



# NATIONAL RALLY 2009



## TRADE STAND BOOKING FORM

Thank you for your enquiry regarding a trade stand at the 2009 ALRC National Rally which will be held at Manby Motorplex, Manby Nr Louth, Lincolnshire on 21st – 26th May 2009.

**Pitches are priced at £125** for each 30ft×30ft pitch and can be booked in 30ft sections. (Only one caravan allowed per pitch). - This will also include a free listing in the Souvenir Programme and the web site.

**For more details or sponsorship enquiries contact.: Mrs Caroline Smith**

<b>Telephone:</b>	<b>Daytime</b>	<b>Evenings</b>	<b>Mobile</b>
	<b>0208 309 1100</b>	<b>01474 850714</b>	<b>07917 333010</b>

**PLEASE PRINT IN BLOCK LETTERS**

Company Name:	
Contact Name:	
Address:	
Postcode:	
Telephone Number:	E-mail Address:
Nature of Business:	
Number of 30ft×30ft pitches required at £125 each:	
Registration Mark of Vehicle:	
Inclusion into the programme:	Lineage Free – up to 35 characters (Please State)
Adverts: ¼ page £25 <input type="checkbox"/> ½ page £50 <input type="checkbox"/> Full A5 page £100 <input type="checkbox"/>	
Please supply print ready art work. (before 31 <sup>st</sup> March 2009).	
I enclose deposit cheque for £.....Being 25% of the total fees. Balance to be paid by 30 <sup>th</sup> April 2009 <b>PLEASE MAKE CHEQUES PAYABLE TO: ASSOCIATION OF LAND ROVER CLUBS LTD.</b> & Return with completed booking form to the registered office: <b>124 Crescent Drive, Petts Wood, Orpington, Kent. BR5 1BE.</b>	
<b>BOOKING FORM MUST BE SIGNED BEFORE APPLICATION CAN BE ACCEPTED.</b>	
I have read and agree to the Show Rules and Conditions printed overleaf.	
Signed:.....	Dated:.....
Name in Print:.....	Position:.....

**ASSOCIATION OF LAND ROVER CLUBS LTD.**  
**NATIONAL RALLY, MANBY, MAY 2009**  
**Show Rules and Conditions**

It is understood that in signing for and purchasing exhibition space at the above event that the Show Rules and Condition will be adhered to.

1. **Deposit.** All bookings must be accompanied with 25% deposit, which is non-refundable to secure booking.
2. **Trading** will be as detailed on your booking form. Exhibitors/traders are welcome to begin setting up from 12noon on Wednesday 20<sup>th</sup> May, 2009 but trading cannot commence until 12noon Thursday 21<sup>st</sup> May 2009 and cease by 12 noon Tuesday 26<sup>th</sup> May 2009. All exhibits must be cleared by 6.00.p.m. Wednesday 27<sup>th</sup> May 2009 otherwise the organisers reserve the right to pass on any additional fees from the venue to the client(s). All exhibitors/traders must book in at the Organisers Office/Rally Reception before proceeding to the trade space allocated.
3. **Payment** must be made as per instructions on the booking form. The balance of any monies outstanding must be paid by the 30<sup>th</sup> April, 2009.
4. **The sub-letting** of all or part of a stand by an Exhibitor is expressly forbidden unless authorised by the Event Organisers in writing prior to the event.
5. **Description of goods.** The application form for space must contain an accurate description of goods to be exhibited or sold. Only items of this description will be allowed. **Food and drink may not be sold** from a stand without written permission from the Event Organisers.
6. Under no circumstances will auctioning, pitching, raffles, tombola or pick-a-ticket stands be allowed at this event without the written permission from the Event Organisers. Knives, crossbows, catapults, offensive weapons and firearms of any type, including air powered guns and "BB" guns are strictly forbidden at this event.
7. **ALRC Logo Merchandise.** Under no circumstances will any exhibitor be allowed to sell any merchandise featuring the word ALRC without written permission from the Secretary of The Association of Land Rover Clubs Ltd.
8. **Security.** Traders / stand holders are responsible for the safe keeping of all goods or items on their stands. The Event Organisers will not be responsible in any way for the loss or damage to Exhibitors property whilst it is on the Showground.
9. **Insurance.** Exhibitors are required to take out the necessary insurance against fire and all other risks including third party claims. The Exhibitor must also indemnify the Event Organisers against all claims, damages or expense whatsoever in any way arising out of his attendance or his exhibits on the event site. The completed booking form for a trade stand shall be deemed as confirmation by the Exhibitor that the necessary insurance cover has been obtained and the Exhibitor agrees to indemnify the Event Organisers, their staff and their agents against all and any claims which may arise.
10. **Fire Safety.** Exhibitors must familiarise themselves with fire precautions and are required to provide their own 9kg powder fire extinguisher. The Event Organisers reserve the right of inspection by the Fire Safety Officer of all stands and equipment and further to order the use of such equipment or appliances to be discontinued should they contravene fire and safety regulations.
11. **Promotional Material.** The distribution of leaflets, posters or other billing materials outside the confines of the stand is forbidden on the Showground except by written permission from the Event Organisers.
12. The Event Organisers reserve the right to refuse admission or change the site plan at their discretion. The Event Organisers also reserve the right to refuse an application for exhibition/trade space.
13. **Stand Cleaning.** Exhibitors are responsible for the cleanliness of their stands and all rubbish must be removed daily to the bins situated on site. Cardboard boxes to be broken down flat for recycling. Do not leave any rubbish on your pitch on departure.
14. **Generators.** Where an Exhibitor provides his own electrical supply by means of a generator it must be fit for purpose, preferably silent, it must not run before 7.00.a.m. or after 11.00.p.m. They should have suitable earthing arrangement by either spike or earthing plate. The organisers reserve the right to prevent use of any electrical system, which is not installed in accordance with current regulations. Exhibitors electrical equipment should carry a current Portable Appliance Testing (PAT) label, which should be available for inspection at the event.
15. **Cancellation.** No refunds will be made should the event be cancelled due to reasons beyond the control of the Event Organisers. Any trade stand cancellation should be made in writing.
16. **Health & Safety.** It is a legal requirement that every trader should provide a meaningful risk assessment outlining their activities and methods employed to control any hazards and risks. The risk assessment should be submitted at the point of booking.
17. If inclement weather or adverse ground conditions prevent the use of your chosen or allocated site, the organisers reserve the right to arrange an alternative site without prior notice.
18. At all times from entering upon the showground you will ensure that your exhibition, equipment, vehicles and all or any other property is in a condition that is safe for all persons who may reasonably and foreseeably come into contact with or be affected by it. That you, your servants and agents conform to all statutory and local conditions, directions and advices of any whatsoever, wheresoever and to whomsoever. All goods or services sold at the National Rally should conform to current trading standards legislation.
19. Any discrepancies regarding trade space are to be reported direct to the organiser's office. No correspondence will be entered into without this prior notice.

Telephone: (07810) 686325    Fax: (01689) 839661    Website: [www.alrc.co.uk](http://www.alrc.co.uk)

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Registered Office: 124 Crescent Drive, Petts Wood, Kent. BR5 1BE.