



CLUB BOOKING FORM

Royal Highland Centre
Edinburgh, EH28 8NB

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 1-8) 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, MCN SCOTTISH FESTIVAL, C/O Live Promotions Events Ltd, Riverside Quay, Double Street, Spalding, Lincs, PE11 2AB.

PART 1 – CONTACT DETAILS

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

*COMPULSORY

PART 2 – STAND INFORMATION

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. Machine entry is free for all vehicles but anyone who cancels without returning their passes will be charged £30 per exhibitor pass. We issue two personnel passes and one vehicle pass per machine entered, details must be completed in section 8. In 2018 all category winners will receive a payment: Best Club Stand will receive £150 and the Best Bike in Show will receive £200.

EXTRA TICKET REQUIREMENTS	COST	QUANTITY	AMOUNT DUE
Support vehicle pass (no personnel tickets included) maximum of 1 support vehicle per 3 bikes entered	FOC		
Additional Weekend Personnel Pass (Saturday and Sunday)	£30 Each		
Additional One Day Personnel Pass (Saturday or Sunday)	£15 Each		

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

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 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):	
Magazine / Newsletter contact to whom artwork access should be supplied:	
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:
Webmaster contact to whom info and artwork access should be supplied to go onto your website/social media:	
Contact Name:	
Contact Email Address:	

PART 4 – PAYMENT DETAILS

CREDIT/ DEBIT CARD PAYMENT	
Visa <input type="checkbox"/> Mastercard <input type="checkbox"/>	Please tick here if you require a VAT receipt <input type="checkbox"/>
Card No: <input type="text"/> / <input type="text"/> / <input type="text"/> / <input type="text"/>	
Expiry Date: <input type="text"/> / <input type="text"/> Security Code: <input type="text"/>	
Card Holder Name and Address:	
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I enclose a cheque for the amount of £ <input type="text"/>	
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.mcncottishfestival.co.uk for details or email amy@livepromotions.co.uk to request a copy)

Please tick the box to acknowledge you have read our Terms and Conditions.

SIGNED:	DATE:
PRINT:	POSITION:

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

Hazards may include: slipping/tripping hazards, moving of machinery, noise, work at height, fumes, LPG on site etc.

Persons at risk: contractors, members of the public, stand staff etc.

Controls to minimize risk: provide adequate training, fire evacuation plan, adequate procedures etc.

Hazard	Persons at risk	Controls to minimize risk

Please continue on a separate spreadsheet or include a copy of your own Risk Assessment.

PART 7 – PUBLIC LIABILITY INSURANCE DETAILS

Insurer Name:		Branch:	
Policy number:		Expiry Date:	

PART 8 – VEHICLE DETAILS

	VEHICLE MAKE	VEHICLE MODEL	REGISTRATION NO	YEAR
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