



## INTERNATIONAL EVENTS EXHIBITORS APPLICATION PACK

### BURNHAM MARKET INTERNATIONAL HORSE TRIALS 12<sup>TH</sup> – 14<sup>TH</sup> APRIL 2024

Please complete in CAPITAL LETTERS and return to:

[trade@musketeer.co.uk](mailto:trade@musketeer.co.uk)

or by post to: Trade Stands, Musketeer Event Management, 2 Gate Cottage, Field House, Brancaster, Kings Lynn, Norfolk, PE31 8EE

**Please note: Close of application will be 1 month before the first date of competition. Tradestand confirmations will be sent out after the closing date. We recommend you getting applications in early to avoid disappointment.**

#### EXHIBITOR INFORMATION

Exhibitor Name	
Trading Name if Different	
Contact Name	
Address to send passes to	
	Postcode:
Telephone	
Email Address	
Website	
Description of stand (For programme entry - no more than 20 words)	

#### LOCATION

**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

#### NEW APPLICANTS

If you have not exhibited at a Musketeer event before, please enclose a photograph of your stand with your application.



#### **ELECTRICITY**

If you require electricity, please specify on page 3. Please see Point 7 of the Exhibitor Terms and Conditions regarding generators.

#### **PAYMENT**

When your application is accepted, an invoice will be issued. Payment of the invoice must be made in advance of the event and confirmation of your space will not be given until payment has been made. Payment can be made by BACS or by cheque.

**Please receive this as our application for the rental of space at Barefoot Retreats Burnham Market International Horse Trials and/or Barbury International Horse Trials 2023. 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.**

Signed:	Date:
Printed Name:	Position within Company:



## COSTINGS

### OPEN SPACE

Standard depth 6 metres, with an additional 6m for parking/storage. Minimum frontage 4 metres. Please account for guy ropes, fixtures, fittings, tow bars etc., when calculating space required. The loyalty discount is applicable if you are a returning customer and have exhibited with us before.

	5% LOYALTY DISCOUNT	COST EX.VAT	TOTAL EX.VAT
Open Ground	£45 per metre	£45 per metre	
Minimum 4m	£42.75 per metre	£42.75 per metre	

### SHEDDING SPACE

Standard depth 6 metres. Units are complete with PVC sides, back, roof and lace-up front. Additional features such as banner rails, flooring, lighting, can be added at an additional cost (please see below).

	COST EX. VAT	TOTAL EX.VAT
3 X 6 Shedding	£325	
3 x 6 Shedding – with wooden flooring	£415	
6 X 6 Shedding	£620	
6 x 6 Shedding – with wooden flooring	£715	
9 X 6 Shedding	£915	
9 x 6 Shedding – with wooden flooring	£1,200	
Strip Lighting	£45	
Banner Rail (per 3m)	£50	

FURNITURE (to be collected from and returned to Event Office)	COST EX. VAT	TOTAL
Trestle Table	£15 each	
Folding Chair	£10 each	

ELECTRICITY	COST EX. VAT	TOTAL
Power Supply - 16amp	£195	
Power Supply - 32amp	£295	

	GRAND TOTAL
SUB-TOTAL	
VAT @ 20%	
<b>GRAND TOTAL</b>	



## HEALTH AND SAFETY DOCUMENTATION

Please complete clearly in CAPITAL letters and return by 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
Has it 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 the date tested)?	Yes	No
Can you confirm you will have a 9-litre dry powder fire extinguisher on your stand?	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



## RISK ASSESSMENT DOCUMENTATION

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

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

All employers must conduct a Risk Assessment. Please provide us with your risk assessments; an example 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 MINIMISE 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:



## APPLICATION CHECKLIST

Applications will not be considered unless all the following are included:

- ☐ Application Form, completed and signed (pages 1, 2 & 3)
- ☐ Payment by BACS 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)
- ☐ Health and Safety Documentation including Risk Assessments, completed, and signed (pages 4, 5 & 6)
- ☐ 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
- ☐ Please ensure that you have read the Exhibitor Terms and Conditions. By signing this documentation, you state that you agree with these terms. (Pages 8 & 9)



## EXHIBITOR TERMS AND CONDITIONS

All those exhibiting at the Barefoot Retreats Burnham Market Horse Trials are expected to comply with the following terms and conditions.

