

HUTTON IN THE FOREST HORSE TRIALS 2

September 8th & 9th 2012

Exhibitor APPLICATION FORM

Applications Close 13th August 2012

BUSINESS NAME:

CONTACT NAME:

ADDRESS:

.....

POSTCODE: TELEPHONE:

EXHIBITORS EMAIL ADDRESS: WEBSITE DETAILS:

Name of the person who will be in charge of the trade-stand during the event:

NAME: MOBILE NO:

ALL FIRST TIME applicants must submit a written description, a recent photograph of their stand and 2 references addresses from other events.

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SITE	SIZE	No. OF UNITS	£/ UNIT	TOTAL
A. Open Space - non food Minimum frontage 4 metres	1m x 10m frontage x depth		£22.50 per metre	
B. Open Space - food Minimum frontage 4 metres	1m x 10m frontage x depth		£33.75 per metre	
Electricity	2 socket 13 amp supply		£95.00	
Furniture	6' x 2'3" trestle		£5.00	
Folding chair			£2.50	
Furniture deposit			£30.00	
TOTAL				

Signed

Name Date

Payment receipt will be sent out in September 2012.

Please accept this application for space and other requirements for Hutton in the Forest Horse Trials 2 **8th & 9th September 2012**. I/We have received the Hutton in the Forest Horse Trials 2 Tradestand Regulations and have read them and I/We undertake on behalf of myself/ ourselves and all persons in my/our employ to abide by them. I confirm that we carry third party public liability insurance with an indemnity of at least £2 million for any one claim.

NB: No application will be considered unless

- A cheque for the full amount is enclosed (payable to L Weymouth)
- This form is completed and signed
- **The Hutton in the Forest Horse Trials 2 2012** Health and Safety checklist is fully completed and enclosed
- If you have not exhibited with us before, please provide pictures of your stand & exhibits
- Priority for locations will be given to sponsors and then to returning tradestands.

If your advance application has been accepted, cheques will be cashed during September 2012. Cheques received from non-successful applications will be returned.

Applications to: Hutton in the Forest Horse Trials 2 · Bampton Hall · Bampton · Penrith · Cumbria · CA10 2RQ
Tel: 01931 713245 · Email: office@douglasweymouth.com · www.huttonhorsetrials.co.uk

OFFICE ONLY

DATE RCVD.

ACCEPTED

CHEQUE BANKED

INVOICE NO.

STAND NO.

H&S FORM

HUTTON IN THE FOREST HORSE TRIALS 2

September 8th & 9th 2012

Trade Stand Health & Safety Questionnaire 2012

Please answer questions set out below, highlighting by circling yes or no and returning the completed form to the Organiser with your trade stand application.

<p>1 Do you employ more than five persons, or will you be employing more than five persons at this event (If the answer is yes, then answer the items below – <i>if you answered no, then move onto item two</i>)</p> <p>Do you have a Health & Safety Policy?</p> <p>Have health and safety risk assessments been carried out for the business you intend conducting and significant risks documented? (Please ensure a copy of the above is available for inspection by the Local Authority Inspector should they wish to carry out an audit)</p>	Yes	No
<p>2 Have you got an accident book?</p> <p>Do you investigate accidents and check safety?</p>	Yes	No
<p>3 Do you carry out health and safety training for all of your staff?</p> <p>Has any training of your employees been carried out relating to specific tasks and risks such as food hygiene, manual handling, and the use of equipment on your tradestand?</p>	Yes	No
<p>4 Do you undertake regular testing and maintenance of tools & equipment? This particular needs to be answered by providers of Public Food.</p>		
<p>5 Will you be using any electrical or gas powered equipment for heating, cooking or demonstrating on your trade stand?</p> <p>If yes, are the required tests carried out on your heating, cooking or demo station equipment and are test details available to inspect?</p> <p>Do you have the appropriate Fire Extinguisher, serviced within the last 12 months.</p>	Yes	No
<p>6 Have you arrangements for First Aid? Have you means of communicating emergencies?</p>	Yes	No
<p>7 Will you or any of your staff be intending to stay on site overnight If yes please inform us of the numbers of people and size of accommodation you intend to use:</p>	Yes	No
<p>8 Will you be arriving in a 7.5 tonne vehicle, or one of similar or larger size?</p> <p>If so, please state an estimated day and time of arrival:</p>	Yes	No
<p>9 Do you intend to sell Alcohol on your stand?</p>	Yes	No
<p>10 Public Food Provision only. Are you registered with your local authority?</p> <p>Please can you provide details of which one.</p>	Yes	No

