



ADDINGTON EQUESTRIAN

Addington Equestrian Trade Stand Booking Form

COMPANY NAME	
CONTACT NAME	
CONTACT NUMBERS	T: M:
EMAIL	
WEBSITE	
ADDRESS	
PRODUCT/TYPE (Description of products sold)	

BOOK YOUR STAND: SHOW DATE:

PLOT INFO (Space Only) Plots start at 3m x 3m. Additional space can be booked as required in 3m increments.	PRICES 3m x 3m (min) = £100 per day plus VAT £5/day + VAT per sq. m thereafter	SIZE Frontage: Depth:	TOTAL (£) Days x £100.00 = £ M ² x £5.00 x days .. = £
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Attention Is Drawn To Point 4 On Terms And Conditions RE: Support Vehicles

500 watt Electricity Single Socket Days@£45 per day or £125 for the duration

£

Sub Total

£

VAT @ 20%

£

DEPOSIT – DUE AT TIME OF BOOKING TO SECURE YOUR PLOT

TOTAL

£

Please make a deposit payment of **£100** by card, using the entries system on each event page on our website, (click on the enter here link and scroll down)
An invoice for the full amount due will be sent out 30 days prior to the event. On receipt of your balance you will receive your Trade Stand Pack including all associated information.

**-Deposit Paid
=Balance To Be Paid**

**-£100.00
= £**

Please read the Terms and Conditions below carefully and sign and print below: This document MUST be returned to ece@addington.co.uk once you have paid your deposit

Signature:

Print:

Date:

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Addington Equestrian - Trade Stand Terms and Conditions

1. APPLICATION FOR SPACE

All applications for Trade Stand sites must be made by completing the Trade Stand Booking Form which must be signed by the Exhibitor; such a signature being an acceptance of these Terms and Conditions. Such Application and these Terms and Conditions constitute the entire contract between Addington Equestrian and the Exhibitor and may only be varied in writing being signed by the Exhibitor and an authorised representative of Addington Equestrian. Trade Stand Booking Forms must be completed and returned 30 days before each event, with a £100 deposit to secure your booking. A separate application is required for each Trade Stand should an Exhibitor require more than one. An invoice for the outstanding balance will be sent out 30 days prior to each event. After receipt of payment of the outstanding balance a Trade Stand Pack including all associated information will be despatched.

2. No site will be reserved until the completed Trade Stand Booking Form and deposit has been received. Applications received after the 30 day cut of point, may be subject to a 20% surcharge. Addington Equestrian reserves the right to refuse any application, whether received prior to the closing date for applications or not, and is not obliged to give any reason for such refusal. Addington Equestrian also reserves the right to cancel any application which may have previously been accepted without any reason being given for such cancellation, in which case any fees paid will be refunded to the Exhibitor, but no other compensation damages or penalty will be payable to the Exhibitor. In the event of total cancellation of the event, any fees paid will be refunded to the Exhibitor, but no other compensation, damages or penalty will be payable to the Exhibitor.

3. FACILITIES

Open ground space only is let to the Exhibitor. Addington Equestrian can arrange the hire of shedding, flooring, carpeting and electrical supply. Exhibitors in Zone A may be requested to use Addington Equestrian's shedding supplier, to ensure a uniform appearance close to the main arena. The allocation of sites and the positioning of Trade Stands will be entirely at the discretion of Addington Equestrian, although every endeavour will be made to meet any request by an Exhibitor regarding the position of his stand.

4. ALLOCATION OF SPACE

The area applied for must include all ground necessary for the erection of guy ropes and stays which under no circumstances will be allowed to project beyond the Exhibitor's allocated area. To **guarantee** parking space for support vehicles adjacent to the Trade Stand, at outdoor events, this space must be included in the area applied for. Where a marquee is to be sited a space of at least 1m between the marquee sides and the boundary of the Trade Stand must be allowed on all sides to comply with safety regulations. Permission must be obtained at the time of application for Trade Stands over 5.4m (18') high. Allocation of space is personal to the Exhibitor who shall not assign or transfer his rights, nor shall he sub-let any of the space allotted to him. Any Exhibitor found to have moved his Trade Stand without permission from Addington Equestrian, shall be removed from the venue.

