

Display Vehicle Application & Information Form 2019



RETURN ASAP

Andrea Seed

PR and Features Director

Email: andrea@poppyseedmedia.co.uk

Tel: 07812 010 765

Poppyseed Media Ltd, PO Box 16698

Tamworth, Staffs B77 9NB

PART 1 – Confirmation of CONTACT DETAILS – compulsory

Please complete your contact details below to ensure that we are able to communicate effectively with you in the build up to the event.
PLEASE COMPLETE IN BLOCK CAPITALS.

Name..... Email

Address.....

.....Postcode

Telephone Mobile

PART 2 – Display Vehicles - compulsory

Please state the details of the display vehicles you are bringing below:

	Name of Feature Area (you are applying for)	Vehicle Year, Make and Model	Reg No (if applicable)	Runner / Non Runner
1.	PRIDE OF OWNERSHIP CAR			
2.				
3.				

All vehicles featured in the display will be showcased in advance of the show and feature sponsor's affiliated websites and used in the show publicity. If you do not wish for your car to be featured, please tick the box No contact details will be given, only the write up and images of the car to be displayed.

PART 3 – Wristbands & Passes – compulsory

Your allocation will be 2 wristbands per car per day (Friday 22, Saturday 23 & Sunday 24 March). In addition, you will automatically be sent 1 vehicle display pass, and a parking pass with your daily wristbands.

PART 4 – Health & Safety – compulsory Their Mobile Number (in case of emergency):

1. I / We will be displaying _____(number) motor vehicles in the hall during open period and agree to abide by the regulations for displaying a car.

Petrol Regulations - Car Exhibits for Cars Pre-1984

When bringing a car to please remember to take into account the following points:

Your car must...

- Be drained of fuel or arrive with minimum fuel (filling or emptying tanks inside the hall is strictly prohibited at any time).
- Have the battery removed or the battery leads disconnected at all terminals, or permanently isolated and made safe before public enter the vehicle.
- Have a drip tray positioned underneath the vehicle
- Have a lockable petrol cap (if applicable)
- Be positioned within the boundaries of the stand so that any protrusions, doors, tails lifts etc do not infringe the stand perimeter.
- Any opening part of the vehicle must open within your stand and not into a gangway
- Adhere to instructions by Traffic & Security departments at all times.

Petrol Regulations - Car Exhibits for Cars Post-1984

When bringing a car please remember to take into account the following points:

Your car must...

- Have a safe level of fuel – some post 1984 cars are more dangerous when empty.
- Once the vehicle is in position on your stand you must disconnect the battery unless the vehicle safety measures will be affected (such as on bi-fuel vehicles) this MUST be identified to the Operations team.
- Have a lockable petrol cap
- Be positioned within the boundaries of the stand so that any protrusions, doors, tails lifts etc do not infringe the stand perimeter.
- Any opening part of the vehicle must open within your stand and not into a gangway
- Adhere to instructions by Traffic & Security departments at all times.

Please be aware that all of the above points are legal requirements as well as requirements of the e-guide and regular checks will be carried out throughout the show by a Health and Safety Officer.

Useful Information

Build Up		
Thursday 21 March	1000 – 2100	FEATURE CARS - by schedule

On arrival at the NEC please make sure that your Display Vehicle Pass is clearly shown in your window – this will identify you to the NEC Traffic Marshalls. Please follow their directions down to the hall.

Open Period		
Dates	Show Open Hours	Hall Operating Hours
Friday 22 March	1000 – 1830 hrs	0800 – 1900 hrs
Saturday 23 March	0930 – 1830 hrs	0800 – 1900 hrs
Sunday 24 March	0930 – 1730 hrs	0800 – 1800 hrs

Breakdown	
Sunday 24 March 1730 – 2100 hrs	All vehicles, goods and products must be removed from the stand by 2100 hrs.

Please note:

For safety reasons, breakdown cannot commence until all visitors have left the hall.

Show Rules & Regulations

Please read the below information that will ensure you are adhering to the rules & regulations of the show.

Code of Practice

Please note the following important regulations:

In order that no discourtesy is shown to last minute visitors to the show, we ask that no dismantling of displays commence before 1730 hrs. or until all visitors have left the halls on Sunday 24 March. You will be notified of when it is safe to begin breakdown by public tannoy.

No car engines must be started after show close until you receive clearance from the organisers via the public tannoy.

Products of companies not exhibiting at the show cannot be used on stands for display purposes without permission from the Organisers.

Distribution of Promotional Material

As a feature display vehicle, you are not permitted to operate any commercial activity from the feature stand. This includes handing out promotional material for commercial companies, sponsors or partners. If you wish to promote any sort of charity involvement, this must be agreed by the organisers in advance.

Gangways

The gangways within the exhibition have been subject to approval by the Local Authority. Under no circumstances can any part of your display, furniture or personal items project beyond the boundary of your stand. All gangways must be obstructed and accessible at all times.

Insurance

You are reminded that in accordance with the Rules & Regulations the MUST take out adequate exhibition insurance cover. Clarion Events Ltd do not have insurance cover for your car.

Whilst we take every precaution, we are not responsible for damage or loss to stand fittings and exhibits and cannot accept any responsibility for damage or loss of any properties introduced by the exhibitors and/or their agents/contractors. We advise you to take out adequate insurance to cover your property. If you have any queries please contact Abigail Quesnel on E: abigail.quesnel@clarionevents.com