Insurance Details

Insurance Held	Policy Limit Value	Renewal Date
Public Liability		
Product Liability		
Employers Liability		

Signature Date

HUTTON IN THE FOREST HORSE TRIALS 2

September 8th & 9th 2012

Organised by L Weymouth

TRADE-STAND REGULATIONS 2012

1. APPLICATIONS

Application forms for the **Hutton in the Forest Horse Trials 2 2012** complete with remittance must be returned by the closing date of **13th August**. 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.

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:

Cancellation up to midnight on the Saturday 1st September 2012	90%
Cancellation up to midnight on the Wednesday 5th September 2012	75%
Cancellation up to midnight on the Friday 7th September 2012	50%
Cancellation up to midnight on the Saturday 8th September 2012	25%
Cancellation up to midnight on the Sunday 9th September 2012	15%

There can be no refund in respect of any other tentage, optional extras 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.

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 trade stands 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. Failure to complete and return the required forms may result in exclusion from the event.

3. ALLOTMENT OF SPACE AND ACCESS TO SITE

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 effort will be made to meet any request by an Exhibitor regarding the position of their stand.

b NO Exhibitor MAY SUBLET THE WHOLE OR ANY PORTION OF ANY SPACE ALLOTTED TO THEM or move to any other site than that allocated to them, without prior permission of the Organisers.

c Exhibitors are reminded that when booking open space that NO ALLOWANCE WILL BE MADE BETWEEN STANDS FOR 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 Horse Trials Office as soon as possible so that, if necessary, special arrangements may be made to get them onto their site.

d Delivery of goods to any trade stands must be completed before the start of the event. 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. The speed limit on the Hutton-in-the-Forest Estate is 10mph.

4. PASSES AND PARKING OF VEHICLES

a. All staff, contractors and vehicles owned by Exhibitors must display the correct pass at all times or access to the event will not be allowed. Lost passes cannot be replaced.

All occupants of trade stand cars will need either an Exhibitor pass or an entrance ticket valid for that day. Any vehicles without a trade stand pass will be charged at the gate during the days of the event and directed to the public car parks. Exhibitors without passes will be charged the entrance fee for that day. The Exhibitor passes are transferable and it is the Exhibitors responsibility to ensure all staff members have either a pass 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) to their stands. **Lost or forgotten passes cannot be duplicated.**

d. All Exhibitors are responsible for accepting delivery of their own goods. The Organisers have no facilities for the acceptance and storage of goods on site, and accept no responsibility for any losses between Exhibitors and their suppliers before, during and after the event.

e. 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.

f. Passes will be sent to you by post approximately two weeks before the event.

g. No quad bikes or motorized off road vehicles are allowed on the Estate at any time.

h. 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 and will have suitable facilities available.

