

HICKSTEAD FOOD & DRINK MARKET

ALL ENGLAND JUMPING COURSE
HICKSTEAD, WEST SUSSEX



THE EQUESTRIAN.COM HICKSTEAD DERBY MEETING

23RD – 26TH JUNE 2016

THE LONGINES ROYAL INTERNATIONAL HORSE SHOW

27TH – 31ST JULY 2016

WWW.HICKSTEAD.CO.UK

FOOD & DRINK MARKET

Our specially designed Food & Drink Market sits in a prime position along the ring road of the International Arena, located within easy access to our Members' Grandstand, shopping village and competitor area, and amongst our prime exhibitors.

It is a small area comprised of carefully selected food and drink-related stands (to reduce confliction and competition) within our smart individual marquees.

WHY EXHIBIT AT OUR INTERNATIONAL SHOWS?

We see 95,000 plus visitors come through our gates over the course of the two international shows, including over 1000 VIPs.

Free website and official show programme listing.

Every show day sees uninterrupted shopping (and of course, eating) hours between 9am and 6pm.

Complimentary ticket allocation each show for clients, friends or family.

In excess of 5,000 competitors attend, with approximately 3,000 staying on site.

We provide advertising opportunities using Hickstead Online or within the official show programmes, and have a dedicated, experienced trade team offering bespoke trade platforms and benefits for individual businesses.

Onsite banking facility including Bureau de Change.

24-hour on site security.



HOW TO APPLY?

Please fill in the enclosed application form and email to hannah@hickstead.co.uk. Please include photos of your stand or catering vehicle.



PRICES

The Equestrian.com Hickstead Derby Meeting
(23rd – 26th June 2016)

£400 + VAT

The Longines Royal International Horse Show
(27th – 31st July 2016)

£500 + VAT

Our shedding sites include a 3x3m marquee, wooden flooring, banner rail and a customised 3 metre long name board.

The above prices are for shedding sites only. For catering unit prices, please email Simon Gaskin at simon@hickstead.co.uk or telephone 01273 834315 ext. 108.



TRADE LISTING

Each exhibitor will be entitled to a free listing on both the Hickstead website, and in the official show programme of the corresponding event. These listings provide an alphabetical index of exhibitors; stand number, telephone number, web address and 15-word description of the product or service being exhibited. All exhibitor details will be taken from the application form, so please write clearly.

Exhibitors are only permitted to trade the products implied by the 15-word description.

PAYMENT OF SITES

For applications to be accepted, we will require a minimum of 25% of the site fee to be included within the application.

For those that book and pay for both shows in full before the 1st February 2016, a 10% discount on the site will be offered.

Payment through instalments can be arranged individually by contacting Hannah Borissow on 01273 834315 ext.111 or hannah@hickstead.co.uk

As of this year, we are **NOT** accepting post-dated cheques.

Full payment must be received from the exhibitor no later than **1st May** for the Equestrian.com Hickstead Derby Meeting and **1st June** for the Longines Royal International Horse Show.



