



BRAMHAM

INTERNATIONAL HORSE TRIALS

**RETAIL VILLAGE
11th – 14th June 2026**

**TRADE STAND
EXHIBITOR
TERMS & CONDITIONS**

**ALL EXHIBITORS AT THE EVENT MUST READ
AND COMPLY WITH THE FOLLOWING
TERMS AND CONDITIONS.**

**FAILURE TO COMPLY MAY RESULT IN THE
EXHIBITOR NOT BEING INVITED TO RETURN IN
FUTURE YEARS AND/OR THE EXHIBITOR
BEING ASKED TO LEAVE THE SITE**

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

1. APPLICATIONS

- a. Application forms for the Defender Bramham International Horse Trials 2026 must be submitted by 5 March 2026 via the Organiser’s website. An email confirmation will be sent once an application is received; if no email arrives, the application has not been submitted successfully. No stand space will be reserved until all required documentation is provided and the issued invoice is paid in full. If payment is not received by the invoice due date, the stand space may be offered to another exhibitor.
- b. To comply with Health & Safety requirements, all Exhibitors and contractors must complete a risk assessment covering their activities on the stand and submit a completed and dated Health & Safety Questionnaire with their trade stand application. A copy of valid public liability insurance for the duration of the Event must also be enclosed. Failure to provide the required forms may result in exclusion from the Event.

2. ABANDONMENT & CANCELLATION

- a. If the Event is cancelled or abandoned before its conclusion, a proportion of the ground rent paid will be refunded. The “start of the day” is defined as the time at which the first scheduled programme item begins.
 - Cancellation before the start of Day 1: 100%
 - Cancellation before the start of Day 2: 80%
 - Cancellation before the start of Day 3: 60%
 - Cancellation before the start of Day 4: 20%
- b. No refund will be issued for tentage, shedding, or optional extras—such as flooring or electricity connections—that are already on site or have been erected or installed on behalf of Exhibitors. No refund will be given for any day on which competition has begun. Exhibitors are strongly advised to insure themselves against losses arising from cancellation or abandonment.
- c. If an Exhibitor does not attend the Event for any reason, or cancels their booking after the application closing date, all fees paid will be forfeited. The Organisers reserve the right to re-let the space.
- d. The Organisers may, at their sole discretion, refuse any person or company permission to exhibit, or close the stand of any Exhibitor who fails to comply with their directions.

3. ALLOCATION OF SPACE

- a. Applications for space will be processed at the sole discretion of the Organisers, who will also determine the position allocated to each Exhibitor.
- b. Priority for available pitches will be given first to Sponsors, and second to repeat bookers who apply with full payment by **5 March 2026**.
- c. **No Exhibitor may sublet any part of their allocated space** or move to any site other than the one assigned to them without prior permission from the Organisers.
- d. Exhibitors booking open space must ensure they book sufficient area to accommodate all parts of their structure or stand. No additional allowance is provided between or behind stands for storage, trailers, guy ropes, tow bars,

or similar items outside the booked area. Exhibitors using articulated prime movers and trailers may have difficulty accessing their space if neighbouring stands are already occupied; therefore, they must inform the Organisers prior to arrival so that any necessary arrangements can be made.

- e. Any vehicle that does not fit within the booked stand space must be parked in the trade stand car park or campsite, which may not be immediately behind the stand. **Priority for space behind stands is given to stock vehicles (one per stand), if space permits.** All other vehicles must be positioned in the trade stand car park.
- f. All vehicles over **7.5 tonnes** must be parked on boards to prevent them from sinking.
- g. Shedding units do **not** include space for vehicles behind them. **All Exhibitors using shedding must 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 comply with **Fire Regulations** (see Condition 9). All temporary structures, including pop-up gazebos, must be properly weighted and/or secured according to manufacturer guidance. The Organisers reserve the right to prohibit any structure deemed unsafe. The maximum safe wind loading of each installed structure must be provided so it can be incorporated into the Event’s wind management plan. All Exhibitor banners and signs must fit within the **banner rail of the shedding units** and cannot exceed the rail height of **600mm**.
- b. The Organisers reserve the right to close down any Exhibitor or stand if, in their opinion, there are concerns for the health, safety, or welfare of others on site. Exhibitors will be given an opportunity to rectify the issue, provided it can be done without disrupting the Event or other exhibitors. No improvement work will be permitted while the exhibition is open to the public.
- c. All marquees and structures must be removed from site by the **afternoon of Tuesday 16 June 2026**.

