



BRAMHAM

★ ★ ★



BRAMHAM INTERNATIONAL HORSE TRIALS

RETAIL VILLAGE
7th – 10th June 2012

EXHIBITOR TERMS & CONDITIONS

**ALL THOSE EXHIBITING AT THE EQUI-TREK BRAMHAM
INTERNATIONAL HORSE TRIALS MUST READ AND COMPLY
WITH THE FOLLOWING TERMS AND CONDITIONS
FAILURE TO DO SO WILL RESULT IN THE EXHIBITOR NOT
BEING INVITED TO RETURN AND MAY RESULT IN THE
EXHIBITOR BEING ASKED TO LEAVE THE SITE**

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

1. APPLICATIONS

Application forms for the Equi-Trek Bramham International Horse Trials 2012 complete with remittance must be returned **by the closing date of 28 February 2012**. Incomplete application forms including those without signed Health and Safety forms or incorrect payments will be returned to the sender. No booking will be held for that Exhibitor until correct documentation and payment is received. Applications will not be confirmed until the appropriate payment has been cleared. If an application is declined, the payment will be returned in full to the applicant.

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	85%
Cancellation prior to the start of the 3 rd day	60%
Cancellation prior to the start of the 4 th day	15%

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

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.

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

3. ALLOTMENT OF SPACE

- a. Application for space shall be dealt with by the Organisers at their entire discretion and the Organisers shall determine the position allocated to Exhibitors, although every endeavour will be made to meet any request by an Exhibitor regarding the position of their stand.
- b. The Organisers will process applications and allocate positions. Priority for available pitches will be given to Sponsors and secondly to repeat bookers who apply, with full payment, by 28th February 2012.
- c. NO EXHIBITOR MAY SUBLET THE WHOLE OR ANY PORTION OF ANY SPACE ALLOTTED TO THEM or move to any other site other than that allocated to them, without prior permission of the Organisers.
- d. Exhibitors are reminded that when booking open space that NO ALLOWANCE WILL BE MADE BETWEEN OR BEHIND STANDS FOR CARAVANS, STORAGE TRAILERS, GUY ROPES OR TOW BARS and that sufficient space must be booked for all parts of structures, equipment and all guy ropes required for any building, marquee or caravan to be erected on the space. Those Exhibitors whose stands are based on articulated prime-movers and trailers will have difficulty getting into the space provided if neighbouring sites are already occupied. Exhibitors using articulated prime-movers and trailers should indicate this on their application form, or inform the Organisers as soon as possible so that, if necessary, special arrangements may be made to get them onto their site.
- e. Any vehicles which do not fit into your booked space will need to go into the trade stand car park or campsite which will not be immediately behind your stand. No shedding units have space for vehicles behind them. Priority behind stands is for stock vehicles, one per stand if space allows.

4. PASSES, PARKING OF VEHICLES, ACCESS AND DELIVERIES

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

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

All occupants of Exhibitor cars will need either an Exhibitor wristband or an entrance ticket valid for that day. Any vehicles without a pass will be charged at the gate during the days of the event and directed to the public car

parks. Parking will be charged at £5 per day. Exhibitors without wristbands will be charged the entrance fee for that day. The Exhibitor wristbands are not transferable and it is the Exhibitors responsibility to ensure all staff members have either a wristband or purchase a valid admission ticket.

- b. The Organisers reserve the right to remove improperly parked vehicles.
- c. Exhibitors are responsible for providing vehicle and / or admission passes for all staff and for delivery of goods (other than by the Post Office) for their stands. **Lost or forgotten passes cannot be duplicated.**
- d. Delivery of goods to Exhibitors must be completed before 8.30am on Thursday 7th June. Deliveries during the event must be made before 8.30am or after 6.00pm entering via North Lodge gate (LS23 6NB), then follow the signs for deliveries. These must be unloaded at the security cabin by the white gate and must be collected via the one way system. There is no forklift available for deliveries. This movement may be restricted at the Organisers' discretion in the event of inclement weather. Please ask all of your drivers to drive slowly at all times and keep to the allocated access routes, and where possible do not drive in front of stands especially where unloading into the rear of the stand is an option. The speed limit in the park is 10mph.

Please note that no deliveries are permitted on Saturday 9th June at any time.

- e. 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 25th of May, you must e-mail the Horse Trials office immediately.

Notification of missing passes after the 25th 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 and 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.

