

Silverstone FeSTiVaL

23-25 AUG 2024

CAR CLUB HANDBOOK



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CAR CLUB HANDBOOK 2024

TERMS AND CONDITIONS

This car club handbook provides guidance for your club’s successful participation at Silverstone Festival containing all the information you’ll need to put on a memorable display over the weekend. The details contained within are subject to change. If you cannot find what you are looking for, please do not hesitate to contact the Silverstone Festival Team by email: carclubs@silverstone.co.uk or telephone: +44 (0) 1483 524 424.

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IMPORTANT DATES – in chronological order (please note that the dates are subject to change)

Item	Date/Time
Health & safety submission	Fri 31 May 2024
Power payment deadline	Fri 28 June 2024
Purchase of car club display packages	*Sun 30 June 2024
Tickets available via the Silverstone Tickets App	Approx. late July 2024
Vehicle display passes posted	Approx. 2 weeks prior to event date
Onsite set-up date/time	Thurs 22 August 2024 – 08:00-20:00
Event dates	Fri 23 – Sun 25 August 2024

*Please note that the sale of car club packages may end prior to 30 June if the display areas become full. To avoid disappointment, please ask your members to book early.

CAR CLUB CRITERIA

Car club display packages at Silverstone Festival are for static car club displays and are open to bona fide classic car clubs only. In receiving this handbook your application has been reviewed and accepted as meeting the following criteria:

- the majority of your members' cars are a minimum of 20 years old and/or of special interest.
- your club has been established for 5 years or more.
- your club has an online presence.

All club members must also observe the [Car Club Display Package Terms and Conditions](#) found on the event website.

PACKAGE INCLUSIONS

The car club display package includes **2 x adult general admission tickets** (one for the driver and one for the passenger) and **1 x vehicle display pass** for the allocated club display area(s). The package can only be purchased by a club member intending to display their vehicle and using the unique club booking code. Members cannot take advantage of the display package and its pricing if they intend to park in the public car parks.

PRICING

Two Tier Pricing: there are two-tiers of pricing for car club display packages. This enables us to a) encourage older, classic cars to join us and b) prioritise clubs with a larger percentage of older cars for the central display areas. Two unique booking codes will be issued to each club and members will need to be advised to use the appropriate code for the age of their car.

Pricing Periods: to encourage early booking and allow for advanced planning, we offer more cost-effective rates during the earlier pricing periods. The dates and prices for each pricing period are detailed in the table below. There is no extra booking/handling fee on top of the package price.

	3-Day	Friday	Saturday	Sunday
UNTIL 2 JAN 2024				
Pre-1984	£130	£75	£105	£95
1984+	£140	£80	£115	£105
3 JAN TO 2 APRIL 2024				
Pre-1984	£135	£80	£110	£100
1984+	£145	£85	£120	£110
3 APRIL TO 30 JUNE 2024				
Pre-1984	£140	£85	£115	£105
1984+	£150	£90	£125	£115

BOOKING PROCESS

Please advise your members of these particulars that will be required during the car club package buying journey.

- All ticket purchasers need to have an account with Silverstone to purchase tickets.
- The unique car club booking code is required at the beginning of the booking process. Once entered the car club packages and prices will be displayed.
- The car club member will be required to complete their vehicle details: make, model, registration, year, and colour during the booking process and prior to completing the purchase.

Bookings for 10 or more packages

To purchase more than 10 packages in one transaction, please email enquiries@silverstone.co.uk.

SILVERSTONE TICKETS APP

Car club package tickets are scannable tickets that will be available via the 'Silverstone Tickets' app. The app will need to be downloaded on to a smart phone and an account created. Use the same email to set up the app account as used to purchase the car club package via the event website. If required, tickets will be able to be transferred to friends and family via the app (they must also download the app). Below is an image of what the App icon looks like.



If you leave the venue and intend to come back the same day, please ensure you scan out. If you do not scan out you will not be allowed to re-enter.

COMPLIMENTARY TICKETS

We appreciate that organising a car club display takes time and effort. Advertising the event to your members and encouraging your club members to take part is rewarded with complimentary general admission tickets for use by you to facilitate and staff the club's display. **Complimentary tickets are not to be resold.**

In the interests of putting on the best display for our visitors during the full weekend, car clubs with consistent member representation across all three days will be given particular consideration when we plan the site layout.