5. OPENING OF STANDS

a. No trade stand will be admitted onto the Estate before **Friday 7th September** unless prior permission has been obtained from the Organisers.

b. The Site Manager will be available to site stands between 8.00am and 6.00pm from **Friday 7th**. Trade Stands will not be allowed on site after this date unless with the prior approval of the Organisers.

c. All goods and exhibits must arrive on site no later than the start of the event and be removed by **Monday 10th September**, unless permission has been obtained for alternative dates.

d. Stands must be open for business from 7.45am until 6.00pm Saturday and Sunday. It is recommended food stands to be open by 7.30am.

e. All stands 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

Exhibitors booking open space are responsible for providing their own Display Unit which must conform to the Fire Regulations. (See cond. 8). **All Exhibitor banners and signs will be required to fit the banner rail and cannot be larger than the banner rail.**

7. ELECTRICITY & WATER

There is NO mains electricity on the ground however the Organisers will arrange for a limited supply of 13amp double sockets to be available to rent and powered with electricity from generators. Anyone requiring electricity MUST request this on the Exhibitor booking form. **NO INDEPENDENT GENERATORS WILL BE ALLOWED without the express permission of the Organisers.** Water standpipes are situated around the ground. No individual connections are permitted.

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 Fire Precautions (Workplace) Regulations 1997 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 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 Fire Precautions Act, the Health & Safety at Work Act and associated legislation.

f. Disposal of rubbish by burning is prohibited.

g. No smoking legislation must be strictly observed. Every Exhibitor must display official NO SMOKING signs on or close to the entrance to their tent.

h. Barbeques and fires are prohibited in and around the Trade Stand area.

9. GENERAL CONDITIONS

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 his exhibits, of any description, so that any part thereof projects beyond the limits of space allotted to him, nor in such a manner as to obscure unduly the exhibits of an adjacent stand. Kites and loud speakers are prohibited, musical instruments etc. may NOT be played without the consent of the Organisers.

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.

d. 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. L WEYMOUTH (Hutton in the Forest Horse Trials 2) 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.

No liability for security is accepted at any time, whether before, during or after the Event.

e. Exhibitors are responsible for removing all rubbish and refuse at the end of the Horse Trials and leaving the site in the same state as they found it. This includes the filling of post holes, etc.

f. It is the responsibility of the Exhibitor to pass the details of these terms & conditions to their staff and contractors.

g. All Exhibitors must comply with Trading Standards with particular reference to the Business Names Act (1985) and Price Marking Order (1999).

h. First aid services are provided for the general public and competitors on site. The first aid provision will be on site from **Saturday 8th September** between the hours of 0800 and 1800 hours. Outside these hours the Exhibitors should make their own arrangements. Exhibitors are reminded of their responsibilities under the Health & Safety (First Aid) Regulations 1981.

i. 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.

j. In the event of inclement weather, Exhibitors must not put down any cardboard, straw, shavings or any other materials into walkways.

k. Dogs must be on a leash and kept under control at all times.

l. 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.

m. No postholes are 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.

10. RESPONSIBILITY OF Exhibitors

Hutton-in-the-Forest 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 Hutton-in-the-Forest 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.

11. OTHER INFORMATION

Banking facilities: The nearest banking facilities are in Penrith and Carlisle.

Facilities: There are a number of mobile catering vehicles throughout the Trade Stand area from which you can purchase food. A limited number of these may be available prior to the opening of the event for contractors & Exhibitors. Please leave these facilities as you would like to find them.

12. DISCLAIMER OF LIABILITY

Save for the death or personal injury caused by the negligence of the Organisers or anyone for whom they are in law responsible, neither Hutton in the Forest Horse Trials 2 Organisers, nor Hutton-in-the-Forest Estate, nor British Eventing, nor any agent, employee or representative of these bodies accepts any liability for any accident, loss, damage, injury or illness to horses, owners, riders, grooms, spectators, land, Exhibitors' property, employees or any other persons or property whatsoever, whether caused by their negligence, breach of contract or in any other way whatsoever. Additionally, the Organisers reserve the right to refuse admission to Hutton in the Forest Horse Trials 2 to any person, or to withdraw permission at any time to remain in the estate and shall not be required to give any reason for such action. The Organisers shall not be liable in respect of any loss or damage whatsoever arising from the abandonment, cancellation or postponement of the Hutton in the Forest Horse Trials 2, or any such eventuality.

L Weymouth

Hutton in the Forest Horse Trials 2

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