

# TRADE STAND APPLICATION FORM

**BELSAY**  
INTERNATIONAL  
HORSE TRIALS  
29<sup>TH</sup> MAY - 2<sup>ND</sup> JUNE 2024

## BELSAY INTERNATIONAL HORSE TRIALS 2024

### BUSINESS NAME

### CONTACT NAME

### PHONE NUMBER

### ADDRESS

### POST CODE

### EMAIL ADDRESS

### WEBSITE

### SOCIAL MEDIA HANDLE



### TYPE OF MERCHANDISE

A photo/s of your trade stand would be much appreciated for social media running up to the event

### PITCH OR SHEDDING

Are you intending on having a pitch (bring your own) or shedding (tent provided)? Please give details below:

### PITCH CHARGES:

Frontage charged at £60 per metre (3.3ft) inc. VAT

LENGTH OF FRONTAGE REQUIRED DEPTH (including any extra vehicles)

## OTHER PITCH REQUIREMENTS

*NB: Minimum frontage of 3m/10ft and depth is limited to 11m/36ft. This incorporates any secondary vehicles.*

## SHEDDING CHARGES

Shedding charges include flooring and will be situated in a prime location.

Size	Cost	VAT	Total	Preferred size <small>Please tick</small>
3m x 3m deep	£225	£45	£270	
6m x 3m deep	£425	£85	£510	
9m x 3m deep	£635	£127	£762	
If bigger required, please state.				

DO YOU REQUIRE HEADER POLES? YES ☐ NO ☐

Deadline for shedding applications **MUST be in by 1st March 2024**. If they arrive after this date, there will be a penalty charge of £100.

*Please complete once you have chosen between pitch or shedding options:*

DO YOU REQUIRE ELECTRIC HOOK UP? YES ☐ NO ☐

Charged at £125 inc. VAT

If yes: How many KW will you require?

TOTAL BOOKING COST£

(including pitch or shedding price and electric hook up)

**WE REQUIRE A £75 DEPOSIT TO BE PAID WITH YOUR APPLICATION, THIS WILL BE DEDUCTED FROM YOUR TOTAL BOOKING COST**

## EXTRAS

ARE YOU PLANNING TO STAY ONSITE FOR THE DURATION? YES ☐ NO ☐

WILL THERE BE A SECOND VEHICLE BEHIND YOUR STAND? YES ☐ NO ☐

e.g. caravan, lorry or other vehicle

If yes, please provide details:

Registration:

WHICH DAY WILL YOU BE ERECTING YOUR STAND?

Tuesday 28th May (9am - 7pm) ☐

Wednesday 29th May (6pm - 8pm) ☐

NUMBER OF STAFF WORKING EACH DAY:

Thursday 30th May

Friday 31st May

Saturday 1st June

Sunday 2nd June

**Have you been subject to any investigation from any Health & Safety enforcing authority or trading standards?** ☐ YES ☐ NO

*If yes, please give details:*

#### **APPLICATION CHECKLIST**

Application form

£75 deposit

Copy of Third-Party Insurance & Public Liability Insurance

Health & Safety Checklist and Risk Assessment completed and signed

**PLEASE ENSURE THAT ALL THE NECESSARY FORMS HAVE BEEN COMPLETED AND RETURNED TO US WITH THIS APPLICATION**

Please make cheques payable to Belsay Horse Trials.  
Bank transfers should be made to:

Belsay Horse Trials (quoting Trade Stand name)  
Sort Code: 40 51 62  
Account: 41063182.

Payment in full will be due by 1st April 2024. In case of cancellation by the trade stand, the £75 deposit will be non-refundable.

- ☐ I/We accept the Trade Stand Terms and Conditions, a copy of which is attached to this application form.

**SIGNED:**

For and on behalf of the applicant/Trade stand

## **TERMS AND CONDITIONS**

Trade Stands form a lovely retail village around and adjacent to the Show Jumping Arena. The fee for a Trade Stand pitch is £60 per metre (inc. VAT) (3.3ft). Discounts are available to sponsors. For more information on sponsorship please contact Laura de Wesselow on 01661 881 206 or 07889 437237.

Applications for trade stands (especially shedding) **MUST** be received by 1st March 2024. If shedding applications are not received by the deadline, there will be a £100 penalty charge. The deadline for your payment, for all applications, is 1st May 2024.

Trade Stands must be erected on either Tuesday 28th May 9am – 7pm or Wednesday 29th May between 6pm – 8pm. You will be sent full instructions prior to this and entry will be well signposted. Pitches and shedding will be in a pre-ordained plan and you will be shown your spot on arrival. No specific onsite security will be provided. However, there will be contractors and other traders staying overnight on site.

All exhibitors/trade stands are responsible for the safety of their own stands and the risk that they may pose to other persons within the allocated space or immediate surrounding areas. They must ensure they have complied with all statutory legislation regarding testing of equipment (including their own fire extinguishers), training of staff and erection of equipment. These requirements will be monitored by the Health and Safety Steward and the Organiser.

The exhibitors/trade stands are responsible for all product liability in line with their statutory duties under trade description legislation. Trade stands selling or sampling food and/or drink must be aware of and comply with all food hygiene and safety regulations. Another key change in place since 2021 is that we will not be taking any applications for alcoholic bars at the horse trials. There will be alcohol available at the horse trials, but it will be run by chosen providers only.

It is recommended by British Eventing that all Trade Stand owners ensure they are covered under their own Third-Party insurance for any foreseeable risks.

Please note we are always over-subscribed by food retailers and we will support those stands who have attended the event over the last few years first.