



CLUB APPLICATION FORM

Submitting this form registers your interest in taking a club stand; it does not guarantee that we will be able to offer your club a stand nor that any space offered will necessary be as requested below.

Stoneleigh Park, Warwickshire, CV8 2LG

Club space is offered on the understanding that you will promote the show to your Club Membership via all available media (e.g. Club publications, website, social media or via email)

Please complete the entire form (Parts 1-7) in BLOCK CAPITALS and return as soon as possible to Amy Fox, Club Coordinator.

Preferably submit the form or scan/email as an attachment to amy@livepromotions.co.uk

If you don't have the facility to send digitally please post to: Amy Fox, Club Coordinator, MG AND TRIUMPH SPARES DAY, C/O Live Promotions Events Ltd, Riverside Quay, Double Street, Spalding, Lincolnshire, PE11 2AB.

PART 1 – Confirmation of contact details

Your Club's OFFICIAL Name:

AS PRINTED IN OFFICIAL SHOWGUIDE

Contact Name: (Please give the name of the person with whom we should liaise about your participation)..... Position:.....

Address:.....

..... Postcode:.....

Telephone No:..... Mobile No:*

Email Address:*

Club's website &/or forum address:*

*COMPULSORY

PART 2 – Stand and Vehicle Information

Confirmation of stand will be emailed to you 6 weeks prior to the event.

Maximum of 3 club vehicles are allowed on the stand. All are FREE and include tickets for the driver and one passenger ensuring vehicle details are provided below.

	VEHICLE MAKE	VEHICLE MODEL	REGISTRATION NO	YEAR
1				
2				
3				

EXTRAS

Total number of additional passes for members @ £10 each	Qty:
Support vehicle pass (free of charge, doesn't include any personnel tickets)	Qty:
Electric @ £80 per 13amp	Qty:

Continued Overleaf ...

Description of display intended for club stand:
.....
.....

Special requests:
.....

Please note that we may not always be able to fulfil all requests

PART 3 – Marketing Information

At some point details will be sent to the contacts given below to download artwork for the show and other generic promotional collateral to use to promote the show to your members.

PRINT

Does your club have a printed magazine &/or newsletter in which you will print the show advert? YES * / NO *

Deadline for the artwork so it can be included in your pre-show publication(s):

Magazine / Newsletter contact to whom artwork access should be supplied:

Name:

Email:

DIGITAL

Does your club use any of these social media platforms (*please select):

Facebook / Twitter / You Tube / Google+ / Instagram / Pinterest / LinkedIn / Other:

Webmaster contact to whom info and artwork access should be supplied to go onto your website/social media:

Name:

Email:

PART 4 – Payment Details

Visa Mastercard Please tick here if you require a VAT receipt

Card Number: / / /

Expiry Date: / Security Code:

Cardholder Name and Address:
.....
.....

(Cheques made payable to Live Promotions Events Ltd)

PART 5 - Declaration

By completing this booking form you are entering into a contract with Live Promotions Events Ltd and acknowledge all terms and conditions (see www.mgandtriumphsparesday.co.uk for details) Please tick here to acknowledge you have read our terms and conditions.

Signed: Date:.....

Print..... Position:.....

If any of your contact details need to be amended after submission please email amy@livepromotions.co.uk

Thank you for your interest.

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PART 6 – Risk Assessment Form

Please consider what risk there is to those building up trade stands and to members of the public during the event. Outline the steps you propose to take to minimize the risk. To enable us to plan and manage the show safely you must fill in the risk assessment form. Any loss occurring from any hazards/risks introduced to the show we are unaware of you will be held fully liable.

Company:	
Responsible Person:	
Date Assessment undertaken:	
Mobile number for onsite contact:	
Signature of assessor:	

Hazard	Persons at risk	Controls to minimize risk

Hazards may include: slipping/ tripping hazards, moving part of machinery, noise, work at height, fumes, LPG on site.

Persons at risk: contractors, members of the public, stand staff

Controls to minimize risk: provide adequate training, fire evacuation plan, and adequate procedures.

PART 7 – Public Liability Insurance Details

Insurer Name:		Branch:	
Policy number:		Expiry Date:	

Failure to supply this information may result in your application being delayed and or rejected.

FOR OFFICE USE ONLY			
Date Received		E.O.Max	
Stand Number		Tickets Sent	
Worldpay Ref		£	
Cheque No		£	