The quantity of complimentary general admission tickets will be based on the number of car club display packages booked using the club's dedicated booking code and are calculated by a points system giving each type a 'points earned' value as shown in the table below:

Day	Points
3-day weekend (Fri, Sat and Sun)	10
Friday	2
Saturday	0
Sunday	2

The first 100 points earned will qualify for 2 x 3-day complimentary tickets and 1 x vehicle display pass. Thereafter, 1 x 3-day ticket will be issued for every 100 points earned. **Please note that no more than 1 x complimentary vehicle display pass is issued to any one club.**

Here are some tips on how to encourage attendance on all three days of the event:

- A significant club anniversary will be considered for a track parade. By opting for a Friday or Sunday parade the chances of being awarded a track parade are that much higher.
- To minimise large empty spaces on less populated days, we tend to look more favourably at clubs with consistent numbers and display cars of interest across each day.

DATA CHECKING

All ticket and display vehicle booking information will be sent to the car club co-ordinator for cross checking and planning purposes. Car club co-ordinators are required to review the data to check that members have used the correct code for the age of car, check that it is only members that are using the code and to check that the car is eligible to display. If there are any queries or adjustments, please send these to carclubs@silverstone.co.uk.

CAR CLUB DISPLAY AREA

Notification of Display Area

Silverstone Festival is an evolving event with different clubs and displays attending each year. The size of every car club display area is determined by the number of cars booked into the event using that car club's booking code. Please note that if sales dictate that car club space is becoming limited prior to 30 June, then we reserve the right to turn off one or both of the codes for any given club. Furthermore, if a car club's attendance numbers are too great to fit in any one zone, we will have to split the club across two zones, most likely split between the two different booking codes for the club.

You will be advised of your designated display area at the end of July when the Silverstone Festival Team has had the opportunity to position the clubs according to the numbers of cars booked, power requirements and structures being erected. Please note that clubs are not guaranteed to be in the same position as previous years as we like to offer our spectators variation each year.

Planning Your Display

It is important to note the car club display areas - which have probably become the biggest and most varied display of privately owned classic cars in the world - are of great interest to all visitors attending the event. To this end, we ask that you take time to plan your display prior to the event based upon the information sent to you by the Silverstone Festival Team and place the most unique and classic examples of your marque or model in the more prominent areas of your stand.

We encourage clubs to make the most of their involvement with the event and create a spectacle. We want to work with you to ensure your club display best represents and promotes your club. If you plan on bringing any particularly special or unique models for display, please let us know so we can help you with the fulfilment of this and help to promote it on our social media channels.

In recognition of the coordinators' planning efforts, there will be two special trophies awarded at Silverstone Festival in 2024, the 'Adrian Flux Trophy for Best Car Club Display' and the 'Trophy for Club Car of the Show'.

Structures and Display Units

As the event continues to grow, we want to ensure that your club is allocated sufficient space to accommodate your club members' classic cars and any structures, display units etc. that you wish to bring with you. Therefore, to capture all structure and display details, a link to an online health & safety checklist will be sent to you in early April and must be completed by Friday 31 May. Every car club is required to complete this checklist. **Please note that if you do not complete the checklist by the date advised then your Club will be positioned without the allowance for a structure and power.** Every car club is required to complete this checklist. Further information can be found in the 'Health & Safety Checklist' and 'Public Liability Insurance' sections below.

Guidelines for what is Acceptable

Please see the guidelines below for a general rule as to what is acceptable in your car club display area:

Acceptable

- ✓ Plain or club-branded marquees and gazebos of a reasonable size and subject to approval.
- ✓ Club banners and signage.
- ✓ Relevant vehicle displays.
- ✓ Selling club merchandise to members.
- ✓ Providing club members with free food and refreshment (see the Catering section below).

Not Acceptable

- x Generators (see the Power section below).
- x Caravans, motorhomes and tents (see the Camping section below).
- x Vans and trailers (see the Set-Up and Restocking Vehicle Passes section below).
- x Selling of hospitality, or any food and beverages (see the Catering section below).
- x Sleeping in tents or vehicles (see the Camping section below).
- x Manufacturer or any third-party sponsorship branding unless agreed with the Silverstone Festival Team (see the Commercial Endorsement and Activity section below). Please also note that any legitimate club branding must be within the confines of the club stand.
- x Trade stands or selling of non-club merchandise items unless agreed with the Silverstone Festival Team (see the Commercial Endorsement and Activity section below).
- x Please note that it is not permitted for clubs or club members to advertise cars for sale at the event.
- x To leave waste/rubbish at the event for the Organisers to clear. If any waste is found a charge may be payable by the club for the removal of the waste/rubbish.
- x Staking into the ground for structures.

