



**LONDON CAPITAL & FINACE OSBORNE HORSE TRIALS  
25TH - 26TH JULY 2018  
TRADE STAND APPLICATION**

**COMPANY INFORMATION**

Please complete ALL sections below.

BUSINESS NAME:	
CONTACT NAME:	
ADDRESS:	
POSTCODE:	
PHONE (prior to event)	
MOBILE (at the event)	
EMAIL ADDRESS:	
WEBSITE:	

BRIEF DESCRIPTION: (this is for your programme listing - max 12 words)

Please provide any further details about your company that may be relevant to your application:

If you are completing this form electronically, please use numbers only and your total charges will be calculated automatically. Only enter data into fields that are green.

Whilst we are happy to receive emailed applications, **space can only be reserved with full documentation and payment.**

**YOUR BOOKING**

<b>OPEN SITE: (4m deep to include all ropes, fixtures, towbars and projections etc)</b>	£
Number of metres at £65 per metre (to include all ropes etc) - minimum size 4m	
Please see T&C's for abandonment and cancellation policy (13)	0
Strictly limited number and no large / heavy vehicles will be allowed to park behind the stands. Priority given to shedded tradestands	
<b>COVERED SHEDDING (Marquee provided - all stands 3m deep) Please note there is NO provision for vehicles behind shedded stands. Banner rails are not provided as part of your marquee, but can be booked separately</b>	
<b>Payment due by 4th March 2016</b>	
3m x 3m £300	0
6m x 3m £550 <span style="margin-left: 100px;">Please enter "1" in required size</span>	0
9m x 3m £800	0
Flooring, lining, banner rails etc. available at extra cost - please call to discuss If you require a shedding unit with a larger depth please contact the office.	
<b>All traders are encouraged to use shedding. No open sites will be allowed onto the central lawn area. set up and pull down will be timetabled to allow support as restricted access for vehicles</b>	
<b>STAND FORMAT (Please indicate in the relevant box) no vehicles will be allowed behind stands</b>	
Relevant for open space pitches only	
Marquee	
Trailer	
Lorry <span style="margin-left: 100px;">No lorries allowed on lawns</span>	
<b>FURNITURE (to be collected from and returned to Event Office)</b>	
Trestle table (6') at £8 each number required	0
Chairs at £6 each <span style="margin-left: 100px;">number required</span>	0

**ELECTRICITY**

Please indicate below if you require power so that we can take it in to account when working out our layout. Please indicate if you need a 16 or 32amp

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A price of this will be emailed when we know how many people we need to provide it for

**WI-FI**

Please indicate here if you wish to take advantage of the Wi-Fi provision at £40. Enter '1' if applicable

	0
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Please visit our Event Office to collect your Wi-Fi voucher upon arrival on site.

**CARAVANS and LORRIES**

There will be no lorries or caravans allowed to park behind stands. There will be an area for vehicles and caravans to be parked

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**SUB TOTAL 1**

**20% DISCOUNT on bookings made before 31st May**

**LATE BOOKING SURCHARGE OF £50 APPLIES AFTER 1ST JUNE** Enter '1' if applicable

<b>SUB-TOTAL</b>		0
<b>VAT @20%</b>		0
<b>GRAND TOTAL</b>		0

**PAYMENT**

Please make cheques payable to SHORT COURSE EVENTING COMPANY

BACs details: (Please let us know if you intend to or have paid by BACs)

**Account name: Short Course Eventing Company**  
**Sort Code: 56-00-61**  
**Account number: 45002517**

**CHECKLIST**

**Applications will NOT be accepted nor space held without full documentation and payment. Please ensure your application is complete prior to sending**

Cheque

£	number	
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BACS

£	date	
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- Insurance documents enclosed
- Risk assessment enclosed
- Fire risk assessment enclosed
- General Trader H&S Form


Enter below any further

Please sign here to indicate you have read and accept the Terms and Conditions of trading (applications will not be accepted without a signature or email trail):

Completed applications should be sent with payment and supporting documentation to:

**Sophie Pollard, COTTAGE 5, SHELFORD MANOR, SHELFORD, NOTTINGHAM NG12 1ES**

Emailed forms will be held on file until supporting documentation arrives - email tradestands@bedeltd.co.uk

London Capital & Finance Osborne Horse Trials 2018  
 TRADESTAND REGULATIONS

**1. APPLICATIONS**

Application forms for the London Capital & Finance Osborne Horse Trials 2018 complete with payment & relevant documentation must be returned by the closing date of 1st June.

**No booking will be accepted without the correct payment & documentation.**

Traders & Exhibitors are required to submit a copy of their current Public Liability Insurance along with copies of Risk Assessments including Fire Risk Assessment & completed General Health & Safety Form at the time of application. Failure to do so will result in the application being rendered ineligible.

No refund of charges will be made in respect of any exhibitor who, for whatever reason, does not attend the event, or cancels their booking after the above closing date.

