



BRAMHAM



BRAMHAM INTERNATIONAL HORSE TRIALS

APPLICATION FOR RETAIL VILLAGE EXHIBITOR SPACE 7th – 10th June 2018

Office Use	
Signed	
Paid	
H&S	
2017	

Closing date for applications: **Tuesday 28th February 2018**

EXHIBITOR INFORMATION

Exhibitor Name		
Trading Name if different		
Contact Name		
Address for your event passes to be sent to		
	Post Code	
Telephone Number		
Email Address		
Website		
Description of Stand for programme entry – maximum ten words		

ON-SITE CONTACT details of the person who will be supervising your stand

Name	
Mobile Number	

Please receive this as our application for the rental of space at the Equi-Trek Bramham International Horse Trials 2018. I acknowledge receipt of the Exhibitor Terms and Conditions, and I undertake on behalf of ourselves and all persons in our employ to abide by them. I confirm that we carry third party public liability insurance with an indemnity of at least £2,000,000 for any one claim.

Signed: _____

Date: _____



ELECTRICITY

If you require electricity on your stand please complete the Event Power form (page 12 – 13) and send directly to them. Generators are not permitted to be used within the retail village. If you camp on the separate Trade stand campsite then you may use a generator there for camping only

VEHICLES

Please tick the box if you have a high-sided vehicle and/or a vehicle-based awning. This will enable us to allocate an appropriate site.

DONATIONS

This year we would like to gift each of our competitors with a 'welcome pack' upon arrival at the horse trials. If you would be interested in donating a small item towards these packs (approximately 150), please place a tick in the box.

EXHIBITOR SPACES FOR THE SALE OF FOOD OR ALCOHOL

Please complete the separate Food Hall application form if you wish to be considered for a space in the Food Hall. No food or alcohol can be sold from anywhere except the Food Hall.

All catering concessions on site are organised by MPM catering, please contact them directly for more information at info@mpmcatering.co.uk

NEW APPLICANTS

If you have not exhibited at Bramham Horse Trials before, please ensure that you provide pictures of your stand and exhibits. **Payment is by cheque only for all new exhibitors.** Your cheque will only be cashed if your application is successful.

LOCATION

Priority for locations will be given firstly to sponsors, and then to returning exhibitors. If you would like to discuss sponsorship please contact horsetrials@bramhampark.co.uk. Exhibitors wishing to move locations will be mapped after those not wishing to move.

INSURANCE

Please enclose a copy of your **public liability insurance which covers the dates of our event**

<p>State clearly the name in which your insurance is issued – this needs to be either your exhibitor or trading name</p>	
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PRICES

Open Space – minimum size 6 m frontage x 6m deep.

Shedding Stand - clearspan aluminium framed structure, 2.4 m high x 6 m deep. Prices include ground rent and a banner rail 600 mm high.

- o **First Row** – below the score board and facing into the main Equi-Trek arena. Price includes floor to contours of the stand, it can be upgraded to level – please call for a price.
- o **Other** – located elsewhere in our Retail Village. Flooring may be purchased as an optional extra. Carpet can be added to level flooring – please call for a price.

PRICES

Stand Size	Cost Exc VAT	VAT @ 20%	Total Cost	Total Amount
OPEN SPACE PRICES				
6m front x 6m deep	£675	£135	£810	
9m front x 6m deep	£1,025	£205	£1,230	
12m front x 6m deep	£1,350	£270	£1,620	
Other sizes	£20 per m ²	£4 per m ²	£24 per m ²	
SHEDDING STAND PRICES				
First Shedding Row – includes flooring to contours				
3m x 6m deep	£915	£183	£1,098	
6m x 6m deep	£1,750	£350	£2,100	
9m x 6m deep	£2,600	£520	£3,120	
Other Shedding – if flooring is required select from the options below				
3m x 6m deep	£695	£139	£834	
6m x 6m deep	£1,300	£260	£1,560	
9m x 6m deep	£1,930	£386	£2,316	
Flooring for Shedding stands – 2 types please contact the office if you require a price for carpet – level floors only				
Wooden floor to ground contours – cost per 3m x 6m	£215	£43	£258	
Wooden floor levelled – cost per 3m x 6m	£315	£63	£378	
VAT number 829 015 337			Total Amount to Pay	£

PAYMENT

FIRST TIME EXHIBITORS MUST SEND A CHEQUE WITH THEIR APPLICATION. WE CANNOT ACCEPT A BANK TRANSFER FOR FIRST TIME EXHIBITORS. Only accepted exhibitors will have their cheque cashed.

Cheque

Payable to 'Bramham Horse Trials LLP'. Post to The Horse Trials Office, Bramham Park, Wetherby, LS23 6ND. Ensure that the name of your company is stated clearly on the reverse of the cheque. Please note that no application will be considered until a cheque or bank payment has been received.

If your application has been accepted, your cheque will be cashed during March 2018 and a VAT invoice sent by email. Cheques received from unsuccessful applications will be destroyed.

APPLICATION CHECKLIST

No application will be considered without:

- Application form** completed and signed (page 1 – 4)
- Payment** in full by the 28th February 2018
- Insurance** a copy of your public liability insurance covering the dates of the event enclosed, if a new one is issued prior to the event then please send this when available
- Health & Safety Checklist and Risk Assessment** document completed, signed and enclosed
- If you plan to use contractors at your trade stand please complete the **Contractor's Health, Safety and Environment Evaluation Checklist** document, signed and enclosed
- If you require electricity at your trade stand please complete the **EventPower Electricity Supply Booking Form** and return directly to EventPower. New Exhibitors should wait until they have been allocated a space before booking their stands electricity.
- Please ensure that you have read our **Exhibitor Terms and Conditions**, by signing this application form, you state that you agree with these



BETA's Winning Trade Breakfast

The British Equestrian Trade Association will be hosting the BETA Trade Breakfast on Saturday 9th June at 7.00am. All trade stand-holders are invited to this event, where bacon rolls and refreshments will be served.