5. PASSES, PARKING, ACCESS AND DELIVERIES

- a. Access for all Exhibitors, staff, subcontractors, and deliveries is via **North Lodge Gate (LS23 6NB)**. Please follow all Trade Stand signage. The one-way system must be adhered to at all times. All staff, contractors, and vehicles associated with Exhibitors must display the correct car pass and wristband at all times; without these, access to the Event will not be permitted. Lost passes and wristbands cannot be replaced. Exhibitor car passes and wristbands valid for 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 |

- b. All occupants of Exhibitor vehicles must have either an **Exhibitor wristband** or a valid **entrance ticket** for that day. Vehicles without a pass will be charged at the gate (£10 per day) and directed to the public car parks. Exhibitor wristbands are **non-transferable**, and it is the Exhibitor’s responsibility to ensure all staff have a wristband or valid ticket.

- c. The Organisers reserve the right to **remove improperly parked vehicles**.
- d. Exhibitors are responsible for distributing their vehicle and admission passes to all staff. Passes will only be sent directly to the Exhibitor.
- e. Deliveries during the Event must be made **before 8:00am or after 6:00pm** via North Lodge Gate (LS23 6NB), following delivery signage. All deliveries must be unloaded at the **security cabin by the white gate** and collected via the one-way system. No forklift is available for unloading. The Organisers may restrict vehicle movement in inclement weather. All drivers must drive slowly, adhere to allocated routes, and observe the **10mph speed limit** on the Estate.
- f. **No deliveries are permitted on Saturday 13 June.**
- g. The Organisers have **no storage facilities on site** and accept no responsibility for any losses between Exhibitors and suppliers before, during, or after the Event.
- h. The Organisers reserve the right to exclude any Exhibitor found to have copied passes or obtained extra passes. Passes and wristbands will be posted approximately three weeks before the Event. If not received by 25 May, contact the Horse Trials office immediately. Replacement passes after this date will incur a fee.
- i. **Quad bikes, e-scooters, and other motorised off-road vehicles are prohibited** on the Estate at all times.
- j. Exhibitors with additional vehicles or caravans that cannot fit in their booked space may use day parking near the Retail Village for cars and stock vehicles. **Overnight camping is not allowed** in this Trade Car Park. An overnight camping area will be provided within the Event grounds near the Retail Village. Access to both parking and camping areas **after Wednesday is only permitted between 6:00pm and 8:00am**. Outside these hours, vehicles will be parked in public car parks unless otherwise arranged.
- k. **No vehicle movement** is allowed on the road in front of the House during Horse Inspections.
- l. Sunday breakdown of trade stands will be managed. **No vehicles may move before 18:00** or without permission. Movement thereafter must follow the one-way system under Organisers' direction.

6. OPENING OF EXHIBITOR STANDS

- a. No Exhibitor or their associated subcontractors will be admitted to the Estate before **8:00am on Monday 8 June** unless prior written permission has been obtained from the Organisers.
- b. The **Site Manager** will be available to assist with siting stands between **8:00am and 6:00pm on Monday 8 June and Tuesday 9 June**, and **8:00am to 3:00pm on Wednesday 10 June**.
- c. All goods and exhibits must arrive on site by **3:00pm on Wednesday 10 June** and must be removed by **Tuesday 16 June**, unless permission for alternative dates has been granted.
- d. Exhibitors are required to be open for business from **9:00am to 5:00pm Thursday to Sunday**. On **Friday 12 June**, during late-night shopping, Exhibitors are expected to remain open until **7:00pm**.
- e. All Exhibitors must display their trading name prominently at the front of their stand.
- f. Unless prior written permission has been obtained, stands may trade only from the designated front area of the stand.

