

MANUFACTURER REQUIREMENTS FORM

PLEASE COMPLETE AND RETURN TO COMPANY CAR IN ACTION BY FRIDAY 25TH MAY 2018.

Name of Manufacturer:

Agency (if applicable):

Address:

Postcode:

Email:

Office tel:

Mobile:

Stand manager:

Stand manager email:

Stand manager mobile no.:

Pre-event contact:

Pre-event email:

Pre-event mobile no.:

ENTRY PASSES

Please note that security is extremely tight at Millbrook and the correct pass as detailed in the attached manual must be shown in order to gain access to the site. **NO PASS = NO ENTRY**

Vehicle passes

Please indicate below the number of vehicle passes required.

Please supply

yellow vehicle contractor passes (i.e. transporters, delivery vans, etc) for build-up and breakdown.

Please supply

blue vehicle exhibitor passes (i.e. manufacturer staff/agency) for build-up, breakdown and live days.

We will send your vehicle passes to the address given in Part 1 in advance of the event. Please advise below if the delivery address is different.

Exhibitor personnel passes

We will require the name, job title, email address and company name of all personnel who will be manning your stand and attending the event to enable us to produce your exhibitor badges and lanyards.

This year at the event we will have a dedicated exhibitor entrance and desk in registration to speed up entry to the show.

Badges and lanyards can be collected on Monday 11th June during set up, or sent to you in advance – please select your choice when completing the details via your exhibitor portal. Please use the link below – you will have already received your personal login details to gain access:

<https://bauermedia.circdata-solutions.co.uk/Exhibitors/CCIA18/Login.aspx>

If you have any queries regarding your login or exhibitor portal, please contact sandra.evitt@bauermedia.co.uk

ELECTRICAL

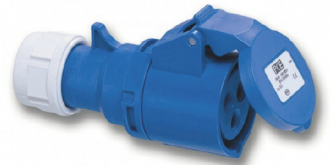
The following power supplies are required on our stand at Company Car in Action.

Please note: The main cable feeding the supply to the hospitality units will run as in previous years at the rear of the units and this is where your supply will be positioned. If you wish for your supply to be split or relocated to a different position on your stand, you may incur extra costs which would be quoted direct to yourselves via the electrical supplier, Hawthorns.

Please select from below, one supply from either A or B

A - Single phase 240V terminated in (blue) C form socket outlet to the required loading

| Tick | Power requirements | Equipment to be powered |
|--------------------------|--------------------|-------------------------|
| <input type="checkbox"/> | 16 Amp 240V | |
| <input type="checkbox"/> | 32 Amp 240V | |
| <input type="checkbox"/> | 63 Amp 240V | |
| <input type="checkbox"/> | 125 Amp 240V | |



B - Three phase 415V terminated in (red) C form socket outlet to the required loading

| Tick | Power requirements | Equipment to be powered |
|--------------------------|--------------------|-------------------------|
| <input type="checkbox"/> | 16 Amp 415V | |
| <input type="checkbox"/> | 32 amp 415V | |
| <input type="checkbox"/> | 63 Amp 415V | |
| <input type="checkbox"/> | 125 Amp 415V | |



If you require your supply to be split or relocated please email Hawthorns at CCIA@hawthorn.biz. Please indicate your company/brand name when emailing.

Any special electrical requirements

ELECTRICAL (CONT)

Request for external Charging Points on Steering Pad

| | |
|----------------------------|----------------------|
| Car Manufacturer/Applicant | <input type="text"/> |
| Stand Number | <input type="text"/> |
| Contact Name | <input type="text"/> |
| Contact e-mail | <input type="text"/> |
| Contact phone number | <input type="text"/> |

I wish to request the following charging points:

| | Number of posts requested | Power Distribution Charge |
|----------------------------------|---------------------------|---------------------------|
| Type Two socketed 2x 7kW Posts | <input type="text"/> | £135.00 |
| Type Two socketed 2 x 22kW Posts | <input type="text"/> | £165.00 |
| Rapid Charger CCS/CHAdeMO/AC | <input type="text"/> | £175.00 |

Please note the supply of the posts is complimentary via Chagemaster. However, there will be a small cost as above for the power distribution to the charging posts, which will be invoiced by Hawthorns.