During the breakfast, winners of the BETA Best Stand Awards will be announced. Companies judged to have the best trade stands in the following three categories:

Lifestyle, Pet and Fashion
Equestrian and Saddlery
Food and Beverage

Gold and Silver awards will be presented and then there will be an overall best in show.

Winners will be selected following a series of incognito visits to all stands. The final selection will be based on a stand's layout, appearance, the variety of goods on offer and how welcoming and knowledgeable the staff are.

The Trade Breakfast and Best Stand Awards are organised by BETA as part of its commitment to supporting the equestrian trade. It is sponsoring the BETA CIC3* competition to help raise awareness of its work to promote rider safety.

TRADE STAND HEALTH & SAFETY CHECKLIST AND RISK ASSESSMENT

Company Name	
Telephone Number	
Email Address	
Person Responsible for Trade Stand on Event	
Contact Number	

Please answer questions set out below and return the completed form with your application.

Section One – Contractors		
Will you be employing a contractor to erect your trade stand?	Yes	No
If YES, have they completed and submitted the Marquee Contractors Health, Safety and Environment Evaluation questionnaire (page 9 - 11)?	Yes	No
Contractor Name		
Contractor Address		
Contractor Telephone		
Have the contractors completed a risk assessment for their activities at this event? (Irrespective of the size of contractor, risk assessments are compulsory at this event for the erection and dismantling of the stand. Please attach a copy of their assessments to your documentation).	Yes	No
When do you envisage your trade stand structure being erected at the event (date and approximate time)?		
When do you envisage your trade stand structure will be taken down (date and approximate time)?		
Section Two – Vehicles and Camping		
Have you included all storage and tow bar attachments and your caravan/tent in your pitch size request?	Yes	No

Section Three – Electricity					
Will you be using any electrical powered equipment?				Yes	No
Have they been purchased or PAT tested within the last 12 months?				Yes	No
Date tested					
Can you confirm that you will have a 9 litre CO ² fire extinguisher on your stand?				Yes	No
Section Four – Gas					
Will you be using any gas or LPG equipment?				Yes	No
Have they been purchased or GASAFE tested within the last 12 months?				Yes	No
Date tested					
Can you confirm you will have a 9 litre dry powder fire extinguisher on your stand?				Yes	No
Section Five – Cooking					
No cooking is allowed on Trade Stands, traders camping behind their stands must leave at least 3 metres Between their tent /caravan and the rear of their stand. This will be subject to inspection.					
Section Six – Alcohol					
Alcohol can only be sold in the Food Hall – the exhibitor needs an Alcohol licence					
Section Seven – Insurance					
Insurances Held	Limit/Claim Value	Policy Number	Renewal Date	Insurer	
Public Liability					
Product Liability					
Employer's Liability					
Section Eight – Health & Safety					
Have you been subject to any investigation from any Health & Safety enforcing authority or trading standards?				Yes	No
If yes, please provide details of the investigation and its current status.					

Section Nine – Risk Assessment

Please complete using the table and guide below

Hazard Includes: Combustible materials (LPG, rubbish, etc) Ignition sources (flames, smoking, etc)	Persons at Risk There is no need to list individuals, just think about groups of people who could be affected by an incident (staff, public, etc)	Likelihood	Severity	Risk Level	Measures Taken to Minimise Risk
<i>Example: tripping on ground bar</i>	<i>Staff and public</i>	2	2	4	<i>Remove ground bar each morning before opening to the public. Make all staff aware of ground bar's location.</i>

If, in your opinion, no risk exists in your activities, please print 'No Risk' in the Hazard column.

Risk Assessment Guide <i>Likelihood x Severity = Risk Level Score</i>			
Likelihood	Severity of injury	Risk Level	Action required
1. Most unlikely	1. Trivial injury	1 & 2: Minimal risk	Maintain controls
2. Unlikely	2. Slight injury	3 & 4: Low risk	Review controls
3. Likely	3. Serious injury	6 – 8: Medium risk	Improve controls
4. Most likely	4. Major injury or death	9 – 16: High risk	Improve controls and consider stopping work

I confirm that the business trading as _____ complies with the above Health & Safety checklist and the assessment has been carried out.

Signed: _____

Print Name: _____

Position in Company: _____

Date: _____

TRADE STAND CONTRACTORS HEALTH, SAFETY & ENVIRONMENT EVALUATION QUESTIONNAIRE

Please complete if you are employing a contractor to erect your trade stand

The Event is required by the Health & Safety at Work etc Act 1974 and associated legislation to comply so far as is reasonably practicable with all applicable legislation. This extends to all contractors working on the Event site who also have similar Health & Safety responsibilities.

Please answer the questions honestly and to the best of your knowledge. All submitted forms will be reviewed. Please note that answering NO to any of these questions will not necessarily disqualify you from working at the event.

Trade Stand Name	
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CONTRACTOR DETAILS

Name	
Registered Address	
Telephone Number	
Email Address	
Name of Person Responsible for Planning and all other Consultations	
Total Number of Employees including any temporary or agency staff	

HEALTH & SAFETY ADVICE

Name of Person who Provides Competent Health & Safety Advice	
Telephone Number	
Email Address	
Are you a member of a professional/Trade association?	

