



**CATERERS APPLICATION PACK**

**Please complete in CAPITAL LETTERS and return to:**

Musketeer Event Management, 2 Gate Cottage, Field House, Brancaster, Kings Lynn, Norfolk, PE31 8EE

**Please note:** Applications close on 30<sup>th</sup> March 2019, confirmations of acceptance will be sent out week commencing 1<sup>st</sup> April

**\*\* Late applications will be considered subject to availability\*\***

**New applicants: Please enclose a photograph of your stand.**

Priority will be given to sponsors and thereafter repeat bookers. The decision to accept an application will be based on the quality of goods, stands and desire to avoid duplication of products.

**Event Sponsors will be given priority and prime locations** – If you are interested in becoming a sponsor, please contact the office: [jenny@musketeer.co.uk](mailto:jenny@musketeer.co.uk) / 01485 210070

**Payment** – Please make cheques payable to Musketeer Event Management. Whilst we are happy to receive emailed applications, space can only be reserved with full documentation and payment. Please email [rrix@musketeer.co.uk](mailto:rrix@musketeer.co.uk) to arrange a BACS payment. If you require a VAT receipt for your booking please email [rrix@musketeer.co.uk](mailto:rrix@musketeer.co.uk).

COMPANY NAME: .....  
CONTACT NAME: .....  
ADDRESS: .....  
POSTCODE: .....TELEPHONE (on event):.....  
EMAIL: .....  
WEBSITE: .....

DESCRIPTION OF EXHIBIT (For programme entry – No more than 20 words):

## COSTINGS

### OPEN SPACE

Standard depth 6 metres, with an additional 6m for parking/storage. Minimum frontage 4 meters. Please account for guy ropes, fixtures, fittings, tow bars etc., when calculating space required.

	REQUIRED SPACE IN METRES
Length (Frontage)	

ELECTRICITY	COST EX.VAT	
2 x 13amp supply	£70.00	

SUB-TOTAL	
VAT @ 20%	
GRAND TOTAL	

Please receive this as our application for the rental of space at Barbury International Horse Trials. I acknowledge receipt of the Exhibitor Terms and Conditions and I undertake on behalf of ourselves and all persons in our employ to abide by them.

**Please note: all catering outlets will be charged 20% of takings – which must be paid within 7 days post- event (any additional electricity must be paid at the application stage)**

Signed:	Date:
Printed Name:	Position within Company:



**HEALTH AND SAFETY DOCUMENTATION**

Please complete clearly in CAPITAL Letters and return the applicable closing date to:

Musketeer Event Management, 2 Gate Cottage, Field House, Brancaster, King's Lynn, Norfolk, PE31 8EE

COMPANY NAME:

PERSON RESPONSIBLE FOR TRADE STAND DURING THE EVENT:

TELEPHONE (Contact during the event):

**1. CONTRACTORS**

Will you be employing a contractor to erect your trade stand? If YES, they need to complete and return their own version of the Health and Safety documentation and risk assessment.	Yes	No
Contractor Name		
Contractor Telephone Number		
When do you envisage your trade stand structure being erected at the event (date and approximate time)?		
When do you envisage your trade stand structure will be dismantled (date and approximate time)?		
Have the contractors completed a risk assessment for their activities at this event? Please attach a copy of the assessments to your documentation. (Irrespective of the size of contractor risk assessments are compulsory for erection and dismantling of the stand)	Yes	No

**2. ELECTRICITY**

Will you be using any electrical equipment?	Yes	No
Have they been purchased or PAT tested within the last 12 months? (Please include date tested)	Yes	No
Can you confirm you will have a 9 litre CO2 fire extinguisher on your stand?	Yes	No

**3. GAS**

Will you be using any gas/LPG powered electrical equipment?	Yes	No
Have they been purchased or GASAFE tested within the last 12 months? (Please include date tested)	Yes	No

Can you confirm you will have a 9 litre dry powder fire extinguisher on your stand?	Yes	No
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#### 4. COOKING (only applicable to catering stalls)

Do you intend to cook food on your stand?	Yes	No
If YES, can you confirm you will have a fire blanket as well as a fire extinguisher?	Yes	No

#### 5. INSURANCE

Insurances Held	Limit / Claim Value	Policy Number	Renewal Date	Insurer
Public Liability				
Product Liability				
Employer's Liability				

#### 6. ACCIDENT AND ENFORCEMENT ACTION HISTORY

I confirm that we have had NO reportable accidents or dangerous occurrences in the last 5 years.	Yes
I confirm that we HAVE had reportable accidents or dangerous occurrences in the last 5 years (Please supply details of the incident(s)).	Yes

#### 7. RISK ASSESSMENT

All employers must conduct a risk assessment. Please provide us with your risk assessments, a sample has been provided below should you not have your own template.

