

MANUFACTURER REQUIREMENTS FORM

PLEASE COMPLETE AND RETURN TO CCIA@MILLBROOK.CO.UK BY **MONDAY 30TH MAY 2022**

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 2022. 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/CCIA22/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 **sandra.evitt@bauermedia.co.uk**

ELECTRICAL

Request for main power supply to stand for hospitality units on the Steering Pad

Car Manufacturer/Agency

Contact email address

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

Please note: All electrical costs will be invoiced directly by Encore Global. 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 directly to yourself via Encore Global.



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

A - Single phase 230V terminated in (blue) C form socket outlet to the required loading

Tick	Power requirements	Cost to supply power	Cost	Quantity & equipment to be powered
<input type="checkbox"/>	16amp 230v terminated in blue CEE 3 pin socket	£110.00	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	32amp 230v terminated in blue CEE 3 pin socket	£126.50	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	63amp 230v terminated in blue CEE 3 pin socket	£155.50	<input type="text"/>	<input type="text"/>

B - Three phase 400V terminated in (red) C form socket outlet to the required loading

Tick	Power requirements	Cost to supply power	Cost	Quantity & equipment to be powered
<input type="checkbox"/>	16amp 400v terminated in red CEE 5 pin socket	£150.00	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	32amp 400v terminated in red CEE 5 pin socket	£250.00	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	63amp 400v terminated in red CEE 5 pin socket	£375.00	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	125amp 400v terminated in red CEE 5 pin socket	£575.00	<input type="text"/>	<input type="text"/>

Total Power Supply Costs
(Hospitality Unit only)

If you require your supply to be split or relocated please indicate below along with any special electrical requirements:

I understand that all payments for electricity usage will be invoiced prior to the event direct from Encore Global to the manufacturers or their representative.

Exhibitor: Yes

☐

No

☐

ELECTRICAL (CONT)

Request for external 'Electric Vehicle Charging Points' on the Steering Pad

Charging points to be provided on stands by **Vital EV Solutions**, official supplier of charging points for CCIA 2022.

Car Manufacturer/Agency

Stand Number

Contact Name

Contact e-mail

Contact phone number



I wish to request the following charging points:

	Please tick type of post required	Power Distribution Charge	Cost
6x 7kW charger (will need to order 1x 63A 5 pin commando socket) (post positioned on the manufacturer stand)	<input type="checkbox"/>	£375.00	<input type="text"/>
4x 11kW Charger (will need to order 1x 63A 5 pin commando socket) (post positioned on the manufacturer stand)	<input type="checkbox"/>	£375.00	<input type="text"/>
2x 22kW Charger (will need to order 1x 63A 5 pin commando socket) (post positioned on the manufacturer stand)	<input type="checkbox"/>	£375.00	<input type="text"/>
Hospitality unit/stand power supply (please insert charges from page 3)			<input type="text"/>
Fixed power contribution charge (including HVO fuelled generators to supply all your electrical requirements)		£399.00	£399.00
Total Electrical Costs			<input type="text"/>

PLEASE NOTE:

- The supply of on stand charging posts is sponsored by Vital EV Solutions. However, there will be a cost as above for the power distribution to the charging posts, which will be invoiced by Encore Global.
- All rapid chargers will be positioned in the CCIA RAPID CHARGING HUB and not on individual stands, the hub will be positioned on the steering pad for easy access.
- Extensive charging infrastructure will be available to all exhibitors out of show hours. In order for us to maximise utilisation of these facilities onsite it is essential that we understand fully your overnight charging requirements, both pre show and live days. Overnight charging must be booked prior to the show. A member of the CCIA team will be in contact with you to discuss your requirements.

To ensure compatibility please confirm make and models of cars to be charged:

I understand that all payments for electricity usage will be invoiced prior to the event direct from Encore Global to the manufacturers or their representative.

Exhibitor: Yes

☐

No

☐

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 15th June

☐

AM

☐

PM

Thursday 16th June

☐

AM

☐

PM

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

☐

Yes

☐

No

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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: £125.00 per hour

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

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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.

All Fuel keys will be issued during the Safety briefing that is taking place on Tuesday 14th June 2022

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 Katie Wiles on 01525 408387 or email ccia@millbrook.co.uk.

Katie Wiles
Event Manager
The Concept Centre
Millbrook
MK45 2JQ

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 8 days prior to the event.

Please complete your requirements below:

Stand No:

Exhibitor Name:

Catering Contact:

ITEM	PRICE (ex VAT)	RIG DAY (13th) Quantity required	RIG DAY (14th) Quantity Required	1 st LIVE DAY (15th) Quantity Required	2 nd LIVE DAY (16th) Quantity Required
Exhibition Packed Lunch (Sandwich, fresh fruit, chocolate bar, crisps, cake & canned drink)	£11.00				
Bacon Roll	£3.50				
Egg Roll	£3.00				
Danish Pastry	£2.65				
Biscuit Box 1Kg	£15.00				
Crisps 40g	£1.00				
Muffin 93g	£1.50				
Tetley Tea Bags x80	£5.00				
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 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 14th June 2022.

Water requirements

Cost: £15.00 per flag base

DETAILS

Stand No:

Exhibitor Name:

Stand Manager:

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-Electon / Mastero

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 UTAC 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 along with your risk assessments and method statements by **Monday 30th May 2022**
– please email to ccia@millbrook.co.uk.

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 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

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

CITY COURSE AND HIGH-SPEED BOWL

For CCIA 2022 the City Course will be available to manufacturers with suitable vehicles for this facility. The High-Speed Circuit 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 contact Katie Wiles on 01525 408387.

**PLEASE COMPLETE AND
RETURN TO KATIE WILES –
CCIA@MILLBROOK.CO.UK
BY MONDAY 30TH MAY 2022**

SAVE:

EMAIL:

SCAN & EMAIL TO:

ccia@millbrook.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 01525 408387.