SAFETY AT WORK DOCUMENTATION

Do you have a published Health & Safety policy?	Yes	No
Does it clearly inform us how you set about managing requirements of legislation?	Yes	No
Do you write and make available design/installation risk assessments for your services?	Yes	No

Do you identify how you have modified your design/installations to remove or reduce risk?	Yes	No
Do you write and make available activity risk assessments for your work practices whilst on site? (Including any substances you intend to use).	Yes	No
Do you write contract specific method statements in the detailed outlined in the appendices below?	Yes	No
Do you intend to sub-contract any of the tasks?	Yes	No
IF YES, can you provide evidence of a contractor approval process you have undertaken? (Copies of your process must be provided to the organizer).	Yes	No
Do you provide a nominated supervisory-level person to be on site throughout the time you are engaged in your contracted tasks?	Yes	No
Can you further assure us that no language barrier exists between your supervisor, your staff and ourselves?	Yes	No
Do you have arrangements for first aid?	Yes	No
Do you have the facilities to issue a statutory handover/installation certificate should one be required?	Yes	No

INSURANCES

Insurances Held	Limit/Claim Value	Policy Number	Renewal Date	Insurer
Public and/or Product Liability				
Contractor's All Risk				
Employer's Liability				
Professional Indemnity				

ACCIDENTS AND ENFORCEMENT RECORD

Have you had any reportable injuries to employees/non employees or dangerous occurrences reportable under the RIDDOR Regulations in the past 5 years? (For non-UK based companies, incidents which have had to be reported to your government authorities)	Yes	No
Have you been the subject of any investigation or enforcement action by any enforcement authority in the last five years?	Yes	No

This evaluation and questionnaire complete with enclosures must be returned prior to the commencement of any work on the Event site. It must also be signed and dated.

I confirm that _____ will comply with requirements for UK Health & Safety.

Signed: _____

Print Name: _____

Position: _____

Date: _____

SITE INFORMATION

To be completed by you and checked by our Health & Safety professional

Document	Please tick to confirm that you have this documentation	UNTIL THESE ARE CONFIRMED, WORK & ATTENDANCE IS PROHIBITED
Insurances	<input type="checkbox"/>	
Training Certificates	<input type="checkbox"/>	
Design Risk Assessments	<input type="checkbox"/>	
Build Method Statements	<input type="checkbox"/>	
Decommissioning Method Statements	<input type="checkbox"/>	
Decommissioning Risk Statements	<input type="checkbox"/>	
Detailed Work Programmed	<input type="checkbox"/>	
Your Marquee builders information	<input type="checkbox"/>	

PLANT, EQUIPMENT AND VEHICLE MAINTENANCE INSPECTIONS

Do you have a written system for plant preventative maintenance and statutory inspections? (If YES please provide example inspection forms that will be used at the event).	Yes	No
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List of plant/equipment that you intend to use and the names of those trained/holding current CoTC certificate to operate it. (Please note that this applies only to items or plant such as chainsaws, loaders, FLT's and other similar types of equipment, not step ladders, hammers, etc).

Item of Plant/Equipment	Employee Competent to Operate			
	Name	Name	Name	Name

Name of person responsible for Site Activity Supervision on this event	
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EVENTPOWER

ELECTRICITY SUPPLY BOOKING FORM

STAND NAME :

TRADING NAME :

INVOICE ADDRESS :

Post Code:

CONTACT NAME:

Telephone:

CONTACT MOBILE NUMBER ON SITE :

If you requirements are not shown on this form then please contact Event Power on **01784 481378** and we will be pleased to assist. PLEASE ALSO REFER TO THE GENERAL TERMS AND CONDITIONS OF A TEMPORARY ELECTRICAL SUPPLY.

ALL PAYMENTS MUST BE MADE TO EVENT POWER LTD NO LATER THAN 1ST MAY : ALL ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO A 25% Administration SURCHARGE

ELECTRICITY CONNECTION AND CHARGE	RATE (EX VAT)	Quantity	Total £	
Single 13 amp socket outlet - (3KW- 13 amps Max)	£ 165.00			
Twin 13 amp socket outlet - (6KW – 26 amp Max)	£ 175.00			
Direct Cee form connection - 16 amp – 1 Phase (blue plug)	£ 165.00			
Direct Cee form connection - 32 amp – 1 Phase (blue plug)	£ 215.00			
Direct Cee form connection - 32 amp – 3 Phase	£ POA			
Direct Cee form connection - 63 amp – 3 Phase	£ POA			
LIGHTING - <u>Electricity connection must be booked</u>				
1.5 Mt Enclosed Fluorescent Fitting	£ 50.00			
300 Watt Halogen Floodlight	£ 50.00			
1.2 Mt Light Track including 3 x Spotlights	£ 100.00			
Extra Spotlight for light track - (each)	£ 20.00			
	TOTAL EX VAT			
	VAT @ 20%			
	TOTAL INC VAT			

PLEASE RETURN APPLICATION FORM AND PAYMENT NO LATER THAN: MAY 1st

PAYABLE TO : EVENT POWER LIMITED

ADDRESS : 27 WINDSOR ROAD, WRAYSBURY, STAINES, MIDDX, TW19 5DH CONTACTS :

TELEPHONE: 01784 481378 e-mail info@eventpower.co.uk

Online Booking and Payment at our Web Site www.eventpower.co.uk

**APPLICATION FORMS MUST BE RETURNED WITH PAYMENT TO THE ABOVE ADDRESS
NO LATER THAN 1st MAY 2018**

Electricity booking after 1st May 2018 will be subject to 25% administration SURCHARGE

