

SOUTH WEST MODEL & HOBBY SHOW

The Old Bake House,
Rear of No 2 Teewell Hill,
Staple Hill, Bristol
BS16 5PA

Tel: 0117 907 1000 Fax:0117 907 1001
nadine@nwe.co.uk
www.swmee.co.uk

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PLEASE NOTE THAT ALL FORMS (PAGES 9, 10, 11 AND 12) ARE COMPULSORY AND MUST BE FILLED IN AND RETURNED TO US BY 20th February 2012.

NOTE TO TRADERS: If you are selling 35 MHz radio sets will you please remove the crystals from the transmitter, and inform the buyer not to refit the crystals or switch the set on within 4k of the Bath & West Site. This is for the safe running of the outdoor flying display.

SET UP DAY

The exhibition hall will be open and available for the setting up and dressing of stands on:

Friday 30th March 2012 10am -7.00pm

Exhibitors arriving Saturday morning to set-up will be able to access the hall at 7.30am

OPENING TIMES OF THE SHOW

The exhibition is open to the public on:

Saturday 31st March 2012 10am – 5pm

Sunday 1st April 2012 10am – 4pm

PULL OUT

Removal of exhibits and equipment from the exhibition halls should be as follows:

Sunday 1st April 2012 4pm – 9pm

Please note: Everything must be removed by 9.00pm, nothing may stay overnight.

RESTOCKING

The exhibitors will be allowed in the exhibition hall to re-stock their stands as follows:

Saturday 31st March 2012 7.30am – 9.30am

Sunday 1st April 2012 8.30am – 9.30am

THE ORGANISERS OFFICE

The Organisers Office is located on the ground floor in the Showering Pavilion; please go here for any general enquiries.

The Public Address System must be reserved for Organisers' Announcements, Police and Security messages only. This therefore precludes its use for messages from or to exhibitors and visitors.

HEALTH & SAFETY AT WORK

We would draw your attention to your responsibilities in respect of The Health & Safety at Work Act 1974. All exhibitors and contractors must work within the guidelines of the Act; see page 8 for details.

In the event of an emergency please contact Nadine Lingard/Andrew Thorpe in the Organisers Office.

DELIVERIES

All parcels or mail to be delivered to the exhibition should be addressed as follows:

**Your Company Name & Stand No, c/o The Organisers Office,
SHOWERING PAVILION
The South West Model & Hobbies Show
Royal Bath & West Showground, Shepton Mallet, Somerset, BA4 6QN**

We will accept and sign for any parcel/mail delivered to the show in your absence but cannot accept responsibility for them. Please do not send anything to the venue before Friday 30th March or after Sunday 1st April 2012 as no one will be there to accept delivery.

FIRST AID

Please go to the Organisers Office and we will contact the First Aid for you.

OFFICIAL CONTRACTORS

ELECTRIC

The Old Bake House
Rear of No 2 Teewell Hill
Staple Hill, Bristol
BS16 5PA
Tel No: 0117 907 1000
Fax No: 0117 907 1001
Contact: Nadine Lingard
Email: nadine@nwe.co.uk

OPERATIONS

The Old Bake House
Rear of No 2 Teewell Hill
Staple Hill, Bristol
BS16 5PA
Tel No: 0117 907 1000
Fax No: 0117 907 1001
Contact: Nadine Lingard
Email: nadine@nwe.co.uk

TRESTLE TABLES/CHAIRS/WALLING

The Old Bake House
Rear of No 2 Teewell Hill
Staple Hill, Bristol
BS16 5PA
Tel No: 0117 907 1000
Fax No: 0117 907 1001
Contact: Nadine Lingard
Email: nadine@nwe.co.uk

STANDS

Aim Exhibitions Ltd
12/14 Dinan Way Industrial Estate
Exmouth
Devon
EX8 4EZ
Tel No 01395 222040
Fax No 01395 274822
Email info@aimexhibitions.co.uk

VENUE

Royal Bath & West Showground
Shepton Mallet
Somerset
BA4 6QN
Tel No: 01749 822200
Fax No: 01749 823169

Carpet

Aim Exhibitions Ltd
12/14 Dinan Way Industrial Estate
Exmouth
Devon
EX8 4EZ
Tel No 01395 222040
Fax No 01395 274822
Email info@aimexhibitions.co.uk

CLUB STAND

Your stand will be **space only**. Should you require carpet for your stand please contact Aim Exhibitions on 01395 222040 for further details.

