

MANUFACTURER REQUIREMENTS FORM

PLEASE COMPLETE AND RETURN TO KATIEWILES@HOTMAIL.CO.UK BY **MONDAY 20TH MAY 2024**

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.:

VEHICLE PASSES

Please note that security is extremely tight at UTAC Millbrook. To ensure there are no delays please follow the following procedures on arrival.

If you are an Exhibitor, please ensure that you have your EXHIBITOR BADGE available on arrival during Build up days and Live days (this will be emailed to you electronically prior to the show).

Please ensure that all contractors on arrival have the Exhibitors stand number and the name of the Manufacturer that they are here for.

We will not be sending out any vehicle passes for CCIA 2024. On arrival a windscreen sticker will issued as follows which will give you access to site during Build up days and also access to the car park on Live days.

Exhibitors – Blue windscreen sticker

It is imperative that you have the correct information as stated above on arrival at UTAC Millbrook to enable your entry on site.

EXHIBITOR PERSONNEL PASSES

We will require the name, job title, company name and email address of all personnel who will be manning your stand and attending the event. This will enable us to produce your exhibitor badges in advance which will be emailed directly to each individual.

Once again this year at the event we will have a dedicated exhibitor entrance and desk within our registration area to speed up entry to the show.

Whilst we will have a facility available on site to print off exhibitor badges, we would ask you to please encourage all your members of staff to print off their e-badge in advance – this will give them a fast track entry to the show. The e-badge will be attached to their email confirmation which they will receive once you have inputted all the details on to the portal.

Please use the link below – you will receive your personal login details to gain access in a separate email direct from Cirodata:

<https://exhibit.cirodata.com/CCIA24/login>

Please note by accessing the portal you will be able to register your staff badges, order lead capture devices, access marketing assets to allow for co-branded registration forms and the ability to send invites to your customers, set up your vehicle bookings for CCIA and set up and manage the time slots for test drives.

If you have any queries regarding your Cirodata login or exhibitor portal, please contact **exhibitors@cirodata.com / 0208 149 9222**.

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:

Wednesday 12th June AM PM

Thursday 13th June AM PM

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

Yes No N/A

PHOTOGRAPHIC SECURITY

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

I shall be bringing along my own photographer

Yes

No

Cost of security minder: £140.00 per hour

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

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

Please tick fuel
type required

Please note that only 1x fuel key will be Issued to the manufacturer or their representative and covers all fuel types.

All Fuel keys will be issued during the Safety briefing that is taking place on Tuesday 11th June 2024.

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 email ccia@millbrook.co.uk.

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

Exhibitor:

Yes

No

N/A

STAND CATERING

All stand catering requirements must be provided by UTAC Millbrook Events. All Catering must be ordered by Monday 27th May 2024. Please complete your requirements below:

Stand No:

Exhibitor Name:

Catering Contact:
Name and Mobile Number

ITEM	PRICE (ex VAT)	RIG DAY (12th) Quantity required	RIG DAY (13th) Quantity required	1st LIVE DAY (14th) Quantity required	2nd LIVE DAY (15th) Quantity required
Exhibition Packed Lunch (Sandwich, fresh fruit, chocolate bar, crisps, cake and canned drink)	£14.00				
Bacon Roll	£4.50				
Egg Roll	£3.40				
Danish Pastry	£3.50				
Biscuit Box 1kg	£27.50				
Crisps 40g	£1.20				
Muffin 93g	£1.65				
Semi Skimmed Milk 2Ltr	£3.25				
Chocolate Bar	£1.20				
Canned Drinks 330ml (Coke, Diet Coke or Lemonade)	£1.50				
Mineral Water 500ml	£1.50				
Orange Juice 1Ltr	£2.50				

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 UTAC Millbrook as below. All helmets ordered will be delivered to your stand during build-up

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: £8.50 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.
Please note the water bowser will be available between 10.30 a.m. and 18.30 p.m. on Tuesday 11th June 2024.

Water requirements

Cost: £27.50 per flag base

DETAILS

Stand No:

Exhibitor Name:

Stand Manager:

****Please advise an approximate time that you require your bases filling and on what date****

EXHIBITOR COMPANY DETAILS FOR INVOICING

To enable UTAC 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)	
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 order requirements with UTAC Millbrook.

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 along with your risk assessments and method statements by **Monday 20th May 2024**
– please email to ccia@millbrook.co.uk.

ADDITIONAL TRACKS AND OPPORTUNITIES

HIGH SPEED PERFORMANCE LAPS - PRO DRIVEN ONLY

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

If you are interested in using Pro-drivers at the event then please indicate below by ticking the box and we will contact you to advise you of costings.

Yes No Already booked

OFF-ROAD COURSE - INSTRUCTOR MUST BE PRESENT IN THE VEHICLE AT ALL TIMES

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 at the event then please indicate below by ticking the box and we will contact you to advise you of costings.

Yes No Already booked

THE LAST MILE DELIVERY ROUTE (CITY COURSE)

For CCIA 2024, The Last Mile Delivery Route (City Course) will be available to manufacturers with suitable vehicles for this facility. The use of this course will offer fleet decision-makers the experience of driving the latest light commercial vehicles around a purpose-built facility that will simulate stop-start driving. The High-Speed Circuit and the Hill Route will also be available to manufacturers as per the previous years.

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. All Risk Assessments and Method Statements must be signed off by UTAC Millbrook before build can commence

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

If you have any queries, please email ccia@millbrook.co.uk.

**PLEASE COMPLETE ALL FORMS
AND RETURN TO KATIE WILES:
KATIEWILES@HOTMAIL.CO.UK
BY MONDAY 20TH MAY 2024**

SAVE:

EMAIL:

SCAN & EMAIL TO:

Katiewiles@hotmail.co.uk

PRINT:

Please ensure you have hard copies of all documentation available at all times whilst on site.

DIRECT TEL:

For all queries, please call Katie Wiles on 07738 151717.