EVENT POWER LIMITED

GENERAL TERMS AND CONDITIONS OF A TEMPORARY ELECTRICAL SUPPLY

- 1** The Electricity supply is derived from generator(s) providing 400 / 230 volts 50 HZ Three Phase
- 2** The Electrical supply and Electrical Distribution is of a temporary nature.
- 3** Sizing of cables and distribution equipment is based upon the power requirement stated on the electricity supply booking form submitted by each potential customer. For this reason, once each application has been accepted, no additional load shall be permitted on the installation without prior consent of the contractor and only when the increase in capacity is available.
- 4** Pre Booked Lighting will be attached to the centre or cross span of a suitable non lined structure.
- 5** Trade Stands proposing to undertake their own internal wiring must inform the organiser prior to arrival. Installation completion certificate for electrical installation work must be produced and a copy lodged with the Organisers Office. The Trade Stand shall be responsible for conforming to BS7909:2011 Code of Practice for Temporary Electrical Systems for Entertainment and Related Purposes. All relevant Health & Safety requirements. Electrical Test and completion certification must be presented prior to energising the electrical supply. The installation shall be confined to the Trade Stand / Space where each booked electrical supply is terminated.
- 6** There shall be no interference with the electrical installation once connected to each trade stand, only contractor's electrical engineers will be authorised access to the installation.
- 7** Every effort will be made to provide an uninterrupted power supply. However, no liability will be accepted by the organiser or the contractor for consequential loss or damage due to power failure.
- 8** Anti – Surge Protection. Electronic equipment, Computer equipment or Computer programmed equipment may be affected by generator voltage variations / fluctuations / spikes. Neither the organiser or the contractor will be liable for any damage to electronic or computer equipment failures / damage.
- 9** Generators will be operational from 1200 hrs on the day before the event until close of the event on the final day. Every effort will be made to ensure Trade Stands have electricity from this time.
- 10** Completion of electricity supply booking form does not bind the organiser or the contractor to offer a supply. A repayment will be made if it is not possible to provide electricity supply.
- 11** **Equipment or appliances connected to the 13 amp socket outlets must be safe, in good condition and designed for the purpose intended.** Only 1 No suitable 13 amp rated multi way socket with a maximum of 1 metre of flexible cable shall be connected to a 13 amp socket outlet.
- 12** Payment for the supply of electricity will be required with the electricity supply booking form no later than the date stated on the booking form. Applications received late or without full payment will not guarantee connection of electricity and will be subject to the surcharge shown.
- 13** Failure to comply with the above conditions may, at the organiser's discretion, cause the supply of electricity to be withdrawn.

Note: VAT receipts will be issued following payment in full and sent to the address given on the supply Booking Form.



BRAMHAM



BRAMHAM INTERNATIONAL HORSE TRIALS

RETAIL VILLAGE
7th – 10th June 2018

TRADE STAND EXHIBITOR TERMS & CONDITIONS

**ALL THOSE EXHIBITING AT THE EVENT MUST READ AND COMPLY
WITH THE FOLLOWING TERMS AND CONDITIONS
FAILURE TO DO SO WILL RESULT IN THE EXHIBITOR NOT BEING
INVITED TO RETURN AND MAY RESULT IN THE EXHIBITOR BEING
ASKED TO LEAVE THE SITE**

Bramham Park LLP trading as Bramham International Horse Trials hereafter referred to as the Organiser. Trade Stand Exhibitors and their employees are hereafter referred to as the Exhibitor.

1. APPLICATIONS

Application forms for the Equi-Trek Bramham International Horse Trials 2018 complete with remittance must be returned **by the closing date of 28th February 2018**. Incomplete application forms including those without signed Health & Safety forms, or incorrect payments will be returned to the sender. No booking will be held for that Exhibitor until correct documentation and payment is received. Applications will not be confirmed until the appropriate payment has been cleared. If an application is declined, the payment will be returned in full to the applicant.

To comply with Health & Safety requirements all Exhibitors and contractors must complete a risk assessment on their stand and return a signed and dated Health & Safety risk assessment checklist with their trade stand application. They must also enclose a copy of their public liability insurance. Failure to complete and return the required forms may result in exclusion from the event.

2. ABANDONMENT & CANCELLATION

If the event is cancelled or abandoned before the conclusion of the event a proportion of the ground rent which has been paid will be refunded. The start of the day is when the first item in the programme commences.

Cancellation prior to the start of the 1 st day	100%
Cancellation prior to the start of the 2 nd day	80%
Cancellation prior to the start of the 3 rd day	60%
Cancellation prior to the start of the 4 th day	20%

However, there can be no refund in respect of any tentage/shedding, optional extras such as flooring or electricity connections, which are already on site or have been erected or installed on behalf of the Exhibitors. Exhibitors are recommended to insure for losses incurred by cancellation or abandonment. No refund will be made in respect of any day on which the competition has started. Exhibitors are recommended to insure for losses incurred by cancellation or abandonment.

If an Exhibitor for whatever reason does not attend the event or cancels their booking after the closing date for applications, all fees paid will be forfeited. The Organisers reserve the right to re-let the space.

The Organisers may exclude at their entire discretion, any person or Company from exhibiting, or close the stand of any Exhibitor who fails to conform to the directions of the Organisers.

3. ALLOTMENT OF SPACE

- a. Application for space shall be dealt with by the Organisers at their entire discretion and the Organisers shall determine the position allocated to Exhibitors, although the Organisers will endeavour to meet any request by an Exhibitor regarding the position of their stand.
- b. The Organisers will process applications and allocate positions. Priority for available pitches will be given to Sponsors and secondly to repeat bookers who apply, with full payment, by 28th February 2018.
- c. NO EXHIBITOR MAY SUBLET THE WHOLE OR ANY PORTION OF ANY SPACE ALLOTTED TO THEM or move to any other site other than that allocated to them, without prior permission of the Organisers.
- d. **Exhibitors are reminded that when booking open space that NO ALLOWANCE will be made between or behind stands for caravans, storage trailers, guy ropes or tow bars and that sufficient space must be booked for all parts of structures, equipment and all guy ropes required for any building, marquee or caravan to be erected on the space.** Those Exhibitors whose stands are based on articulated prime-movers and trailers will have difficulty getting into the space provided if neighbouring sites are already occupied. Exhibitors using articulated prime-movers and trailers should indicate this on their application form, or inform the Organisers as soon as possible so that, if necessary, special arrangements may be made to get them onto their site.
- e. Any vehicles which do not fit into your booked space will need to go into the trade stand car park or campsite which will not be immediately behind your stand. **Priority behind stands is for stock vehicles, one per stand, if space allows. Other vehicles or caravans must be positioned in the trade campsite or car park.**
- f. All vehicles over 7.5 tonnes must be parked on boards to prevent them sinking.
- g. **No shedding units have space for vehicles behind them. All Exhibitors in shedding will need to park in the trade stand car park.**

4. TENTAGE & SHEDDING

- a. Exhibitors booking open space are responsible for providing their own Display Unit which must conform to the Fire Regulations. (See cond. 8). Exhibitors booking shedding are responsible for ordering optional extras on the trade stand application form. **All Exhibitor banners and signs will be required to fit the banner rail of the shedding units and cannot be larger than the rail (height 600mm).**
- b. The organisers and their management team reserve the right to close down any exhibitor or their stand when, in their opinion, concerns for the health, safety and welfare of others on site arise. The exhibitor will be given opportunity to improve their provisions provided it will not cause disruption to the event or other exhibitors. No improvement work will be permitted whilst the exhibition remains open to the public.