To ensure compatibility please confirm Make and Models of cars to be charged:

Charging points to be provided by Chagemaster Plc, official supplier of charging points for CCIA 2018.

PHOTOGRAPHY

Please arrange for Fleet News's official photographer (Chris Lowndes) to contact the following person to arrange a photography slot:

Name: Telephone or email:

Tuesday 12th June 2018 AM PM

Wednesday 13th June 2018 AM PM

I understand that all payment for photography service will be billed direct to the participating exhibitor:

Yes No N/A

PHOTOGRAPHIC SECURITY

Millbrook have a strict no photos policy relating to the tracks. No photos are allowed to be taken on site tracks without a 'Millbrook photography minder' present.

I shall be bringing along my own photographer

 Yes No

Cost of security minder: £95.00 per hour

I understand that all payment for photography security will be billed direct to the participating exhibitor:

 Yes No N/A

PUBLIC PERFORMING RIGHTS

Please tick the appropriate box and sign

I shall be playing recorded music/video on my stand and have contacted Performing Rights Society for my licence.
(Please see exhibitor manual for more details)

I shall not be playing recorded music/video on my stand

Please note: The cost of any licences are the exhibitor's own responsibility.

FUEL KEYS

Manufacturer:

Company Registration Number:

Purchase Order No.:

FUEL TYPE:

95 ULG

97 ULG

DIESEL

NO. OF

DATAKEYS:

In order for the fuel keys to be processed and available a purchase order number must be provided. A hard copy of the purchase order must be sent to the following address. Any problems please call 01525 408497 or email ccia@millbrook.co.uk.

Amy Clarke
Event Manager,
The Concept Centre,
Millbrook,
MK45 2JQ

I understand that all payment for fuel usage will be invoiced direct from Millbrook to the manufacturer or their representative.

Exhibitor:

Yes

No

N/A

STAND CATERING

All stand catering requirements must be provided by Millbrook Events. Please complete your requirements below:

Stand No:

Exhibitor Name:

Catering Contact:

| ITEM | PRICE (ex VAT) | | RIG DAY Quantity Required | 1 st LIVE DAY Quantity Required | 2 nd LIVE DAY Quantity Required |
|---|----------------|--|---------------------------|--|--|
| Premium Mixed Sandwich Platter (Serves 5) | £25.00 | | | | |
| Platinum mixed wrap platter | £25.00 | | | | |
| Platinum sushi platter (48 pieces) | £40.00 | | | | |
| Platinum Meat & Fish platter (serves 6) | £25.00 | | | | |
| Fresh Fruit platter (serves 5) | £15.00 | | | | |
| Exhibition Packed Lunch (Sandwich, fresh fruit, chocolate bar, crisps, cake & canned drink) | £10.00 | | | | |
| Bacon Roll | £3.15 | | | | |
| Egg Roll | £2.65 | | | | |
| Danish Pastry | £2.65 | | | | |
| Biscuit Box 1Kg | £15.00 | | | | |
| Crisps 40g | £1.00 | | | | |
| Muffin 93g | £1.50 | | | | |
| Tetley Tea Bags x80 | £6.50 | | | | |
| Nescafe Gold Blend Sticks x200 | £35.00 | | | | |
| White Sugar Sachets x600 | £15.00 | | | | |
| Semi Skimmed Milk 2 L | £2.75 | | | | |
| Confectionary | £1.00 | | | | |
| Canned Drinks 330ml (Coke, diet coke or lemonade) | £1.50 | | | | |
| Mineral Water 500ml | £1.50 | | | | |
| Orange Juice 1ltr | £2.50 | | | | |
| Wooden Stirrers x1000 | £4.15 | | | | |
| Disposable Hot Cups x50 | £5.00 | | | | |
| White Paper Napkins x200 | £4.00 | | | | |
| White Disposable Plate x100 | £8.50 | | | | |
| Disposable Plastic Tumbler 14oz x50 | £4.50 | | | | |
| PLEASE STATE REQUIRED DELIVERY TIME TO STAND | | | | | |

Please note bespoke menu options can be offered on request

All catering must be covered by a purchase order or a credit card guarantee before the event

CCIA HELMET REQUIREMENTS

All pro-drivers and passengers will require helmets – these can be ordered through Millbrook as below:

| Helmet Size: | XS | S | M | L | XL |
|--------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| No. Helmets: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Cost: £7.50 per helmet

WATER BOWSER REQUIREMENTS

Please indicate below your requirements for any water required during set up, e.g. for flags, bases, water weights etc.