COMPANY NAME:

PERSON RESPONSIBLE FOR TRADE STAND DURING THE EVENT:

TELEPHONE (Contact during the event):

WHAT ARE THE HAZARDS?	WHO MIGHT BE AT RISK?	WHAT ACTIONS CAN BE DONE TO MINISIE RISK?	ACTIONS PERFORMED BY WHOM?
<i>Slips and trips</i>	<i>Staff and visitors may be injured if they trip over objects lying around or incorrectly stored or if they slip on spillages.</i>	Carry out general good housekeeping. Ensure no leads or cables are left trailing and no items are left in walkways.	All staff and managers

*If, in your opinion, no risk exists in your activities please print **no risk** in the hazards column.*

I confirm that the business complies with the above health and safety, plus risk assessments have been completed.	Yes	No
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Signed:	Date:
Printed Name:	Position within Company:

## 8. DOCUMENTATION CHECKLIST

The following checklist summarises the safety documentation that will be required by the event. Please ensure all of the following are included in your exhibitor application.

- Application Form, completed and signed (pages 1 & 2)
- Payment cheque, made payable to Musketeer Event Management
- Copy of your Public Liability Insurance covering the dates of the event, if a new one is issued prior to the event then please send this when available
- Copy of your Food Safety Management Systems and Procedures (HACCP) (Catering stands only)
- Copy of your Food Hygiene Certificate (Catering stands only)
- Copy of Electrical Certificates (if applicable)
- Copy of Gas Safety Certificates (if applicable)
- Health and Safety Documentation including Risk Assessments, completed and signed (pages 3, 4 & 5)
- If you are using a contractor to set up your trade stand, please include their copies of the Health and Safety Documentation including Risk Assessments, completed and signed (page 3, 4 & 5)
- Please ensure that you have read the Exhibitor Terms and Conditions, by signing this documentation, you state that you agree with these terms.



MUSKETEER EVENT MANAGEMENT



## EXHIBITOR TERMS AND CONDITIONS

All those exhibiting at the Barbury International Horse Trials are expected to comply with the following terms and conditions.

### 1. Applications

Application forms for each event must be completed with remittance and returned to Musketeer Event Management by the closing dates listed. Exhibitors are required to submit a copy of their Public Liability Insurance along with copies of the health and safety documentation with their application, failure to do so may result in the application being rendered ineligible.

Please make cheques payable to – MEM and send all applications to – Musketeer Event Management, 2 Gate Cottage, Field House, Brancaster, King's Lynn, Norfolk, PE31 8EE.

#### **Applications will not be accepted or space held without full documentation and payment.**

The organisers reserve the right to exclude, at their discretion, any person or company from trading/exhibiting at the event, or close a stand which fails to comply with either these terms and conditions or health and safety standards.

### 2. Abandonment & Cancellation

In the event of cancellation or abandonment of the event, exhibitors may be entitled to a partial or full refund of open ground space, applications for refunds will be assessed on a case by case basis. In the event of abandonment any such refund shall only be considered after consultation with the event insurers. Exhibitors are recommended to insure against losses incurred due to cancellation or abandonment. Unless the event is cancelled prior to their erection or installation, no refunds will be issued in respect of ancillary services, shedding, marquees or power supplies.

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.

### 3. Opening of Exhibitor Stands

Musketeer will supply a detailed brief of exhibitor opening and closing times as well as allocated set up and breakdown timings. All exhibitors must adhere to the brief supplied by Musketeer, any non-compliant exhibitor risks being asked to pack down and leave the showground. Any exhibitor who is unable to meet the requirements is to email [info@musketeer.co.uk](mailto:info@musketeer.co.uk) well in advance to make arrangements.

### 4. Allotment of Space

Application for space shall be dealt with by the organisers at their discretion and the organisers shall determine the position allocated to exhibitors.

No exhibitor may sublet the whole or any portion of any space allotted to them or more to any other site other than that allocated to them, without prior permission of the organiser.

Exhibitors are responsible for ensuring that they book the correct size for their exhibit. This should include all tow bars, guy ropes and pegs. Exhibitors whose stands or associate vehicles go beyond the perimeter of their allocated space will be charged an additional £50.00 plus VAT per square meter.

### 5. Passes, Parking of Vehicles, Access and Deliveries

Access for all exhibitors, staff, subcontractors and deliveries is via the main event entrance, please follow the event signage.

No access to the exhibitor area during peak times (8.30am – 5.00pm); vehicles wishing to access during this time will be expected to use the public car park. No unauthorised vehicle movement onsite once the event is open to the public.

All accepted exhibitor applications will receive two vehicle passes, one more pass can be issued upon request, and further passes may be purchased. These passes must be clearly displayed at all times, failing to do so will result in the vehicle having to park in the public car park and pay the normal admission charges. No refunds will be issued for admission tickets purchased in such circumstances.

The organisers have no facilities for the storage of goods on site and accept no responsibility for any losses/damage between exhibitor and their suppliers before, during and after the event.