- c. All marquees and structures need to be removed from site by Tuesday afternoon following the event.

5. PASSES, PARKING OF VEHICLES, ACCESS AND DELIVERIES

- a. Access for all Exhibitors, Staff, Subcontractors and deliveries is via North Lodge gate (LS23 6NB), follow the Trade Stand signage. The one way system must be followed as all times. All staff, contractors and vehicles owned by Exhibitors must display the correct pass / wristband at all times or access to the event will not be allowed. Lost passes and wristbands cannot be replaced. Exhibitor car passes and Exhibitor wristbands covering all four days will be issued according to the following scale:

Frontage under 6m	1 vehicle pass, 3 Exhibitor wristbands
Frontage 6m or over	2 vehicle passes, 6 Exhibitor wristbands
Frontage 9m or over	3 vehicle passes, 8 Exhibitor wristbands
Frontage 12m or over	4 vehicle passes, 10 Exhibitor wristbands

All occupants of Exhibitor cars will need either an Exhibitor wristband or an entrance ticket valid for that day. Any vehicles without a pass will be charged at the gate during the days of the event and directed to the public car parks. Parking will be charged at £5 per day. Exhibitors without wristbands will be charged the entrance fee for that day. **Exhibitor wristbands are not transferable** and it is the Exhibitors responsibility to ensure all staff members have either a wristband or purchase a valid admission ticket.

- b. The Organisers reserve the right to remove improperly parked vehicles.
- c. Exhibitors are responsible for providing vehicle and / or admission passes for all staff and for delivery of goods (other than by the Post Office) for their stands. **Lost or forgotten passes cannot be duplicated.**
- d. **Delivery of goods to Exhibitors must be completed before 8.30am on Thursday 7th June. Deliveries during the event must be made before 8.30am or after 6.00pm entering via North Lodge gate (LS23 6NB), then follow the signs for deliveries. These must be unloaded at the security cabin by the white gate and must be collected via the one way system. There is no forklift available for unloading deliveries.** This movement may be restricted at the Organisers' discretion in the event of inclement weather. Please ask all of your drivers to drive slowly at all times and keep to the allocated access routes, and where possible do not drive in front of stands especially where unloading into the rear of the stand is an option. The speed limit on the Estate is 10mph.
- e. **Please note that NO deliveries are permitted on Saturday 9th June at any time.**
- f. The Organisers have no facilities for the storage of goods on site, and accept no responsibility for any losses between Exhibitors and their suppliers before, during and after the event.
- f. The Organisers reserve the right to exclude from the event any Exhibitor found to have copied passes, or acquired additional passes without making the appropriate payment.
- g. Passes and wristbands will be sent to you by post approximately three weeks before the event. If you have not received your passes and wristbands by the 23rd of May, you must e-mail the Horse Trials office immediately. **Notification of missing passes after the 26th May, will require the Exhibitor to pay for replacements.**
- h. No quad bikes or motorised off road vehicles are allowed on the Estate at any time.
- i. For Exhibitors with other vehicles/caravans that they cannot fit into their booked and allotted site, day parking will be available near to the retail village for cars and stock vehicles. Due to confines of space and Health & Safety considerations, overnight camping will not be allowed in this Trade Car Park. An overnight camping area will be sited within the confines of the event a short distance away from the retail village. Access and entry to and from both of these areas after Wednesday is only between 6.00pm to 8.00am. Outside these times vehicles will be parked in the public car parks, unless by prior arrangement.
- j. There is no vehicle movement allowed on the road in front of the House during the Horse Inspections.
- k. Sunday breakdown of trade stands will be managed; no trade stands are to move vehicles until permission has been given. Movement will then only be under direction, and adhering to the one way system.

6. OPENING OF EXHIBITOR STANDS

- a. No Exhibitor or their associated subcontractors will be admitted onto the Estate before 8.00am Monday 4th June unless express prior permission has been obtained from the Organisers.
- b. The Site Manager will be available to site stands between 8.00am and 6.00pm on Monday 4th June, Tuesday 5th and 8.00am till 3.00pm on Wednesday 6th June.
- c. All goods and exhibits must arrive on site no later than 3.00pm Wednesday 6th June and be removed by Tuesday 12th June, unless permission has been obtained for alternative dates.
- d. Exhibitors must be open for business from 9.00am until 6.00pm Thursday to Sunday. There is late night shopping on Friday 8th June, when Exhibitors will be expected to stay open until 8.00pm.
- e. All Exhibitors must display their trading name prominently at the front of their stand.
- f. Unless permission has been received in writing, stands may open and trade to the designated front only.

7. ELECTRICITY, WATER & GAS

There is **NO** mains electricity on the ground but Event Power, 27 Windsor Rd, Wraysbury, Staines, Middlesex. TW19 5DH (Tel 01784 481378) will supply electricity from generators. Anyone requiring electricity within the trade stand retail area **MUST** apply directly to them prior to the event, forms are included with the Trade Stand application pack. Electricity is available at both Trade stand and Trade stand camping locations. This power supply is not Free of Charge and must be booked PRIOR to your arrival at your stand. Please note that there is a separate booking form for power to your caravan in the Trade stand camping area, the booking form will be emailed with your VAT receipt in March. Please note these need to be prebooked before the event.

