



BRAMHAM

BRAMHAM INTERNATIONAL
HORSE TRIALS

RETAIL VILLAGE
6th – 9th June 2024

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 Bramham International Horse Trials 2024, need to be completed **by the closing date of 5th March 2024**. Booking is via the Organisers website. An email confirmation will be sent to the Exhibitor after the application is submitted, if no email is received by the Exhibitor then the application has not been received. No booking will be held for an Exhibitor until correct documentation is received and the invoice raised for the stand is paid. If payment is not made by the invoice due date then the stand space will be offered to another exhibitor.

To comply with Health & Safety requirements all Exhibitors and contractors must complete a risk assessment for their activities and undertakings on their stand and return a completed and dated Health & Safety Questionnaire with their trade stand application. They must also enclose a copy of their public liability insurance, valid for the period of the Event. 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. 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. ALLOCATION 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.
- b. Priority for available pitches will be given to Sponsors and secondly to repeat bookers who apply, with full payment, by 5th March 2024.
- c. NO EXHIBITOR MAY SUBLET THE WHOLE OR ANY PORTION OF ANY SPACE ALLOCATED 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 sufficient space must be booked for all parts of structures / stand, NO ALLOWANCE will be made between or behind stands for caravans, storage, trailers, guy ropes, tow bars or similar, outside of the booked 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 must inform the Organisers prior to arrival to site so that any special arrangements required to get them on to site / into position can be facilitated.
- 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, 1 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. 9). 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 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 the afternoon of Tuesday 11th June 2024.

5. PASSES, PARKING, 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 always display the correct car pass and wristband 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 £10 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 Courier) for their stands. **Lost or forgotten passes cannot be duplicated.**
- d. **Delivery of goods to Exhibitors must be completed before 8.30am on Thursday 6th June.**
- e. 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 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 when unloading into the rear of the stand is an option. The speed limit on the Estate is 10mph.
- f. **Please note that NO deliveries are permitted on Saturday 8th June at any time.**
- g. 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 31st of May, you must e-mail the Horse Trials office immediately. **Notification of missing passes after the 31st 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 3rd 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 3rd, Tuesday 4th and 8.00am till 3.00pm on Wednesday 5th June.
- c. **All goods and exhibits must arrive on site no later than 3.00pm Wednesday 5th June and be removed by Tuesday 11th June, unless permission has been obtained for alternative dates.**
- d. Exhibitors must be open for business from 9am until 5pm Thursday to Sunday. There is late night shopping on Friday 7th June when Exhibitors will be expected to stay open until 8pm.
- 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 of their stand only.

7. ELECTRICITY, WATER & GAS

There is **NO** mains electricity on the site, but our nominated provider will supply electricity from generators. Anyone requiring electricity within the trade stand retail area **MUST** book directly with them prior to the Event, the link to their website will be emailed out to Exhibitors with their stand confirmation. Electricity is available at both the Trade stand and Trade stand camping locations. 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.

- a. All prewired applications connected to outlets must be safe, in good condition and designed for the purpose intended and environment in which they are being utilised. **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. Independent 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 and 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 have a valid GAS SAFE inspection for the period of the Event.
- e. Water standpipes are around the ground for everyone's use. No individual connections are permitted.

8. WIFI

- a. Each stand will be given vouchers, allowing access to the Wi-Fi network. This is for the receipt of payments and for email correspondence only.
- b. The wireless network and the internet are provided "as is" and "as available" without any warranties. We will endeavour to have continuous Wi-Fi available 9am to 5pm Thursday 6th, Friday 7th, Saturday 8th and Sunday 8th June.
- c. By connecting you accept the risks associated with public use of a wireless network and public access to the internet. You are responsible for your own activities on the internet and for security of your devices.
- d. We recommend that you turn off services which may make excessive use of the internet, e.g. operating system updates and file syncing or sharing services. If you are using Windows 10, we recommend that you change the network settings to use a metered network.
- e. The Organisers do not provide technical assistance in the use of the wireless network or your equipment.
- f. The Organisers do not accept liability for loss of any kind, without limitation, which may arise from use of this wireless network and/or internet service. By using them you are deemed to have accepted these terms.
- g. We may monitor your use of the wireless network and the internet in order to improve service and to ensure you adhere to the acceptable use policy. We do not collect or use personal data under the terms of the General Data Protection Regulations 2018.
- h. You may not use the wireless connection for any of the following activities:-
 - i. Viewing, downloading or transmitting illegal or offensive material, or material which may be construed that way.