5. OPENING OF EXHIBITOR STANDS

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

6. TENTAGE & SHEDDING

- a. Exhibitors booking open space are responsible for providing their own Display Unit which must conform to the Fire Regulations. (See cond. 8). Exhibitors booking shedding are responsible for ordering optional extras on the trade stand application form. The shedding units 1 to 18 will all have flooring and banner rails. **All Exhibitor banners and signs will be required to fit the banner rail of the shedding units and cannot be larger than the rail (height 600mm).**
- b. The organisers and their management team reserve the right to close down any exhibitor or their stand when, in their opinion, concerns for the health, safety and welfare of others on site arise. The exhibitor will be given opportunity to improve their provisions provided it will not cause disruption to the event or other exhibitors. No improvement work will be permitted whilst the exhibition remains open to the public.

7. ELECTRICITY & WATER

- a. There is NO mains electricity on the ground but Event Power, 27 Windsor Rd, Wraysbury, Staines, Middlesex. TW19 5DH (Tel 01784 481378) will supply electricity from generators. Anyone requiring electricity within the trade stand retail area MUST apply directly to them prior to the event, forms are included with the Trade Stand application pack. All pre wired applications connected to outlets must be safe, in good condition and designed for the purpose intended. **NO INDEPENDENT GENERATORS WILL BE ALLOWED** in the trade stand retail area, or behind stands, this includes those for personal use after the hours of the event but generators will be allowed in the separate trade stand campsite. Water standpipes are situated around the ground. No individual connections are permitted.
- b. Any portable electrical appliances brought onto site and 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.

8. FIRE REGULATIONS – GENERAL

The Organisers will liaise with the local fire service on matters which concern the site as a whole but all contractors must comply with the Regulatory Reform [Fire Safety] Order 2005 and carry out suitable and sufficient risk assessment in accordance with these regulations.

- a. All Exhibitors should provide at least one fire extinguisher manufactured to B.S. 5423 and rated 13A (equivalent to a 9.1 litres water/gas expelled or similar dry powder extinguisher where gas appliances are in use). Any Exhibitor using electrical equipment must provide a CO₂ extinguisher in addition. The Exhibitor must ensure that personnel trained in their use are present during all operations involving fire risk.
- b. Where cooking facilities are being used one fire blanket must also be provided. Where gas rings are used to heat boilers etc, they must be stood on flameproof material which will not transmit heat. They must not be stood directly on grass.
- c. Every tent or similar enclosed structure should be provided with exits which are sufficient for the number of occupants in relation to their width, number and siting. No exit should be less than 1.2m wide. Exits should be in the form of a doorway frame and doors fitted with panic bolts, or be a permanent opening. Exit via tent flaps is not satisfactory. All Fire Exit signs are now required to comply with the Health & Safety [Signs] Regulations 1996. Text only fire exit signage is no longer legal.
- d. All gas cylinders, empty or full should be kept in the open air well away from any openings, and the gas piped to the appliances using the rigid or armoured flexible piping, secured with proper hose clips. The cylinders should be protected from public misuse and turned off when not in use. Connections to the appliances, cylinders and piping should be tested for leaks using soapy water. **ONLY TWO GAS CYLINDERS MAY BE KEPT ON THE STAND AT ANY TIME.**
- e. The organisers must be notified before Exhibitors use blow lamps, welding equipment or any open flame. The storage of flammable liquids such as paint, oil, petrol, thinners and other hazardous materials must be in accordance with the Regulatory Reform [Fire Safety] Order 2005, the Health & Safety at Work Act and associated legislation.
- f. No more than 10 litres of fuel may be stored on site by any one exhibitor
- g. No more than two 17KG gas cylinders are permitted to be stored on site by any exhibitor. They must be securely tied up to prevent them from falling over. Any exhibitor who requires storing more than two cylinders must seek the permission of the organiser and agree a location for a gas storage facility.
- h. It will be the responsibility of the exhibitor to provide a suitable gas storage facility for the storage of more than two cylinders. It must be properly constructed cage and have a regulatory sign affixed depicting LPG storage.
- i. Disposal of rubbish by burning is prohibited.
- j. No smoking legislation must be strictly observed. Every Exhibitor must display official NO SMOKING signs on or close to the entrance to their tent.
- k. Barbeques and fires are prohibited in and around the Trade Stand area.

