

# Musketeer Event Management

## Tradestands and Food Vendors

### Terms and Conditions

#### 1. Payment & 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 & 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 associated 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.