- ii. Violation of the copyright of another person or organisation. The Organiser will not accept responsibility for any breaches which may occur.
- iii. Creating, displaying or transmitting material designed or likely to cause annoyance, inconvenience or anxiety, or threatening material.
- iv. Transmission of any data or material containing malware designed to affect the operation of any computer adversely.
- v. Forging header information, email source address ("spoofing") or other user information or using another person's name, username or password or otherwise attempt to gain access to the data of that person.
- vi. Gambling and illegal activity.
- vii. Attempting to gain or gaining unauthorised access to restricted parts of the network or attempting to undermine the integrity or security of any part of it ("hacking").
- viii. Accessing the network in ways which deny reasonable access to other users, including use of file-sharing software, audio and/or video streaming and viewing live TV broadcasts.
- ix. Breaching any applicable local, national or international law, regulation or code of practice (including export control laws or regulations).
- x. By using the Wi-Fi network you agree to respect the privacy of others
- xi. Breach of these terms will lead to your being barred from using the network and may result in prosecution.
- xii. We reserve the right to update or modify the above terms at any time without prior notice.

9. 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 complete a fire risk assessment and provide sufficient firefighting equipment based upon the fire risks identified e.g. 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. Tentage used for trading purposes, 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.
- d. All gas cylinders, empty or full should be kept in the open air well away from any exits. Gas piped to the appliances using the rigid or armoured flexible piping, secured with the correct, recognised 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** and must be secured to prevent them from falling.
- 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. Disposal of rubbish by burning is prohibited.
- h. No smoking legislation must be strictly observed. Every Exhibitor must display official NO SMOKING signs on or close to the entrance to their tent.
- i. 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.**

10. 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.

11. 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 Organisers when any sub contractors including marquee providers will be working on site. Without this information they may be refused access to the site.

12. 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 the booked depth 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 loudspeakers 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 6th June to Sunday 9th 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, on the day of the incident, 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, 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.
- 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.
- p. Exhibitors are not permitted to use Bramham Park Estate as a billing address for BT services.
- q. 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.
- r. No persons shall be allowed to distribute handbills or display advertisements other than on their own stand.

13. HEALTH & SAFETY

- a. It is the responsibility of every exhibitor to ensure the health, safety and welfare of those engaged by them for the delivery of their undertakings including those others who may be affected by such undertakings. They shall ensure that safe working practices are followed at all times.
- b. 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.
- c. 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.
- d. 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 throughout the Event, proximity to and the presence of equines must be considered, and more stringent and comprehensive precautions may be required than would be the case under normal work conditions.
- e. 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.

- f. 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.
- g. 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.

14. OTHER INFORMATION

Facilities: During the Event your Exhibitor wristbands will allow you access to the Members Marquee, 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 shops are either Bramham, Wetherby or Tadcaster.

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 persons on site from Thursday 6th June to Sunday 9th 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 7th 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, Instagram, Twitter will be used before, during and after the Event.
Please do interact with us: #BramhamHorseTrials @bramhamhorsetrials

15. 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 and clothing appropriate to the weather conditions.

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

January 2024

PAPERWORK REQUIREMENTS OF EXHIBITORS

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

For all exhibitors

- Health & Safety Questionnaire – completed and signed
- Copy of your Public Liability insurance covering the dates of the event

Extra information required for open space exhibitors

- The name and details of your contractor, if you are employing a contractor to erect your stand/marquee
- Contractors' public liability insurance

For Food Hall exhibitors and concessions units only

- Copy of current gas safety certificate – for all gas appliances to be used
- Electrical certificates – for all appliances used
- Alcohol temporary event licence, if you are selling alcohol – licence issued by Leeds City Council
- Copy of your current star rating under the food hygiene rating scheme

Insurance: Copies of certificates or a letter from your broker are required to confirm that you have Employers, Public and Product Liability Insurance in place to a minimum of £5m. Certificates must be valid for the period of the activity/event.

Health and Safety Policy Statement: detailing the organisation's overall policy on health and safety, its organisation and arrangements for complying with the legal duties in regard to Health & Safety, in relation to its undertakings at the event.

Risk Assessments and Method Statements (RAMS) / Safe Systems of Work (SSoW): Should be specific to the intended activities and undertakings, especially for any higher risk activities. Any residual risks must be clearly identified particularly those which may affect others.