Receipt of an application form does not necessarily guarantee a space. Invitations to traders & exhibitors to take stands at Osborne are made on an annual and individual basis and are personal to each individual. Under no circumstances may a trader/exhibitor transfer or sub-let the whole or any portion of their allotted space without the prior approval of the Organiser.

**APPLICATION NOTES: (Please read carefully)**

It is recommended that you submit your application as early as possible to avoid disappointment.

Tradestand layout will be done the day following the closing date any applications after this time cannot be guaranteed a specific location, but will be allocated where there is space.

Priority will be given to Event Sponsors\* and previous traders (as long as the application is submitted by the closing date) then on a first come first serve basis.

You must state clearly on your application form if you wish to park a lorry, caravan or van behind your stand, and specify the dimensions of said vehicle.

Applications will be acknowledged upon receipt by email. Your application will remain provisional until agreed and accepted by BEDE Events Ltd and your payment has cleared with all documentation received. All payments made after 16th June must be via immediate bank transfer, debit/credit card.

All trade stand issues at the event should be directed, in the first instance, to the Trade Stand Manager.

The use of generators in the trade stand area and caravan parks is strictly prohibited. Traders wishing to book electric hook up, either for their stand or caravan, should indicate this on their application form.

Full Trade Stand Regulations should be read before completing your application.

If you wish to discuss any aspect of your application, please contact Sophie Pollard on 01949 829061 or tradestands@bedeltd.co.uk

\*If you are interested in becoming an Event Sponsor for Osborne Horse Trials, please contact BEDE Events on 01949 829061 for full details and packages.

2. The Organisers may exclude, at their discretion, any person or Company from trading/exhibiting at the event, or close the stand of any person(s) who fails to comply with current health & safety legislation and/or all reasonable directions from the Organisers.

**3. ALLOTMENT OF SPACE AND ACCESS TO SITE**

Application for space shall be dealt with by the Organisers who, at their discretion, shall determine the space and position allocated to traders/exhibitors. Every endeavour will be made to meet any reasonable requests from a trader/exhibitor regarding the positioning of their stand but this cannot be guaranteed.

No trader/exhibitor shall be permitted to move to any site other than the one allocated to them, unless by arrangement with the organiser.

Traders/exhibitors are reminded that when booking an open space, no allowance is made between stands for guy ropes or other supporting structures or equipment. Sufficient space must be booked for all parts of any structures inclusive of any guy ropes and other equipment required for the support of any building, marquee or caravan being erected within the space provided.

Those traders/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. Traders/exhibitors using articulated prime-movers and trailers should indicate this on their application form, or inform the Horse Trials Office as soon as possible so that, if necessary, special arrangements may be made to get them to their site.

**4. PASSES AND PARKING OF VEHICLES**

Two trade stand car passes will be issued with each site booked. Two additional passes are available on request; further passes may be purchased. Trade stand car passes allow vehicles to be driven to and from the exhibitors' car park.

No unauthorised vehicle movement onsite once the event opens to the public.

Further movement restrictions may be imposed as necessary, for example as a result of inclement weather conditions.

All trader/exhibitor vehicles must be parked in the allocated parking area before the event opens to the public.

The organisers reserve the right to remove improperly parked vehicles.

Traders/Exhibitors are responsible for purchasing and providing vehicle and/or admission passes for all staff and for delivery of goods for their stands. Lost or forgotten passes cannot be duplicated. All traders/exhibitors are responsible for accepting delivery of their own goods. The Horse Trials Administration has no facilities for the acceptance and storage of goods on site, and accepts no responsibility for any losses incurred.

4a. Due to restricted areas around the site, timings will be given to traders as to what time they are able to come and set up. These times will be allocated nearer the event.

**5. OPENING OF STANDS**

No trade stand will be admitted to the site before Monday 23rd July unless prior permission has been obtained from the organiser.

The Site Manager will be available to site stands between 8.00am & 6.00pm on Monday 23rd and Tuesday 24th July. All goods and exhibits must arrive on the event site not later than 6.00pm Tuesday 24th and be removed by Friday 27th. Failure to comply with these timings may incur financial penalty, unless by prior arrangement.

d. Stands must be open for business from 9.30am until 4.30pm Wednesday and Thursday.

**6. TENTAGE**

Traders/exhibitors booking open space are responsible for providing their own display unit, tented structure or marquee as applicable which must conform to current fire safety regulations (See also Condition 9).

**7. ELECTRICITY & WATER**

Anyone requiring electricity MUST apply in accordance with the trade stand application form.

No independent generators are allowed within the designated trade stand area, and if you wish to have one in the traders' caravan park, you must obtain prior permission from the organiser.

All electrical equipment must have a valid safety certificate (PAT) as applicable and in accordance with current legislative requirements.

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

**8. 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 stand.

Cylinders should be positioned in the upright position on firm, level standing.

Cylinders should be protected from unauthorised interference.

Changing of cylinders is not permitted inside any structure whilst the event is open to the public. (Use of a transfer valve is acceptable).

Gas should be transferred to the appliance via appropriate piping (hose should be no more than 2 years old), which should be correctly affixed with the correct fitting.