7. ELECTRICITY, WATER & GAS

- a. There is **no mains electricity** on site; however, our nominated provider supplies electricity via generators. Exhibitors requiring electricity within the trade stand retail area must book directly with the provider prior to the Event. A link to their website will be emailed to Exhibitors with their stand confirmation. Electricity is available at both the Trade Stand and Trade Stand Camping locations.
- b. Please note: A separate booking form is required for power to caravans in the Trade Stand Camping area. This form will be emailed with your VAT receipt in March.
- c. All prewired applications connected to outlets must be safe, in good condition, and suitable for the intended purpose and environment. **Independent generators are not permitted** in the trade stand retail area or behind stands, including for personal use outside Event hours. Independent generators are allowed in the separate trade stand campsite. Petrol generators are not permitted in the trade stand campsite or parking areas.
- d. Any portable electrical appliances, including cable reels and extensions, **must have a valid Portable Electrical Appliance Test (PAT) certificate** issued within the last 12 months by an IEE-registered inspector. Appliances not conforming to current regulations will be removed from the stand.
- e. Caravans **must have current inspection certificates** for both gas and electricity.
- f. Gas appliances **must hold a valid GAS SAFE inspection** for the duration of the Event.
- g. Water standpipes are available around the grounds for all exhibitors. **No individual water connections** are permitted.

8. WiFi

- a. Each stand will be issued vouchers to access the Wi-Fi network. This is intended for payment processing and email correspondence only.
- b. The wireless network and internet are provided "as is" and "as available", without any warranties. We will endeavour to maintain continuous Wi-Fi from **9:00am to 5:00pm on Thursday 11th, Friday 12th, Saturday 13th, and Sunday 14th June.**
- c. By connecting to the network, you accept the risks associated with public wireless networks and internet access. You are responsible for your own online activities and the security of your devices.
- d. We recommend disabling services that may make excessive use of the internet, such as operating system updates, file syncing, or sharing services. Windows 10 users are advised to set the network as a metered connection.
- e. The Organisers **do not provide technical support** for the wireless network or your equipment.
- f. The Organisers **accept no liability for any loss** arising from the use of this wireless network or internet service. By using the network, you are deemed to have accepted these terms.
- g. The Organisers may **monitor network usage** to improve service and ensure compliance with the acceptable use policy. **No personal data will be collected or used** under the General Data Protection Regulations 2018.
- h. The wireless connection **may not be used for any of the following activities:**

- i. Viewing, downloading, or transmitting illegal, offensive, or otherwise objectionable material.
- ii. Violating the copyright of any person or organisation. The Organisers accept no responsibility for breaches.
- iii. Creating, displaying, or transmitting material intended or likely to cause annoyance, inconvenience, anxiety, or threatening content.
- iv. Transmitting data or material containing malware or software designed to disrupt computer operations.
- v. Forging header information, email source addresses ("spoofing"), or other user information, using another person's credentials, or attempting to access another person's data.
- vi. Engaging in gambling or any illegal activity.
- vii. Attempting to gain, or gaining, unauthorised access to restricted parts of the network, or otherwise compromising network security ("hacking").
- viii. Using the network in ways that prevent reasonable access for other users, including file-sharing, audio/video streaming, or viewing live TV broadcasts.
- ix. Breaching any applicable local, national, or international law, regulation, or code of practice, including export control regulations.
- x. Respecting the privacy of others while using the Wi-Fi network.
- xi. Breach of these terms may result in **loss of network access** and could lead to **prosecution**.
- xii. The Organisers reserve the right to **update or modify these terms at any time without prior notice**.

9. FIRE REGULATIONS – GENERAL

All Traders must complete and submit a Fire Risk Assessment that clearly identifies any hot works or cooking activities. If a trader is sleeping in a caravan or tent behind their trade stand, this must also be included in the Fire Risk Assessment.