FIRE PRECAUTIONS

1. Whether or not you have carpet please ensure you use drip trays where applicable.
2. All materials used for the interiors of stands must be thoroughly fire-proofed to the satisfaction of the local authority and failure to do so may result in the removal of offending fittings.
3. Plastic should not be used in the construction of stands without special permission from the Organisers.

Any person, whether exhibitor, staff, contractor, or worker, discovering an outbreak of fire, however slight, should endeavour to quench the fire by use of extinguishers. The exhibition Organisers Office should be notified immediately.

EXHIBITOR PASSES

Every member of your staff who will be entering or working within the venue at any time will require an exhibitor pass to gain entrance.

TRADE: Passes will be issued on the setting up day Friday 30th March 2012 from a dedicated ticket office at Yellow Gate. 2 passes per stand and 1 car park pass. If you require more passes please email nadine@nwe.co.uk or call Nadine Lingard on 0117 907000.

CLUBS: Each club can have up to a maximum of 10 passes (1 pass covers one exhibitor for both days of the show). To make sure that the correct number of passes is sent to you please complete the form on page 11 by the 20th February 2012 to ensure your passes are sent in advance. Extra passes can be ordered by visiting our website www.swmee.co.uk using the validation code **SWCLUB** – this entitles you to £3 off every ticket purchased. If you do not have internet access please contact Debbie Bailey on 0117 907 1000. Exhibitor passes will be strictly monitored and we reserve the right to issue the number of passes we feel is reasonable.

CAR PARKING

Exhibitors can park their vehicle in the exhibitor's car park free of charge provided you display a pass in the windscreen of your vehicle with all your contact details. Trade can collect their car park pass along with their exhibitor passes on set up day, Friday 30th March 2012. Clubs need to complete FORM 1 on page 11 in advance in order to send out along with your exhibitor passes. Please note that the areas available for car parking for exhibitors have changed, please follow the signs and directions from the marshalls.

TRESTLE TABLES & CHAIRS

Trestle tables and chairs will be available for hire and must be ordered in advance to ensure availability. Clubs receive a limited number free of charge if they are ordered in advance. Please complete and return FORM 1 or 2 together with a cheque for the full amount where applicable.

CLUB TABLES & CHAIRS MUST BE ORDERED IN ADVANCE AS TABLES CAN NOT BE ALLOCATED BY REQUEST ON THE DAY

ELECTRICS

L X Trux are the mandatory electrical contractors for the exhibition and must be used for all electrical work to ensure that systems used are compatible. They offer a selection of electrical fittings for hire as listed on their order form attached separately. Please fill out the order form on page 11 or 12.

We recommend that you only use fittings supplied by the contractor (which have been pre-tested and are the responsibility of the contractor to maintain on site) rather than using your own fittings. If you do wish to use your own fittings they must be approved and installed by the contractor. A 24-hour power supply is available from the contractor on request.

Please also note the following electrical regulations which apply to all exhibitors:

- ◆ All electrical connections must be enclosed (no strip connectors).
- ◆ Only one extension block lead of not more than 2m long to be used in each socket.
- ◆ Adaptors and reel type extensions shall not be used.
- ◆ Leads on exhibitors' equipment must be not more than 2m long.
- ◆ All exhibitors own fittings must have a covered earth wire.
- ◆ All metal fittings and equipment must be earthed.
- ◆ If you use your own equipment it must comply with all regulations and is subject to testing and spot checks.
- ◆ Not more than one flex to one plug top.
- ◆ Sockets must not be overloaded, i.e. 500w sockets only 500w max.
- ◆ There are stringent mains tests carried out by the hall owners, it is therefore advisable for all Exhibitors to thoroughly check their own fittings before bringing onto site as a further charge may be incurred by the nominated electricians for the rectification of any electrical work necessary.
- ◆ With your own lighting it may avoid long leads if you have our socket fitted to the rear of the fascia or at the top of the back wall. Please state the required position of socket on the order form (or sketch plan) attached separately.