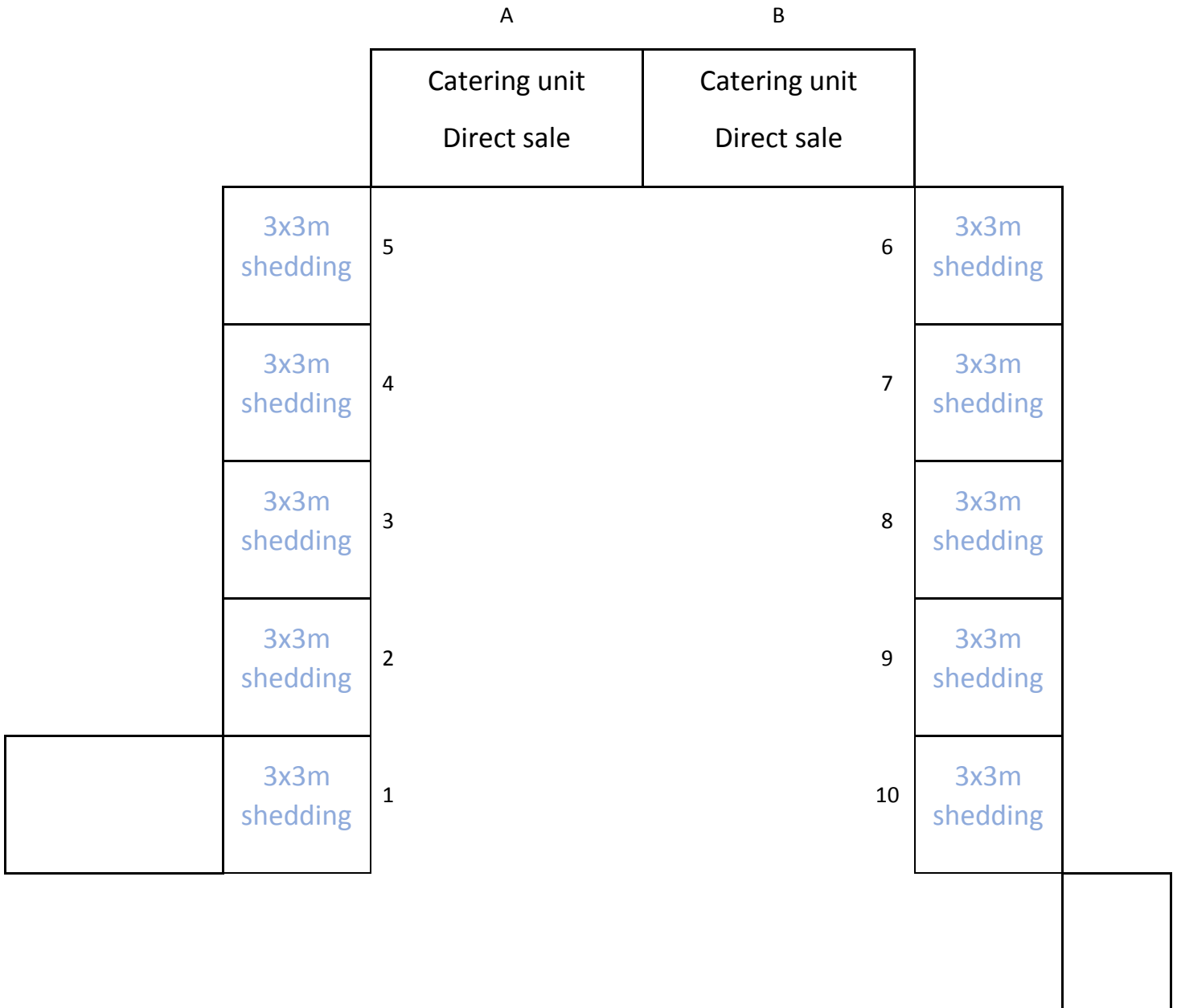
TICKETS & PASSES

Each exhibitor will be allocated 3 weekly (or 3 daily sets) wristbands for the duration of each show.

Please ensure exhibitor wristbands are correct and distributed to the relevant personnel prior to entering the showground. Access to exhibitors will not be permitted unless the relevant passes are held, to include build days. Exhibitors entering the showground without the relevant pass will be charged the public admission price and no refunds will be offered.

Exhibitors will not receive any passes until their stand has been paid for in full. Access into the showground for set-up will be denied without passes.

AREA LAYOUT



Due to limited space, please send your applications in early. If you have a preference on which stand you would like, please email hannah@hickstead.co.uk to pay a deposit.

FOOD & DRINK MARKET SHEDDING SPACE APPLICATION FORM 2016

PLEASE COMPLETE IN **FULL** (incomplete applications will be returned)

Trading Name:

Contact Name:

Address:

Website: Email:

Company Telephone No: Mobile No:

Brief description of product or services for inclusion in show programme (max. 15 words):
.....

Show	Please tick	Price	Less 10% <small>If booking <u>and</u> paying for both shows in full by 01/02/2016</small>	Electric £110 inc. Vat	Total
The Equestrian.com Hickstead Derby Meeting		£480 inc. VAT			
The Longines Royal International Horse Show		£600 inc. VAT			
GRAND TOTAL					

Visa / Mastercard Credit Card No:

Valid From: Expiry Date: Issue No (Maestro only): Security Code:

Cardholder's Name and Address:

Postcode: Signature:



Completion of this application form does not represent a binding contract between us and represents your offer to us. No contract will be regarded as concluded until the organiser has notified acceptance to you. I/We also agree to indemnify Hickstead Ltd and its sponsors against any claim or loss of expense as a result of my/our attendance of the event. I/We confirm that I/We hold public liability insurance with a minimum indemnity of £5,000,000. I/We confirm that we have read your terms & conditions and will comply with them in full.

Signature:

Date:

Print Name:

Position:

Cheques to be made payable to HICKSTEAD LTD and submitted to:

Trade Stands, All England Jumping Course,
Hickstead, West Sussex RH17 5NU

Tel: 01273 834315 Fax: 01273 834452

trade@hickstead.co.uk www.hickstead.co.uk

For Office Use Only		
	Derby	RIHS
Stand No.		
Receipt No.		

