

CONVOY IN THE PARK

THE FESTIVAL OF TRUCKS, DRIVERS & LIFE ON THE ROAD

AUGUST 22-23, 2020, DONINGTON PARK, DERBY

More than 20,000 truck drivers, enthusiasts and race fans will be heading to Donington Park this summer for the fourth Convoy in the Park. An action-packed weekend of truck racing, live music, kids' entertainment, stunt shows, manufacturer exhibits, trade stands and so much more.

Fun and entertainment for all the family.

EXHIBITOR BENEFITS

The chance to reach hard to access industry buyers who are constantly on the move.

The opportunity to establish face to face contact with a unique buyers market.

A chance to demonstrate your products and services directly in front of purchasing decision makers and budget holders.

Offers a unique venue to stage your new product launch.

Data capture - gather key contacts for your own database.

Create new and enhance existing business relationships.

Bring your brand to life with focused event activity.

Advertise and market your products/services in our souvenir show guide.

SEE
SOME OF THE
LATEST TRUCKS
DISPLAYED BY THE
MANUFACTURERS

TRUCK
VILLAGE -
MORE THAN
1000 SHOW
TRUCKS ON
DISPLAY

CONTACT:

Emma Tyrer - Sales Director

TEL: 07900 691137

EMAIL: emma.tyrer@roadtransport.com

Vic Bunby - Divisional Director

TEL: 020 8912 2121 MOB: 07771 812990

EMAIL: vic.bunby@roadtransport.com

DVV MEDIA, FIRST FLOOR, CHANCERY HOUSE, ST NICHOLAS WAY, SUTTON, SM1 1JB.

HUGE
MARKETING
ACTIVITY
INCLUDING
PRINT, ONLINE
& SOCIAL

ADVERTISE
AND MARKET
YOUR PRODUCTS
& SERVICES IN
OUR SOUVENIR
SHOW GUIDE

FREE
ENTRY FOR
CHILDREN
UNDER 13

EDITORIAL
OPPORTUNITIES
AVAILABLE FOR
YOUR COMPANY



Exhibitor booking form

Convoy in the Park, Exhibition and Marketplace 22-23 August
Donington Park, Castle Donington, Derby DE74 2RP

Use this form to book your OUTDOOR EXHIBITION STAND. Space is limited, we cannot guarantee acceptance of your entry, so please book early to avoid disappointment. Acceptance includes tickets for your stand on agreement with DVV. You can book additional reduced priced tickets by contacting the organisers.

WE WILL CONFIRM BOOKINGS & SEND YOU A RECEIPT OF PAYMENT ONCE RECEIVED

Company name: _____ Contact name: _____

Job title: _____ Purchase order number: _____

Company address: _____

Postcode: _____ Phone number: _____

Email address: _____ Website: _____

OUTDOOR EXHIBITION STAND SPACE

Description	Frontage Metres	Depth Metres	Rate Per Metres

Electric power supply required	16amp £180	32amp £220	
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****N.B. Re-stocking/trade stand vans MUST fit within the size of pitch booked ** Otherwise, be parked in the exhibitor car park to the left of the main entrance. For special requirements please ensure you give us your vehicle size & trade stand orientation plan on application. (The showground's terrain/undulation will be taken into consideration when siting your trade stand) ****

Price (excluding VAT) £	
VAT (at applicable rate) £	
Total cost including VAT £	

Payment Terms:

We agree the total cost shown above together with the cost of any ancillary charges incurred on our behalf or on behalf of our agents or representatives. The total cost is payable prior to the event in accordance with the payment terms above.