- a. All pre wired applications connected to outlets must be safe, in good condition and designed for the purpose intended. **NO INDEPENDENT GENERATORS WILL BE ALLOWED** in the trade stand retail area, or behind stands; this includes those for personal use after the hours of the event, but generators will be allowed in the separate trade stand campsite. Water standpipes are situated around the ground. **No individual water connections are permitted.**
- b. Any portable electrical appliances brought onto site including cable reels & extensions to be used during the event must be covered by a Portable Electrical Appliance Test certificate issued within the last 12 months, carried out by an IEE registered inspector and will be removed from the stand if they do not conform to current regulations.
- c. Caravans MUST have a current Inspection Certificate for both Gas and Electricity.
- d. Gas appliances must be GASSAFE inspected.
- e. Water standpipes are around the ground for everyone's use. No individual connections are permitted.

8. FIRE REGULATIONS – GENERAL

All Traders MUST have completed, and submitted, a Fire Risk Assessment which clearly identifies the presence of hot works or cooking. Where a trader is sleeping in a caravan or tent behind their tradestand, this must be included in the Fire Risk Assessment

- a. All Exhibitors MUST provide at least one fire extinguisher manufactured to B.S. 5423 and rated 13A (equivalent to a 9.1 litres water/gas expelled or similar dry powder extinguisher where gas appliances are in use). Any stand using electrical equipment must also provide a CO₂ extinguisher. All extinguishers must be inspected by a competent engineer within the last 12 months of the show date. The Exhibitor must ensure that personnel trained in their use are present during all operations involving fire risk.
- b. Where cooking facilities are being used one fire blanket must also be provided. Where gas rings are used to heat boilers etc, they must be stood on flameproof material which will not transmit heat. They must not be stood directly on grass.
- c. Every tent or similar enclosed structure should be provided with exits which are sufficient for the number of occupants in relation to their width, number and siting. No exit should be less than 1.1m wide. Exits should be in the form of a doorway frame and doors fitted with panic bolts, or be a permanent opening. Exit via tent flaps is not satisfactory. All Fire Exit signs are now required to comply with the Health & Safety [Signs] Regulations 1996. Text only fire exit signage is no longer legal.
- d. All gas cylinders, empty or full should be kept in the open air well away from any openings, and the gas piped to the appliances using the rigid or armoured flexible piping, secured with proper hose clips. The cylinders should be protected from public misuse and turned off when not in use. Connections to the appliances, cylinders and piping should be tested for leaks using soapy water. **ONLY 2 GAS CYLINDERS MAY BE KEPT ON A STAND AT ANY TIME.**
- e. The organisers must be notified before Exhibitors use blow lamps, welding equipment or any open flame. The storage of flammable liquids such as paint, oil, petrol, thinners and other hazardous materials must be in accordance with the Regulatory Reform [Fire Safety] Order 2005, the Health & Safety at Work Act and associated legislation.
- f. No more than 10 litres of fuel may be stored on site by any one exhibitor
- g. No more than two gas cylinders are permitted to be kept on the stand at any time by any exhibitor. Cylinders of 19kg size must be securely tied up to prevent them from falling over.
- h. It will be the responsibility of the exhibitor to provide a suitable gas storage facility for the storage of more than two cylinders. It must be properly constructed cage and have a regulatory sign affixed depicting LPG storage.
- i. Disposal of rubbish by burning is prohibited.
- j. No smoking legislation must be strictly observed. Every Exhibitor must display official NO SMOKING signs on or close to the entrance to their tent.
- k. Barbeques and fires are prohibited in and around the Trade Stand area.

WHERE A TRADER IS CAMPING BEHIND THEIR TRADE STAND USING EITHER A TENT OR CARAVAN FOR COOKING, THEY MUST LEAVE AT LEAST 3 METRES BETWEEN THE TENT/CARAVAN AND THE REAR OF THE STAND. THIS IS A NEW FIRE PRECAUTION REQUIREMENT AND WILL BE SUBJECT TO INSPECTION PRIOR TO THE TRADE STAND OPENING. IF THERE IS NOT SPACE AVAILABLE BEHIND YOUR STAND THEN YOU WILL NEED TO CAMP IN THE TRADE STAND CAMPSITE.

ADDITIONAL FIRE REGULATIONS FOR LARGER STANDS

All materials of tented structures, including linings, should either be inherently non-flammable or should comply with the performance requirements of British Standard 5867: Part 2:1980 when tested in accordance with Test 2 of British Standard 5438: 1976 or should comply with British Standard 3119/3120. Rigid linings to tents and stands should provide a standard surface spread of flame not less than Class 1 as defined by British Standard 476.

The required exits should be evenly distributed around the structure so that genuine alternative routes are available from all parts. The exits should discharge direct to open air, so that people can disperse quickly and safely. In the case of structures greater than 100 sq. m in area, there should be a minimum of four such exits, each clearly indicated by appropriate EXIT signs. For smaller units, 2 exits, one at either end, should suffice. **EXIT VIA TENT FLAPS IS NOT CONSIDERED SATISFACTORY.**

9. SALE OF ALCOHOL

Sale of alcohol and food is not permitted from trade stands.

Only concession units and exhibitors in the Food Hall may sell alcohol. All sales of alcohol at the event whether for consumption on site at the point of sale or otherwise, will be subject to an individual Temporary Event licence granted by Leeds City Council. Each trader who wishes to sell alcohol must ensure they have carried out the following:

- a. Have obtained a Temporary Event Licence for operating within their trade stand or areas of responsibility and are aware of the Alcohol Sales policy for the event and are complying with its requirements. A copy of this licence must be supplied to the Event Director before sales of alcohol commences.

- b. The trader has a current personal alcohol operator's licence and has provided the Event Director with a copy of that licence.
- c. They have authorised other persons to sell alcohol on their stand. Those persons selling alcohol must be subject to similar good character references as the trader.
- d. Agreed to operate CHALLENGE 25 process which is the current requirement for any alcohol sales on the Bramham Estate. They must have briefed their staff and have the required sales refusal form ready for use. They must also have a copy of CHALLENGE 25 poster freely on view on their stand.