RISK ASSESSMENT

For health and safety reasons, all exhibitors are required to carry out a risk assessment for their stand, a copy of which **MUST** be completed and returned with the trade stand application form. This must include the build-up and break-down periods, and must fully assess any risks to exhibitors, contractors, organisers or staff working or visiting the Showground during this period. It must also include any risks to the public during the open period.

Undertaking your risk assessments: It is a legal requirement that each exhibitor undertakes their own risk assessments prior to the event, listing the tasks and identifying the hazards present on site – then devising ways to minimise and control those hazards. Exhibitors may otherwise be liable to heavy fines and prosecutions. Take into account the work practices and exhibits.

How do I go about undertaking a risk assessment? By Law, it must be suitable and sufficient – but it must also be simple to both understand and implement.

Look for the task/hazard: What equipment, materials and chemicals will be used? How much noise and dust will there be? What are the ground conditions? What vehicle movements and lifting operations have to be considered? Schedule a “late working rota” to avoid tiredness and mistakes. Any electrical installations? What hazardous exhibits do you have? How are you disposing of packaging and waste?

Decide who could be harmed and how: Who will be affected by your work and who is most at risk? Think of employees, contractors or exhibitors on or near your stand, through to the visitors and public themselves. Safe working depends on co-operation between all the firms on site. Take this into account and consider necessary precautions on every aspect of the work being carried out, which include training and the provision of information to all the different parties who are at risk.

Evaluate the risks: Once you have done this adequately, you can then decide on the appropriate action. Ask yourself:

- a) Can the hazard or risk be removed completely or done in a different way?
- b) If the risk cannot be eliminated, can it be isolated, controlled or reduced?
- c) Can protective measures be taken that will protect the entire workforce on site? Protective clothing should only be the last step to take, and is often not the only solution.

Record the findings: Write down the findings of your risk assessment. Pass on information about significant risks to those people identified in step 2, and record what measures you have taken to control those risks for future reference.

Review your findings: This allows you to learn by experience and take account of any unusual conditions of change that occurred on site. In all stand building cases (especially steelwork erection and lifting), the foreman and/or Principal Contractor should draw up a specific Method Statement and go through it with your contractors in advance of the show.

Please note that this information is intended as guidance only. Further advice may be obtained from the Health and Safety Executive at www.hse.gov.uk.

COMPANY NAME: DATE OF RISK ASSESSMENT:

Potential Hazard	Who might be harmed and how?	Existing controls	Further actions required	Action by whom	Action by when

Risk assessment PREPARED BY: (PRINT) SIGNATURE:

TERMS AND CONDITIONS

1. DEFINITIONS – In these terms and conditions the term ‘Exhibitor’ refers to any person, firm or company who has made application for and who has been granted exhibition space at the All England Jumping Course, Hickstead. The term ‘Event’ refers to the event detailed on the Exhibition Space Application Form. The term ‘Organiser’ refers to the organiser identified on the Exhibition Space Application Form or its assigns.
2. EXHIBITOR PASS ALLOCATION – Exhibitor passes will be allocated according to the size (frontage) of the exhibition space granted. Additional passes may be purchased in advance of the event. Vehicle passes, wristbands, complimentary passes and exhibitor manuals will be dispatched to the address provided on the Exhibition Space Application Form once full payment for the stand has been made.
3. CANCELLATION OF EXHIBITION SPACE – Once the Organiser has accepted the Exhibitor’s contract by way of receipt or pro-forma, cancellation means that the Exhibitor will be obliged to settle in full for the exhibition space granted. Notification of such cancellation must be made in writing and posted via recorded delivery. For the avoidance of doubt, the Organiser shall not be obliged to accept the Exhibitor’s notice of cancellation. The date of cancellation shall be the date upon which the Organiser notifies the Exhibitor it accepts the Exhibitor’s notice. Upon cancellation made in writing 60 days prior to the event, a 50% refund will be repayable on the total amount due.
4. EXHIBITION SPACE AND EXHIBITS – The Exhibitor must occupy the exhibition space allocated to him by the time of the show opening on the first day of the event. Should the Exhibitor fail to do so, he shall be deemed to have cancelled his exhibition space booking and the Organiser shall be entitled to offer for sale or reallocate such exhibition space, and the provisions of exhibition cancellation apply.
5. TRADE VEHICLES ARE STRICTLY PROHIBITED FROM THE TRADE STAND AREA AND THE ROADWAYS BETWEEN THE HOURS OF 8.00AM AND 6.00PM. DURING SUCH TIME ALL TRADE VEHICLES MUST REMAIN PARKED IN THE AREAS ALLOCATED.
6. ELECTRICITY – Orders for the supply of electricity must be made in advance, and a maximum supply of 500 watts per connection applies. The responsibility to ensure that all 240v circuits are protected by Residual Current Devices (RCDs) of 30mA sensitivity remains with the Trade Exhibitor. Those providing electrical equipment for their own use should, prior to it being connected to a supply, arrange for it to be inspected and tested by a competent electrician and a label affixed to it and a certificate issued clearly stating the date of the test and the name of the electrician performing the test. Electricity will not be supplied to the exhibition until the relevant certificate or the appliance concerned has been inspected by the Event Electrician. THE USE OF GENERATORS IS STRICTLY PROHIBITED. The supply of electricity provided to exhibitions may not be utilised for the purpose of kettles or coffee machines.
7. BUILD UP – Trade Exhibitors may obtain access to the showground to begin the build of their exhibition two days prior to the commencement of the event. Exhibits are to be ready and presentable by 9.00am on the first day of the show. Trade Exhibitors wishing to gain access to the showground prior to this must notify the organisers in advance to obtain authorisation to do so.
8. OPENING TIMES – Exhibitions must remain open for trading between the hours of 9.00am and 30 minutes following the completion of the last class in the International Arena. The trade manager will decide when the movement of vehicles, within the showground is allowed. Those caught driving in and out of the showground outside of these times will be fined.
9. SUB-LETTING – The sub-letting of exhibition space is strictly prohibited, non-compliance will result in the exhibit being removed from the showground, and no refund will be given.
10. CANCELLATION OR CHANGE OF LOCATION OR DATE OF EVENT
 - a) In the event that by reason of any event outside the Organiser’s reasonable control (including without limitation, any strike or other industrial action involving the Organiser’s own work force) the Event or any part thereof is prevented from being held in

a particular location or on a particular date, the Organiser shall be entitled in its absolute discretion to cancel, relocate or change the date of all or any part of the Event or reduce the planned period for preparation, display or dismantling of the Exhibition and in such event any refund of payments to the Exhibitor shall be at the absolute discretion of the Organiser. Such a refund, if given, shall be such proportionate share of the balance of the aggregate exhibit fees received by the Organiser in relation to the Event as the Organiser thinks fit after deducting expenses incurred by and reasonable compensation for the Organiser but in no case shall the amount of any refund to the Exhibitor exceed the amount paid by the Exhibitor nor shall the Exhibitor be entitled to review or audit any of the Organiser's financial records.

- b) The Exhibitor hereby acknowledges that should any of the circumstances referred to in Paragraph 10a occur, he shall have no right to any refunds, damages or expenses.
- c) Should the Event (or part thereof) be cancelled by the Organiser for commercial reasons, including without limitation, lack of support, then all payments made by the Exhibitor to the Organiser will be refunded, but the Exhibitor hereby agrees that in such circumstances they will have no further claim (whether for damages or otherwise) against the Organiser.
- d) RELOCATION OF EXHIBITIONS – The Executive reserves the right to relocate any exhibition should they feel it necessary to do so and without giving a reason.

11. INSURANCE – The responsibility to provide insurance for the exhibition remains with the Trade Exhibitor (in addition to a minimum cover of £5,000 000 public liability).

12. BREAKDOWN – The movement of any trade vehicle is prohibited until at least 30 minutes following the completion of the last class in the International Arena. ALL EXHIBITIONS MUST BE REMOVED FROM THE SHOWGROUND WITHIN 2 DAYS OF THE EVENT FINISHING UNLESS PRIOR AGREEMENT IS MADE WITH THE ORGANISERS.

13. DAMAGE – Trade Exhibitors remain responsible for any damage caused by themselves or employees to the ground, trees, fixtures, fittings, or any buildings on the showground. In turn, Trade Exhibitors will be charged by the Organiser for any repairs that have to be made as a result of such damage.

14. SALE OF GOODS – The quantity and quality of goods sold from premises including temporary premises at the event will fall within the responsibility of the local Trading Standards Officers.

15. SECURITY - The Organisers accept no responsibility for the security of trade stands or exhibits and Exhibitors are advised to provide the necessary security. Security personnel are available to order by contacting WH Management Group on +44 (0)1889 500 164 +44 / (0)7407 000999/ info@whmg.co.uk.