**Return to: DVV Media International, 1st Floor, Chancery House, St Nicholas Way, Sutton, Surrey SM1 1JB.
Tel +44(0)20 8770 5200 Fax +44(0)20 8770 3907 Email: convoy@roadtransport.com**

- I. The exhibitor notes paragraph 18 of the organisers terms and conditions in particular the cancellation charges.
- II. Under no circumstances will an exhibitor be allowed to take part in an exhibition if stand fees are outstanding. By entering into this agreement the exhibitor confirms that it is agreeing to indemnify the organisers and its employees against all claims, losses, charges or expenses arising directly from any act of omission of the company or any of its employees or agents including any claim in respect of damage, injury, accident or loss arising from the display of goods at this event.

Signed on behalf of the exhibitor (in signing this agreement I confirm that I am authorised to sign on behalf of the company):

- I. I am responsible for providing appropriate Public Liability Insurance for my stand/exhibits *a copy of your public liability certificate must be provided before you can enter the site.
- II. I have read and agree to the Convoy in the Park terms & conditions of entry.
- III. I/We will be present during Convoy in the Park opening hours on the 22/23 August 2020.
- IV. I have attached a signed copy of the site safety rules.

Name: _____

Position: _____

Date: _____

Signed on behalf of DVV Media International:

Name: _____

Signature: _____

Position: _____

Date: _____

Email: convoy@roadtransport.com

More details at: www.convoyinthepark.com

Sorry – No dogs or balloons are allowed on the event site, MSV track rules.

MSV SITE SAFETY RULES for TRADERS



MSV operates within the Health and Safety at Work Act 1974 and its associated legislation, therefore expects the same from all traders and visitors. **Supervisors are responsible for distributing and adherence of these Site Safety Rules to their colleagues and contractors prior to arriving on site, then managing, supervising and monitoring them. Those who fail to abide by these rules or UK**

legislative may be asked to leave site and in turn excluded from all MSV venues.

Please note MOTOR SPORT can be dangerous and involve injury or death. Always stay within your authorised areas and **NEVER walk or drive on the track.**

Maximum 10mph speed, at any time whilst driving on site.

1. SIGN IN

- Report to site personnel on arrival and set-up safely in designated areas.
- **Keep the venue security contact numbers** with you, in case of emergency.

2. VALID RISK ASSESSMENTS AND INSURANCE

- All traders (with 5 or more employees) must have an **appropriate risk assessment** covering set-up, event and breakdown activities.
- **Employers Liability and Public Liability Insurance** must cover ALL activities.
- **Drivers must have valid insurance for all vehicles driven on site.**

3. STAFF COMPETENCE – DO NOT TAKE SHORT CUTS!

- **Use competent, well trained staff** and crew to set up your trade site.
- Managers must supervise all work activities.
- **Do not drink alcohol** or take drugs whilst working (check prescription drugs).

4. FIRE SAFETY

- **Bring an appropriate fire extinguisher** - ensure it's been serviced in the last year and is out ready to use during set up, event and breakdown. (Not stuck in the back of the van!)
- **Ensure staff know where it is and how to use the fire extinguishers.**
- Note down the locations of additional Fire Points around the venue.
- **Never smoke inside marquees or gazebos,** near; generators, fuel, gas cylinders or combustible materials (eg. cardboard boxes)
- **Store LPG or gas cylinders in an upright position,** in a well ventilated area, ensure they are **strapped securely** to prevent falling and away from the public.
- Put combustibles in bins or van, not stacked behind your stand as a fire hazard.
- **Always report a fire,** even if it's extinguished.
- **Marquee or gazebo fabrics and materials to be fire retardant.**
- Bring **diesel generators** (not petrol) where possible and refuel over a **drip tray**, when its cool.
- No hot works permitted on site.

5. MINIMISE SLIPS AND TRIPS

- **Cover trailing cables with mats or tape down flat.**
- Store boxes and merchandise safely, away from walkways.