10. SUB CONTRACTORS USED TO ERECT STANDS

- a. Any contractor employed by a trade stand for the installation of any structure or service must ensure they have completed the Contractor H&S declaration documentation prior to their arrival. The Organiser retains the right to refuse the contractor permission to start work until this process is completed. The structures installed by traders and their contractors are the responsibility of the trader, this includes any items attached to the main structure.
- b. Any sub-contractor employed by a contractor for the installation of any structure or service must ensure they have completed the Contractor H&S declaration documentation prior to their arrival. The Organiser retains the right to refuse the contractor permission to start work until this process is completed.
- c. All contractors or sub-contractors who are erecting or dismantling a trade stand must complete a risk assessment for the erection and dismantling element of their work, irrespective of the size of company carrying out the work. The assessment form can be found on the trade stand application form.
- d. All marquees and structures need to be removed from site by Tuesday afternoon following the event.

It is the stands responsibility to provide the times and dates to the office when any sub contractors including marquee providers will be working on site. Without this information they may be refused access to the site.

11. RESPONSIBILITY & CONDITIONS OF EXHIBITORS

- a. No Exhibitor will be permitted to sell any food or drink to the Public without prior permission from the Organisers.
- b. No Exhibitor will be allowed to place goods or material outside the limit of his allotted space, nor in such a manner as to obscure unduly the exhibits of an adjacent stand. Exhibitors wishing to place goods in front of their tent / stand must set the tent / stand back from the site line accordingly and will be charged for any depth over 6 metres that this causes them to occupy.
- c. All Exhibitors must confine their displays, recruitment, sales and/or fund raising to their Stand. No Exhibitor may solicit business in the public walkways and concourses, nor on any other part of the Showground. This regulation applies equally to charities and commercial exhibitors, with the exception of the Organisers nominated charity.
- d. Kites and loud speakers are prohibited; musical instruments may NOT be played without the Organiser's consent.
- e. Exhibitors are responsible for the safety (including fire precautions) and security of their Stand. Exhibitors will be solely responsible for their own property and in addition must carry a third party liability policy with an indemnity of at least £5,000,000 for any one claim. The Organiser cannot be held liable for any loss or theft. Exhibitors are advised to insure against fire, theft or abandonment, not only as regards their own property, but against third party claims. There will be LIMITED night security. No liability for security is accepted at any time, whether before, during or after the Event.
- f. Exhibitors are responsible for removing all rubbish and refuse at the end of the Event and leaving the site in the same state as they found it. This includes the filling of post holes, etc. All Exhibitors must flat pack all cardboard waste and place it separately from all other litter so that it may be collected for recycling.
- g. Bramham Park Estate and the Organisers will not be responsible in any way for any article or object of any kind exhibited. The Exhibitor shall assume full responsibility for these, including liability for all claims arising out of the handling of these exhibits and the conduct of their stand generally. The Exhibitor shall indemnify the Bramham Park Estate and/or the Organisers against all claims, damage or expenses arising in any way out of the presence of the Exhibitor or his/her exhibits at the Trials. Acceptance of these provisions shall be a condition of entry.
- h. It is the responsibility of the Exhibitor to pass the details of these terms & conditions to their staff and contractors.
- i. All Exhibitors must display their name prominently on a fascia board attached to the front of the stand. All goods must be correctly labelled. All Exhibitors must comply with Trading Standards with particular reference to the Business Names Act (1985) and Price Marking Order (1999). Exhibitors will be asked to leave the site if they do not comply.
- j. First aid services are provided for the general public and competitors on site. The first aid provision will be on site from Thursday 7th June to Sunday 10th June between the hours of 9.00am and 5.00pm. Outside these hours the Exhibitors should make their own arrangements. Exhibitors are reminded of their responsibilities under the Health & Safety (First Aid) regulations 1981.
- k. Exhibitors must record in their accident book any accident involving themselves, persons in their employ or the public that occur on their stand or in the close vicinity and report the same details, as soon as possible, to the Event Organiser's office.
- l. In the event of inclement weather, Exhibitors must not put down any cardboard, straw, shavings or any other materials into walkways.
- m. **Dogs must be on a leash and kept under control at all times, and cleaned up after.**
- n. Demonstrations involving moving machinery or other live mechanical or electrical demonstrations are not allowed, except with the express written permission of the Organiser. Any demonstration will first have to be approved by the Health & Safety Officer.
- o. No postholes are allowed to be bored nor is any other digging or excavation to take place anywhere on site without authorisation from the Organiser. Where permission is granted open holes must be fenced off or covered and marked with orange lights during the hours of darkness. All holes must be reinstated as soon as possible after the event. Before excavation work commences the exhibitor must ensure that the location of any electricity cables, telecommunications cables, drains, gas, water or air mains are taken into account. Exhibitors are not permitted to use Bramham Park Estate as a billing address for BT services.

- p. No Exhibitor or other person shall be allowed to affix any placard or advertisement to any part of the Event's premises or surrounding roads unless permission to do so has been obtained from the Organisers.
- q. No persons shall be allowed to distribute handbills or display advertisements other than on their own stand.

12. HEALTH & SAFETY

- a. It is the responsibility of every exhibitor to ensure safe working practice during your complete attendance at the event. It is a condition of entry to the event that all the relevant H&S Questionnaires and Checklists have been completed and returned to the Organisers with your application. Non return may result in your being refused entrance to the event.
- b. All persons attending the Event, Trade Stand Exhibitors, Contractors, or Sub Contractors should take particular note of the Health & Safety requirements which apply to them. Failure to comply could result in the risk of injury to either yourselves or others who may be affected by your activities.
- c. It must be appreciated that many of the visitors to the Horse Trials may not be aware of the need for a sense of awareness and vigilance when close to horses. Exhibitors and their Contractors should be aware that when considering safety precautions which need to be observed this must be taken into account and more stringent and comprehensive precautions may be required than would be the case under normal work conditions.
- d. When setting up on site, restocking your Tradestand and breaking it down at the end of the show, you **MUST** observe the site one-way system, time tables and make allowances for amendments to the arrangements should adverse weather become a factor.
- e. Exhibitors and their Contractors should be aware that the trade stand area becomes extremely busy. Attention must be paid to particular considerations which become necessary in crowded situations. Low level ropes and posts can become obscured and thus cause tripping accidents and injuries. Steps and slopes cannot easily be seen, nor can articles which are left on the ground.
- f. Where steps are provided they should be firm and strong with non-slip treads and adequate handrails. Signs, notices, protruding racking or exhibits at head height can cause injury. Where possible they are not to be allowed. Where they cannot be avoided they must be marked with flags, streamers or be padded.