Generic risk assessments and method statements may be acceptable based on the nature of the activities provided that they are accompanied with a letter confirming that they are relevant to the specific works to be undertaken for this event, otherwise specific documentation will be required.

Construction works: Where work will include erection and removal of 'structures' the risk assessments and method statements must include specific details of: a) build dates and dates for de-construction and removal; b) how you will ensure that unauthorised access to the working area will be controlled; c) if working at height is involved how suitable access will be provided, how falls will be prevented and what rescue procedures are available; d) details of Personal Protective Equipment (PPE) required to be used within the construction area. Be mindful of your duties under the CDM 2015 regulations.

Coronavirus (Covid-19): All employers are required to have considered and have in place suitable measures, for compliance with current legislation, Government and PHE/NHS guidance and industry best practice in respect of Covid-19. The event may impose additional controls which must be complied with as applicable.

Fire Risk Assessment / Fire Safety Arrangements / Fire Certificates: Where required, you will be responsible for completing a fire risk assessment for your activities. You will be required to provide the relevant fire safety arrangements and firefighting equipment based upon the findings of your risk assessment. Where you are constructions and/or providing any overlay, you will need to supply fire certificates for construction materials, fabrics, drapes etc. If you're unsure you must consult with your competent safety advisor.

Technical Data: including plans, structural calculations, wind speed action levels and material certificates are required for certain items e.g.: Seating systems, scaffold structures, gantries, marquees, inflatable structures etc. Note: completion / sign off / handover documents will be required.

Competence Details:

General: Certificates or other documentary evidence attesting to the competence of the company / individual. This could include details of membership of trade associations (e.g. Electrical Contractors Association, N.I.C.E.I.C, Gas Safe etc.).

Individuals – Copies of certificates or licenses demonstrating competence of the individual operatives on site will be required in respect of:

Food Safety: Caterers will need, in addition to the safety documents outlined above, provide details of their food safety / HACCP management systems, food hygiene training / competency of their catering staff, fire risk assessments, gas and electrical safety certificates where applicable.

Certification: Copies of any applicable certification e.g. Electrical, PAT, Fire, Gas Safe certificates etc.

Water Hygiene: Details of water hygiene measures including the provision of potable water supplies and disposal of waste / grey water will be required as applicable to your undertakings.

Accident and Health and Safety Enforcement History: If your company has had any serious / RIDDOR reportable accidents or has had any enforcement action taken against you in the last 5 years please provide details.

Safe Working:

In addition to the issued site safety rules and regulations, the following is an outline of the Safe Working Requirements, which will be expected of all persons working on site. The requirements below are not exhaustive. All parties are reminded that health & safety, construction and fire safety legislation applies to their work activities and to the event. Full compliance with all applicable legislation, and standards of established good practice is expected and where possible exceeded to ensure the safety and success of the event.

General: All parties on site are responsible for the health & safety of their staff, any subcontractors appointed by them, and all others who may be affected by their activities. Each party is responsible for ensuring that they and their staff comply with the full range of current, applicable health & safety legislation. On site management of this will be through their Nominated Safety Representative.

- All personnel are required to work with due regard to their own health & safety and that of others, in accordance with current relevant legislation and good practice, and within their company's own health and safety management framework inclusive of any policies, procedures, risk assessments, method statements and safe systems of work.

- All parties are required to ensure that there is good cooperation and coordination between all persons on site so far as it relates to the safety of their activities.

- All persons shall comply with any verbal or written instruction, direction or notice given by the Organisers or their nominated representatives / safety officer.
- Build and breakdown activities outside of the main event site and in areas where the public are present must not be carried out without prior agreement and authorisation from the relevant authorised persons.
- No overhead work will be permitted before the relevant area has been secured so as to prevent unauthorised access.
- Work at height risk assessments must be completed in advance of any working at suitable access equipment for work at height must be available and used in conjunction with suitable PPE.

Nominated Safety Representatives and Duties: Each party shall nominate one or more members of staff who will be onsite during the period of the work activity. This person will be responsible for the health and safety management of the activities undertaken and any interaction with others on site. This person will be responsible for liaison with the Organisers event management staff and the Event Safety Officer.

For each high-risk work area (e.g. structure, marquee, lift operation, etc), a suitably qualified and competent member of staff must be nominated to act as safety officer for that area. They shall be responsible for controlling the safe working practices within that area; and for ensuring that access into their work area is controlled, by the provision, erection and maintenance of suitable and sufficient demarcation of the area to prevent unauthorised access.

