text"/>	7.5m x 3m £996 per plot <small>Inc VAT</small>	<input type="text"/>	£ <input type="text"/>
4.5m x 3m £623 per plot <small>Inc VAT</small>	<input type="text"/>	£ <input type="text"/>	9m x 3m £1246 per plot <small>Inc VAT</small>	<input type="text"/>	£ <input type="text"/>
5.5m x 3m £747 per plot <small>Inc VAT</small>	<input type="text"/>	£ <input type="text"/>	Staff Wristband £30 per band <small>Inc VAT</small>	<input type="text"/>	£ <input type="text"/>
5% discount if paid by March 15, 2021			Total <small>Inc VAT</small>	£ <input type="text"/>	

### 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 and 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](http://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
<b>Liquid gas canisters/cylinders on site.</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Cylinder Size</b>	<b>Fuel Type</b>

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.

<b>HAZARD</b>	<b>WHO MIGHT BE HARMED</b>	<b>IS MORE CONTROL NEEDED TO CONTROL THE RISK</b>
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 <b>Pay particular attention to:</b> 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 (rub-bish, 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