- a. All Exhibitors **must complete a fire risk assessment** and provide sufficient firefighting equipment based on the identified risks. At least one fire extinguisher manufactured to B.S. 5423 and rated 13A (equivalent to 9.1 litres water or similar dry powder extinguisher for gas appliances). Stands using electrical equipment must also provide a CO₂ extinguisher.
- b. All extinguishers must have been **inspected by a competent engineer within 12 months** of the Event. Personnel trained in their use must be present during all operations involving fire risk.
- c. Where cooking facilities are used, **one fire blanket** must be provided. Gas rings used to heat boilers or similar must be placed on **flameproof material and not directly on grass**.
- d. Tentage or enclosed structures for trading must have **adequate exits** for the number of occupants.
- e. No exit should be less than **1.1m wide**.
- f. Exits should have a doorway frame with doors fitted with **panic bolts** or be a permanent opening.
- g. Exit via tent flaps is **not acceptable**.
- h. All Fire Exit signs must comply with the **Health & Safety [Signs] Regulations 1996**.
- i. Gas cylinders (full or empty) must be kept in the **open air**, away from exits, secured, and turned off when not in use. Piping to appliances must use rigid

or armoured flexible piping with recognised clips, tested for leaks with soapy water. **Only 2 gas cylinders** are permitted per stand at any time.

- j. The Organisers must be notified prior to using blow lamps, welding equipment, or any open flame. Storage of flammable liquids (paint, oil, petrol, thinners, etc.) must comply with the **Regulatory Reform [Fire Safety] Order 2005**, the Health & Safety at Work Act, and associated legislation.
- k. No more than **10 litres of fuel** may be stored on site by any one Exhibitor.
- l. Rubbish must not be disposed of by burning.
- m. **No smoking legislation must be strictly observed**, and Exhibitors must display official **NO SMOKING signs** at or near the entrance to their tent.
- n. **Barbecues and fires are strictly prohibited** in and around the Trade Stand area.
- o. Petrol generators are not permitted on the campsite or in parking areas.

WHERE A TRADER IS CAMPING BEHIND THEIR TRADE STAND USING A TENT OR CARAVAN FOR COOKING, THEY MUST LEAVE AT LEAST 3 METRES BETWEEN THE TENT/CARAVAN AND THE REAR OF THE STAND. IF THERE IS INSUFFICIENT SPACE BEHIND THE STAND, CAMPING MUST TAKE PLACE IN THE TRADE STAND CAMPSITE.

ADDITIONAL FIRE REGULATIONS FOR LARGER STANDS

All materials used in tented structures, including linings, must be inherently non-flammable or comply with the performance requirements of **British Standard 5867: Part 2:1980**, tested in accordance with **Test 2 of British Standard 5438:1976**, or comply with **British Standard 3119/3120**. Rigid linings for tents and stands must provide a **surface spread of flame of at least Class 1**, as defined by **British Standard 476**.

Required exits should be **evenly distributed** to ensure genuine alternative escape routes from all parts of the structure. Exits must **discharge directly to open air**, allowing occupants to disperse quickly and safely. For structures larger than 100 sq. m, a minimum of four exits is required, each clearly indicated with **EXIT signs**. For smaller units, **two exits**—one at either end—are sufficient. **Exit via tent flaps is not acceptable.**

10. SALE OF ALCOHOL

The sale of alcohol and food is not permitted from trade stands. Only concession units and exhibitors located in the Food Hall may sell alcohol. All alcohol sales at the Event, whether for on-site consumption at the point of sale or otherwise, are subject to an individual **Temporary Event Notice (TEN) licence** granted by **Leeds City Council**. Traders wishing to sell alcohol must ensure they have completed the following requirements:

- a. The trader has **obtained a Temporary Event Licence** for operating within their trade stand or area of responsibility, is aware of the Event's Alcohol Sales Policy, and complies with its requirements. A copy of this licence must be supplied to the **Event Director** before any alcohol sales commence.
- b. The trader holds a current personal alcohol operator's licence and has provided a copy to the Event Director.
- c. Any persons authorised by the trader to sell alcohol on their stand must be of good character, comparable to the trader, and properly authorised.
- d. The trader agrees to operate the **CHALLENGE 25** process, as required for all alcohol sales on the Bramham Estate. Staff must be briefed on this

procedure, the required sales refusal form must be available, and a **CHALLENGE 25 poster** must be displayed prominently on the stand.