If you have any other electrical queries or advice to avoid delay on the set-up day please call 0117 907 1000.

ADVANCE TICKETS

You can buy tickets for the show from us at a discounted rate. Just visit our website www.swmee.co.uk and use the validation code **SWCLUB** to receive £3 off every ticket.

SECURITY

There will be overnight security operating from the time the show closes until exhibitors are officially allowed in the following day. During the opening hours of the show exhibitors are responsible for their own stands but there will be security in operation within the exhibition.

PROMOTIONAL ACTIVITIES

For the good of all exhibitors the following promotional activities may only be undertaken within the exhibition if the written permission of the Organisers has been obtained:

- conducting surveys (other than on your stand),
- handing out stickers and badges (other than on your stand),
- handing out promotional literature or material (other than on your stand).

PRESS OFFICE & PRE SHOW PUBLICITY

Information for the Press can be left in the Organisers Office. If you have any pre-show publicity regarding new products, etc, please send us details as these are often useful in publicising the show via press releases, etc.

ADDITIONAL ADVERTISING

Should your company be planning any advertising near or during the period of the exhibition please remember to say that you are exhibiting at the show and mention the stand you are on. You will be surprised at the extra response from customers who will readily visit your stand. You may download logos from our website to use on your advertising, if you require any further marketing material for the event such as flyers / posters, then please contact Emma Crane on 0117 907 1000.

STAND CATERING

There is a bar and restaurant on the first floor serving hot and cold food. Cherry's café on the ground floor in the Showring Pavilion and outside catering is available during show times. On set up day there will be a limited number of catering units open.

STAND CLEANING

All stands, aisle and common areas will be cleaned as a free service. Any large rubbish, black plastic bags or empty boxes are to be placed in the aisles at the end of each day for removal.

CARAVAN/CAMPING FACILITIES

You may stay on site in your caravan/camper van or tent in the designated camping area where there will be some facilities available. There is a £8.00 charge per night per caravan/camper van and £5 per night per tent for this facility. Electrical hook-up is available at an additional fee of £25 for the weekend. You will need to report to the organisers office to collect your camping pass and organise (if booked) your power hook-up. Please note payment must be made in advance for this and you will need to fill in and return the form on page 13.

ADVERTISING

If you wish to advertise on the website we have places available on the home page for your banner/logo with a link through to your website. Please contact Andy Thorpe on 0117 907 1000 for further information.

INSURANCE

Although every reasonable precaution has been taken - including adequate patrolling of the venue - the Organisers expressly decline responsibility for any loss or damage which befalls the personnel or property of any exhibitor however caused. It is therefore essential that Exhibitors insure (on an "All Risks" basis) exhibits and equipment brought to the stand, including property hired or borrowed for which they are responsible. Cover should include transit to and from the venue. Public liability insurance is also necessary in respect of damage to third party property or bodily injury.

As your overall expenditure could be lost if the event was curtailed or cancelled - or your exhibits were destroyed en route to the event, resulting in an empty stand - it is prudent to cover these risks too. Consult your insurance adviser about suitable cover.

HEALTH & SAFETY

EXHIBITION BUILD-UPS, OPEN DAYS AND BREAKDOWNS

THE HEALTH AND SAFETY AT WORK.ETC.ACT 1974

All personnel, whether stand staff or contractors, should be aware that they have a responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, and that any plant or systems of work which may be used are, so far as is reasonably practicable, safe and without risks to health. This includes that all employees are provided with information, instruction, training and supervision to ensure not only their own health and safety but others working or attending the vicinity.

