

# Enterprise Town Registration Form

Please use **BLOCK CAPITALS** to complete.

\*Denotes mandatory field

## Exhibitor Details

\*Name of Business/Society/Club etc.

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\*Nature of Business/Society/Club etc.

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\*Contact Name:

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\*Mobile Number:

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\*Phone Number:

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\*Email Address:

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**\*Please tick the Enterprise Town expo(s) at which you would like to display:**

Business & Community Expo

Sports & Community Expo

**Special Requirements:** (venue dependent)

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**\*Are you currently covered by your own insurance to showcase outside of your business premises?**

Yes  No

**\*Are you currently a customer of Bank of Ireland?**

Yes  No

\*I consent to Bank of Ireland using my details to provide me with information about its competitions, events, products and services. I agree you may give me this information by phone, post or electronic means (i.e., email or text):

Yes  No

Please read the terms and conditions outlined overleaf and confirm that you have read, understood and will comply with the requirements detailed

\*Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Bank of Ireland** 

For small steps, for big steps, for life

# Terms and Conditions

The Bank of Ireland host events (e.g. Enterprise week) either in a branch or at an off-site location e.g. hall, community centre, etc, this document is meant for non BOI staff that partake in these events.

The Bank of Ireland operates a Safety Statement in accordance with the Safety Health and Welfare at Work Act 2005. By doing this, we aim to provide a safe environment for both our own staff and any member of the public who participates at any BOI branded event.

We require any third party to comply with our requirements, to carry out their business in accordance with their own Safety Statement and procedures without creating additional risks to our staff, customers, or to the public. Our safety statement is available from a member of the Branch Management Team.

## Operation of Stall

- Your exhibition stand will be positioned in such a manner as to not obstruct the safe movement of persons throughout the premises
- You will ensure that throughout the day circulation routes are kept clear and no additional obstructions are created.
- If you are selling food please ensure you register with the local enforcing authority in order to comply with Food Standards Agency guidelines and advise if there are common allergens present.

## Fire and Emergency

- In the event of a fire (which will be indicated by the fire alarm bell) or other emergency, you must immediately leave the building and follow the instructions of the event organiser.
- Make your way to the nearest exits and to the assembly point. This will be advised during the pre-event announcement made by the Event Organiser/Branch Manager.
- To prevent the risk of fire, no cooking, heat-source or naked flame (e.g. candles) are to be used at any time in the building holding the event.

## Electrical Equipment

- Any electrical equipment used must be CE rated, and suitable for use on a standard 13 Amp circuit (standard domestic circuit).
- Any cables must be positioned in a manner to avoid creating a trip hazard (i.e. tied back).

## Housekeeping

- You are asked to ensure that you keep the area around your Exhibition stand stall clean and clear of any obstacles at all times.
- Spillages are to be cleaned up immediately.
- At the close of the event, please remove any waste material.

## Accident/Incident Reporting

- Any incident or accident involving you, your staff or members of the public as a result of your activities must be reported to the Branch Manager immediately.

## General Instructions

- You are asked to comply with any instruction by Event Organiser/Branch Manager on health, safety or security grounds