### 1. Payment and Form completion

- a. Applications will open in January 2024. Exhibitors are required to submit a copy of their Public Liability Insurance along with the Health and Safety documentation with their application. Failure to do so may result in the application being rendered ineligible.

Successful applications will be contacted and issued with an invoice, this invoice MUST be settled prior to the first day of the event you are exhibiting at.

**Successful applications will not be accepted, or space held, without full documentation and payment.**

- b. 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 and Cancellation

- a. 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 first day: 100% Cancellation prior to the start of the second day: 60% Cancellation prior to the start of the third day: 25%
- b. However, there can be no refund in respect of any tentage/shedding, optional extras such as flooring or electricity connections, which are already on site or have been erected or installed on behalf of the Exhibitors. No refund will be made in respect of any day on which the competition has started. Exhibitors are recommended to insure for losses incurred by cancellation or abandonment.
- c. 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 [trade@musketeer.co.uk](mailto:trade@musketeer.co.uk) well in advance to make alternative arrangements.

### 4. Allotment of Space

- a. Application for space shall be dealt with by the Organisers at their discretion and the Organisers shall determine the position allocated to Exhibitors.
- b. Priority for available pitches will be given to Sponsors and secondly to repeat bookers who apply, with full payment, by 1<sup>st</sup> March 2024.
- c. No Exhibitor may sublet the whole or any portion of the space allotted to them or move to any other site other than that allocated to them without prior permission of the Organiser.
- d. 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 metre.





- e. 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 must inform the Organisers prior to arrival to site so that any special arrangements required to get them on to site / into position can be facilitated.
- f. 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. Priority behind stands is for stock vehicles, one per stand, if space allows. Other vehicles or caravans must be positioned in the trade campsite or car park.
- g. All vehicles over 7.5 tonnes must be parked on boards to prevent them sinking.
- h. No shedding units have space for vehicles behind them. All Exhibitors in shedding will need to park in the trade stand car park.

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

- a. Access for all Exhibitors, staff, subcontractors and deliveries is via the main event entrance, please follow the event signage.
- b. There is no access for vehicles 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. There is to be no unauthorised vehicle movement onsite once the event is open to the public.
- c. All accepted Exhibitor applications will receive one vehicle pass, further passes can be sent on request. These passes must always be clearly displayed, failing to do so will result in the vehicle having to park in the public car park.
- d. 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**

- a. 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.
- b. No Exhibitor will be permitted to sell or serve any food or drink to the public without permission from the Organisers.
- c. The Organisers reserve the right to stop activity which may cause annoyance to other Exhibitors, visitors or competitors.
- d. 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 Exhibitor's own stand.

## **7. Electricity & Water**

- a. 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.
- b. 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.
- c. The Organisers reserve the right to dis-connect any Exhibitor from the electrical supply if, in the opinion of the electrical contractor, the Exhibitor's equipment is faulty.
- d. Electricity will be supplied for the duration of the event only, although the Organisers will endeavour to have the supply operational beforehand.
- e. Petrol generators are not permitted on the site. In exceptional circumstances the Organiser may give permission for a diesel 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.
- f. 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.**

- a. 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.
- b. 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

- a. All fixed and temporary gas appliances must have a valid Gas Safe Safety Certificate as applicable and in accordance with current legislative requirements.
- b. All cylinders should be sited in a well-ventilated area, ideally external to the structure.
- c. Only two cylinders per Exhibitor.
- d. A suitable quantity and type of fire extinguisher and fire blanket should be available with gas cylinders/appliances.

## 10. Responsibility & Conditions of Exhibitors

- a. **Health & Safety** - All Exhibitors are expected to comply with the Event's 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.
- b. **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.
- c. **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.
- d. **Rubbish** - 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

- a. Save for death or personal injury caused by the negligence of the Organisers or anyone for whom in law they are responsible, neither the Barbury Castle Horse Trials, Barefoot Retreats Burnham Market Horse Trials or Cirencester Park 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.
- b. The Organisers reserve the right to refuse admission to Barbury Castle Horse Trials, Barefoot Retreats Burnham Market Horse Trials or Cirencester Park Horse Trials to any person or to withdraw permission at any time 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 should use recyclable and/or sustainable products i.e. cutlery and straws made from a sustainable material should 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.