



CRICK BOAT SHOW 2018

BOOKING FORM

INDOOR – Food & Craft Marquee

Waterways
World

Please complete and return to:

The Crick Boat Show, 151 Station Street, Burton-on-Trent, Staffordshire, DE14 1BG

Exhibitor Space	Stand Price (3 days)	Quantity	Total £
Food & Craft Marquee – FC			
Corner position – additional to stand space below	£35.00		
2m x 2m	£167.39		
3m x 2m	£249.20		
4m x 2m	£334.78		
5m x 2m	£416.59		
6m x 2m	£498.40		
7m x 2m	£583.98		
8m x 2m	£669.56		
Extras			
Electricity (13 amp supply)	£110		
WiFi	£60		
6ft trestle table (delivered to your stand)	£19		
Chair (delivered to your stand)	£11		
		Net total	£
		Plus VAT at 20%	£
TOTAL to be paid at time of booking*			£

Your Payment Options

- Cheque payable to Crick Boat Show
- BACS payments:
Please phone for account details
- Pay by card by calling our Sales Team on 01283 742977

*For bookings made after 28 February 2018, full payment is required with your booking. A receipted invoice will be issued

I/we agree to abide by the General Conditions of the Crick Boat Show as stated on page 10-11 of the **Exhibitor Guide 2018**.

I enclose Risk Assessment Website/Show Guide information

Signature _____ Date _____

Print name _____

Company name _____

Address _____

Post code _____

Tel _____

Email _____

RETURN TO: Ian Sharpe, Crick Boat Show, c/o WW Shows Ltd, 151 Station Street, Burton-on-Trent, Staffordshire DE14 1BG

RISK ASSESSMENT

Risk and Exhibitor Responsibilities

An exhibition stand is a workplace covered by health and safety legislation. As the exhibitor it is your legal responsibility to ensure that a suitable and sufficient risk assessment is completed for your stand, together with any activities you will be undertaking. It is also important that your stand staff operate a safe system of work. You are responsible for identifying all aspects of your stand which could present a hazard.

TO COMPLETE YOUR BOOKING YOU MUST RETURN THIS FORM

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How to assess risk

THOSE AT RISK	KEY
Own staff	OWN
Venue staff	VEN
Organisers	ORG
Other exhibitors	EXH
Visitors/public	VS
Contractors	CON
All persons on site	AOS

- Identify and list any hazards that you feel apply to your stand
- Identify the people that could be harmed by this hazard

- Think about the control measures that you can put in place to reduce this risk of the individual hazards
- Tick all control measures in place for each hazard
- Add any additional measures you have in place for each hazard
- Identify any extra hazards and indicate control measures
- Please ensure you list any special activities or demonstrations and note that some of these may require their own risk assessment
- Continue on a separate sheet if necessary

HAZARD	AT RISK (Use the table above)	CONTROL MEASURES (Add any other control measures you will use)	
Manual handling of equipment to, on and off your stand	AOS	<input type="checkbox"/> Purchase portable trolleys for use <input type="checkbox"/> Train staff on manual handling	Other (please specify)
"Housekeeping"	OWN, VEN, ORG, EXH, VS	<input type="checkbox"/> All staff briefed to keep stand tidy at all times <input type="checkbox"/> Any used boxes broken down and excess literature to be kept in storage room <input type="checkbox"/> Exhibition display to be kept within stand boundary <input type="checkbox"/> Layout of stand to ensure good flow of movement	Other (please specify)
Equipment	OWN, VS	<input type="checkbox"/> All staff trained on how to use equipment <input type="checkbox"/> Dedicated person responsible for all stand equipment <input type="checkbox"/> Method statement produced for specialist equipment	Other (please specify)
Stress	OWN	<input type="checkbox"/> Staff briefed on all logistical elements of the event <input type="checkbox"/> Rota in place with regular breaks <input type="checkbox"/> Food and drink arrangements in place for the event	Other (please specify)
In and out, access and egress	OWN, VEN, ORG, EXH, CON	<input type="checkbox"/> Careful build-up and breakdown <input type="checkbox"/> No breakdown before event closes	Other (please specify)
Slips, trips and falls	AOS	<input type="checkbox"/> Cables taped down <input type="checkbox"/> Efficient layout and plan of stand <input type="checkbox"/> Stand is not overcrowded <input type="checkbox"/> Stand staffed at all times <input type="checkbox"/> Suitable footwear is worn by staff <input type="checkbox"/> Equipment is used correctly	Other (please specify)
Fire/electricity	AOS	<input type="checkbox"/> Ensure that power sockets are not overloaded, eg multi-way adaptors <input type="checkbox"/> All equipment is PAT tested to reduce risk of fire <input type="checkbox"/> All staff briefed on evacuation procedures, including layout of the event, assembly points, nearest exit identified – these can be found in the Welcome Pack <input type="checkbox"/> Gangways around the stand kept clear at all times	Other (please specify)
Materials/substances	OWN, VEN, ORG, EXH, VS	<input type="checkbox"/> Ensure all substances are locked away on stand <input type="checkbox"/> All staff to be trained on handling materials <input type="checkbox"/> Protective clothing is available	Other (please specify)
Additional Hazards			

Company name:

Person responsible on site:

Contact number during Show:

Your name / Risk assessment completed by:

Date

By signing this form you have agreed that you will put the appropriate control measures in place to ensure that hazards are reduced and that the risks applicable to your stand are controlled.

