



21st - 22nd - 23rd JULY 2017

# 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.

**Kelmarsh Hall, Harborough Road, Kelmarsh, NN6 9LY**

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 1-6) 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, KELMARSH LAND ROVER SHOW, 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 8 weeks prior to the event. If your application is successful we will forward to you a site plan highlighting your allocated space at the show. As ever the club stands and the displays you put on are so important to the general aesthetics of the event and the success of the clubs attendance so we ask that you return an intended stand layout plan along with a list of display vehicles (limited to the amount of space given) Efforts made to make the club display as interesting as possible are greatly appreciated. (Please don't use the allocated space as a campsite) If you require camping please visit [www.kelmarshlandrovershow.com](http://www.kelmarshlandrovershow.com)

Each club will be offered 10 free passes for their members, (vehicle passes are free of charge) any additional members wishing to display a vehicle for the weekend can be purchased on the day for a discounted rate of £35 per person, please note this is for the display area only.

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

.....

.....

Special requests: .....

.....

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

Continued Overleaf ...

## 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 - 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.kelmarshlandrovershow.com](http://www.kelmarshlandrovershow.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 5 – 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.

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

*Continued Overleaf ...*

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 6 – 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		£	