Signage

The Silverstone Festival Team will deliver an Adrian Flux-sponsored club branded flag to you on site by Friday 23 August**. These flags are designed to help your members find the club stand upon entry and to assist members of the public locate your stand.

**The Silverstone Festival Team will collect this signage by 18:00 on Sunday 25 August. If it is not available for collection the club may be charged for the cost of replacement signage. Please note the flags are not free to take and we are not in a position to replace them year on year.

Incllement Weather

Please note that display space cannot be guaranteed and is subject to weather and ground conditions. Club display areas are therefore subject to change and, in extenuating circumstances, may result in members' cars parking in public car parks.

VEHICLE DISPLAY PASSES

A vehicle display pass is:

- posted approximately two weeks prior to the event date.
- issued as part of a car club display package and cannot be purchased separately nor by non-car club members.
- for a club member's display vehicle only.
- only valid for parking eligible vehicles within the designated club display area.

When purchasing a car club display package, club members will be asked for the make, model, year, colour and registration number of the vehicle they intend to display at the event. A vehicle display pass will display this information along with the name of the club and will only be valid for the vehicle that has been registered.

A vehicle display pass is issued at the Silverstone Festival Teams' discretion and may not be issued if the vehicle registered does not represent the club appropriately or does not reflect the values under which the car club's registration has been accepted. In this instance the club member will be required to park in the public parking outside the circuit. This rule is in place to ensure that only appropriate cars representative of the club are on display.

Any vehicle parked outside their club display area is liable to be towed to the public car parks. Silverstone Circuit is private property, and the Silverstone Festival Team reserves the right to tow any vehicle that is parked where it shouldn't be. Any vehicles towed, are towed at the liability and cost of the vehicle owner. Silverstone Circuit is not liable for any damage caused during this process.

VEHICLE CHANGES

If a club member needs to change their vehicle details AFTER purchasing a car club display package AND the vehicle model still represents the club, the club member will need to:

- **Until 30 June**, complete the online vehicle change form - <https://silverstonefestival.silverstone.co.uk/vehicle-registration-change-form>
- **From 1 July** email the Silverstone Festival Team (carclubs@silverstone.co.uk) with the following information:
 - Booking reference number:
 - Car club code:
 - Old Vehicle
 - Registration:
 - New Vehicle
 - Make:
 - Model:
 - Year:
 - Registration:
 - Colour:

If the vehicle model does NOT represent the club, the club member will be required to park in the public parking outside the circuit.

VEHICLE MOVEMENT

Given the large public spectator levels at Silverstone Festival, there is to be no car club display vehicle movement between 09:00 and 17:30 on Friday, Saturday and Sunday. Therefore, to ensure that your members gain access to your club stand, they must arrive before 09:00 and do not leave before 17:30. The only exception to this ruling is for vehicles entered into a track parade whereby they may need to move to parade assembly areas at certain times. Please refer to the 'Track Parade' section below.

Should a vehicle be found driving around the event site during 09:00-17:30 on Friday, Saturday and Sunday it may be ejected from the event and re-entry for the vehicle and driver may be denied.

There will be no entry (or re-entry) for car club VEHICLES with a vehicle display pass after 17:30 on Friday, Saturday and Sunday.

Vehicles can be left overnight in the display area, but they must have a valid vehicle display pass for the following day. If the vehicle owner has a weekend car club package and has accommodation nearby, it may be beneficial to leave the display vehicle in place from Friday to Sunday to help with traffic management and limit vehicles moving around the site. No vehicles must be left in the display area overnight on the Sunday. Vehicles are left at the vehicle owner's risk.

