

# MUSKETEER EVENT MANAGEMENT TRADE STAND AND CATERING APPLICATIONS 2026

Please complete in BLOCK CAPITALS and return to [trade@musketeer.co.uk](mailto: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: One month prior to the event. 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](mailto:kary@musketeer.co.uk) or 01485 210070.

### **PAYMENT**

Please account for guy ropes, fixtures, fittings, tow bars, etc., when calculating the space required. Once your application has been accepted, an invoice will be issued if you are a trade stand. 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. All catering outlets will be charged 17% of takings – which must be paid within 7 days post-event.

<b>EVENT</b>	<b>TRADE STAND (OVER 6M)</b>	<b>TRADE STAND (UP TO 6M)</b>	<b>CATERING STAND (17% TAKINGS)</b>
<b>BARBURY CASTLE, 27 - 29TH MARCH</b>			
<b>CIRENCESTER PARK, 1 - 3RD MAY</b>			
<b>BARBURY CASTLE UA, (INC COTWOLD CUP QUALIFIER) 20-31ST MAY</b>			
<b>CIRENCESTER PARK UA, (INC BYEH QUALIFIER AND COTSWOLD CUP QUALIFIER) 10 - 12TH JULY</b>			
<b>CIRENCESTER PARK UA COTSWOLD CUP CHAMPIONSHIPS, 25 - 27TH SEPTEMBER</b>			

**GRAND TOTAL (TRADE STANDS ONLY)**

**£**

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. Insurance

Insurances Held	Limit/ Claim Value	Policy Number	Renewal Date	Insurer
Public Liability				
Employers Liability				

## 5. Accident and enforcement action history

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

**Please note: All catering outlets will be charged 17% of takings – which must be paid within 7 days post-event. Please receive this as our application for the rental of space at the named venue. 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.**

Date	Print Name	Sign