

FLOORS CASTLE HORSE TRIALS
10- 12TH MAY 2019

TRADE STAND TERMS AND CONDITIONS

1. **APPLICATION.** Exhibitors must complete the Trade Stand booking form and forward it to the Trade Stand Organizer (TSO) at the address provided together with the appropriate payment and documentation. Proof of Public Liability Insurance and any relevant health and safety documents should be sent alongside the booking form at time of booking. Applications will not be confirmed until this information has been received. Every exhibitor shall be deemed to have read and understood these terms and Conditions. Trade Stand Bookings will close on 16th March 2018, after this a late payment penalty will apply. No Refund will be made to any exhibitor who, for whatever reason, does not attend the event, or cancels their booking after the above date. Receipt of application form does not necessarily guarantee a space.
2. **EXHIBITORS' RESPONSIBILITIES.** Floors Castle Horse Trials will not be responsible in any way for any article, item, plant, machinery or object of any kind exhibited on the Great Park. The Exhibitor shall assume full responsibility therefore, including liability for all claims arising out of the event, handling, housing or storing of such exhibits and the conduct of the Stand generally.
3. **INSURANCE.** Exhibitors must take out comprehensive insurance for public liability & all other risks including fire and loss of business not only as regards their own property, but also against a third party claim. Any exhibitor employing people must have employer's liability insurance to satisfy health and safety requirements.
4. **ALLOCATION OF SPACE.** The allocation of sites, including the positioning of trade stands, will be entirely at the discretion of the event Organisers. Event Sponsors will be given priority followed by shedding bookings and then on a first come first served basis. Each exhibitor shall be strictly confined to the space allotted and paid for (this includes any vehicle required to be part of the stand). If you require any form of tentage or flooring, please contact Best Intent Marquees, our official marquee suppliers on 0800 448 8949 info@bestintentmarquees.co.uk www.bestintentmarquees.co.uk
No other marquee rental company will be allowed on site
5. **SUB-LETTING OR SPLITTING STANDS.** Exhibitors are forbidden from sub-letting any portion of the space allotted to them.
6. **CANCELLATION OF SPACE.**
All persons who have booked and paid for stands and subsequently cancel the booking or fail to exhibit shall forfeit all fees and charges paid. The TSO reserves the right to re-let such space.
7. **ALLOCATION OF EXHIBITOR TICKETS.** Exhibitors will be allocated three single Adult tickets for each Trade Stand space booked. Vehicle passes – trade stands will be allowed one complimentary vehicle pass per booking. Staff Car Parking – Staff or volunteers manning your stall/stands should park in the public car parks. Ticket Refunds – Under no circumstances will refunds be made to trade exhibitors or their staff/volunteers who arrive at the entrance without exhibitor tickets and have to pay to gain admission to the show at full rate. The TSO cannot be held responsible for lost or forgotten exhibitor tickets.
8. **SITE PREPARATION & COMPLETION.** Outdoor trade stand holders may begin preparation of their sites on the Wednesday prior to the show. Restrictions may be in place on the Thursday prior to the show if an extra day of competition is required. The setting up of all stands must be completed by 8pm at the latest on the Thursday evening. All stands must be erected and be open for business from 9am until 5:30pm on each event day.
9. **GENERATORS.** No noisy generators will be allowed within the designated Trade Stand Area.
10. **DISMANTLING OF STANDS.** Removal of stands may not commence before the end of competition on Sunday and all exhibitor materials are to be removed within 24 hours thereafter. Exhibitors' vehicles arriving to remove stands will not be admitted to the trade stand area before the end of competition on Sunday.
11. **LITTER.** Exhibitors are required to have their Stands and the portions of the adjacent avenues and pathways immediately adjoining their Stands cleaned up at the end of the Event. Caterers and exhibitors providing meals and foodstuffs and light refreshments must provide their own bins for waste food and ensure these are removed from the area on departure. All waste must be containerized and removed from the site
12. **FOOD AND CATERING.** No Exhibitor other than the Event's appointed caterers and officially booked Food Stands will be allowed to sell food and drink for consumption. Exhibitors are at liberty to make such arrangements regarding hospitality catering on their own stands as they may wish but are reminded that these must conform to Food Hygiene Regulations. Exhibitors should ensure they purchase enough exhibitor passes in this instance to include catering staff, as event organizer will not provide these.
13. **ALCOHOLIC DRINKS.** Exhibitors are responsible to ensure that no alcoholic liquor is obtained from their stand by children or young persons. Exhibitors selling alcohol must obtain their own licenses and must be able to produce them on request.
14. **PA EQUIPMENT & RADIO COMMUNICATION EQUIPMENT.** The use of PA and Radio communication equipment MUST be authorized by the event organiser. The use of Radio Microphones interferes with the public address systems used by the organisers for important announcements and information about the event and they

may only be used if spare frequencies are agreed with the event organiser.

15. CHARITIES. The collection of donations, sale of raffle tickets etc. is allowed only within the confines of the space booked by the particular charity concerned and must not be conducted within the walkways, roadways, avenues and car parks unless arranged with the event organiser.

16. POSTPONEMENT OR ABANDONMENT. – see separate letter

17. COMPLIANCE. All trade stands and exhibitors must be compliant with all current legislation and regulation relating to their business and exhibiting of their business.

18. FIRE EXTINGUISHERS. Exhibitors must have an appropriate number and type of extinguisher and other fire appliances on their stand, all must be in working order.

19. RISK ASSESSMENT. A completed Risk Assessment Form must be held on your stand for the duration of the event.

20. HEALTH AND SAFETY REGULATIONS. The Horse Trials has a safety policy available on request.

21. DISCLAIMER OF LIABILITY. The Event, its' Officers or Servants shall not be responsible for any accident, damage, or loss however caused, that may occur to any exhibitor, or his servant, or to any article, animal, or property brought into the event. Each Exhibitor shall be solely responsible for any loss, injury or damage that may be done or occasioned by, or arising from any machinery, or other article, or any animal, or property exhibited by him, and it is a condition of entry that each exhibitor shall indemnify and hold harmless the Event, the TSO, its' Officers or Servants, from and against all actions, suits, expenses and claims on account of such damage, injury or loss.

22. Please note the water supplied on site is from a private water supply, use at your own risk.

I agree to the terms and conditions as laid out above.

Signed _____

Date _____