



# 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.

**IMPORTANT: PLEASE ENSURE THAT YOU CHECK ALL VEHICLES IN UPON ARRIVAL, FAILURE TO DO SO WILL DELAY YOUR DEPARTURE ON SUNDAY AFTER SHOW CLOSING.**

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 1-8) 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](mailto:amy@livepromotions.co.uk)

If you don't have the facility to send digitally please post to: Amy Fox, Club Coordinator, CLASSIC BIKE LIVE, C/O Live Promotions Events Ltd, Riverside Quay, Double Street, Spalding, Lincs, 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: \* .....

\*COMPULSORY

**PART 2 – Stand and Vehicle Information**

Confirmation of your stand will be emailed to you 8 weeks prior to the event.  
 Machine entry is free for all vehicles but anyone who cancels without returning their passes will be charged £18 per exhibitor pass.  
 We issue two exhibitor passes and one vehicle pass per machine booked in.  
 We would like to bring ..... number of vehicles. (Please include details in **section 8**)

EXTRAS

Support vehicle pass (free of charge, vehicle pass only, no personnel tickets included)	Qty:
Extra Exhibitor Pass @ £18 for 2 days (Saturday and Sunday)	Qty:
Extra Exhibitor Pass @ £9 for either Saturday or Sunday	Qty:
Camping Pitch (free of charge for exhibitors only)	Qty:

*Continued Overleaf ...*

Do you require an accommodation list? YES  NO

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 (\*delete as appropriate):

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.classicbikelive.com](http://www.classicbikelive.com) 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](mailto:amy@livepromotions.co.uk) Thank you for your interest.

## 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:	

*Continued Overleaf ...*

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

## PART 8 – Vehicle Details

	VEHICLE MAKE	VEHICLE MODEL	REGISTRATION NO	YEAR
1				
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