### 6. Selling

Exhibitors may only sell/offer for sale/advertise any article from within the confines of their stand. Nor shall the exhibitor distribute any leaflets/poster outside the confines of their stand. The organisers reserve the right to take whatever steps deemed necessary if the above instruction is disregarded.

No exhibitor will be permitted to sell or serve any food or drink to the public without permission from the organisers.

The organisers also reserve the right to stop activity which may cause annoyance to other exhibitors, visitors or competitors.

Charities or other institutions wishing to raise funds at the event must obtain permission from the organisers. Raffles and collections may only take place within the confines of the exhibitors own stand.

#### 7. Electricity & Water

Provision of electricity is restricted to certain areas of the event site. All requests for power must be booked and paid for at the time of application. Requests for electricity after the closing date will be required to pay a late surcharge of £40.00.

Any wiring or electrical component additions or alterations which are required as a result of the exhibitor's equipment will be made at the discretion of the organisers and electrical contractor and will be chargeable in full to the exhibitor.

The organisers reserve the right to dis-connect any exhibitor from the electrical supply if, in the opinion of the electrical contractor, the exhibitors equipment is faulty.

Electricity will be supplied for the duration of the event only, although the organisers will endeavour to have the supply operational beforehand.

Generators are not permitted on the site. In exceptional circumstances the organiser may give permission for a generator to be used by the exhibitor. If permission is granted the generator must be super silenced, fenced, correctly earthed and fuel stored in an appropriate manner.

Water standpipes are situated around the ground. No individual connections are permitted.

#### 8. Fire

**All traders must provide suitable and sufficient firefighting equipment as per their risk assessment.**

All materials used in the construction of trade-stands should be constructed of non-flammable materials or be effectively fire proofed. Exhibitors should not keep on their stand or the surrounding area any flammable, explosive or dangerous substances.

All avenues, aisles and fire exits must be kept clear of exhibits.

Exhibitors should not park any vehicle so close to the back of the trade stand that it would cause an obstruction in the event of emergency evacuation of the trade stand. Exhibitors must adhere to all fire and safety regulations.

#### 9. Gas Safety

All fixed and temporary gas appliances must have a valid Gas Safe Safety Certificate as applicable and in accordance with current legislative requirements.

All cylinders should be sited in a well ventilated area, ideally external to the structure.

Only two cylinders per exhibitor.

A suitable quantity and type of fire extinguisher and fire blanket should be available with gas cylinders/appliances.

#### 10. Responsibility & Conditions of Exhibitors

**Health & Safety** - All exhibitors are expected to comply with the events health & safety policy. It is the responsibility of the exhibitor to ensure that their stand is soundly erected and that the stand and exhibits are safe at all times.

**Furniture** - Can be booked through the organisers. All furniture must be paid for at the time of application. Furniture must be collected from and returned to the event office by the Exhibitor. Any losses or damages will be charged to the Exhibitor.

**Banners and Boards** - Under no circumstances are banners or boards to be erected in any trade-stand avenue, arena, cross country course, car-park, access road or public road in and around the event site. Board space may be booked with the organiser and the appropriate fee paid. Any banner erected without permission will be removed or the appropriate fee charged.

**Dogs** - All dogs must be kept on a lead and under control at all times whilst on the event site. Dog owners are reminded that they are responsible for cleaning up after their dog. The owner of any dog found to be causing a nuisance may be asked to leave the event site and may have any future application for trade stand space refused.

**Tidiness** - Trade stand holders must ensure tidiness on their stand, the area in front of their stand and the area behind their stand. Rubbish bins and skips will be located around the site and rubbish should be placed accordingly. A fee of £50 plus VAT will also be charged in the event of damage to the site or waste/rubbish left.

#### 11. Disclaimer of Liability

Save for death or personal injury caused by the negligence of the organisers or anyone for whom in law they are responsible, neither the Burnham Market International Horse Trials or Houghton International Horse Trials, nor any agent, employee or representative of these bodies accepts any liability for any accident, loss, damage, injury or illness to horses, owners, riders, spectators, land, cars, 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. Further, the organisers reserve the right to refuse admission to Burnham Market International and/or Houghton International to any person or to withdraw permission at any times and shall not be required to give any reasons for such action.

#### 12. Sustainability & Environment

Musketeer Event Management is committed to working to reduce the environmental impact of our events. Exhibitors will endeavour to work alongside the Organiser to promote and practice good waste management and recycling regulations. All refuse taken from our events is sorted and baled to be exported and used as 'Refuse Derived Fuel', therefore there are no separate recycling bins. Wherever possible the Exhibitor will use recyclable and/or sustainable products i.e. cutlery and straws made from a sustainable material will be used in place of plastics. A copy of our 'Sustainability and Environmental Policy' can be found on our website [www.musketeer.co.uk](http://www.musketeer.co.uk) – upon signing the trade stand application form the Exhibitor undertakes a responsibility to adhere to and promote this policy.

