



# **BVNA Congress 2010**

Kettering Conference Centre  
8th–10th October

# **BOOKING FORMS PACK**

# BVNA CONGRESS STAND APPLICATION

8<sup>th</sup>-10<sup>th</sup> OCTOBER 2010



**TO BE INCLUDED IN THE  
STAND DRAW THIS FORM  
MUST BE SUBMITTED BY  
30 APRIL 2010**

Please complete all details in BLOCK CAPITALS

<b>Company Name</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email Address</b>	
<b>Purchase Order No.</b> (required for invoicing)	

Nature of business? (please tick to indicate)

<b>Education</b>	<b>Food/Nutrition</b>	<b>Equipment</b>	<b>Pharmaceutical</b>
<b>Recruitment</b>	<b>Other (*)</b>		

\*please specify \_\_\_\_\_

Please state what your  
company will be promoting? \_\_\_\_\_

STAND SIZE	COST	SHELL SCHEME	TOTAL COST
3 metres frontage x 2 metres depth	<b>£1040.00</b> (£885.11 ex. vat) (£500 deposit and receive a final invoice in July)	<b>£145</b> (£123.41 ex. vat) Please ✓ if required <input type="checkbox"/>	£
6 metres frontage x 2 metres depth	<b>£1990.00</b> (£1693.62 ex. vat) (£750 deposit and receive a final invoice in July)	<b>£290</b> (£246.81 ex. vat) Please ✓ if required <input type="checkbox"/>	£
9 metres frontage x 2 metres depth	<b>£2830.00</b> (£2408.52 ex. vat) (£1000 deposit and receive a final invoice in July)	<b>£435</b> (£370.22 ex. vat) Please ✓ if required <input type="checkbox"/>	£
<b>Total Payment Enclosed</b>			£

I confirm acceptance of the conditions applicable to our application and confirm that we have adequate insurance for our stand equipment, including third party liability.

Name: (Block Capitals)..... Signed.....

Position in the Company.....

Please return your completed form and payment (payable to BVNA) to:-

**BVNA Ltd, 82 Greenway Business Centre, Harlow Business Park,  
Harlow, Essex CM19 5QE**

Tel No. 01279 408644

Fax No. 01279 408645

# BVNA CONGRESS CHARITY STAND APPLICATION

8<sup>th</sup> - 10<sup>th</sup> OCTOBER 2010



**TO BE INCLUDED IN THE  
STAND DRAW THIS FORM  
MUST BE SUBMITTED BY  
30 APRIL 2010**

Please complete all details in BLOCK CAPITALS

<b>Charity Name</b>	
<b>Charity Reg. No.</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email Address</b>	
<b>Purchase Order No. (required for invoicing)</b>	

STAND SIZE	COST	SHELL SCHEME	TOTAL COST
3 metres frontage x 2 metres depth	<b>£275.00</b> (£234.05 ex. vat)	<b>£145</b> (£123.41 ex. vat) Please ✓ if required <input type="checkbox"/>	£
6 metres frontage x 2 metres depth	<b>£550.00</b> (£468.09 ex. vat)	<b>£290</b> (£246.81 ex. vat) Please ✓ if required <input type="checkbox"/>	£
9 metres frontage x 2 metres depth	<b>£825.00</b> (£702.13 ex. vat)	<b>£435</b> (£370.22 ex. vat) Please ✓ if required <input type="checkbox"/>	£
<b>Total Payment Enclosed</b>			£

I confirm acceptance of the conditions applicable to our application and confirm that we have adequate insurance for our stand equipment, including third party liability.

Name: (Block Capitals)..... Signed.....

Position in the Company.....

Please return your completed form and payment (payable to BVNA) to:-

**BVNA Ltd, 82 Greenway Business Centre, Harlow Business Park,  
Harlow, Essex CM19 5QE**

**Tel No. 01279 408644**

**Fax No. 01279 408645**

# BVNA CONGRESS ELECTRICITY, LIGHTING & FURNITURE ORDER FORM



**DEADLINE FOR  
SUBMISSION  
31 AUGUST 2010**

8<sup>th</sup>-10<sup>th</sup> OCTOBER 2010

Please complete all details in BLOCK CAPITALS

<b>Company Name</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email Address</b>	
<b>Purchase Order No.</b> (required for invoicing)	

ADDITIONAL REQUIREMENTS	QTY.	TOTAL COST
Electricity Supply @ £ 110.00 per socket (£ 93.62 ex. vat)		
4ft Light Track inc. 2 x 120 watt spots @ £ 98.00 (£ 83.41 ex. vat)		
Hire of Trestle Table @ £ 18.00 each (£ 15.32 ex. vat)		
Hire of Chairs @ £ 9.00 each (£ 7.66 ex. vat)		
<b>TOTAL</b>		£

Name: (Block Capitals)..... Signed:.....

Position in the Company:.....