11. SUB CONTRACTORS USED TO ERECT STANDS

- a. Any contractor employed by a trade stand for the installation of structures or services **must complete the Contractor Health & Safety (H&S) declaration** prior to arrival. The Organisers reserve the right to refuse permission to start work until this documentation is received. Traders are responsible for all structures and items attached to their stand, including those installed by contractors.
- b. Any sub-contractor employed by a contractor must also complete the Contractor H&S declaration prior to arrival. The Organisers may refuse them permission to work until this process is complete.
- c. All contractors or sub-contractors involved in erecting or dismantling a trade stand must complete a risk assessment for these activities, regardless of the size of the company. The assessment form is included in the trade stand application form.
- d. All marquees and structures must be **removed from the site by Tuesday afternoon** following the Event.

It is the responsibility of the stand to provide the Organisers with the dates and times when any sub-contractors, including marquee providers, will be working on site. Without this information, access to the site may be refused.

12. RESPONSIBILITY & CONDITIONS OF EXHIBITORS

- a. No Exhibitor may **sell food or drink** to the public without prior permission from the Organisers.
- b. Exhibitors may not place goods or materials **outside the limits of their allotted space**, nor in a manner that obscures adjacent stands. If goods are displayed in front of the stand, the stand must be set back accordingly, and any extra depth occupied beyond the booked space will incur a charge.
- c. All displays, recruitment, sales, or fundraising must be confined to the stand. Soliciting business in public walkways, concourses, or elsewhere on the Showground is prohibited. This applies to both commercial and charity exhibitors, except the Organiser's nominated charity.
- d. **Kites and loudspeakers are prohibited.** Musical instruments may only be played with the Organiser's consent.
- e. Exhibitors are responsible for the **safety, security, and fire precautions** of their stand. They are solely responsible for their property and must carry **third-party liability insurance** with a minimum indemnity of **£5,000,000** per claim. The Organisers and Bramham Park Estate accept **no liability for theft, fire, or loss**, and night security is limited. Exhibitors are advised to insure their property and against third-party claims.
- f. Exhibitors must **remove all rubbish and refuse** at the end of the Event and leave the site as found. Cardboard waste must be flattened and separated for recycling. Post holes must be filled.
- g. Bramham Park Estate and the Organisers are **not responsible for any exhibits**. Exhibitors assume full responsibility for their exhibits and conduct, and **indemnify Bramham Park Estate and the Organisers** against all claims, damages, or expenses arising from their presence at the Event. Acceptance of these terms is a condition of entry.

- h. Exhibitors must communicate these terms to all staff and contractors.
- i. Exhibitors must display their name prominently on a fascia board at the front of the stand. All goods must be correctly labelled and comply with Trading Standards, particularly the Business Names Act 1985 and Price Marking Order 1999. Non-compliance may result in removal from the site.
- j. **First aid services** are provided for the public and competitors from **Thursday 11 June 7:30am to Sunday 14 June 6:00pm**. Outside these hours, Exhibitors must make their own arrangements. Exhibitors are reminded of their duties under the **Health & Safety (First Aid) Regulations 1981**.
- k. Exhibitors must record all accidents involving staff, themselves, or the public in their accident book and report the details as soon as possible on the day of the incident to the Event Organiser's office.
- l. In inclement weather, Exhibitors must **not place cardboard, straw, shavings, or other materials** in walkways.
- m. **Dogs must be on a leash, under control, and cleaned up after** at all times. A **£20 fine** (donated to charity) will apply for dogs found roaming freely.
- n. Demonstrations involving moving machinery or live electrical/mechanical equipment are not allowed without written permission from the Organiser.
- o. **No postholes, digging, or excavations** are permitted anywhere on site without prior authorisation.
- p. Exhibitors may not use Bramham Park Estate as a billing address for BT or any other services or deliveries.
- q. No person may affix placards or advertisements to Event premises or surrounding roads without permission from the Organisers.
- r. Distribution of handbills or display of advertisements is only allowed on the Exhibitor's own stand.