ADDITIONAL FIRE REGULATIONS FOR LARGER STANDS

All materials of tented structures, including linings, should either be inherently non-flammable or should comply with the performance requirements of British Standard 5867: Part 2:1980 when tested in accordance with Test 2 of British Standard 5438: 1976 or should comply with British Standard 3119/3120. Rigid linings to tents and stands should provide a standard surface spread of flame not less than Class 1 as defined by British Standard 476. The required exits should be evenly distributed around the structure so that genuine alternative routes are available from all parts. The exits should discharge direct to open air, so that people can disperse quickly and safely. In the case of structures greater than 100 sq. m in area, there should be a minimum of four such exits, each clearly indicated by appropriate EXIT signs. For smaller units, 2 exits, one at either end, should suffice. **EXIT VIA TENT FLAPS IS NOT CONSIDERED SATISFACTORY.**

9. RESPONSIBILITY & CONDITIONS OF EXHIBITORS

- a. No Exhibitor will be permitted to sell any food or drink to the Public without prior permission from the Organisers.
- b. No Exhibitor will be allowed to place goods or material outside the limit of his allotted space, nor in such a manner as to obscure unduly the exhibits of an adjacent stand. Exhibitors wishing to place goods in front of their tent / stand must set the tent / stand back from the site line accordingly and will be charged for any depth over 6 metres that this causes them to occupy.
- c. All Exhibitors must confine their displays, recruitment, sales and/or fund raising to their Stand. No Exhibitor may solicit business in the public walkways and concourses, nor on any other part of the Showground. This regulation applies equally to charities and commercial exhibitors, with the exception of the Organisers nominated charity.
- d. Kites and loud speakers are prohibited; musical instruments may NOT be played without the Organisers 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 £2,000,000 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)
- j. First aid services are provided for the general public and competitors on site. The first aid provision will be on site from Thursday 7th June to Sunday 10th June between the hours of 9.00am and 5.00pm. Outside these hours the Exhibitors should make their own arrangements. Exhibitors are reminded of their responsibilities under the Health & Safety (First Aid) regulations 1981.

- k. Exhibitors must record in their accident book any accident involving themselves, persons in their employ or the public that occur on their stand or in the close vicinity and report the same details, as soon as possible, to the Event Secretary's office.
- l. In the event of inclement weather, Exhibitors must not put down any cardboard, straw, shavings or any other materials into walkways.
- m. **Dogs must be on a leash and kept under control at all times, and cleaned up after.**
- n. Demonstrations involving moving machinery or other live mechanical or electrical demonstrations are not allowed, except with the express written permission of the Organiser. Any demonstration will first have to be approved by the Health and Safety Officer.
- o. No postholes are allowed to be bored nor is any other digging or excavation to take place anywhere on site without authorisation from the Organiser. Where permission is granted open holes must be fenced off or covered and marked with orange lights during the hours of darkness. All holes must be reinstated as soon as possible after the event. Before excavation work commences the exhibitor must ensure that the location of any electricity cables, telecommunications cables, drains, gas, water or air mains are taken into account. Exhibitors are not permitted to use Bramham Park Estate as a billing address for BT services.
- p. No Exhibitor or other person shall be allowed to affix any placard or advertisement to any part of the Event's premises or surrounding roads unless permission to do so has been obtained from the Organisers.
- q. No persons shall be allowed to distribute handbills or display advertisements other than on their own stand.

10. SUB CONTRACTORS USED TO ERECT STANDS

Any contractor employed by a trade stand for the installation of any structure or service must ensure they have completed and submitted the Event 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. It is the stands responsibility to provide the times and dates to the office when any sub contractors will be working on site.

11. OTHER INFORMATION

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

Banking: The nearest banking facilities are in Wetherby and Boston Spa.

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

Newspapers/milk: A newspaper and groceries van will be behind the Secretaries tent at the start of each day.

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

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

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

Telephones: BT no longer provide an event service so telephone lines must be booked by Exhibitors themselves. Please ensure that you do not use Bramham's address as the BT billing address.

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

11. DISCLAIMER OF LIABILITY

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 shall not be liable in respect of any loss or damage whatsoever arising from the abandonment, cancellation or postponement of the Bramham International Horse Trials, or any such eventuality.

The Organisers reserve the right to refuse admission to Bramham Park to any person, or to withdraw permission at any time to remain in the park and shall not be required to give any reason for such action. The organisers reserve the right to vary the content of the event without being obliged to refund monies.

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 2011