6. VEHICLE AND PLANT SAFETY (INCLUDING SCOOTERS, QUADS AND BUGGIES)

- **Be alert to pedestrians on site, including children and drive slowly!**
- **Carry your license or 'ticket' if driving plant on site – it will be checked.**
- **Use a banksman for difficult reversing or manoeuvring, or near public.**
- **Helmets must be worn** if riding scooters or motorbikes around site.
- **Do not obstruct fire escape routes,** gates, roads or other vehicles.
- **NEVER park on yellow hatch markings.**
- Vehicle movements during events are only permitted within strict timescales, don't ignore these.

7. NO ANIMALS are permitted on site (except guide dogs).





8. WORKING AT HEIGHT

- Work from ground level where at all possible.
- **Never stand on top of a roof without protection from falling e.g. handrails, or rope & harness.**
- **Domestic ladders/step ladders are not permitted** only commercial or industrial ladders.
- **Maintain 3 points of contact on a ladder** and only use for short duration works.
- **Foot the ladder** if person is standing more than halfway up and it's not tied off.
- **Never walk directly under work activities** or people working at height.
- Secure ladders/equipment if left unattended or incomplete overnight.



9. TEMPORARY STRUCTURES

- Ensure all structures are **adequately weighted down (never tie off to venue infrastructure – eg. the fencing).**
- **Do not use stakes** (due to utilities underground), unless authorised at each venue.
- Check wind speeds and weather forecasts regularly.
- Larger structures will **require method statements** and a completion sign-off.
- Steps must have handrails and colour contrasting nosings, on step front edge.
- Rigging or flown equipment must have a secondary safety wire attached.



10. CORDONS AND BARRIERS

- Provide adequate barriers and cordons to prevent unauthorised entry whilst setting up, event itself, or breaking down.



CORDON OFF
WORK AREA

11. SLEEPING WITH YOUR TRADE STAND

- It is **not recommended to sleep with your merchandise as campsite tickets are provided.**
- **Keep a serviced fire extinguisher near to you and keep all exits clear, to get out quickly.**
- **Have a fully functioning smoke alarm inside your room.**
- **Locate the nearest fire points to your trade stand – know your exact location on site.**
- **Keep your phone close to hand and hold the venue security staff contact number.**

12. LITTER AND HAZARDOUS CHEMICALS

- Never dispose of chemicals down the drains, place all your litter in the waste bins provided or remove from site. Rubbish removal will be charged back. **Clear up spillages and bring a 'spill kit' if you run a generator.** Report significant spills to staff.

13. SPECTATING

- **Never stand on venue infrastructure e.g. waste bins, generators, fencing, or on top of a vehicle/ flat roof or trade stand roof.**

14. PROHIBITED ENTERTAINMENT/VEHICLES ON SITE

- **Drones and Laser Pens are not permitted.**
- **Hover-boards, electric balance scooters** (or equivalent non-road legal machines) **are not permitted to be ridden/driven on site.**



15. CAR AND MOTORBIKE DISPLAY VEHICLES

- Minimum petrol to be stored in the tank during display – cap tightly closed.
- Vehicles to be walked into position & set up, not driven unless the area is cordoned off from pedestrians, and/or under the supervision of a trained banksmen.
- If displayed on any slope, chocks to be used on the wheels to prevent movement down the slope (in case handbrake fails).
- Vehicles to be left in gear, with wheel turned into the slope/curb.
- Keys must be removed and batteries disconnected to prevent unauthorised starting.
- All motorbikes to be mounted on secure bike stands where possible, fixed, so the rear wheel cannot 'jump' or move out of the casing/bracket – secure the back wheel (bolt, strap, cable tie etc..) where it can be lifted out.
- Motorbike brake handle must be cable tied on, whilst being displayed.
- Signage to be displayed on each vehicle 'Do Not Sit' to prevent unauthorised climbing on/inside.
- Cordon off the vehicles where necessary, if no pedestrians are to approach it.
- Only permit sirens and flashing lights if authorised by the trade manager.

16. MOTORSPORT IS NOISY

- If working near the track you are advised to wear hearing protection.

