

# EARLS BARTON TRANSPORT SHOW


Please do not print this page, it is for information only

Please print both pages of the form, ideally print it double sided (pages 2 & 3).

If you haven't previously filled in a privacy statement (GDPR) then please also print this (page 4)

Page 5 is intentionally blank, this is to aid double sided printing.

If you don't already have a fire risk assessment then please print the template for this, it is a requirement to have a fire risk assessment and it will be checked during either the setup days or show days that you have this with you (the fire risk assessment is pages 6-8).

 Please consider the environment and do not print this page and print the pages that you need to print double sided.

# EARLS BARTON TRANSPORT SHOW 2024

**MODEL FORM      24<sup>th</sup>, 25<sup>th</sup> & 26<sup>th</sup> AUGUST**

WHITES NURSERIES  
EARLS BARTON

COMPLETE IN BLOCK CAPITALS

FULL NAME - .....	DESCRIPTION OF MODEL(S) - .....
ADDRESS - .....	.....
.....	YEAR BUILT - .....
.....	VEHICLE REG NUMBER - .....
POST CODE - .....	EXHIBIT NAME - .....
TELEPHONE - .....	INSURANCE COMPANY - .....
EMAIL - .....	POLICY NUMBER - .....

PLEASE GIVE BRIEF HISTORY/ OTHER INFORMATION ON THE BACK.

Payment Options (if applicable)

Cheque       Bank transfer/BACS  (Tick as appropriate)

FOOTAGE REQUIRED .....FT	TABLES ARE AVAILABLE AT £5 PER TABLE ..... TABLES REQUIRED	ELECTRIC POINTS ARE AVAILABLE @ £6 PER POINT (MAX 0.5Kw PER POINT)      ..... POINTS REQUIRED	TOTAL £.....
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**ALL MODELS EXHIBITORS MUST HAVE RELEVANT INSURANCE AND CERTIFICATES FOR THEIR ACTIVITIES.**

**ELECTRIC POINTS ARE SUBJECT TO AVAILABILITY**

**IF REQUESTING ELECTRICS, ITEMS YOU WANT TO USE MUST BE LISTED ON THIS FORM – IF THE ORGANISERS OR CONTRACTORS DEEM AN ITEM UNSUITABLE THEN YOU WON'T BE ALLOWED TO USE IT**

**BOOKINGS ARE TAKEN ON A FIRST COME FIRST SERVED BASIS – PLEASE MAKE CHEQUES PAYABLE TO EARLS BARTON TRANSPORT SHOW.**

If paying by Bank Transfer/BACS then the form and paperwork must be sent in before paying, then we will send payment instructions which will include a reference number which must be used as the reference when paying. Failure to do so may result in your payment being missed and/or no pitch available for you. Please include an email address in the space above if you intend to pay by bank transfer/BACS.

Full payment is due by bank transfer/BACS either 30 days after receiving payment instructions or the latest date that payments must reach us by, whichever is sooner.

Payment by cheque or bank transfer/BACS must reach us by 9<sup>th</sup> August 2024 after that payment must be made by cash on arrival.

**PLEASE SIGN, DATE AND RETURN TO THE ADDRESS BELOW ENCLOSING A5 OR LARGER SELF-ADDRESSED ENVELOPE WITH THE CORRECT POSTAGE PAID, STAMPS MUST BE THE NEW STYLE WITH A BARCODE ON.**

**MODEL EXHIBITORS MUST PROVIDE THEIR OWN CHAIRS AS THE EVENT DOES NOT PROVIDE THEM.**

I HAVE READ THE CONDITIONS ON THE NEXT PAGE AND AGREE TO ABIDE BY THEM AT ALL TIMES WHILST ON SITE

SIGNED - .....      DATE - .....

**RETURN TO:-**

**Mrs C. Tingey**  
45 Fourth Avenue  
Wellingborough  
Northants  
NN8 3NE  
Tel:- 07541873591  
Email:- cat\_trebor@yahoo.co.uk

Mr M. Higham  
1 Streeton Way  
Earls Barton  
Northampton  
NN6 0HX  
Tel:- 01604 811633  
Email:- info@earlsbartontransportshow.co.uk

Days of attendance  
Saturday      Yes / No  
Sunday      Yes / No  
Monday      Yes / No  
Cross Out Days Not Attending