16. LIQUID PETROLEUM GAS (LPG)

- a) Those Trade Exhibitors utilising LPG must comply with HSE guidance notes CS4 "The Keeping of LPG in cylinders and similar containers". Further, LPG must be used in accordance with HSE guidance notes CS6 "The storage and use of LPG on construction sites".
- e) It is the responsibility of the Trade Exhibitor to ensure that no LPG cylinders are stored inside any structure. Indeed, LPG cylinders must be stored in such a way as to allow access to them at all times in case of an emergency. It is the responsibility of the Trade Exhibitor to ensure that all appliances must be connected to the cylinders through approved pipe work.
- f) It is the responsibility of the Trade Exhibitor to ensure that where LPG cylinders are stored the numbers are kept to a minimum.
- g) All gas appliances must be examined and tested by a competent person and labelled or given a certificate indicating the examiner's name and the date of examination. Appliances will not be allowed to be used unless the appropriate examination and testing has been undertaken and the relevant certification obtained.

17. MERCHANDISE – Trade Exhibitors shall not bring on to their stands or offer for sale any goods or services which bear the words "All England Jumping Course, Hickstead", or "All England Jumping Course", or "Hickstead", or "Dressage at Hickstead" or any other wording or phraseology which express or imply an association with, or the approval of Hickstead, Dressage at Hickstead or the associated sponsors of the event.

18. MACHINERY – It is the responsibility of the Trade Exhibitor to ensure that any plant or machinery used prior to, during, or following the event should be operated by an adult who is fully trained in its safe use. The person responsible for operating the machine must do so in a safe manner.

19. **TOMBOLAS/MARKET STALLS** – Tombolas and/or Market Stalls are strictly prohibited on the showground.
20. **TRANSMITTING EQUIPMENT** – The use of transmitting equipment (e.g. Radio – microphones, two-way radios) is strictly prohibited on the showground during the Event unless prior permission is obtained. The Organiser will require at least one month's notice detailing the frequencies, power and the reasons for using the equipment. The Organiser reserves the right to limit the use of such equipment.
21. **LITTER** – It is the responsibility of the Trade Exhibitor to ensure that during the event their areas remain clean and free of litter. The Organiser will provide adequate waste bins and will arrange for the disposal of any rubbish. ALL CASES AND WRAPPING SHOULD BE TAKEN AWAY AND DISPOSED OF BY THE TRADE EXHIBITOR. FAILURE TO DO SO WILL RESULT IN A CHARGE OR BANNING FROM FUTURE SHOWS.
22. **SIGNS** – All exhibitors must display in a prominent position and in a professional manner their trading name, address and telephone number.
23. **INDEMNITY** – I/We agree to indemnify Hickstead Ltd., the All England Jumping Course and all associated sponsors against any claim or loss of expense as a result of my/our attendance of the event.
24. Any exhibitor whose cheque is not cleared through the banking system will incur a £20 surcharge, payable before the trade exhibition space booking can be accepted.
25. **DISCOUNT** – A discount of 10% is offered to exhibitors applying to attend both the Equestrian.com Hickstead Derby Meeting and the Longines Royal International Horse Show. Such applications must be made together and with full and current payment, and submitted by the 1st February 2015 in order to qualify for the discount.
26. **SMOKING BAN** – The Health Act 2006 makes provision for the prohibition of smoking in all enclosed public places and workplaces. A no smoking policy is operative in all buildings, marquees and tents on the showground, and all enclosed trade stand areas where the public may enter and where more than one employee has access at any time. It is the duty of the Trade Exhibitor to ensure that no-smoking signs are displayed on all premises and at all times.
27. **DOGS** – All dogs must be kept on leads at all times. The event organisers possess the right to remove any dog from the showground that is considered to be causing a nuisance. Owners shall be held liable for any harm or damage caused by their dog.
28. **DRINKING WATER** – Only the water that is marked 'safe to drink' should be consumed.
29. **STAND SIZE** – The exhibitor must have purchased adequate space for the amount of stock / staff they bring to the show. Both stock and staff are permitted to stay within the perimeter of their site space and should not protrude out into the isles or walkways.
30. **THE EXECUTIVE MAY IN ANY DISPUTE OR OTHER MATTER WHATSOEVER, ACT OR DECIDE IN ANY MANNER THEY THINK FIT.**

Hickstead Trade Stand Map 2016

STABLE FIELD
RIDERS CAR PARK
INTERNATIONAL
STABLES & CAR PARK

INTERNATIONAL
WARM UP
ARENA

BUNN LEISURE ARENA
COMPETITORS ROW
POLO CLUBHOUSE

RINGS
4-7



THIS DRAWING IS NOT TO SCALE

GLOSSARY

- Tree
- Charles Owen Shopping Village