17. LEAFLET DISTRIBUTION & COLLECTING FOR CHARITY

- Not permitted without prior written permission.

18. BALLOONS

- Not permitted on site without prior written permission from MSV.

19. AGGRESSION AND VIOLENCE

- Will not be tolerated and legal action will be taken.

20. FOOD SAFETY

- Traders must be **registered with their local council, with a food hygiene rating no less than 4.** Strict food hygiene standards must be adhered to and paperwork will be required.

21. FIRST AID & ACCIDENT REPORTING

- **Report all accidents and damage to a member of staff or security.**
- Medical cover or first-aiders are present on site.
- **Let security staff know if you call an ambulance to site, so they can meet and escort the vehicle to the correct location quickly, to avoid delays.**



MSV SITE SAFETY RULES DECLARATION for TRADERS

I confirm that I have read and understood the above MSV Site Safety Rules and will ensure that my team, crew and any sub-contractors abide by them and by the UK health and safety legislation. I understand and fully acknowledge my health and safety responsibilities and will strive to protect my workers, MSV staff, members of the public and all visitors to the venue that may be affected by our work activities. I will brief my team, colleagues and contractors of site expectations and will monitor our activities throughout our stay on site.

Signed: _____ Print Name: _____

Date: _____

Company Name: _____

Position Held In Company: _____

On Behalf Of (Trade Stand Name): _____

Contact Mobile Number: _____

Contact Email Address: _____



MotorSport Vision Limited
Insurance, Health and Safety Checklist



Please complete this form **FULLY** and provide all the relevant documentation (as detailed in blue below).
Permission to use MSV circuits will not be given until all information is attached, valid and in order

Team/Company Name: _____

Full Postal Address: _____

Post Code: _____ Tel: _____

Responsible Person(s) On Site

Name: _____

Position in Company: _____

Date and Times on Site: _____

Mobile: _____

Responsible Person(s) On Site

Name: _____

Position in Company: _____

Date and Times on Site: _____

Mobile: _____

INSURANCE DETAILS (refer to your Insurance Broker for information)

Employers Liability Insurance: (Valid certificate must be attached)	Name of Insurer:	Policy Number:
	Renewal Date:	Indemnity Limit (£m):
Public Liability Insurance: (Valid confirmation schedule/letter must be attached)	Name of Insurer:	Policy Number:
	Renewal Date:	Indemnity Limit (£m):
	Indemnity Limit Each Claim £ Aggregate: £	Indemnity to Principles Clause included Yes <input type="checkbox"/> No <input type="checkbox"/>

HEALTH AND SAFETY DOCUMENTATION

Risk Assessment (Including fire risks)	Date last updated?	Copy MUST be attached:
Operational Procedures & Safe Systems of Work	Date last updated?	Copy MUST be attached:
Temporary Structures Information Setting up Temporary Structures? Yes No If 'YES' complete boxes to the right. (MSV and/or local Authority or Emergency Services may want to see this documentation - ensure you have it on site with you)	Describe Temporary Structures?	Copy of Method Statements attached Yes <input type="checkbox"/> No <input type="checkbox"/>
	Structural Plans and Weight Loading Calculations followed? Yes <input type="checkbox"/> No <input type="checkbox"/>	Fire retardant materials used, where possible Yes <input type="checkbox"/> No <input type="checkbox"/>
	All personnel competent and well trained Yes <input type="checkbox"/> No <input type="checkbox"/>	Electrical Equipment well maintained with PAT certification Yes <input type="checkbox"/> No <input type="checkbox"/>
	Fire Plans drawn up and fire provisions in place eg. fire extinguishers. Appropriate access and egress? Yes <input type="checkbox"/> No <input type="checkbox"/>	Plant drivers hold valid licenses and/or tickets Yes <input type="checkbox"/> No <input type="checkbox"/> (Copies to be kept with them on site)