13. HEALTH & SAFETY

- a. Every Exhibitor is responsible for the **health, safety, and welfare** of all personnel engaged in delivering their activities, including anyone who may be affected by these activities. **Safe working practices must be followed at all times.**
- b. It is a **condition of entry** to the Event that all relevant **Health & Safety Questionnaires and Checklists** are completed and returned with your application. Failure to do so may result in **refusal of entry.**
- c. All persons attending the Event—including Trade Stand Exhibitors, Contractors, and Sub-Contractors—must take note of applicable **Health & Safety requirements**. Non-compliance may result in injury to themselves or others.
- d. Many visitors may not be aware of **hazards associated with horses**. Exhibitors and Contractors must consider the presence of equines when planning and implementing safety precautions. **More stringent measures than usual may be required.**
- e. During setup, restocking, and breakdown of stands, Exhibitors and Contractors must follow the site one-way system, timetables, and adjust arrangements as needed in adverse weather conditions.
- f. The trade stand area can become extremely busy. Exhibitors must pay particular attention to crowd-related hazards, such as obscured low-level ropes and posts, steps and slopes, and items left on the ground that could cause trips or falls.

- g. Steps must be **firm and strong**, with **non-slip treads** and **adequate handrails**. Signs, notices, protruding racking, or exhibits at head height should be avoided where possible. If unavoidable, they must be **clearly marked with flags, streamers, or padding**.
- h. During build, breakdown, and any periods involving vehicle movement, all personnel **must wear hi-visibility vests and suitable footwear** as a minimum.

14. OTHER INFORMATION

- a. Your Exhibitor wristbands provide access to the **Members' Enclosure**, where food and drink can be purchased.
- b. **Showers and Toilets** are available near the trade stand camping area. Exhibitors are asked to **leave these facilities clean and tidy** for others.
- c. A large number of mobile catering vehicles operate throughout the Retail Village area.
- d. **Local Shops:** Newspapers, milk, and other essentials can be purchased in Bramham, Wetherby, or Tadcaster.
- e. Security personnel will be present to check passes and maintain order. The Organisers do not accept responsibility for any loss or damage to Exhibitor property from any cause. Exhibitors are responsible for the safety, security, and fire precautions of their stand and its contents. Insurance is strongly recommended for fire, theft, or abandonment, including third-party liability. Night security is limited, and responsibility for your stand and goods remains with you at all times.
- f. Do not assume telephone or mobile connections are available unless specifically arranged with your service provider.
- g. **First aid** services are provided for persons on site from **Thursday 11 June 7:30am to Sunday 14 June 6:00pm**. Outside these hours, notify security if medical assistance is required. Exhibitors are reminded of their responsibilities under the **Health & Safety (First Aid) Regulations**.
- h. Bramham will host **late night shopping** on **Friday 12 June until 7:00pm**. Trade Stands are expected to remain open during this event.
- i. The Event maintains an active presence on **Facebook, Instagram, and TikTok** before, during, and after the Event. Exhibitors are encouraged to engage and share using: **#dbht #defenderbramhamhorsetrials**

15. DISCLAIMER OF LIABILITY & RESERVATION OF RIGHTS

- a. 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.
- b. 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.

- c. The Organisers reserve the right to vary the content of the Event without being obliged to refund monies, or exchange tickets.
- d. 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.
- e. Tickets are non-transferable.
- f. 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 any item they consider to be illegal, they will confiscate it, and hand it to the Police.
- g. The Organisers reserve the right to prohibit the following within the premises boundary:
 - i. any items which are or may be illegal. Individuals found in possession of illegal or contraband goods may also be liable for prosecution.
 - ii. 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);
 - iii. any items which law enforcement agencies have asked us to prohibit.
- h. Closed-circuit television (**CCTV**) is used throughout the premises for security and public safety.
- i. Property must not be left unattended. The Organisers reserve the right to remove or destroy unattended property without warning. No liability will be accepted for such actions.
- j. Visitors found in non-public or restricted areas without permission must provide proof of identification and may be escorted from the premises.
- k. Anyone proposing to demonstrate must notify the Press Office at least 24 hours in advance. The Organisers may ask demonstrators to leave the premises, escorted by authorised staff if necessary.
- l. 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 2025

PAPERWORK REQUIREMENTS OF EXHIBITORS

Before you are permitted to trade at the Event, you must complete the following:

For all exhibitors

- Health & Safety Questionnaire – completed and signed
- A copy of your Public Liability Insurance covering the full duration of the Event.

Extra information required for open space exhibitors

- Provide the name and contact details of any contractor you are employing to erect your stand or 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
- Temporary Event Licence for alcohol sales (if applicable), issued by Leeds City Council.
- Copy of your current star rating under the Food Hygiene Rating Scheme

GUIDANCE NOTES FOR HEALTH AND SAFETY.

