

## DRAFT ASRA STATIC DISPLAY GUIDELINES 25.3.26.

The following guidelines should be used to prospect static display opportunities and/or respond to invitations for the same.

### BOOKING

1. Identify the principle contact person and contact details.
2. Confirm display date, location, area available, ideal number of bikes/sidecars.
3. Confirm use of 3x3m gazebo as applicable and/or 3m ASRA banner with star pickets (outdoor use), timber poles with base for indoor use. ASRA already has these items. Contact Bill Powell bill.p133@live.com
4. Confirm if machines can be started and any time or duration restrictions.
5. Confirm bump in and bump out times plus parking arrangements.
6. Confirm if venue has public liability insurance applicable to exhibitors\*
7. Check if there is an entry fee that exhibitors need to pay to attend this event. If so, ask the organising group to cover this expense as this should be a goodwill gesture in appreciation for the ASRA members' time and travel expenses.  
[not applicable to non-members exhibitors]

### PLANNING

1. Book well in advance [minimum 1 month], subject to availability of exhibitors.
2. Contact prospective member\* exhibitors of bikes, sidecars, and memorabilia ideally by phone and/or email/text with event details. This allows time for exhibitors to organise transport and muscle power assistance.
3. Ensure you have a table to display ASRA memorabilia^, merchandise^, newsletters\*\* and membership application forms\*\*. *Check availability with Bill Powell^ & Terry Starbuck\**
4. Prepare list of exhibitors and their exhibits, confirm to venue as applicable.
5. Contact exhibitors one week prior to confirm attendance.

\*IMPORTANT. Exhibitors must be financial ASRA members to be covered by MA/ASRA public liability insurance. Should a non-member wish to exhibit you must inform them they are not insured, display at their own risk and be separated from the ASRA display unless covered under venue public liability insurance.

### EVENT MANAGEMENT

1. Display attendees must display within the designated area.
2. One member should wear a hi-viz vest so people know who to contact should there be any enquiries or issues during the event.
3. Have a first aid kit available. A medical record should be noted if someone need assistance during the event.
4. Set up prominent display of ASRA banner and/or signage.

5. Ideally place exhibit description sign in front of bike/sidecar e.g. Make/Model/Year/Rider/Owner. Support with images of bike/sidecar and history.
6. Display copies of the ASRA Newsletter [available from your State Secretary, Youth Ambassador or John Walker] and advise visitors of ASRA membership benefits.
7. Display Membership Application forms and encourage visitors to join.
8. Prominently display MA logo/Permit Number XXXX - printable ref attached. **This is mandatory re public liability insurance** for the period Feb 24/2/26 to 23/2/27.
9. Take photos at the event for exhibitors to enjoy and forward to Terry Starbuck for Newsletter feature article. *terry@stabuckvm.com*
10. Issue letter of thanks/email to venue.