SET-UP AND RESTOCKING VEHICLE PASSES

Set-up takes place on Thursday 22 August between 08:00 and 20:00. Set-up vehicle passes will be supplied, if necessary, for the delivery and installation of marquees and other display area materials, and for vehicles towing display vehicles on trailers. This vehicle pass is valid on 22 August only and all support vehicles must be removed and parked in public car parks by 20:00 on 22 August. Trailers can be parked in the Exhibitor Trailer Parking area by special request – please contact the Silverstone Festival Team by email: carclubs@silverstone.co.uk.

Restocking can only take place between the hours of 06:30 and 07:30 on Friday, Saturday and Sunday and 18:30-19:30 on Friday and Saturday. Restocking vehicle passes will be supplied for those that need to restock their display with club merchandise or any other pre-approved items.

Registration details for set-up and restocking vehicles must be submitted in advance to the Silverstone Festival Team via email: carclubs@silverstone.co.uk. The passes supplied by the Silverstone Festival Team must match the vehicle to be granted access to the display areas. Please note that the driver and any passengers must also be in possession of valid tickets or accreditation on entering or leaving the circuit.

DE-RIG PROCEDURE

The event is live until Sunday evening with restrictions for de-rig on this day.

The following is permitted on Sunday evening:

- From 17:30:
 - packing down club owned structures e.g. small gazebos. These can be loaded into a display car already onsite and driven off.
 - display cars can exit.
- From 19:30:
 - small vans are allowed access to de-rig, but no large trucks

The following is **NOT** permitted on Sunday evening:

- small vans and large trucks are not permitted access to club display areas located in the vicinity of the concert area as it is a pedestrianised zone but display cars can drive out like normal. Please check with the Silverstone Festival Team at the end of July as to where your display is located.
- de-rigging of third-party erected structures. Third-party supplier vehicles will have access on Monday from 10:00 to de-rig.

The safety of the general public is paramount and we thank you for your understanding and compliance.

TRACK PARADES

If your club is celebrating a significant anniversary and we have sufficient capacity in the track schedule, you may make a request to be invited to participate in a slow speed track parade on the full grand prix circuit. Please note that a parade lap cannot be guaranteed if your club is celebrating an anniversary. If you didn't notify us of an anniversary in the registration form, please send us further details by emailing the Silverstone Festival Team – carclubs@silverstone.co.uk. The track parade schedule will be advised 3-4 months prior to the event.

Cars taking part in a celebration parade must be suitable and roadworthy for the event and the driver must hold a current and valid full driving licence (provisional licence is not permitted). The use of the vehicle registered must be covered by a motor insurance policy as required by the law.

Passengers are allowed to take part in parades but the number of people in any car must not exceed the number of seats fitted to the car and all must be in possession of an event ticket. All passengers must be seated in the seats provided and safety belts must be used.

Passengers under 18 must have the signed approval of their parent or guardian to participate in a track parade. Passengers in Touring Cars, or Cabriolet/Sports Cars with the hood erected or hardtop fitted, must be 12 years or over and be at least 135cm in height. Passengers in Cabriolet/Sports Cars without the hood erected or hardtop fitted must be aged 16 years or over and be at least 135cm in height. **No child under 12 years is allowed to be a passenger.** This is subject to change at the discretion of Motorsport UK.

Standard motor insurance policies are likely to exclude driving on a motor racing circuit. It is mandatory for all drivers (and their passengers) taking part in the track parade to sign-on agreeing to indemnify and hold harmless each of or any combination of Motorsport UK and its associated clubs, the organisers, the track owners or other occupiers, the promoters and their respective officers, servants, representatives and agents in respect of any loss or damage whatsoever and howsoever arising from the driver's participation in this event.

All participants in a parade must sign Silverstone Festival's disclaimer form which, when signed and presented to a member of the Silverstone Festival Team in the display area prior to the track parade, will be exchanged for a wristband(s) allowing the driver and if applicable passenger(s) to take part in the parade. All people who have signed-on must be present when wristbands are issued and affixed to the person's wrist. Anyone without the issued wristband will not be permitted to take part in the track parade.

Please note, there will be some holding time prior to a parade when participating vehicles may need to be in parade assembly areas, which aren't within their usual club display area, and possibly some holding time after a track parade whilst vehicles return to their respective display areas. The exact timings of this will depend on the size of the parade and will be confirmed closer to the event.

The parade lap will be one full lap of the grand prix circuit at slow speed. If accessing the circuit from the pit lane then the lap will be slightly less than one full lap as you will enter the circuit from the pit lane exit and leave the circuit at the pit lane entry point.