Health and Safety Policy Statement: outlining the organisation's overall Health & Safety policy, together with the structure, responsibilities, and arrangements it has in place to meet its legal obligations in relation to its activities at the Event.

Risk Assessments and Method Statements (RAMS) / Safe Systems of Work (SSoW): Risk assessments and method statements must be specific to the activities and undertakings planned for the Event, with particular attention given to any higher-risk operations. All residual risks, especially those that may affect others, must be clearly identified. Generic risk assessments and method statements may be accepted where appropriate to the nature of the work provided they are accompanied by a letter confirming their relevance to the specific activities being carried out at this Event. Where such confirmation is not provided, event-specific documentation will be required.

Construction works: Where work includes the erection and removal of structures, the risk assessments and method statements must provide specific details of the following:

- a. **Build and breakdown schedule** – including proposed dates for construction, de-construction, and full removal from site.
- b. **Site access control measures** – detailing how unauthorised access to the working area will be prevented throughout the build and breakdown phases.
- c. **Working at height arrangements** – including the safe means of access, methods for preventing falls, and the rescue procedures that will be implemented in the event of an incident.
- d. **Personal Protective Equipment (PPE)** – specifying the PPE required for all personnel within the construction area.

All parties must remain mindful of their duties under the **Construction (Design and Management) Regulations 2015 (CDM 2015)** when planning and undertaking these works.

Infectious, Contagious & Notifiable Diseases e.g. Covid 19: All employers are required to consider and implement suitable measures to ensure compliance with any relevant legislation, government guidance, or other applicable industry guidance. The Event may also impose additional controls, which must be complied with where applicable.

Fire Risk Assessment / Fire Safety Arrangements / Fire Certificates: Where required, you are responsible for completing a fire risk assessment covering your activities. You must provide appropriate fire safety arrangements and firefighting equipment based on the findings of that assessment. If you are constructing or providing any overlay, you must supply fire certificates for all construction materials, fabrics, drapes, and similar items. If you are unsure about any requirements, you must consult with your competent safety advisor.

Technical Data: You must provide plans, structural calculations, wind-speed action levels, and material certificates for certain items, including but not limited to seating systems, scaffold structures, gantries, marquees, and inflatable structures. Please note that completion, sign-off, and handover documentation will also be required.

COMPETENCE DETAILS

General: Certificates or other documentary evidence attesting to the competence of the company or individual must be provided. This may include proof of membership of

relevant trade associations (e.g. Electrical Contractors Association, N.I.C.E.I.C., Gas Safe, etc.). For individuals, copies of certificates or licences demonstrating the competence of operatives working on site will be required.

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

Certification: Copies of any applicable certification must be provided, including but not limited to Electrical, Portable Appliance Testing (PAT), Fire Safety, and Gas Safe certificates.

Water Hygiene: Details of water hygiene measures must be supplied where relevant, including the provision of potable water supplies and arrangements for the disposal of waste and grey water, as applicable to your undertakings.

Accident and Health & Safety Enforcement History: If your company has experienced any serious or RIDDOR-reportable accidents, or has been subject to any enforcement action within the last 5 years, you must provide full details.

SAFE WORKING

In addition to the issued Site Safety Rules and Regulations, the following outlines the Safe Working Requirements expected of all persons working on site. These requirements 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 established good practice is required, and where possible should be exceeded to ensure the safety and success of the Event.

All parties on site are responsible for the health and 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 all current, applicable health & safety legislation. On-site management of these responsibilities will be through their Nominated Safety Representative.

- a. 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 recognised good practice, and within their company's health and safety management systems, including all policies, procedures, risk assessments, method statements, and safe systems of work.
- b. All parties must ensure good cooperation and coordination between all persons on site where it relates to the safety of their activities.
- c. All persons must comply with any verbal or written instruction, direction, or notice issued by the Organisers or their nominated representatives / Safety Officer.
- d. Build and breakdown activities outside the main event site, or in areas where the public are present, must not be carried out without prior agreement and authorisation from the relevant authorised persons.
- e. No overhead work will be permitted until the relevant area has been secured to prevent unauthorised access.
- f. Work-at-height risk assessments must be completed in advance of any such work. Suitable access equipment must be provided and used, in conjunction with appropriate Personal Protective Equipment (PPE).

