

# BRISTOL HARBOURSIDE RALLY & RUNNING DAY SUNDAY 22ND MAY 2011



## TRADE STANDS ENTRY FORM

NAME:	TRADING AS:
ADDRESS:	HOME TEL NO:
	WORK TEL NO:
	MOBILE:
	E-MAIL:
POSTCODE:	

INSURANCE COMPANY:	
POLICY NUMBER	POLICY EXPIRY DATE:

DESCRIPTION OF GOODS/SERVICES:
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<b>STALL SPACE &amp; FRONTAGE REQUIRED :</b> <i>Sales stand only - £30 up to 18ft stall length</i> <i>With exhibiting vehicle - £10 up to 18ft stall length</i>	<b>TOTAL LENGTH REQUIRED (FEET):</b>	<b>CHEQUE ENC. FOR £</b> _____
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**Please ensure you have completed the Risk Assessment overleaf , read and sign the declaration below , enclosed a cheque payable to "BRISTOL ROAD TRANSPORT COLLECTION" for your stall fee and an A5 Stamped Addressed Envelope. Failure to do so will result in your entry being rejected.**

<b><u>DECLARATION</u></b>	
<p>In consideration of acceptance of this entry or of my being permitted to take part in this event, I declare that during the whole period of the event, my trade stand will be covered by the appropriate insurance policy that has a limit of indemnity of not less than £5,000,000 in any one accident, held with the company detailed above.</p> <p>I also declare that the Risk Assessment overleaf has been completed fully and accurately and understand that it will be checked by independent Rally Officers who may reserve the right to re-assess the risks involved with my entry or refuse the application / admission.</p> <p>I agree to ensure that the area occupied is left in a clean and tidy manner including removal of all refuse from my trading activities on the rally site. I agree to indemnify the rally organisers against the costs of removing any refuse left on the occupied area of the rally site that is directly attributable to my trading activities.</p>	
SIGNATURE: _____	DATE: _____

Please return this completed form together with a cheque for your stall fee to:

**JOHN HITCHINGS  
48 KENILWORTH DRIVE  
WILLSBRIDGE  
BRISTOL  
BS30 6DZ**

**CLOSING DATE  
FOR ENTRIES  
FRIDAY 22ND APRIL 2011**

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## RISK ASSESSMENT

Due to current regulations this Risk Assessment form has to be completed by all Trade entries attending the rally. The main reason for this form is to identify any risks or hazards and the actions you would take to minimize them. We understand that you will not be able to eliminate all the risks and hazards, but this exercise should help minimise them.

Please tick the areas relevant to your entry. Tick the YES or NO columns as appropriate, then decide if the risk is:

H = High                  M = Medium          L = Low.

Any risks marked M (Medium) or H (High) must have a method statement (*This is your written statement of the risks that you have analysed, or identified*). This should include the assembly of display tables / stands and supporting stall frameworks which may form any risk to you or the general public.

The method statement (as applicable), & the Risk Assessment (this completed form) must be completed.

Significant hazard (Use separate sheet if req'd)	Y E S	N O	Risk: H, M or L	People at risk from hazard. Includes: Young Children, Public Visitors, Your Staff, Site and Rally Workers	List existing controls. List further controls needed. Are legal requirements met? Is risk reduced as far as reasonably possible?
Slip & Trip					
Fire					
Chemicals					
Moving parts on machinery					
Electricity					
Vehicles					
Others (please define)					

**PLEASE ENSURE THAT YOU READ AND SIGN THE DECLARATION OVERLEAF**