



October 14-15, 2023  
Staffordshire County Showground, ST18 0BD

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

## Application for Clubs

### CLUB DETAILS

Club Name	<input type="text"/>	Contact Name	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Tel	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>	Website	<input type="text"/>

Once plots have been allocated confirmation of booking will be sent via e-mail

### CLUB STAND DETAILS

Number of Machines on Display	<input type="text"/>
Main Element of Display	<input type="text"/>

Please fill out the application and the risk assessment form on the next page. Return forms to us via email or post using the details below.

Clubs will receive written confirmation once accepted. We will provide further information regarding club packs and we will specify what details we need relating to exhibitors and their machines.

### 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](mailto: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](mailto:exhibitions@mortons.co.uk)  
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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.

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 <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 (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