NOMINATED SAFETY REPRESENTATIVES AND DUTIES

Each party shall nominate one or more members of staff who will be onsite throughout their period of work activity. This nominated person will be responsible for the health and safety management of the activities undertaken by their organisation, and for managing the interface with others working on site. They will also act as the primary point of liaison with the Organisers' Event Management Team and the Event Safety Officer. For each high-risk work area (e.g., structures, marquees, lifting operations, etc.), a suitably qualified and competent member of staff must be appointed to act as the Safety Officer for that area. They shall be responsible for ensuring safe working practices, and for controlling access into their work area through suitable and sufficient demarcation, barriers, and signage 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. Upon derig, all waste must be removed and no trace left behind. Caterers are restricted in the quantity of LPG that may be stored locally. A secure Gas Store will be provided for surplus cylinders. All LPG supplies must be: protected from interference, stored upright, securely chained, and appropriately isolated when not in use.

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 with the Event Organisers in advance.
- Ensuring their employees are provided with, and use, all PPE identified within their risk assessments and safe systems of work.
- Ensuring all work equipment, tools, vehicles, and lifting equipment are suitable for use, properly maintained, and—where required—examined, tested, and certified.
- Ensuring equipment is only used by trained, competent, and (where applicable) qualified persons.
- Ensuring appropriate insurance is in place for any equipment used at the Event.
- Securing their work areas as necessary, using barriers, signage, and/or stewarding to prevent exposure of unauthorised persons to risk.
- Keeping work areas tidy to prevent security alerts (e.g., suspect packages) and ensuring that all staff know what items are present on site.

VEHICLES

All site rules and regulations regarding vehicles apply. Vehicle movements must, so far as reasonably practicable, be kept separate from pedestrians. Where this cannot be achieved, a competent banksman must supervise vehicle movements.

Additional requirements:

- Avoid driving on ornamental flower beds, verges, grassed areas, and waterlogged ground.
- Maximum speed limit: **10 mph** (reduced to **5 mph** near equines and pedestrians).

- All vehicle movement will be suspended during the Event unless specifically authorised.
- Access and egress is only permitted via established entry points and designated routes; all vehicles must be removed from site unless authorised otherwise.
- No person may ride on any vehicle, forklift, buggy, or similar equipment unless a proper, designated seat is provided.
- Mobile phones must not be used whilst operating plant or machinery.
- Only competent persons with the relevant licences or competency certificates may operate plant, lift trucks, gators, buggies, or similar machinery.
- When unloading vehicles outside a secured area, a banksman must supervise.
- Where materials or equipment are stored, suitable barriers, warning signage, and necessary lighting must be provided to ensure safe storage.

FIRST AID AND WELFARE

All employers are legally required to fulfil their own first aid duties while on site. During Event days, additional first aid provision is available onsite but is primarily intended for Event visitors. Temporary toilet facilities will be provided where practical during the build and break phases. The use of alcohol, intoxicants, or illegal substances by persons working on site—or immediately before commencing work—is strictly prohibited and will result in removal from site.

PPE

High-visibility clothing is required during the build and break phases. *Black or dark blue high-visibility garments are not compliant (EN ISO 20471) and must not be worn.* Suitable, robust footwear must be worn at all times; sandals or open-toed footwear are not permitted. Persons working at height, or beneath others working at height, must wear appropriate safety headwear.

VENUE PROTECTION

Care must be taken to avoid damage to trees, park furniture, fittings, and vulnerable ground surfaces. Where plant, equipment, or vehicles are permitted to remain on grassed areas, operators must provide and use suitable surface coverings or ground protection. No vehicles, plant, or equipment may be stored **under tree canopies** or on **root protection areas**.

ACCIDENTS, INJURIES, OR DAMAGE:

All accidents and incidents involving injury or damage must be reported to the Event Organisers and the Event Safety Officer. Records will be maintained and appropriate action taken. Employers are reminded of their duties under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**.

FIRE AND EVACUATION

All persons working on the Event must familiarise themselves with the posted fire and evacuation procedures and the locations of the nominated assembly points.