For official use only	
Date received	
Model Accepted	Yes / No
Pitch No	

# EARLS BARTON TRANSPORT SHOW 2024

## GENERAL TERMS AND CONDITIONS

1. The organisers reserve the right to accept or reject any booking form enquiry. Any rejected bookings will be notified by return of post immediately stating any reasons.
2. The site owners, officials, members and agents of Earls Barton Transport Show accept no liability for any loss, damage or injury to any person or property during the event however such loss or damage occurs.
3. No vehicle movements are permitted on site unless specifically directed by an official. All vehicles entering the site must display the relevant Vehicle Pass to the event, they must have dipped beam headlight on and not display hazard warning lights and adhere to the 5 mph speed limit at all times whilst on site.
4. All owners/drivers are responsible for the safety of their exhibit and must have adequate Public Liability Insurance Cover of £2,000,000 whilst on site as recommended by the National Tractor Engine Trust. Operators of all exhibits will be required to present a copy of their Insurance Certificates to the Safety Officer.
5. Generators must be sited well away from tents, awnings, marquees and caravans with the correct earth spike fitted. **All generators must be turned off between the hours of midnight and 6 am.**
6. Health & Safety regulations must be adhered to at all times whilst on site, all contractors or service providers must present up to date risk assessments for their activities to the Safety Officer.
7. All chemical toilets must be emptied into the correct elsan points provided.
8. **There will be no loud music played on site other than entertainment pre-booked by the organisers.**
9. All dogs must be kept on a lead at all times whilst on site and all mess to be cleaned up immediately. Any guard dogs must be chained at all times with chains not to exceed 12ft. Any owners not adhering could face expulsion from this event.
10. All litter must be discarded into the rubbish bins provided.
11. All exhibits must be ready 15 minutes before the opening time to the general public and remain onsite until the event closes to the general public, **the event is open to the public between 10am and 5pm each day.**
12. **No kettles or tea urns are allowed in the marquee, the maximum power usage per electric point is 500 Watts. Please provide details of what you intend to use electric points for and approximant power requirements in known on the back of the form if booking electric points.**
13. Payments by cheque must be received no later than 2 weeks prior to the event, otherwise payment will be by cash on arrival.
14. The organisers reserve the right to alter, amend or add to these conditions. They cannot be liable for any additional restrictions, which may be applied by the site owners at any time. Any decision made by the site owners, organisers, officials and event security is final.

## Privacy Statement

Here at the Earls Barton Transport Show we take your privacy seriously and will only use your personal information to administer the planning of this event and future events of the same name.

From year to year we will contact you regarding the next years event. Please confirm how you would like to be contacted by ticking the box(es) below and filling in the relevent details in block capitals.

Post  Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email  Email Address: \_\_\_\_\_

Telephone  Telephone No: \_\_\_\_\_

We will not pass your details on to any other party and will only use your records for the purpose of the event, and if applicable enter your name in the programme in the style of J Smith from Northampton.

Please confirm that you are happy by ticking one of the boxes below for us to keep and use your details for the above purposes.

I agree

I do not agree

Print Name \_\_\_\_\_

Trade Name (If applicable) \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_



## TRADERS AND MARKET STALLS

Name of Unit/Stall:

Contact No. on site:

Location on site:

In order to comply with relevant fire safety legislation you **MUST** complete a Fire Risk Assessment of your stall or unit. The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire. Failure to comply with this requirement may result in you being removed from the site. You must be able to answer YES to the following questions.

This signed and completed form must be maintained available for inspection by the Fire & Rescue Service/Event Organiser/Council Officers at all times.

You must undertake a Fire Risk Assessment for your unit, which must be suitable for the circumstances. You do not need to use this form, and may use another method if you wish, however, this form is considered to be suitable for most standard market stalls and units.

		Action required (please tick)	YES	NO
1	Are adequate exits provided for the numbers of persons within the unit or stall? (Are your staff and customers able to evacuate easily if the normal exit is blocked?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	If the normal lighting failed would the occupants be able to make a safe exit? (Consider back up lighting).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Has the firefighting equipment been tested within the last 12 months? Note: a certificate of compliance will normally be required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Have your staff been instructed on how to operate the firefighting equipment provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG, etc, and reduced the risk of them being involved in an incident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Are the structure, roofing, walls and fittings of your stall or unit flame retardant? Note: certificates of compliance will normally be required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Action required (please tick)	YES	NO
12	If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? Note: Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Are you aware that you must not stock or sell certain items, ie, fireworks, garden flares, household candles, tea lights, etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Do you have sufficient bins for refuse? Is all refuse kept away from your unit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Are you aware that petrol generators may not be permitted on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IF YOU USE LPG		Action required (please tick)	YES	NO
16	Do you have an inspection/gas safety certificate for the appliances and pipework (copy to be available for inspection) and are all hose connections made with "crimped" fastenings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Are the cylinders located away from entrances, emergency exits and circulation areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Do you ensure that only those cylinders in use are kept at your unit/stall? (Spares should be kept to a minimum and in line with any specific conditions for the event).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Is a member of staff, appropriately trained in the safe use of LPG, present in the unit/stall at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to any of the above questions is "NO", please detail the actions you have taken to remedy the situation.

Action:

Action:

Action:

Action:

Action:

Action:

Action:

Action:

Action:

Action:

**Stallholder/Responsible Person:**

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Designation:**

**Company:**

**PLEASE NOTE**

*THIS DOCUMENT DOES NOT PRECLUDE YOU FROM POSSIBLE PROSECUTION  
OR REMOVAL FROM THE SITE BY THE ORGANISERS,  
SHOULD A SUBSEQUENT INSPECTION REVEAL UNSATISFACTORY STANDARDS.*