

**BAREFOOT RETREATS BURNHAM MARKET
INTERNATIONAL HORSE TRIALS
CATERING APPLICATIONS: 17th - 19th April 2026**

Please complete in BLOCK CAPITALS and return to trade@musketeer.co.uk, or by post to:

Musketeer Event Management – Trade Stands
2 Gate Cottage, Field House, Brancaster, Norfolk, PE31 8EE

Closing date for applications: Tuesday 17th March 2026

Trade stand confirmations will be sent after the closing date. We recommend submitting your application early to avoid disappointment.

Personal Information

Exhibitor Name	
Description	
Website	
Contact Name	
Email Address	
Phone Number	
Address	



EXHIBITOR INFORMATION

LOCATION

Event Sponsors will be given priority and prime locations. If you are interested in becoming a sponsor, please contact the office at kary@musketeer.co.uk or 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 this below. Please also refer to Point 7 of the Exhibitor Terms and Conditions regarding generators.

PAYMENT

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

COSTINGS

OPEN SPACE

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

Length of frontage			Meters
Electricity	Cost (EX VAT)	Total (INC VAT)	
16amp Power Supply	£195		
32amp Power Supply	£295		
SUB TOTAL	VAT @ 20%	GRAND TOTAL	

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	YES	NO
Contractor Telephone Number	YES	NO
When do you envisage your trade stand structure being erected at the event (date and approximate time)?	YES	NO
When do you envisage your trade stand structure will be dismantled (date and approximate time)?	YES	NO
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

4. Cooking (Only applicable to hot catering stalls.)**Do You intent 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****Employers 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****Details of the incident(s)**

7. Risk Assessment

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.

Exhibitor Name

Person responsible for the trade stand during the event

Phone Number (contact during the event)

What are the hazards?

Who might be at risk?

What actions can be done to minimise the risk?


Actions performed by whom?

Slips and Trips

Staff and visitors may be injured if they trip over objects lying around or incorrectly stored or if they slip on spillages.

Carry out general good housekeeping. Ensure no leads or cables are left trailing and no items are left in walkways.

All staff and managers

8. Document Checklist	
Application Form, completed and signed	
Payment by BACS or 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)	
Copy of your Food Hygiene Certificate	
Copy of Electrical Certificates (if applicable)	
Copy of Gas Safety Certificates (if applicable)	
Health and Safety Documentation including Risk Assessments, completed and signed	
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	

I confirm that the business complies with the above health and safety, plus risk assessments have been completed.		YES	NO
Date	Print Name	Sign	

Please note: **All catering outlets will be charged 20% of takings** – which must be paid within 7 days post event. All furniture or electricity must be paid at the application stage.
Payment – Please make payment in full using the following details Bank Details:

Barclays Bank
Account No: 83241440
Sort Code: 20-30-81

Please use the Event and Trade Stand name as the reference. Cheques payable to Musketeer Event Management.

Please accept this as our application for the rental of space at Barefoot Retreats Burnham Market International Horse Trials 2026. I acknowledge receipt of the Exhibitor Terms and Conditions and undertake, on behalf of ourselves and all persons in our employ, to abide by them.

Date	Print Name	Sign