HEALTH & SAFETY POLICY STATEMENT- COMPANY RESPONSIBILITIES

We are satisfied that establishing and enforcing appropriate measures to control and monitor Health & Safety procedures is a vital part of running the business as an efficient and successful operation. To this end we will:

1. Ensure that all plant and working practices are safe and offer no risk to health.
2. Ensure that all necessary precautions are taken in respect of the safe use, handling, storage and transport of materials and substances.
3. Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.
4. Maintain all places of work, equipment and transport under our control in a safe condition, free from risk to health.
5. Provide adequate facilities for the welfare of employees.
6. Safeguard the health and safety of visitors and of any members of the general public who could be affected by our activities.
7. Provide all necessary information relating to health and safety in respect of processes, products and services.

Craft4Crafters Limited

Company Code of Safe Practice for External Exhibition Venues

1. Emergency gangways must always be maintained through and to the centre of halls in build-up and breakdown situations.
2. Hard hats must be used when working beneath or near overhead working or if this is impracticable access must be restricted to such areas.
3. Operatives must wear suitable protective clothing relevant to their job, including eye, hearing, feet and hand protection.
4. Flammable liquids and substances must be used and stored safely and segregated from waste and other risk areas.
5. Portable power equipment must be used only for the purpose for which it was designed, and safety guards must be correctly fitted and used.
6. Portable electric tools must be used with the minimum length of trailing leads. Such equipment must not be left unattended with a live power supply to it.
7. Electrical and telephone cables must not be allowed to lie uncovered on the floor and must be taped down.
8. Stacker trucks must only be used by fully trained personnel.
9. Disused fluorescent type lighting tubes must be disposed of safely and properly.
10. Chemicals and flammable liquids must be removed from venues by the user or, in exceptional circumstances, brought to the attention of the relevant clearing department for safe and proper disposal. These products must not be placed in general rubbish bins or skips.
11. All work areas must be maintained free from general waste materials which could hazard operatives
12. Proper scaffolding must be used during the construction of stands. The scaffolding must be used in accordance with industry guidelines and any tower scaffold in use must be properly stabilised and propped.
13. All electrical work within venues must be carried out by the Company's nominated contractor.

To ensure Health and Safety is second to none please complete and return to us, the form on page 9 & 10. If you are unsure about any aspect of this form please contact Emma Crane on 0117 907 1000 for assistance.

Health & Safety Form –COMPULSORY FOR ALL EXHIBITORS

The South West Model & Hobbies Show

PLEASE READ THOROUGHLY AND COMPLETE THOROUGHLY

Craft4Crafters decisions are final on all matters of Health and Safety. Exhibitor passes will not be issued unless organisers have received full stand payment and are in receipt of this form.

Company/Club name	
Contact Name	
Stand Number	
Telephone Number	
Address	
Email	

Please read the following and sign the declaration below.

1. I/ We acknowledge Craft4Crafters Health & Safety Policy and DDA Policy and confirm that they will be complied with in addition to our responsibilities under the Health & Safety at Work Act 1974 and DDA 1995 and all its subordinate regulations which apply.
2. I/ We/Our Contractors enclose a show and fire risk assessment for the build up, show open days and breakdown of our stand.
3. I/ We are satisfied that our staff have been given sufficient fire related information, instruction and training to carry out their tasks in a competent and safe manner and are aware of the emergency evacuation plan.
4. I/ We confirm that the following insurance/ policies are current and valid: 1. Public Liability Insurance 2. Employers Liability Insurance 3. Health & Safety Policy *(if you employ more than 5 permanent members of staff)*
5. I/ We agree to liaise with Craft4Crafters on all matters regarding health & safety prior to and during the event where necessary to ensure the health & safety of all parties who may be affected by our actions/ instructions. Our risk assessment including a fire assessment will be available for inspection throughout the event.
6. I/ We accept Craft4Crafters reserve the right to prohibit an exhibit or activity where there is contravention of the Health & Safety rules of Craft4Crafters and/or statutory provisions where they consider that the health & safety or welfare of personnel is at risk.

