Castle Combe Action Days 2019

TRADE STANDS & ALL DAY TRACK PASSES

Please complete & return this form to:
Castle Combe Exhibitions Ltd, Castle Combe Circuit, Chippenham, Wiltshire, SN14 7EY
Or contact: trade@castlecombecircuit.co.uk Tel: 01249 782417

Trade Stand price includes 1 vehicle admission pass for your stand which admits the driver and up to three passengers. For any further vehicle passes required including staff parking, please contact the office. Stands are located outdoors in the central paddock traders mall. Stands can be shared between companies so long as this is declared at the time of booking; health & safety requirement (risk assessment, public liability etc.) stand as per a single stand occupancy.
All Day Track Passes cover one vehicle but are transferable. Cars must meet sound regulations & be in keeping with the event theme
Autojumble Stands are situated in Paddock 2, Chippenham Road or Camp Corner (subject to availability). Price includes 2 personnel admission passes + 1 vehicle admission pass. Only available at Pure Ford

CONTACT DETAILS

Company Name:

Contact Name:

Address:

Post Code:

Tel:

Email:

Website:

What Products/Services will you be exhibiting:

TRADE STAND REQUIREMENTS

Event:

Preferred standing (Grass/Tarmac):

Stand Size (front x depth)	Price	QTY	Sub Total
Trade Stand (4 x 6m)	£60 (+VAT)		
Trade Stand (8 x 6m)	£100 (+VAT)		
Autojumble Stand (Pure Ford Only)	£25		
1 x 'All Day' Track Vehicle Pass*	£360 (+VAT)		
Additional 'All Day' Track Passes	£225 (+VAT)		
1/4 Page Show Guide Advert	£40 (+VAT)		
		SUB TOTAL	**£**
		VAT (20%) TOTAL	**£**
		TOTAL	**£**

PAYMENT DETAILS

Please debit my MasterCard/Visa/Switch Card for **£……**

Card Number:

Expiry:	3 digit sec. code:
Name on Card:	

Or send cheque made payable to Castle Combe Exhibitions Ltd

BOOKING CONDITIONS

*** Includes an 8x6m trade pitch and additional stand pass**

1. Insurance: Exhibitors are required to hold the necessary insurances against claims by third parties for fire, damage and all other risks.
2. Risk Assessment: It is a requirement of exhibiting that we receive a copy of your risk assessment before you arrive on site. This must also be available on the day if requested. **Please use attached template.**
3. Exhibitors must remain within their allocated area. No part of their stand or display may extend beyond this area.
4. No drilling or pegging into the tarmac.
5. Trailers should be parked in the allocated area and not on the Trade Stand
6. Please contact the Circuit on Tel: 01249 782417 if further Admission Passes or Vehicle Passes are required. Vehicle passes cannot be purchased on the day
7. Access to the site is via the 'instructed' gate only. This will be advised with your booking confirmation.
8. Electricity. There is no electrical supply to the Trade Stand area. Diesel generators are permitted on the understanding that they are used and stored safely.
9. Exhibitors are not permitted to offer catering or sell food or drink from their stand.
10. For any catering requirements, please contact the circuit office to discuss: 01249 782417 / trade@castlecombecircuit.co.uk
11. Site set up is permitted from 17:00hrs on the day prior to the event or before 9:00hrs on the day of the event itself.
12. The site must be cleared by 19:00hrs on the day of the event. All rubbish must be completely cleared and disposed of.
13. There should be no playing of loud music or I.C.E. demonstrations.
14. There must be no advertising or promoting of other events (excludes Castle Combe Circuit events) unless agreed in advance with Castle Combe Exhibitions Ltd.
15. Exhibitors must also indemnify the Event Organisers against any claims for damage and/or expenses incurred for whatever reason arising out of the Exhibitor's attendance and/or their exhibits on the Event site.
16. Trading Legislation: Traders must comply with all trading legislation. Castle Combe Circuit will not be held responsible if any trader is found to be in breach of said legislation.
17. Security: Trade Stand holders are responsible for the safe-keeping of all goods/items on their stands. Castle Combe Exhibitions Ltd will not be responsible in any way for the loss or damage to Trader's property or vehicles whilst at the Circuit.
PLEASE TAKE EXTREME CAUTION WHEN DRIVING THROUGH PUBLIC AREAS OF THE PADDOCK
18. Payment: Payment is required in full at the time of booking.
19. Cancellation: All fees paid will be forfeited and any invoices submitted by Castle Combe Exhibitions Ltd will remain due in the event of cancellation whether by the Trader or by Castle Combe Exhibitions Ltd for any reason. Castle Combe Exhibitions Ltd reserves the right to amend, postpone or cancel all or any part of the event.

I confirm that by making this booking I agree to the terms and conditions shown above

Name…… Date……

Signature……

RISK ASSESSMENT FOR STAND ACTIVITIES, TASKS AND EQUIPMENT:

This section details the specific processes, methods and equipment on your stand that could reasonably be expected to cause harm to people. For example a particular process or machine could result in hair or clothing becoming entangled. Any visitor participation, crowd control, machinery or equipment demonstration for the open period should be covered here.

Notes/Description of Stand Activities:

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Stand Activities, Tasks & Equipment (e.g Electrical Power)	**Hazards** (e.g Failure/Fault)	**Persons at Risk** (e.g Staff and Visitors)	**Control Measures in Place** (e.g PAT Testing)	**Level of Risk**		
				Low	**Medium**	**High**