Caterers

All operators using LPG must demonstrate a basic understanding of its safe use, storage, characteristics and emergency procedures.

- A valid gas safety certificate must be available for all gas appliances.
- Caterers are restricted to the quantity of LPG they can store locally, and a secure Gas Store will be provided for surplus supplies.
- All supplies of LPG must be protected and isolated from interference, stored upright, chained and protected.
- Upon derig you must take ALL waste with you and leave no trace

Specific Issues

All parties are responsible for:

Communicating and monitoring compliance with the site safety rules and regulations

Agreeing arrival and departure dates and timings in advance with the Event Organisers.

- Ensuring that their employees are provided with, and use as required, all PPE as identified within their risk assessments and safe systems of work.
- Ensuring that all work equipment, tools, vehicles and lifting equipment are suitable for their intended use and have been properly maintained and where appropriate examined, tested and certified and that such items will only be used by persons who have suitable training, competence and where appropriate qualifications to use it.
- Ensuring they have the relevant insurances in place for any work equipment used at the event.
- Securing the areas in which they are working, where necessary, by means of barriers, signage and or stewarding so as to exclude the exposure to risk of persons not in their employ.
- To help prevent security alerts e.g., a suspect package, persons are required to keep their work areas tidy and that they know what they have on site. (keep bags in vehicles, etc.)

Vehicles

Site rules and regulations to apply. Vehicle movements should, so far as is reasonably practicable, kept separate from pedestrians, where this is not the case, appropriate supervision of vehicle movements by a competent banksman (or with assistance requested from others) should be used to assist with safe vehicle/pedestrian interaction.

Additionally,

- Avoid driving on ornamental flower beds and verges, grass and waterlogged ground.
- The maximum speed limit must not exceed 15mph at any time (5mph in the proximity of equines and pedestrians).
- All vehicle movement unless specifically authorised will be suspended during the event.

- Vehicle access and egress is via the established entry points and routes specified by the event and all vehicles must be removed from site unless otherwise authorised.
- Persons are not permitted to ride on vehicles forklifts / buggies etc. unless a specific seat is provided for them.
- The use of mobile phones is prohibited whilst operating any plant or machinery.
- Only competent persons holding the relevant licences or competency certificates will be allowed to operate any plant, lift trucks, gators, buggies, or similar machinery.
- Where it is necessary for vehicles to be unloaded outside of secured areas then a "banksman" must be used supervise the activity.
- Where materials and equipment are stored, suitable barriers, warning signs and any necessary lighting arrangements will be employed to ensure safe storage without undue risks to persons.

First Aid and Welfare:

All employers are legally required to fulfil their own First Aid duties whilst on site. During event days, additional first aid provision will be available onsite but is primarily there for persons attending the event. Temporary toilet provision, where practical, shall be made available during the build and break phases of the event. The use of alcohol, other intoxicants, or illegal substances by persons working on site or immediately prior to commencement of work on site is unacceptable and if detected will result in the offending persons(s) being removed from the site.

PPE

- High visibility clothing is required during the build and break phases of the event, as there are numerous items of plant moving about, and many vehicle deliveries being coordinated. **DO NOT USE BLACK OR DARK BLUE HIGH VIS CLOTHING.** It is not compliant (EN ISO 20471) and you will be asked to replace it.
- Suitable, sensible footwear must be worn at all times, sandals or open toed footwear are not permissible. Those persons involved in any form of working at height, or underneath any working at height, will be required to wear safety headwear.

Venue Protection

- Care should be taken by all parties to avoid damage to trees, park furniture and fittings, and easily damaged ground surfaces.
- Where it has been agreed with the Site / Organisers that plant, equipment or vehicles may be left on grass areas for any period of time, then the operator is responsible for providing, and using when requested suitable surface coverings / ground protection under the wheels.
- No vehicles or other items to be stored under the tree canopy or atop of the root structure.

Accidents, injuries, or Damage:

- All accidents and incidents involving any injury or damage must be reported to the Event Organisers and Event Safety officer who will keep records as appropriate and initiate any immediate action or necessary statutory reporting procedures.
- Employers are reminded of their duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Fire and Evacuation

All persons working on the event are required to familiarise themselves with the posted procedures for fire and evacuation and for locating the nominated assembly points.