To provide us with key information of key activities on your stand please tick the relevant boxes:	Yes ✓	No ✓
Will you be preparing / sampling / serving any food or drink on your stand?		
Will you be erecting a temporary structure? i.e. marquee / flagpoles / banner frame etc		
Will you have an electrical supply to your stand?		
Will you have a water supply to your stand?		
Will you be working at height (over 1 metre) using ladders etc?		
Will you be laying flooring or a platform?		
Will you be using any tools / power tools etc?		
Will you be installing a ramp or stairs?		
Will you be using LPG, highly flammable liquids, chemicals and ignition sources?		
Will there be any moving machinery / demonstrating exhibits on your stand?		
Will there be pre-recorded or live performances / music / public address systems on your stand?		

Please note LPG is not permitted at the venue

SIGNATURE:	DATE:
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Please return all forms to: The Old Bake House, Rear of No. 2 Teewell Hill, Staple Hill, Bristol, BS16 5PA.
FAX BACK: 0117 907 1001 EMAIL: nadine@nwe.co.uk

Risk Assessment Form – COMPULSORY FOR ALL EXHIBITORS

The South West Model & Hobbies Show

We have completed a table of possible risks that could occur please read and sign the bottom of this page if you are happy we have covered all possible outcomes for our stand. There is a section below to add any other risks you feel could occur on your stand.

Activity / Hazard	Person at Risk	Risk Evaluation Level: High, Medium & Low	Current Precautions & Control Measures
<i>Construction of stands and components / Falls of panels, equipment etc</i>	<i>Operators working below stand including exhibition staff</i>	Medium	<ul style="list-style-type: none"> <i>a. Trained installers only used</i> <i>b. Appropriate equipment used to construct and dismantle</i> <i>c. Constructed in stages and only left unattended when safe to do so.</i> <i>d. Hard hats to be worn whilst operatives are working above.</i>
<i>Ladders / Working at Height / Falls</i>	<i>Installers / Exhibition Staff</i>	Medium	<ul style="list-style-type: none"> <i>a. Installers trained in the use of ladders</i> <i>b. Ladders checked before use</i>
<i>Manual Handling / Injuries from loading and unloading</i>	<i>Installers / Exhibition Staff</i>	Medium	<ul style="list-style-type: none"> <i>a. All staff are trained in manual handling</i> <i>b. Heavy components moved by trolley to minimise manual handling</i>
<i>Electrical / Electrical equipment, power tools and lighting</i>	<i>Installers / Exhibition Staff / General Public</i>	Low	<ul style="list-style-type: none"> <i>a. Only qualified electricians used</i> <i>b. All electrical equipment and lighting to be checked before use</i> <i>c. All portable electrical equipment to have a current PAT Certificate</i>
<i>Fire, Explosion, Skin burns, fume and smoke inhalation</i>	<i>All people in or entering the vicinity of activity</i>	Medium	<i>Fire separation, Fire detection equipment, trained staff, First Aid and Fire Fighting equipment. Venue monitoring, intervention and enforcement where necessary.</i>
<i>Fires caused by the use of flammable liquids / Fire, Explosion, Skin burns, fume and smoke inhalation</i>	<i>All persons within the event areas</i>	Medium	<i>Restricted use of flammable liquids, monitoring by safety officer, Information on restrictions supplied in the exhibitor manual.</i>
<i>Obstruction of Fire Exits and Exit routes, internally and externally by vehicles, waste materials</i>	<i>All persons within the event areas</i>	Medium	<i>Pre event briefing, supervision and regular inspections by safety staff</i>

SIGNATURE:	DATE:
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Please return all forms to: The Old Bake House, Rear of No. 2 Teewell Hill, Staple Hill, Bristol, BS16 5PA.
FAX BACK: 0117 907 1001 EMAIL: nadine@nwe.co.uk

FORM 1 – SWMEE Club Order Form

Please return all forms by 20th February to The Old Bake House, Rear of No. 2 Teewell Hill, Staple Hill, Bristol, BS16 5PA..
 FAX BACK: 0117 907 1001 EMAIL: nadine@nwe.co.uk

NAME	
CLUB	
ADDRESS	
STAND NUMBER	
CONTACT NUMBER	
EMAIL	

Please fill in your requirements below. Please note they are limited number of tables and chairs available, extras will need to be paid for.