Full Name of Person Completing this form: _____

Position held within the company: _____

Date this form was completed: _____

Contact Number: _____

FOR MSV USE ONLY

Date this form reviewed
Name of person reviewing this form
All documents included Yes <input type="checkbox"/> No <input type="checkbox"/>
What documents are left outstanding?
Any further comments
Scan and email this form and corresponding documentation to Group H&S Manager Yes <input type="checkbox"/> No <input type="checkbox"/> (if 'No', why?)
Date emailed





Convoy in the Park Exhibition 2020 TERMS AND CONDITIONS

1. Definitions

In this agreement: "Exhibitor" includes all employees or agents of the exhibitor. "Organiser" shall mean DVV Media International (Reg No 07464854) or any employee or agent of that company.

2. Duration of exhibition

The exhibitions will be open from 9am to 5pm on 22nd and 23rd August 2020.

3. Permitted exhibits

Exhibitors are permitted to display goods, materials, equipment and related display of advertising material, which are in the sole opinion of the Organisers consistent with the theme of the Show, i.e. urban freight transport and related services. All exhibits must comply with current EC legislation and carry the relevant CE marking.

4. Stand fitting and other regulations

Exhibitors must comply with all stand fitting and exhibit regulations and restrictions as defined in the Exhibitors Manual. All Exhibitors shall comply with the Show rules set out within the Exhibitor Manual.

5. Space allocation and terms of payment

Space will be allocated in order of receipt of application and the Organisers will make every effort to allocate space as close as possible to that requested by the applicant. By accepting the application, and by paying the deposit, both the Organiser and the Exhibitor accept these terms and conditions in their entirety. For bookings after the 1st February 2020, the whole of the stand cost will be payable within 30 days of the space allocation. Failure to pay any of the instalments by the dates stipulated will mean that the organisers reserve the right to reallocate the space to another exhibitor and retain any amounts already paid, cancellation fees as per paragraph 18 will be applied.

6. Revision of layout

Should it be necessary to revise the layout of the exhibition for any reason, the Organisers reserve the right to transfer an Exhibitor to an alternative site. In this case the Organisers will work with the Exhibitor to ensure that the alternative site is as suitable as possible.

7. Setting up of stand exhibits

All stands and their exhibits must be completed by 8.00am on Saturday 22nd August 2020. Vehicular exhibits will be allocated definitive arrival / set up times and muster points on Thursday 20th or Friday 21st 2020. These instructions must be adhered to. Failure to do so will normally result in the exhibit being excluded from the exhibition without any compensation or refund of any kind. Similarly, exhibits requiring vehicular transportation into the outside areas will be allocated definitive arrival slots which must be adhered to.

8. Clearance of stands and exhibits

Exhibits must not be removed nor displays dismantled, either partially or totally, before 5.00pm on Sunday 23rd August 2020. All exhibits and display material must be removed as soon as possible after this time, and in any case by 10.00 pm on Sunday 23rd August 2020. The Exhibitor is responsible for leaving their space as clear as they find it. Failure to do so

by the declared deadline may incur a charge for clearance, reparation and storage.

9. Prohibition of sub letting

Exhibitors must not loan, sub-let or grant licenses in respect of the whole or any part of the space allotted to them without the express permission of the Organisers. Nor may any Exhibitor display any product that it normally does not sell or represent without the express permission of the Organisers.

10. Protection of exhibits

All exhibits must be properly protected so as to comply with current Health and Safety legislation and to afford visitors, or any persons whatsoever, a safe environment in which to view the exhibits. The organisers shall be indemnified by the Exhibitor against any claim or action on account of any injury or damage being caused or occasioned by any exhibit or to any person or persons whatsoever.

