

LMA AIRSHOW 2018 TRADE SPACE BOOKING FORM

You are invited to book trade stand places by completing both pages of this registration form including the Risk Assessment and Fire Risk Assessment.

Access for set up and take down varies per show. Full details will be given when tickets are issued.

Reservations and the allocation of space will only be confirmed on receipt of correctly completed form, risk assessments and either a deposit of £50 or full payment per event. Full payment must be made at least 21 days before each event.

No food to be sold to eat on show site other than sweets or similar.

Delay in any of these forms or payment will not secure a reservation, which are on a first come first served basis and no exclusive arrangements are undertaken.

Vehicle Passes are allocated at one per 10 ft (or part thereof) of frontage booked upto a maximum of 3

For full terms and conditions see <http://largemodelassociation.com/resources/terms-and-conditions/>

Event	Date	Price Per Ft Frontage	Frontage Required (feet)	Total £	Deposit paid £	Vehicle Passes Needed (maximum of 1 per 10 ft frontage booked up to 3)
Haydock	25 March	£5			N/A	
East Kirkby	5 & 7 May	£2			N/A	
Tibenham	19-20 May	£3.50				
Cosford	7-8 July	£7.00				
Elvington	11-12 August	£7.00				
Much Marcle	1-2 September	£7.00				

Company Name	
Contact Name	
Email Address	
Contact Telephone	
Address	

Please tick the box for payment method used and use Company Name as Reference

- Electronic Payment by bank transfer to: HSBC Bank Account: 21892266 Sort code: 40-42-30
- Card payment by PayPal to: paypal@largemodelassociation.com

We have a minimum of £2 Million liability cover for our trade stand and certificates will be available for inspection if requested on show days or a copy is attached to this application.

Signed : Date:.....

Return completed forms to:

Paul Needham, Holly Cottage, Shore Road, Freiston, Boston, Lincs, PE22 0NH

Tel: 07949 214282

Or email to: trade-booking@Largemodelassociation.com

Risk assessment for traders attending all LMA Shows in 2018

Under current legislation, The Management of Health & Safety at Work Regulations 1999 require all employers and self employed persons to "make a suitable and sufficient risk assessment posed by work activities and anyone affected by them, so far as is reasonably practicable".

This form has been designed for traders to complete a risk assessment for the show. Please tick as appropriate to your stand/area.

Company: _____ Risk assessment completed by: _____

Contact: _____ Contact telephone number (at show): _____

1. Identify potential hazards on your stand: (tick appropriate hazard)

- ... **a)** Slips/Trips & Falls
- ... **b)** Services – e.g. Water, Compressed Air, Electricity
- ... **c)** Machinery – e.g. generators, compressors, cutters
- ... **d)** Hazardous Substances e.g. Gases, Chemical & Biological
- ... **e)** Manual Handling
- ... **f)** Vehicles
- ... **g)** Personnel
- ... **h)** Other (please state)

2. Identify persons that could potentially be harmed:

- ... Own staff ...Visitors ...Customers

3. Identify control measures to reduce the risks:

- ... **a)** Slips/Trips & Falls hazards eliminated:
 - ... No trailing cables across stand or gangways
 - ... All display items secured safely to stand
 - ... Good Housekeeping – non slip surfaces, general cleanliness
 - ... Clear access & egress to stand and gangways
 - ... Other (please state)
- ... **b)** Services used for purposes they were intended and all relevant regulations complied with.
 - ... Water Supply limited to portable containers
 - ... Electricity Sockets not overloaded & correct fittings used
 - ... Extension leads adequate for load, not coiled and tested.
 - ... Other (please state)

4. Identify control measures to reduce the risks:

- ... **c)** Machinery (generators/compressors)
 - ... In good condition, correctly maintained and fitted with suitable guarding to prevent access to hot surfaces, high voltage, high pressures etc....
 - ... Any necessary protective clothing & equipment supplied
- ... **d)** Hazardous Substances
 - ... Suitable handling, waste & storage procedures & processes in place
 - ... Other (please state)
- ... **e)** Handling & Lifting
 - ... Manual Handling processes suitable for purpose and equipment used
 - ... Any necessary protective clothing & equipment supplied
 - ... Staff suitably trained
 - ... Other (please state)
- ... **f)** Vehicles
 - ... Vehicles to be locked and parking brake applied
 - ... Vehicles not parked in access ways
 - ... Dropdown ramps and shutter doors secured
 - ... Other (please state)
 - ... Other (please state)

5. Residual Risk with the above control measures in place

- ... Low
- ... Medium
- ... High
- If Medium or High, complete section 6.

6. Additional Controls Measures

- ... Eliminate risk completely (please state)
- ... Additional control measure (please state)

LMA Fire Risk Assessment – Traders

For All LMA Shows In 2018

The Regulatory Reform (Fire Safety) Order 2005 requires "a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions" that need to be taken, so you MUST complete a Fire Risk Assessment of your stand.

Failure to comply with this requirement will 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 returned before you are allowed to trade. If you have any queries on any of these questions please ask secretary@largemodelassociation.com

	Yes	No
1. Are adequate exits provided for the numbers of persons within the stand? (Are your staff and customers able to evacuate easily, if the normal exit is blocked?)	Yes	No
2. Do you have adequate fire-fighting equipment available and easily available for use?	Yes	No
3. Have your staff been instructed on how to operate the fire-fighting equipment provided?	Yes	No
4. Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the stand, and the exit locations?	Yes	No
5. Have you identified combustible materials that could promote the spread of fire and reduced as far as possible the risk if an incident should occur?	Yes	No
6. Have you identified all ignition sources and ensured that they are kept as far away as possible from all flammable materials?	Yes	No
7. If any staff sleep in the stall are there working smoke and carbon monoxide detectors and a clear exit route at night?	Yes	No

If you use LPG on your stand (this section does not apply to domestic LPG use)

	Yes	No
8. Do you have an inspection / gas safety certificate for the appliances and pipework? (copy to be available for inspection)	Yes	No
9. Are the cylinders kept outside, secured in the upright position, away from the general public and spare cylinders kept to a minimum?	Yes	No
10. Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	Yes	No
11. Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	Yes	No
12. Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?	Yes	No
13. Is a member of staff, appropriately trained staff in the safe use of LPG, present in the unit / stall at all times?	Yes	No

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

Company: _____

Contact: _____

Risk assessment completed by: _____ Date: _____