Water requirements

Cost: £10.00 per flag base

DETAILS

Stand No:

Exhibitor Name:

Stand Manager:

EXHIBITOR COMPANY DETAILS FOR INVOICING

To enable Millbrook to invoice correctly for the items required, please fully complete details below. Please provide either credit card details or a PO number to confirm any orders.

| | |
|--|--|
| Full Company Name* | |
| Invoice Address* | |
| Company Registration No* | |
| Business Area* | |
| Switchboard Tel No:* | |
| Client Accounts Payable E-mail Address/ Contact No: | |
| Business No (If not Ltd) | |
| Fax No | |
| VAT No | |

******The above details enable us to invoice the correct company and address, please ensure this is sent back to CCIA@millbrook.co.uk to confirm any orders******

CREDIT CARD PAYMENT DETAILS

COMPANY

| Date | Item Description | Cost Not inc VAT |
|------------------|------------------|---------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| Total (Exc. VAT) | | |
| Total (Inc. VAT) | | |

Payment Details –

Visa / Mastercard / JCB / Switch/ Solo / Visa-Electron / Maestro

WE DO NOT ACCEPT AMERICAN EXPRESS

Number - - -

Valid FROM

Valid TO

Issue

Security Code on
Reverse of Card

Signature of Card Holder

Print Name

Date

PO NUMBER

| | |
|------------|--|
| PO NUMBER | |
| Print Name | |
| Signature | |
| DATE | |

***** Please send a hard copy of the PO number
to CCIA@millbrook.co.uk *****

**Please provide either credit card details or
a PO number to confirm any Millbrook
Orders.**

HOSPITALITY UNIT & STAND INFORMATION

Manufacturer:

Please provide the following information about your unit(s):

Length:

Width:

MANUFACTURER STAND PLAN:

Please provide a plan of your proposed stand layout and positioning of hospitality units as soon as complete please – please email to ccia@millbrook.co.uk

Expected arrival time on site on Monday 11th June

ADDITIONAL TRACKS AND OPPORTUNITIES

HIGH SPEED PERFORMANCE LAPS

High speed performance laps by professional drivers are available on the dedicated 'outer handling circuit' and also the outer lane of the hi-speed bowl - both restricted for professional drivers only.

If you are interested in using pro-drivers at the event please indicate below:

Yes No Already booked

OFF-ROAD COURSE

The challenging terrain and obstacles of the off-road course are available to interested manufacturers.

If you would like to use the off-road course please indicate below:

Yes No Already booked

CITY COURSE & HIGH-SPEED BOWL - ADAS DEMONSTRATIONS

For 2018 the City Course will be available for manufacturers to demonstrate advanced driver-assistance systems and the high-speed bowl for lane assist and adaptive cruise control technology.

If you are interested in using these facilities, please indicate below:

Yes No Already booked

If you would like to be contacted with further information on any of the above please indicate below:

Name Telephone or email

INSURANCE & RISK ASSESSMENTS

All exhibitors must have relevant insurance and public liability insurance. Being adequately insured is the exhibitors own responsibility.

It is imperative that you supply copies of your public liability insurance, risk assessments and any technical data sheets for any hybrid or electric vehicles in advance of the event.

Please send all documentation to ccia@millbrook.co.uk

If you have any queries please contact Amy on 01525 408497.



12TH/13TH JUNE 2018
MILLBROOK PROVING GROUND, BEDFORDSHIRE

**PLEASE COMPLETE AND RETURN TO
AMY CLARKE, COMPANY CAR IN ACTION,
BY FRIDAY 25TH MAY 2018:**

SAVE:

EMAIL:

SCAN & EMAIL TO: ccia@millbrook.co.uk

PRINT:

VIA POST: AMY CLARKE
EVENT MANAGER
MILLBROOK VENUES
STATION LANE
MILLBROOK
MK45 2JQ

DIRECT TEL: FOR QUERIES PLEASE CALL AMY ON 01525 408497