11. Insurance

Every participating Exhibitor hereby accepts liability for all acts of omissions of himself, his servants, contractors, agents and visitors and undertakes to indemnify the Organisers and keep them indemnified against all liability in respect thereof and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against the Organiser. Notwithstanding the indemnity hereby given, the Exhibitor undertakes to arrange the appropriate third-party liability insurance for a minimum sum of £10,000,000. It is the Exhibitors responsibility to effect insurance on his own property and exhibits. The Organisers do not accept any responsibility for damage to stands or loss of any property or vehicles on any stand or anywhere else in the exhibition or in the course of its delivery or removal there from any cause whatsoever.

12. Bankruptcy

In the event of an Exhibitor becoming bankrupt or making any arrangement or composition with its creditors or suffering the service of a Winding Up petition or Winding Up Order or it passing a Winding Up resolution or Notice of Dissolution then in that event the Organiser may by written notice to the Exhibitor determine the contract and all monies paid shall be forfeited to the Organiser who may in its sole discretion re-let or otherwise deal with the defaulting Exhibitor's site.

13. Abandonment or interruption of exhibition

If for any reason beyond the control and not resulting from any act or default of the Organiser it shall become impracticable to hold the exhibition or necessary to interrupt it or close it prematurely, the Organiser may take such action as it deems necessary giving such notice to Exhibitors as is possible. In any such case the decision of the Organiser shall be final and the Exhibitor shall not be entitled to any compensation or to return of any monies paid or deposited. If the exhibition be abandoned, interrupted or prematurely closed for any reason other than the above then the Exhibitors shall be entitled to the return of all deposits paid to the Organiser but to no other compensation.

14. Advertising material

Under no circumstances will exhibitors be allowed to distribute advertising and printed material from anywhere other than their stand, nor in any manner as to cause annoyance or disturbance to

other Exhibitors. In the event of complaints, the matter shall be referred to the Organiser for the decision. Exhibits or other devices which emit sound must be operated and controlled so that there is no disturbance to other

Exhibitors. The flying of gas or air-filled balloons is prohibited. The Organisers reserve the right to prohibit as unsuitable or as annoying to visitors or other participants any display feature or sales method or demonstration as it, in its sole discretion, determines to be potentially of annoyance or disturbance.

15. Exhibition Services

The Organisers undertake to make all reasonable attempts to provide necessary services for the smooth operation of the exhibition but accept no responsibility for breakdown or failure of such services or for any delays during the delivery and collection periods.

16. Admission

Admission to the exhibition will be restricted to the persons who, in the opinion of the Organisers, have a legitimate, professional interest in the subject of the exhibition. The Organisers reserve the right to refuse admission to any person or persons to the exhibition without assigning any reason.

17. Right of rejection

Exhibits are admitted to the exhibition, and shall remain there, solely on strict compliance with these terms and conditions. The Organisers reserve the right to prohibit in whole or in part and reject any Exhibitor or his representatives in the case of failure to comply with these terms and conditions and all site rules and regulations as specified in the Exhibitor Manual. There shall be no return of payment if such rejection or prohibition is deemed necessary by the Organisers. If the deposit is not received within 7 days of the application the Organisers reserve the right to reject the application.

18. Cancellation of space

A request for cancellation must be submitted by registered post. In order to compensate the Organisers for its costs as a consequence of the cancellation, the exhibitor agrees that the Organisers shall retain 50% of the space charge if the cancellation is accepted before 1st March 2020, 75% of the space charge if the cancellation is accepted before 30th March 2020 and 100% of the space charge if the cancellation is accepted after 1st April 2020.

19. Exhibitor rebooking

Exhibitors are welcome to rebook their stand positions by 5pm on Sunday 23rd August 2020. After this time 2021 prices will come into effect. The Organisers reserve the right to reallocate stands and space on the floorplan from Friday 11th September.

20. Disputes

Any dispute or difference arising between the Organisers and an Exhibitor relating to rights, duties or obligations of either party (other than in relation to payment of any money), shall be referred to the arbitration of a single arbitrator who shall, in default of agreement, be nominated by the President of the Law Society and the decision of the said arbitrator shall be final and binding on all parties.