When on track, cars should take up formation 2-abreast. Cars must not overtake other parade cars or the course cars, unless directed to do so by the course car driver. Drivers must keep to the speed set by the course cars. There must be no holding back, no hard acceleration and no hard braking. Such driving standards will not be tolerated and may result in exclusion from participation in track parades at the event in future.

Full written instructions for the parade lap including signing-on and track assembly area details and timings will be sent prior to the event. You will be responsible for ensuring all parade participants sign the disclaimer form in exchange for a wristband(s) allowing the driver and if applicable passenger(s) to take part in the parade.

Please also note that track parades cannot be guaranteed and are subject to weather and the racing schedule. Track parades are therefore subject to change and, in extenuating circumstances, may be cancelled. No refund for the car club display package will be available in such an event.

HEALTH & SAFETY CHECKLIST

At the beginning of April, an online health & safety checklist will be sent to you for completion. It is a requirement that this is completed by Friday 31 May to ensure all safety aspects have been met prior to arrival onsite. Should any of the information, contained within your completed checklist, be of concern to the Event Safety Advisor, you will be contacted directly for further clarification. Please be assured that we will work with you to find a solution.

To ensure the safety of your car club members and the general public, every car club is required to complete the health & safety checklist and will not be permitted onsite unless this has been completed. Even if you are not erecting a structure or are only erecting a small gazebo – the checklist must be completed as the site safety rules need to be read and agreed to.

New for 2024 – any club erecting their own structure, using power, erecting signage etc. must submit a risk assessment and method statement. A sample template will be available to download via the health & safety checklist.

PUBLIC LIABILITY INSURANCE

All clubs must have a minimum of £5 million public liability insurance to cover their display area. This is in the interest of the club and is designed to protect it from any unnecessary and unaffordable financial claim made against it. You will be required to submit a copy of the club's public liability insurance in April/May when completing the health & safety checklist – the Silverstone Festival Team do not require it before this time.

If you are using a third-party supplier, they must have a minimum of £10 million public liability insurance and this must be submitted when completing the online health & safety checklist. Should you require any further advice regarding insurance, please contact the Silverstone Festival Team via carclubs@silverstone.co.uk or telephone: +44 (0) 1483 524 424.

THIRD-PARTY SUPPLIERS

If you use a third-party supplier to work for you onsite e.g. erect a structure etc. then they must sign up to Silverstone's health & safety and accreditation system – TeamCard.

Health & Safety Documentation (third-party)

The third-party supplier will be required to submit their health & safety documents before the accreditation for their staff can be reviewed and approved. Please advise your suppliers that the following will be required.

- Risk assessment
- Method statement
- Contractor health & safety questionnaire (a copy will be sent to the supplier for completion)
- Privacy policy (a copy will be sent to the supplier for signature)
- Site safety rules (a copy will be sent to the supplier for signature)

Accreditation (third-party)

The accreditation will allow for third-party staff to cross the pay line. Staff details required for TeamCard are listed below. The staff accreditation will not be approved unless these are provided. Should the requirements change for 2024, you will be notified.

- Contact details for each staff member working onsite: First Name, Last Name, Job Title and Phone Number.
- Photo of each staff member working onsite.
- Evidence of right to work in the UK: either a Photo of Passport, Photo of UK Driving Licence or Home Office Right to Work in the UK (as applicable).

The third-party supplier will be required to collect the staff passes from the accreditation office prior to entering the site – the location of which will be advised closer to the event date.

The third-party supplier will need to keep the staff pass(es) for any future events that take place at Silverstone. In 2023 Silverstone charged a fee of £300 to replace any lost passes. The fee is to be agreed for 2024, but please take note as they are very costly to replace.

POWER

You are not permitted to bring your own generators to the event. With large numbers of visitors attending the show each year we have a duty of care to ensure the event site is safe and managed accordingly. Fire hazards, such as storage of fuel around the site and suitably maintained equipment, must be reduced to a minimum and managed by us as event organisers. If a generator is found onsite it will need to be turned off immediately and it may need to be removed from the site entirely. If power is required, the Silverstone Festival Team will work with you to source the best solution.