Signed:

WEBSITE & SHOW GUIDE INFORMATION

Must be completed and returned with booking

Show Guide and website listings are entirely free of charge. By completing this form you will be included in the 2018 list of exhibitors on crickboatshow.com and in the printed Show Guide that is given to all visitors as they arrive at the Show.

If you wish to enhance your presence at the Show with display advertising, website banners or banners around the Show site, please contact Ian Sharpe on 01283 742977 or ian.sharpe@wwonline.co.uk.

Company details will appear on www.crickboatshow.com from 16 February 2018 **where this form has been returned and a completed Risk Assessment has been sent in.**

PLEASE COMPLETE USING BLOCK CAPITALS

Company name

Address

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Postcode

Tel no Email address

Website address (*essential for your free link*)

About your exhibit/company (*will appear on www.crickboatshow.com and in the printed Show Guide. Max 30 words*)

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Business category (*tick one only*)

BOATBUILDERS & FITTERS

ART/CRAFT

BOAT EQUIPMENT & CHANDLERY

FOOD

ENGINES & ELECTRICS

CLOTHING

BROKERAGE

PUBLICATIONS & VIDEOS

INSURANCE & FINANCE

LEISURE

MARINA

OTHER

CANAL SOCIETY/CHARITY

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CAMPING & MOORING

Crick's simplest solution to your accommodation needs

At the Crick Boat Show, we are aware that many of you travel far and wide to reach us and are therefore in need of somewhere to rest between Show days. Why not stay with us at the Crick Boat Show? We have hot showers and dedicated toilet/washing facilities.

Campsite Space

If you have a tent, caravan or motorhome, you can book a space on our campsite, which is **available to exhibitors from 11am on Thursday 24 May until 11am on Tuesday 29 May**. Exceptions only by prior arrangement with the organiser. The site provides access to water, showers, toilets, sanitary and refuse disposal. Please note that vehicles must be parked inside pitches. The campsite has a gentle gradient and is therefore not entirely flat. Please note, Show passes are not included in the price of campsite or mooring space and must be purchased separately. Please book using the form below. We recommend you complete this form and return it with payment as soon as possible – spaces are limited and will sell out in advance of the Show. Bookings are on a first come, first served basis. Please make cheques payable to Crick Boat Show and return to Ian Sharpe, WW Shows Ltd, 151 Station Street, Burton-on-Trent, Staffordshire DE14 1BG. Alternative methods of payment are available; please contact us for details.

Online Mooring Space

If you are bringing your boat to the Show you can book a space along the towpath. Moorings are available from 8am on Friday 25 May until 7pm on Monday 28 May. Exceptions only by prior arrangement with the organiser. Moorings in 2018 will be divided into 3 zones based upon the distance to the footbridge across the canal.

Please note: Early Bird booking discounts do not apply to campsite space and moorings.

Campsite (from 11 am Thursday to 11am Tuesday inclusive – 5 nights)

Type	No. of pitches	Price per pitch	Total
8m deep x 8m wide (vehicle parking on pitch)		£76	£
With electric hook-up		£137	£
Crick Boat Show Campsite Terms & Conditions are set out on page 11 of the Exhibitor Guide 2018		Plus VAT @ 20%	£
		TOTAL	£

Moorings Cost of mooring is £1.10-£3.00 per foot. From Friday to Monday inclusive – 3 nights. Boats will be breasted up.

Boat name	Boat length (including fenders, rounded up) – in feet	ZONE 1 up to 200m to the footbridge £3.00/ft	ZONE 2 200–400m to the footbridge £1.50/ft	ZONE 3 400–800m to the footbridge £0.95/ft
	ft	£	£	£
It is a condition of mooring that moorers agree to be breasted up where conditions permit. Mooring positions will be allocated by the Moorings Manager – those wishing to be moored together MUST be booked together in advance under which circumstances we would expect to meet all requests. We will use best endeavours to help anyone not requesting to be moored together in advance but wishing to do so at the Show – however we cannot guarantee doing so.		Plus VAT @ 20%	£	£
		£	£	£

I/WE AGREE TO ABIDE BY THE GENERAL CONDITIONS OF THE CRICK BOAT SHOW as stated on pages 10–11 of the Exhibitor Guide 2018

Signature Print name Date

Contact name Contact number

Company name

Address

..... Postcode

Email address

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ADDITIONAL SHOW PASSES

How many passes do I get free with my stand?

Marquee and outdoor space 2 exhibitor staff passes

Floating/land-based boats 4 exhibitor staff passes per boat

These passes will be sent to you in your Welcome Pack on 20 April 2018. You can order additional passes using this form.

Order before 13 April 2018 to obtain your 50% discount.

Type	Duration of pass	Full price (ex VAT)	Quantity	Total
Exhibitor Staff Pass	3 days	£26.67		£
Exhibitor Staff Pass	1 day	£13.34		£
Guest Weekend Pass	3 day	£26.67		£
Guest 1-day Pass	Saturday*	£13.34		£
	Sunday*	£13.34		£
	Monday*	£13.34		£
Net total				£
50% discount when ordered by 13 April 2018				£
VAT at 20%				£
GRAND TOTAL				£

*Any guests wishing to attend on a day different to that for which they have a 1-day wristband can, on arrival at the Show, swap unused and undamaged wristbands at the Show Ticket Office for wristbands valid for entry on the day of attendance.

Ticket Office opening hours are 10am to 6pm Saturday and Sunday; 10am to 4pm Monday.

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