



# CLUB BOOKING FORM

**COTSWOLD AIRPORT, CIRENCESTER,  
GLOUCESTERSHIRE, GL7 6BA**

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](mailto:amy@livepromotions.co.uk) If you don't have the facility to send digitally please post to: Amy Fox, Club Coordinator, COTSWOLD REVIVAL C/O Live Promotions Events Ltd, Riverside Quay, Double Street, Spalding, Lincolnshire, PE11 2AB.

## PART 1 - CONTACT DETAILS

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

\*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. There is an administration 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).

<b>BRIEF DESCRIPTION OF DISPLAY</b>	
<b>SPECIAL REQUESTS</b> 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](mailto:kelly@livepromotions.co.uk)

## PART 3 - MARKETING INFORMATION

### PRINT

Does your club have a printed magazine &/or newsletter in which you will print the show advert?	YES* / NO* <i>*delete as appropriate</i>
Name of magazine &/or newsletter:	
Deadline for the artwork so it can be included in your pre-show publication(s):	
<b>Magazine / Newsletter contact to whom artwork access should be supplied:</b>	
Contact Name:	
Contact Email Address:	

### DIGITAL

Does your club use any of these social media platforms (*delete as appropriate):	Facebook / Twitter / You Tube / Google+ / Instagram / Pinterest / LinkedIn / Other:
<b>Webmaster contact to whom info and artwork access should be supplied to go onto your website/social media:</b>	
Contact Name:	
Contact Email Address:	

## PART 4 - PAYMENT DETAILS

### CREDIT/ DEBIT CARD PAYMENT

Visa     Mastercard     Please tick here if you require a VAT receipt

Card No:  /  /  /

Expiry Date:  /  Security Code:

Card Holder Name and Address:

.....

I enclose a cheque for the amount of £

**PLEASE MAKE CHEQUES PAYABLE TO LIVE PROMOTIONS EVENTS LTD**

## PART 5 - DECLARATION AND SIGNATURE

By completing this booking form you are entering into a contract with Live Promotions Events Ltd and acknowledge all Terms and Conditions (see [www.livepromotions.co.uk](http://www.livepromotions.co.uk) for details)

Please tick the box 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.

FOR OFFICE USE ONLY									
DATE ENTERED	D	D	M	M	Y	Y		PERSONNEL	
INVOICE NUMBER								1	2
WORLDPAY NO							£		
CHEQUE NO							£	VP	ECP
TICKETS SENT	D	D	M	M	Y	Y			

## 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				
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£5 Administration fee per vehicle entered.

Amount Due:

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