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

#### 9. FIRE SAFETY

All trade stands must provide suitable and sufficient fire fighting equipment as per their fire risk assessment and taking into consideration the nature of their undertakings.

Fire exits must be appropriately placed so as to conform to current British Standards, and must be kept clear AT ALL TIMES.

All tented structures, marquees, drapes, linings, table clothes etc. including linings, should either be inherently non-flammable or flame retardant and comply with current British Standards.

#### 10. GENERAL CONDITIONS

No Trade Stand will be permitted to sell or serve any food or drink to the public without permission from the Organisers.

No trader/exhibitor will be allowed to place exhibits, of any description including signs and A-boards, so that any part thereof projects beyond the limits of space allotted to them, nor in such a manner as to obscure unduly the exhibits of an adjacent stand. Kites, balloons and loud speakers are prohibited, musical instruments etc. may NOT be played without the consent of the organiser.

All Traders/Exhibitors must confine their displays, recruitment, sales and/or fund raising to their Stand. No person(s) may solicit business in the public walkways and concourses, nor on any other part of the site. This regulation applies equally to charities and commercial traders/exhibitors.

Traders/Exhibitors are responsible for the safety (including fire precautions) and security of their Stand. Traders/Exhibitors are advised to insure against fire, theft, abandonment and also against third party claims.

There will be LIMITED night security.

Traders/Exhibitors are responsible for removing all rubbish and refuse at the end of the event and for leaving the site in the same state as they found it. This includes the filling of any post holes, etc.

#### 11. RESPONSIBILITIES OF TRADERS/EXHIBITORS

Neither the Organisers, English Heritage nor British Eventing shall be responsible for any article or object of any kind exhibited by traders/exhibitors. Traders/exhibitors shall assume full responsibility for their stands and any article or object displayed thereon and shall be responsible for any liability or claims arising out of the displaying/handling of these exhibits and the conduct of their stand generally. The trader/exhibitor shall indemnify the National Trust and/or the Organisers against all claims, damage or expenses arising in any way out of the presence of the trader/exhibitor or their exhibits at this event. Acceptance of these provisions shall be a condition of entry.

#### 12. DISCLAIMER OF LIABILITY

Except for the negligence of the Organiser and his or their agents or others for whom in law they are responsible, London Capital & Finance Osborne Horse Trials Organisers, BEDE Events Ltd, the National Trust or British Eventing does not accept responsibility in respect of any accident, illness or disease caused to or suffered by any horse, owner, rider, spectator, sponsor, trader, exhibitor, visitor or others present at the event or the loss or damage to any property and accoutrements of the aforementioned persons.

The Organisers shall not be liable in respect of any loss or damage whatsoever arising from the abandonment, cancellation or postponement of the London Capital & Finance Osborne Horse Trials, or any such eventuality.

Additionally, the Organisers reserve the right to refuse admission to the event to any person or to withdraw permission at any time their right to remain within the confines of the event.

#### 13. CANCELLATION & ABANDONMENT

If the Event is cancelled or abandoned before the conclusion a proportion of the site fee will be refunded (see below). There will be no refund in respect of any shedding, optional extras such as flooring etc. or electricity connection, which is already on site and has been erected or installed on behalf of the Exhibitor.

cancellation prior to start of 1st day - 100%

cancellation prior to start of 2nd day - 40%

#### Traffic Rules

The following site wide rules will be applied for this event.

Drivers should be:

Of legal age, competent and authorised to operate the vehicle, plant or equipment being used

Hold a current full drivers licence and/or certification as appropriate

Have all relevant insurances

Drivers are responsible for the safe operation and maintenance of their vehicles and for ensuring that all equipment has any relevant and current certification/documentation e.g. M.O.T.

Drivers are not permitted to drive any vehicle whilst under the influence of any substances likely to impede performance and awareness e.g. alcohol.

Movement while the public are onsite will be restricted to authorised vehicles only and kept to an absolute minimum. Vehicles moving through areas where there are pedestrians should be accompanied by a safety officer and / or an adequate number of stewards to ensure public safety.

There is a site speed limit of 11mph except for emergency vehicles when engaged in the pursuance of a legitimate emergency.

Passengers must not be carried on any part of a vehicle in a manner not consistent with the design and construction of the vehicle.

Riding on trailers can be dangerous. No-one is allowed to ride on a trailer not specifically designed for that purpose.

Safety restraints/seat belts where fitted, must be worn.

Passengers are not permitted to ride in cabs that do not have a seat fitted for that purpose.

No person under the age of 13 is allowed to sit in / ride upon any agricultural vehicle

(The Prevention of Accidents to Children in Agriculture Regulations 1998)

All materials and articles shall be transported safely and with due regard towards other workers and the public; special care should be taken during loading and unloading.

Drivers are to ensure that all loads are safely and correctly secured

Drivers should ensure their own safety and the safety of others while manoeuvring, loading and unloading materials and equipment.

Vehicles may be removed from the event if they fail to comply with these site safety rules, are driven without due care or attention or for non essential movement whilst the event is open to the public.