13. OTHER INFORMATION

ATM: There is a cash machine on site from Thursday till Sunday inclusive .

Facilities: During the event your Exhibitor wristbands will allow you access to the Members Marquees, where you can purchase food and drink. There are showers and toilets near to the trade stand camping area, please leave these facilities as you would like to find them. There are also a large number of mobile catering vehicles throughout the Retail Village area from which you can purchase food.

Newspapers/milk: The nearest shop is in Bramham village.

Security: There will be security personnel present to check passes and maintain order, however the Organisers expressly disclaim responsibility for any loss or damage to property of any Exhibitor from any cause. It is recommended that you do not leave any items of value on your stand. Exhibitors are entirely responsible for the safety (including fire precautions) and security of their Stand and goods within. Exhibitors are advised to insure against fire, theft or abandonment, not only as regards their own property, but against third party claims. There will be **LIMITED night security**; however the **responsibility of your stand and its contents remains yours.**

Telephone/Mobile Connections: It should not be assumed by any Exhibitor that either telephone or mobile connections are available unless you have specifically arranged this service with your service provider.

First Aid: First aid services are provided for the all persons on site from Thursday 7th June to Sunday 10th June from 8.30am until 6.30pm each day. Outside these hours the exhibitors should notify security of any occurrence where medical assistance is required. Exhibitors are reminded however, of their responsibilities under the Health & Safety (First Aid) regulations.

Late night shopping: Bramham is hosting a late night shopping event on Friday 8th June until 8.00pm. Trade Stands will be expected to stay open during this event.

Social Media: We have an active social media presence, Facebook and Twitter will be used before, during and after the event. Please do interact with us, Twitter: @bramhampark #EBHT & Facebook: @bramhamhorsetrials

14. DISCLAIMER OF LIABILITY & RESERVATION OF RIGHTS

Save for death or personal injury caused by the negligence of the Organisers or anyone for whom they are in law responsible, neither the Organisers, Sponsors, The Lane Fox Family, The Trustees of Bramham Settled Estates, Bramham Park LLP or British Eventing Ltd, nor any agent, employee or representative of these bodies accepts any liability for any accident, loss, damage, injury or illness to spectators, dogs, horses, owners, riders, grooms, exhibitors, land, vehicles, their contents and accessories or any other person or property whatsoever, whether caused by their negligence, breach of contract or in any other way whatsoever.

The Organisers advise that due to uneven and in parts, steep terrain of the event site; it may be at times difficult for spectators to move around freely and easily. As a result of which it may not be suitable for those who suffer certain medical conditions. All spectators enter the event at their own risk and are advised to wear suitable footwear.

The Organisers reserve the right to vary the content of the event without being obliged to refund monies, or exchange tickets. The Organisers reserve the right to refuse admission to the event to any person or to withdraw permission at any time to remain in the grounds, and shall not be required to give any reason for such action. No re- admission is permitted and tickets are non-transferable.

Searching is a condition of your entry to protect your safety and that of other visitors and staff. We may conduct security searches of persons, clothing, bags and other items, as determined by us at our discretion, both on entry and exit. If, on searching your bags, our staff find any item they consider to be a risk to our event, staff or other visitors, they will remove it, and return it to you when you leave. If our staff find an item they consider to be illegal, they will confiscate it, and hand it to the Police.

The organisers reserve the right to prohibit the following within the premises boundary:

- a. any items which are or may be illegal. Individuals found in possession of illegal or contraband goods may also be liable for prosecution;
- b. weapons (actual or replica), ammunition, explosives, horns, whistles, drums, fireworks, flagpoles, banners, balloons, sporting equipment, oversized umbrellas or any other item which in our reasonable opinion, may cause danger or disruption to the event or to other visitors (regardless of whether or not such item is illegal or is carried for specific purposes);
- c. any items which law enforcement agencies have asked us to prohibit.

You should be aware that we use closed circuit television throughout the premises for security and public safety reasons. You must not leave any of your property unattended at any time. We reserve the right to have unattended property removed and/or destroyed without warning in the interests of safety and security. You will not hold us liable if we remove or destroy any property that you have left unattended.

If you are found by our staff in a non-public or closed area without authority you will be required to explain your presence and provide proof of identification. You may also be escorted from the premises.

If you are proposing to demonstrate on the premises, you should notify our Press Office at least 24 hours in advance. If you demonstrate, we reserve the right to ask you to leave the Premises. If necessary, our authorised staff will escort you from the premises.

We will not tolerate violence or abuse to any member of our staff or other visitors.

Bramham Park LLP t/a Bramham Horse Trials

The Estate Office, Bramham Park, Wetherby, West Yorkshire. LS23 6ND

Vat No:829 0153 37

Registration No: OC303589

December 2017

PAPERWORK REQUIREMENTS OF EXHIBITORS

You will need to send the following documents before you are allowed to trade at the event:

For all exhibitors

- Health & Safety Checklist – completed and signed
- Copy of your Public Liability insurance covering the dates of the event
- Electricity supply booking form – please send direct to Event Power or book directly on their website

Extra information required for open space exhibitors

- Contractors health, safety & environment evaluation questionnaire, if you are employing a contractor to erect your stand
- Contractors public liability insurance

For Food Hall exhibitors and concessions units only

- Food health, safety & environment evaluation questionnaire
- Copy of current gas safety certificate – for all gas appliances to be used
- Fire safety checklist – if using bottled gas
- Your Alcohol temporary event licence – issued by Leeds City Council
- Copy of your current star rating under the food hygiene rating scheme