

Display Vehicle Exhibitor Joining Pack and Safety Guidelines 2020

Thank you very much for registering to display your vehicle at Glemham Hall on 6th September 2020.

We are delighted you can join us at what promises to be a fantastic event for exhibitors and visitors alike.

In order to ensure your day is enjoyable and safe, we have put together this set of guidance notes.

Please be sure to check our website and Facebook for regular updates in the days leading up to the event. That's where we will put details of the day's programme etc. The website also has a "Frequently Asked Questions (FAQs)" section

Displaying Your Vehicle at the Event

Please remember that to be eligible for display, your vehicle must be:

- The one you registered to display and which is shown on our records
- In a serviceable and roadworthy condition
- Insured for at least third party liability risks. Road Traffic Act rules apply at the venue.
- Carrying no more passengers than you declared when you registered (this is because we have a capacity limit for the venue to ensure crowd density is controlled).

You must also accept that:

1. The event organisers cannot be held responsible for exhibitors' negligence involving damage to vehicles and/or property or injury to persons. Similarly for loss or theft of vehicles, property, contents and equipment.
2. The organisers and the venue owners reserve the right to remove anyone from the event who is considered to have contravened the regulations.

Travelling to the Event

Please allow plenty of time to arrive and bear in mind that traffic is likely to be busy as you get close to the venue.

Please remember that you must follow government guidelines on social distancing, and **only** carry people in your vehicle who are part of your 'support bubble'.

Please drive lawfully and respectfully. Bear in mind that the public perception of events like ours often hangs on the behaviour of those of us who are arriving and departing and the manner in which we drive.

The venue address is **Glemham Hall, Little Glemham, Woodbridge IP13 0BT.**

Arriving at the Venue

You can arrive from as early as 0700 on Sunday 6th, if you wish. You **must** be inside the display area by 1000. We recommend you do not leave it late, in case of hold-ups.

Access to the display area is via Tinker Brook lane, which leads off the A12 between Stratford St Andrew and Little Glemham. Please note this is **not** the main entrance to Glemham Hall.

Signs on the A12 will indicate the correct route to take and there will also be marshals on hand to help control the flow.

Tinker Brook is a narrow country lane, so please exercise caution and drive slowly as you approach the Hall. Similarly, the unmetalled road across the estate grounds from Tinker Brook to the display area is narrow.

If you are not part of an officially-recognised club stand but you wish to be parked with someone else who is coming, we ask that you arrive at the venue at the same time. This will make it easier for the marshals to keep your group together in the display area.

Check-in Procedure

As you have pre-registered, we will not need to collect any money from you.

We hold details of your vehicle, including the colour and registration number. As you approach the entrance gate, we will verify the details of your vehicle using our “door list”.

We will check that the **number of passengers** you declared matches and then send you into the display area. This is required by the authorities due to the capacity limit imposed at the venue.

We will not need to scan your tickets. We do not intend to stop you at the gate, if at all possible. This should mean we can keep the traffic flowing into the display area.

At the gate, traffic will be split into two lines: club stand vehicles and independent exhibitors. Each will have a separate route across the display area, to minimise the time spent forming up and getting into position.

Club Stands

If you are on one of the officially-recognised stands – where there is a club representative or coordinator – you will be sent to the designated pitch. We will know from the “door list” which vehicles belong to which club.

Your Club officials are responsible for what happens on their pitch, so please co-operate with them to ensure everything goes smoothly.

Parking and Positioning

- Please follow the marshals’ instructions.
- Keep your speed to 5mph or less – walking pace.
- Park as directed by the marshals and/or your club stand co-ordinator

- If you have arrived with someone else with whom you are parking, this will be no problem as long as you are at the venue at the same time.
- Once in position, apply your handbrake securely and leave the vehicle in gear.
- You will be parked 4 metres from the neighbouring vehicle, so you will have sufficient space to safely open your doors and maintain distancing.
- Lock your vehicle if you are leaving it unattended.
- Go to the nearest hand sanitising station and ensure your hands are clean.

Seating

Due to the COVID situation, we are not providing much in the way of seating this year. We recommend that you bring along your own folding chair(s) or a picnic blanket.

Whilst the Show is Running -1030 to 1700

Once the show ground opens to the public, vehicles must **not** be moved without prior authority from a marshal.

Once in position, please do not:

- start up your engine
- re-fuel your vehicle from a can
- use your vehicle to sell goods or services (unless it's part of a trade stand)
- light a barbecue
- play music
- allow anyone to sit in your vehicle unless part of your 'support bubble'

Please relax, get some refreshment and then enjoy the show by visiting the other displays, exhibits, stands, stalls and entertainment.

Children

Children must be accompanied by an adult at all times.

Dogs

Well-behaved dogs are welcome. Please ensure you keep your dog under proper control and on a lead at all times. Please clean up after him or her, should the need arise.

Getting help or information on the day

There will be marshals with radios positioned across the site who can help with any questions or problems that arise. There will also be a visitor information point situated near the entrance gate.

First Aid

First aid is being provided by EAS Medical Services whose station will be positioned close to the main entrance gates.

Litter

We are providing plenty of bins and a skip to ensure that waste can be disposed of safely and tidily. Glemham Hall is a beautiful venue. Please help us keep it tidy by disposing of waste in the bins or by taking your rubbish home with you.

COVID-19 Security

The following guidelines are specific to the control of COVID-19. There is a full risk assessment published on our website, should you wish to view it.