Please return your completed form with payment (payable to BVNA) to:-

**BVNA Ltd, 82 Greenway Business Centre, Harlow Business Park,  
Harlow, Essex CM19 5QE  
Tel No. 01279 408644      Fax No. 01279 408645**

## ADDITIONAL FURNITURE

Additional furniture is available to hire through The Index Group. Please visit their website using the following link:

[www.indexgroupfurniture.org](http://www.indexgroupfurniture.org)

**REPRESENTATIVE  
BADGES & PACKED LUNCH  
ORDER FORM**



**DEADLINE FOR  
SUBMISSION  
31 AUGUST 2010**

8<sup>th</sup>-10<sup>th</sup> OCTOBER 2009

Please complete all details in BLOCK CAPITALS

<b>Company Name</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email Address</b>	
<b>Purchase Order No. (required for invoicing)</b>	

3 METRE STAND SPACE = 6 REPRESENTATIVES BADGES MAY BE ISSUED  
6 & 9 METRE STAND SPACE = 12 REPRESENTATIVES BADGES MAY BE ISSUED  
NO ALTERATIONS TO BADGES CAN BE MADE AFTER 30 SEPTEMBER 2010

REPRESENTATIVE NAMES	
1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.

**ADDITIONAL BADGES ARE AVAILABLE TO PURCHASE AT A COST OF £100**

REPRESENTATIVE BADGES @ £100 EACH <small>(continue on a separate sheet if necessary)</small>	
13.	14.
<b>Total payment enclosed</b>	£

Lunch bags contain a sandwich/wrap/baguette, crisps, chocolate bar & drink (contents may vary)			
DAY	QTY.	COST	TOTAL COST
Friday		£ 7.25 each	
Saturday		£ 7.25 each	
Sunday		£ 7.25 each	
<b>Total Payment Enclosed</b>			£

**ALL BADGES & LUNCH VOUCHERS WILL BE PREPARED & AVAILABLE FOR  
COLLECTION FROM THE REGISTRATION DESK ON FRIDAY 8<sup>TH</sup> OCTOBER 2010**

Please return your completed form to:

B.V.N.A. Ltd, 82 Greenway Business Centre, Harlow Business Park,  
Harlow, Essex CM19 5QE  
Tel No. 01279 408644      Fax No. 01279 408645



ALL PROFITS WILL BE DONATED  
TO THE BVNA CHARITY OF THE  
YEAR - ANIMALS ASIA

SPONSORED BY



**Kettering Park Hotel & Spa, Kettering**  
Friday 8<sup>th</sup> October 2010

Company Name	
Address	
Telephone	
Fax	
Purchase Order No. (required for invoicing)	

CHARITY QUIZ NIGHT TICKETS (FRIDAY)	QTY.	PAYMENT ENCLOSED
£ 10.00 per ticket Including a meal & drink voucher <b>(please choose your meals below)</b>		£
Fish & Chips		
Chicken & Chips		
Vegetarian Sausage & Chips		

Please return your completed form and payment (payable to BVNA) to: -

**BVNA Ltd, 82 Greenway Business Centre,  
Harlow Business Park, Harlow, Essex CM19 5QE  
Tel No. 01279 408644 Fax No. 01279 408645**



# BVNA ANNUAL CONGRESS 2010



**Kettering Conference Centre  
Saturday 9<sup>th</sup> October 2010**

Company Name	
Address	
Telephone	
Fax	
Purchase Order No. (required for invoicing)	

CHRISTMAS PARTY NIGHT TICKETS (SATURDAY)	NO. OF TICKETS	PAYMENT ENCLOSED
Dinner Dance @ £ 35.00 per ticket Disco till 1am (FANCY DRESS OPTIONAL)	_____	£
HOW MANY VEGETARIAN MEALS WILL BE REQUIRED		

Please return your completed form and payment (payable to BVNA) to: -

**BVNA Ltd, 82 Greenway Business Centre,  
Harlow Business Park, Harlow, Essex CM19 5QE**

**Tel No. 01279 408644**

**Fax No. 01279 408645**



## EVENT RISK ASSESSMENT FORM

APPLIES TO (PLEASE CIRCLE):      BUILD UP      EVENT DAYS      BREAKDOWN

TO BE COMPLETED & RETURNED BY 31/08/10

COMPANY \_\_\_\_\_ (BLOCK CAPITALS)

RISK ASSESSMENT

CONDUCTED BY: \_\_\_\_\_ (BLOCK CAPITALS) SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ACTIVITY/TASK: (Examples) Working at height Construction/Complex stand building Machinery demos Moving vehicles Use of powered tools Lifting operations Use of chemicals Audience participation Etc.	HAZARD: (Examples) Falls Structural collapse Being run over Cuts, entanglement Heavy loads/dropping Burns, spillages Etc.	PERSONS AT RISK  General Public Venue Staff Your Staff Other Company's Staff Contractors	RISK RANKING  Severity x Likelihood Refer to the Risk Matrix  (Please circle one)	CONTROLS CURRENT / CONTROLS  REQUIRED  In this column list the existing control measures in place, which ensure safety.  If additional controls are required to reduce the risk then list the additional precautions in this column.  For help refer to the HSE "5 steps to risk assessment" for guidance.
			High or Medium or Low Risk	
			High or Medium or Low Risk	
			High or Medium or Low Risk	

**Please make a copy of this sheet if additional activities need to be listed**