The health & safety checklist (sent to you in April) will contain the power options available to you. To help you decide what power you require prior to completing the health & safety checklist, please find some examples below:

1 x 13 amp plug socket = 3000 watts

- 10 watts = phone charger
- 10-500 watts = LED lamps (depends on voltage of lamp)
- 1000 watts = microwave
- 2200 watts = kettle
- 3000 watts = water boiler

If you need more than one appliance to run simultaneously then you may need to increase the ampage you require accordingly e.g. if you want 2 x kettles to be on at the same time then you will need to order 2 x 13 amp plug sockets because the 4400 combined wattage exceeds the 3000 watts allowed for 1 x 13 amp. Please be considerate when advising us of your power requirements because if you plug in additional appliances exceeding the wattage stated then you can blow the power source which may affect your neighbouring car clubs.

The prices for electric will be available in April. You will be able to book your power using the health & safety checklist. When the power provision is agreed you will receive a PayPal invoice. Please note that we will require the funds in our account by Friday 28 June. Power will not be provided until the funds are received.

SUSTAINABILITY

Silverstone Circuits Ltd. is implementing a Shift to Zero policy. To support this initiative, we would be ever so grateful if each car club could register with Experienz - this is the platform that Silverstone use to collect carbon data. This will help build a picture of the carbon footprint the Event has (we can't manage what we don't measure). Here is a link to register with Experienz pre-event - [Link to Register](#).

All we need you to do post-event is to submit the data via the Experienz website. Here is the link to login and provide the data - [Experience Login](#). It is worthwhile to login pre-event to see what data needs to be captured. The data required depends on the club's activity - it may just be that the co-ordinator and staff working the event need to log their mileage. Note - each car club members mileage does not need to be logged via this form.

BIOGRAPHY FOR EVENT PROGRAMME

As part of your Club's involvement with the event, the Silverstone Festival Team is pleased to profile your presence both on the event website and in the event programme. The information provided on the registration form you submitted will be used to produce this. If you have any changes to the information provided, please contact the Silverstone Festival Marketing Team directly via email silverstonefestival-marketing@silverstone.co.uk or telephone: +44 (0) 1483 524 424.

Logo

If you would like access to the event logo, please get in touch with the Silverstone Festival Marketing Team via: silverstonefestival-marketing@silverstone.co.uk or telephone: +44 (0) 1483 524 424.

COMMERCIAL ENDORSEMENT AND ACTIVITY

If you are looking to undertake any commercial activity at Silverstone Festival with partners or manufacturers, please contact the Silverstone Festival Team to discuss by tel: +44 (0) 1483 524 424 or by email: carclubs@silverstone.co.uk. Activity outside of what is listed above in the Club Display Area section is possible at Silverstone Festival at competitive rates and when authorised. A number of commercial opportunities can be made available, and we would be delighted to help you enhance your displays and engage with third parties. Any activity that is not approved by the Silverstone Festival Team and is of a commercial nature will be removed in the interests of our Partners who help us to put on this fantastic event.

HOSPITALITY

Our partner, MATCH Hospitality is offering car club members a 10% discount on hospitality packages. These can be purchased directly via MATCH Hospitality's website. The member must have purchased a car club package prior to using this code. The discount code is: **carclub10**. <https://hospitality.silverstone.co.uk/en/classic/package>.

CATERING

If you are planning on supplying any food and refreshment to your club members, you will be required to inform us in April/May via the health & safety checklist. You will need to be aware of food hygiene regulations. Generally speaking, providing teas, coffees, cakes and biscuits is fine, but if you plan to do anything beyond this, we need to advise you of the venue restrictions that prohibit the use of outside caterers. Should you wish to supply a hot food option to your club members during the event, then the Silverstone Festival Team can put you in contact with the onsite caterers. Please note, any food and refreshment supplied by clubs within their display areas is strictly for club members and their families only and, under no circumstances, is to be offered for sale or to the public (whether onsite or pre-event).

CAMPING

Camping and electrical hook-ups will be available to purchase when buying a package online. Sleeping or camping inside the venue is not permitted. For more information visit: <https://www.silverstone.co.uk/events/silverstone-festival/camping>.

FAQs

If we have not covered everything in the handbook, please check out the frequently asked questions page on the website - <https://help.silverstone.co.uk/hc/en-gb/sections/10599543313309-CAR-CLUB-FAQs>.