ITEM FOR HIRE	COST PER ITEM	QUANTITY REQUIRED	TOTAL
Table (6ft x 2.6ft)	£0.00 (£10.00 on day if not pre ordered)		
Chair	£0.00 (£3.00 on day if not pre ordered)		
Power Socket (500w)*	1 free – (£45 for additional sockets or charged on the day if not pre ordered)		
Lighting (fluorescent tube)*	£45.00		
*Please mark on the back of this form where you would like your electrics on your stand. For any other electrical/walling requirements please ring the office.		SUBTOTAL	
		VAT	
		TOTAL	

Please complete this section of the form for your passes. All passes will be sent out in advance if paperwork is received in time – So please ensure you have written down your correct and full address.

CAR PARK PASS

EXHIBITORS PASSES MAX OF 10

If you have a genuine need for more than 10, please contact Nadine Lingard at: nadine@nwe.co.uk or 0117 907 1000 explaining the need for extra passes.

FORM 2 – SWMEE Trade Order Form

Please return all forms by 18th February to The Old Bake House, Rear of No. 2 Teewell Hill, Staple Hill, Bristol, BS16 5PA.
FAX BACK: 0117 907 1001 EMAIL: nadine@nwe.co.uk

NAME	
COMPANY	
ADDRESS	
STAND NUMBER	
CONTACT NUMBER	
EMAIL	

If you need to hire tables, chairs, power or lighting you must order in advance. Please complete this form and return it along with a cheque for the full amount made payable to **Craft4Crafters** or complete the credit card payment section below. Table and chairs will not be delivered to your stand please come and check them at in the Organisers' Office.

ITEM FOR HIRE	COST PER ITEM	QUANTITY REQUIRED	TOTAL
Table (6ft x 2.6ft)	£10.00		
Chair	£3.00		
Power Socket (500w)*	£45.00		
Lighting (fluorescent tube)*	£45.00		
*Please mark on the back of this form where you would like your electrics on your stand. For any other electrical/walling requirements please ring the office.		SUBTOTAL	
		VAT	
		TOTAL	

Please make cheques payable Craft4Crafters OR debit my card number

Card Number

Valid From

Expires

Issue No

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>

House Name/No, of registered card _____

Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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3 digit security no

<input type="text"/>	<input type="text"/>	<input type="text"/>
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FORM 4 – SWMEE Camping Form

A designated area for camping will be available onsite for a charge of £8.00 per Caravan/Camper Van and £5 per Tent per night.

Please enclose a cheque for the corresponding amount to the above address, made payable to Craft4Crafters or complete the credit card payment box below. Orders not accompanied by a payment will not be accepted.

Electric Hook is available at an additional cost of £25 for the weekend. Washing/shower/toilet facilities are available and are situated around the camping areas.

Please report to the organisers office to collect your camping pass and pitch number.

Please note that this charge is levied by the showground and collected by us on their behalf

NAME		
COMPANY		
ADDRESS		
STAND NUMBER		
CONTACT NUMBER (Mobile number preferred for contact on-site)		
Please circle which evenings you wish to stay overnight a indicate how many Tents/Caravans or Camper Vans will be on-site		
FRIDAY	Yes/No	Vehicle Registration Number(s)
SATURDAY	Yes/No	Expected arrival time
SUNDAY	Yes/No	Expected departure time
Electric Hook-up (£25)	Yes/No	Office Use ONLY
No. of Tents (£5 per night)		Pitch Number
No. of Caravan/Camper Vans (£8 per night)		Invoice Number
Total (exc VAT)	£	Date

Please make cheques payable to Craft4Crafters OR debit my card number

Card Number

□□□□	□□□□	□□□□	□□□□
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Valid From

□□□□

Expires

□□□□

Issue No

□

House Name/No, of registered card _____

Postcode

□	□	□	□	□	□
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3 digit security no

□	□	□
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