5. EXHIBITOR'S WITHDRAWAL OR CANCELLATION OF SPACE RESERVED

If for any reason whatsoever a Trade Stand is cancelled by the Exhibitor, 50% of the total fees shall be refunded provided Addington Equestrian is notified in writing not less than four weeks prior to the commencement of the event. Any later cancellation will result in the forfeit of the total amount of fees paid. Addington Equestrian reserves the right in all such instances to re-let the space without accounting to the Exhibitor.

6. RESTRICTED GOODS

The sale of jokes and tricks including any article containing or capable of discharging any noxious smell, noise, coloured spray, foam or other product that could be a nuisance or annoyance to any other person within the venue is not permitted. The sale of knives & catapults is restricted to persons over the age of 18 years. Exhibitors may NOT sell or donate either inflated or deflated balloons on the venue for reasons of animal safety.

7. FIRE & SAFETY PRECAUTIONS

Trade Stands will be inspected by the Fire Officer to ensure compliance with fire regulations.

8. CATERING

Exhibitors may supply refreshments free of charge to their customers. However, under no circumstances will they or anyone else on their Trade Stand be permitted to sell or receive money for refreshments without the written permission of Addington Equestrian. Exhibitors catering on their own Trade Stands are reminded that they must conform to the requirements of the Food Hygiene Regulations.

9. NOISE

Exhibitors must not use any public address equipment. Addington Equestrian shall have power to stop any activity which by reason of smoke, noise, smell or other nuisance is offensive to neighbouring exhibitors or the public.

10. COLLECTIONS & APPEALS

Charitable or other institutions wishing to make appeals for contributions to their funds must first obtain permission from Addington Equestrian.

11. GENERATORS AND ELECTRICITY

Generators are permitted, outdoors but not indoors, providing they are moderately sized and do not reach a noise or emission level whereby they become a nuisance to others. Addington Equestrian is empowered to stop the use of any such equipment if, in their opinion, it is causing a nuisance to others or is in a dangerous condition. The equipment must comply with Health & Safety regulations. Electricity supplies are available, however due to the fact that this is via a generator, there may be times when continuity of supply cannot be guaranteed.

12. PHONE LINES

Are not available.

13. WATER

Water is available via taps at a number of points around the venue.

14. FURNITURE HIRE

Available by prior arrangement, please contact Addington Equestrian office for details.

15. TRADE STAND PREPARATION & REMOVAL

Exhibitors may commence work on their Trade Stands at 16:00 on the day prior to the event. All Trade Stands must be in position and fully operational not later than 08:00 am on the open days of the event. Exhibitors who wish to commence work on their Trade Stand outside of this arrangement, should apply to Addington Equestrian for permission. If a build day is allocated to the event, the venue is open between the hours of 9.00 am - 6.30 pm. Exhibitors wishing to enter the venue outside these times should apply to Addington Equestrian for permission. The dismantling of Trade Stands may not commence before the completion of the final competitions. All Trade Stands must be removed not later than 9.00 am on the day after the event. Please note that there will be no movement of vehicles on the showground between the hours of 8am and 5pm on each day of the show.

16. TIMES OF OPENING (subject to alteration)

08:00 or 09:00 depending on the start time of the event, - end of competitions in all arenas. Trade Stands should be open during this period.

17. SECURITY

Property of an Exhibitor remains on the venue at the sole risk of the Exhibitor; Addington Equestrian will not be responsible for any loss or damage to Exhibitor's property. Exhibitors are advised to make their own arrangements for the security of their Trade Stands and to take out appropriate insurances. Exhibitors must have current public liability insurance, and must provide proof of cover to Bolesworth International.

18. TICKETS & CAR PARKING

Each Trade Stand will be allocated 2 vehicle passes. Electricity supplies (Hook-up) are available for overnight lorries or Caravans and must be booked via the online entries system where you paid your £100 deposit. This will NOT be adjacent to your trade stand.