



CLUB BOOKING FORM

**SYWELL AERODROME, HALL FARM,
SYWELL, NORTHANTS, NN6 0BN**

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 1-9) in BLOCK CAPITALS and return as soon as possible to Amy Fox, Club Coordinator to guarantee your club a space at the event.

Preferably submit the form via the link above 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, SYWELL CLASSIC, C/O Live Promotions Events Ltd, Riverside Quay, Double Street, Spalding, Lincolnshire, PE11 2AB.

PART 1 - CONTACT DETAILS

CLUB NAME AS IT WILL APPEAR IN THE OFFICIAL SHOW GUIDE			
CONTACT NAME		POSITION	
ADDRESS PLEASE NOTE TICKETS ARE SENT TO THIS ADDRESS			
TELEPHONE NO		MOBILE NO*	
EMAIL ADDRESS*			
CLUBS WEBSITE AND/OR FORUM ADDRESS*			

*COMPULSORY

PART 2 - STAND INFORMATION

Please note this is a two day show and the club MUST commit to both Saturday and Sunday.

Further information will be sent to you via email in due course and tickets will be sent out approx. two weeks prior to the event. We allow a minimum of five, maximum of ten display vehicles on the stand. There is an admin charge of £5 per vehicle entered. Each vehicle entered includes a ticket for the driver and one passenger, (vehicle details must be completed in section 9). If you wish to bring a selection of different vehicles each day, please complete one of these forms for Saturday and another for the Sunday (please state clearly which is which and highlight any that are attending for the weekend). For discounted camping for your members please email amy@livepromotions.co.uk to request a booking form. Please note the deadline date on the form, there is no movement on this I'm afraid.

BRIEF DESCRIPTION OF DISPLAY	
SPECIAL REQUESTS PLEASE NOTE WE MAY NOT BE ABLE TO FULFIL ALL REQUESTS	

SUPPORT VEHICLE REQUIREMENTS	COST	QUANTITY
Support vehicle pass (no personnel tickets included) maximum of 1 support vehicle per 3 vehicles entered	FOC	

Please note we do not allow for any trading from the club stands. People will be invoiced accordingly if found doing so. If you would like information on trade stand please contact kelly@livepromotions.co.uk

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. You will be held fully liable for any loss occurring from any hazards/risks introduced to the show we are unaware of.

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

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.

Hazard	Persons at risk	Controls to minimize risk

PART 7 - FIRE RISK ASSESSMENT FORM

Hazard	Persons at risk	Controls to minimize risk
Liquid gas canisters/cylinders Cylinder Size Fuel Type on site. Yes/No NB. No Liquid gas cylinders are allowed within display halls.	Cylinder Size	Fuel Type

PART 8 – PUBLIC LIABILITY INSURANCE DETAILS

Neither the organisers, the exhibition site owner nor the sponsors accept any responsibility for damage or loss of any properties introduced by the exhibitors and/or their agents/contractors. Exhibitors are especially warned that the exhibits are the sole responsibility of the exhibitor to whom they belong. Exhibitors should effect their own insurance against all risks.

Insurer Name:		Branch:	
Policy number:		Expiry Date:	

PART 9 – VEHICLE DETAILS

	VEHICLE MAKE	VEHICLE MODEL	REGISTRATION NO	YEAR
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

£5 Administration fee per vehicle entered.

Amount Due:

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