BEDE Events General T & C's

TRADESTAND REGULATIONS

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

1. APPLICATIONS

Application forms for our grassroots events are done through Microsoft forms.

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. Food vendors should also submit a copy of their food hygiene certificate/s.

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 are made on an annual and individual basis and are personal to everyone. 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.

Food traders are required to pay 20% commission on gross takings throughout the event days. For this purpose, food traders are required to use an electronic payment terminal (eg. Sum-up) to record all sales and reports to be provided to event organiser at conclusion of event. BEDE Events will then issue an invoice payable within 5 days post event. If receipts and total takings are not received within the 5-day period, BEDE reserves the right to issue an invoice based on an estimated amount determined at our discretion, which will be payable in full under the same 5-day payment terms.

Priority will be given to Event Sponsors* and previous traders (if the application is submitted by the closing date).

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.

Your application will remain provisional until agreed and accepted by BEDE Events Ltd and your payment has cleared with all documentation received.

All trade stand issues in relation to booking enquiries should be directed to office@bedeltd.co.uk or while at the event to the secretaries.

If you wish to discuss any aspect of your application, please contact BEDE Events on 01949 829061 or office@bedeltd.co.uk

*If you are interested in becoming an Event Sponsor, please contact BEDE Events on 01949 829061 or email Georgie on georgie@bedeltd.co.uk 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, trailers and large lorries (over 6m in length) 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

- No unauthorised vehicle movement onsite once the event opens to the public.
- Further movement restrictions may be imposed as necessary, for example in 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.

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.

5. OPENING OF STANDS

Stands must be open for business from 9.00am until the end of days competition on each day of the event.

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). Structures must be suitable for the weather conditions which may be prevalent at this time of year, and organisers will not be held responsible for any issues relating to the stability of structures.

Organisers have a standard that we uphold, and traders may be asked to remove/smarten up their stand if this falls below the standards that are set by us. For instance, any trade stand with flapping or loose roofing.

7. ELECTRICITY & WATER

Anyone requiring electricity **MUST** apply in accordance with the trade stand application form. Independent generators are permitted on site at our non-ticketed events.

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 firefighting equipment as per their fire risk assessment and taking into consideration the nature of their undertakings.

Fire exits must be appropriately placed to conform to current British Standards and must be **ALWAYS** kept clear.

All tented structures, marquees, drapes, linings, table clothes etc. 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 of their projects is 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 loudspeakers 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 against third party claims.

There will be LIMITED night security.

Traders/Exhibitors are responsible for removing all rubbish and litter 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. Failure to do this will result in a fine.

11. RESPONSIBILITIES OF TRADERS/EXHIBITORS

Neither the Organisers, the landowners 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 landowners 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, , BEDE Events Ltd, the Thoresby Estate 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 Eventing Spring Carnival, 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 - 80%

cancellation prior to start of 2nd day - 50%

cancellation prior to start of 3rd day – 20%

TRAFFIC RULES

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

Drivers should be:

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

Hold a current full driver’s 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 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.

GDPR

As a trade stand by applying for our event, we take this as consent to hold your data. This data will only be used by BEDE Events for the sole purpose of information for other events we run. This data will be used with data controllers such as Tickets for the purpose of issuing passes, Brevo for the purpose of communication. We do not pass on or sell any data we are given.

DBS Certification

Where applicable, individuals undertaking roles that involve working with children or adults at risk may be required to hold an appropriate and valid Disclosure and Barring Service (DBS) check, in line with the nature of their role and relevant safeguarding requirements.

DBS checks will not be required solely because someone is attending the event. Any checks will be proportionate to the responsibilities undertaken and the relevant legal requirements. All safeguarding procedures will be handled confidentially and in accordance with applicable data protection legislation.

Thank you for taking the time to read through our Terms and Conditions. By proceeding with your booking or attending the event, you acknowledge that you have read and understood the information provided and agree to comply with the relevant requirements.

Our aim is to ensure that everyone has a safe, enjoyable and positive experience. If you have any questions or require clarification on any aspect of our Terms and Conditions, please contact us before the event.