Please don't come if you've been unwell or have symptoms of COVID-19

Please do **not** travel to the event if:

- You, or anyone in your group, has displayed signs or symptoms of COVID-19 in the 14 days leading up to the show.
- Someone you have been in contact with has displayed signs or symptoms of COVID-19 in the 14 days leading up to the show.
- Anyone in your party has been in contact with someone who has displayed signs or symptoms of COVID-19 in the 14 days leading up to the show.

You can find out more information about the symptoms of COVID-19 as well as the latest NHS advice on what action you should take if you develop any of these symptoms on the NHS website:

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Stick to your 'support bubble' when travelling

In accordance with government guidelines on social distancing, you should **only** carry people in your vehicle who are part of your 'support bubble'.

Maintaining Physical Distancing

Car shows are friendly, sociable events and we are all going to have to keep reminding ourselves that we must maintain distancing in accordance with government regulations. We therefore ask that you respect these show rules:

- Keep 2 metres apart from those who are not part of your 'support bubble'
- Refrain from shaking hands with those you meet
- Do not touch the displays or exhibits
- Follow the one way routes and be courteous to others when viewing the vehicles
- Be aware if an area is starting to get congested and move away
- Maintain distancing in any queues
- Do not be offended if one of our marshals politely reminds you of the rules.

Hand Sanitising

Hand sanitiser points will be provided across the show area but we strongly recommend you bring with you your own supply, as it will be more convenient to carry it with you.

The toilet cubicles have sinks with water and soap and there will be two dedicated 2 hand wash stations.

We request that you sanitise your hands at least one every hour and each time after handling cash or items that may have been touched by others.

Stall holders and traders will all be following the same sanitising regime.

Face Coverings

As this is an outdoor event, face coverings are not mandatory. However, we strongly recommend you bring a face covering to use on the journey – such as when visiting a filling station.

There may also be times when you feel you wish to use it within the show ground. For example, the portable toilets – which will all be single cubicles – will be, of necessity, enclosed spaces. You may feel more comfortable wearing a mask when using them. Likewise, if you are in the queue for, as an example, an ice cream, you may wish to put on your face covering.

Cleaning

All caterers, stall and stand holders will be ensuring that ‘touch points’ are regularly sanitised, throughout the day. Likewise, toilets and handwashing stations will be subject to regular and rigorous cleaning, in accordance with the COVID-19 Secure standards.

Payments

Contactless payments will be available at most stalls and we encourage you to pay by card or phone, wherever possible. Some stalls will allow you to pay for goods online, but still collect the items on the day.

Our Sponsors

We'd like to thank our sponsors and supporters, and trade stand holders, without which the event would not have been possible this year:

Main show sponsor



Independent insurance brokers, financial advisers and risk managers

Supporters:

- **Farnham Leisure Ltd** – sponsor and support advertiser
- **Cooks Waste Kare** – donation of skip for waste disposal
- **E.R. & R.T. Rackham Ltd** – kindly provided the stage and logistical support
- **Suffolk Tennis Courts** – sponsor and support advertiser
- **Vint-tro** – support advertising & stand
- **Ipswich Accident Repair Centre** – sponsor and support advertiser
- **M R King & Sons Limited** – sponsor and support advertiser
- **Bulldog Vintage Lighting** – trophy sponsor plus trade stall wrangler
- **The Art & Frame Shop** – donated certificates and framing services
- **The Car Shop Beccles** – donation of prizes for competition
- **Bayfields Digital** – audio equipment and management of entertainment
- **mödel signage** – donation of signs and artwork for signage
- **Sparrow Creative Studio** – logo, graphics, artwork and design services

Main Trade Stands

- **PIE Performance Limited** – Porsche specialists
- **Kerridges** – MG, Noble & TVR specialists
- **Black Stag Styling** – vehicle styling experts
- **Krazy Horse** - the Morgan dealer and more
- **Cartec UK** – detailing & cleaning products
- **Essex Detailing Products Limited** – detailing products & services
- **Acle A's Classic VW Campervan Hire Ltd** – classic camper hire
- **Evolve Classic Restorations** – classic vehicle restorers
- **KP Valeting & Detailing Ltd** - detailing products & services
- **PMD Garage Equipment - Garage equipment specialists**
- **Revolution Performance Sportscars Ltd** – MG body kits and accessories
- **Vintage Engineering Suffolk** - precision engineering for classics etc.

Please help us promote the 2020 show!

This show is all about **your** vehicle and the hundreds of others on display from like-minded enthusiasts. Please make sure you have your friends and family there to enjoy it with you by sharing news about the show.

Remember, public admittance is by **advance ticket ONLY** this year. Tickets must be purchased **online** via our website and will not be sold on the gate, due to the need to control numbers and comply with the NHS Test & Trace initiative.

Please invite those who you know to buy tickets and come along, so they can share in the day:

- A fantastic venue
- Entertainment for all the family
- Dog-friendly
- A range of stalls and stand to amuse those who are less interested in the vehicles
- Great value food and drinks
- The classic Glemham Hall friendly and relaxed atmosphere.

You can promote the event to your friends and family by:

- Forwarding this leaflet to them
- Liking our Facebook page (if you're a Facebook-er) and sharing our event on your timeline.
- Tweeting about us (if you're a Twitter-er)
- Following us on Instagram (if you're an Instagram-er)

The show hashtag – for all the hashtaggers out there – is #classicsatglemham

Thank you, on behalf of the

The Classics at Glemham 2020 team



All details, such as the trade stand list, are correct at the time of printing but subject to change before the event takes place.