

THE ALL ENGLAND JUMPING COURSE



HICKSTEAD

SUSSEX RH17 5NU

Tel: +44 (0)1273 834315

Fax: +44 (0)1273 834452

Email: trade@hickstead.co.uk

Website: www.hickstead.co.uk

2010

Dear Exhibitor,

The British Jumping Derby Meeting

24 - 27 June 2010

The Longines Royal International Horse Show

27 July – 1 August 2010

I have pleasure in enclosing the trade exhibitor application form for the forthcoming 2010 season here at Hickstead.

2009 proved a tremendous success and we once again enjoyed an extremely satisfying public attendance throughout the two meetings, with footfall higher than ever. They came in their thousands to watch the world class combinations compete to win some of the country's most prestigious and coveted titles, and of course, benefit from having in excess of 200 shopping outlets in one place.

The grandstands were full on DFS Derby Day and visitors were rewarded with an afternoon of undiluted showjumping, which was to culminate in a very popular home win for William Funnell and Cortaflex Mondriaan. The Royal International's grand finale brought a tear to many an eye as the illustrious Longines King George V Gold Cup finally returned home with a British one, two, three.

We were all delighted with the achievements of the 2009 season and your efforts in returning the showground to good order following each event were greatly appreciated, so many thanks to you all. 2010 will mark the 50th year of Hickstead and we have some exciting plans afoot to celebrate our Golden Anniversary.

To reserve trade space, please return your completed booking form in full; including company name, telephone number, website address and product description for inclusion in the official show programme, with full payment. First time exhibitors are required to send a colour photograph of their stand and preferably a brochure or further product information. Priority for prime sites will be allocated to sponsors and exhibitors attending both shows, and early booking is recommended to reserve your preferred site. Please acknowledge that stands are priced according to frontage and thus a 10ft x 20ft space will afford 10ft of frontage. We are obliged to obtain a risk assessment from each trade exhibitor, see enclosed information, and ask for these to please be completed and returned with the application forms.

Should there be anything at all with which I may be able to assist or should you wish to reserve a site please do not hesitate to contact me. I very much look forward to welcoming you to Hickstead to share in our Golden Anniversary celebrations in 2010.

Yours Faithfully,

A handwritten signature in cursive script that reads "Emma Cook".

**Emma Cook
Hickstead Ltd.**

HICKSTEAD



The All England Jumping Course

Hickstead, West Sussex, RH17 5NU

2010 FIXTURES

The British Jumping Derby Meeting

24th - 27th June 2010

The Longines Royal International Horse Show

27th July - 1st August 2010

**The National Schools & Pony Club Jumping
Championships**

5th August 2010

Hickstead Ltd.

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

Tel: 01273 834315 Fax: 01273 834452 email: trade@hickstead.co.uk

**FORM
1**

Trade Stand Application Form Hickstead 2010



PLEASE COMPLETE IN **BLOCK CAPITALS**

Trading Name: _____

Contact Name: _____

Address: _____

Postcode: _____ email: _____

Company Telephone No: _____ Mobile No: _____

Brief description of product or services for inclusion in show programmes (max. 12 words): _____

Website: _____

Please state if you are intending to sell tack / Please enclose a picture of your stand if booking for first time.

SHOW	SITE REFERENCE <i>Refer to map opposite</i>		SIZE OF SITE	PRICE <i>(please see overleaf)</i>	ELECTRIC £90 inc VAT	TOTAL
	1st choice	2nd choice				
The British Jumping Derby Meeting						
The Longines Royal International Horse Show						
National Schools & Pony Club Jumping Championships						
GRAND TOTAL						

Electricity supply £90 inc VAT per show. 500 watts per connection. No kettles or halogens.

Please note in order to secure a stand, full and current payment must be received with this form.
For preferential sites, early booking is essential.

Visa / Mastercard Credit Card No: _____

Valid From: _____ Expiry Date: _____ Issue No (Maestro only): _____ Security Code (Last 3 digits on reverse): _____

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 sent to:

Hickstead Ltd.
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

Office Use	DERBY	RIHS	SCH
Stand No.			
Receipt No.			

RENTAL CHARGES

Please tick the relevant reference box below

The British Jumping Derby Meeting 24 - 27 June 2010										
Type of Site	Competitor Exhibitor Site		Retail Site		Prime Retail Site		Shedding Sites		Prime Shedding Sites	
Size (frontage x depth)	£	Refa	£	Refa	£	Refa	£	Refa	£	Refa
10ft x 20ft	265	J	415	A	520	AA	855	S	965	SS
15ft x 20ft	365	K	530	B	635	BB				
20ft x 20ft	460	L	670	C	780	CC	1540	T	1645	TT
25ft x 20ft	560	M	815	D	920	DD				
30ft x 20ft	635	N	960	E	1065	EE	1980	U	2080	UU
35ft x 20ft	715	P	1090	F	1195	FF				
40ft x 20ft	790	Q	1220	G	1330	GG	2640	V	2750	VV
50ft x 20ft	865	R	1480	H	1590	HH	3200	W	3300	WW

The Royal International Horse Show 27 July - 1 August 2010										
Type of Site	Competitor Exhibitor Site		Retail Site		Prime Retail Site		Shedding Sites		Prime Shedding Sites	
Size (frontage x depth)	£	Refa	£	Refa	£	Refa	£	Refa	£	Refa
10ft x 20ft	355	J	440	A	545	AA	910	S	1015	SS
15ft x 20ft	455	K	580	B	685	BB				
20ft x 20ft	555	L	725	C	830	CC	1600	T	1700	TT
25ft x 20ft	655	M	865	D	975	DD				
30ft x 20ft	755	N	1010	E	1120	EE	2040	U	2150	UU
35ft x 20ft	855	P	1145	F	1250	FF				
40ft x 20ft	955	Q	1280	G	1380	GG	2700	V	2805	VV
50ft x 20ft	1005	R	1560	H	1670	HH	3250	W	3360	WW

National Schools Day, 5 August 2010	Size	Tick Box
All retail sites are priced at £150.00 for any of the above sizes		

Sites Explained

Competitor Exhibitor Sites

Between practice arena & back rings; suitable for those exhibitors targeting riders, grooms & owners **only**. Sites are space only & you are required to provide your own marquee/unit, alternatively you may hire one from us (prices and booking form enclosed)

Retail Sites

Situated close to the International Arena & other main public areas. These sites are space only & you are required to provide your own marquee/unit, alternatively you may hire one from us (prices and booking form enclosed)

Shedding

Predominantly positioned in prime roadside locations, shedding sites consist of covered clear span units, with night curtain at front, wooden floor, banner rail & fascia name board. Prices for shedding include VAT at the current rate

Please note VAT is only applicable on shedding sites.

Exhibitor Pass Application Form Hickstead 2010



We offer exhibitors the choice of weekly or daily passes to cater for day-to-day staff changes. Wristbands will be allocated according to the size of the site booked (see chart below) and sent to you approximately 6 weeks prior to the event.

Your allocation can be made up of a mixture of weekly and daily passes if required. If no preference is stated, you will automatically be sent weekly passes only. Additional passes may be purchased by contacting the trade stand office prior to the event.

Company Name

Please indicate how you would like your passes distributed

Frontage booked	Pass Allocation	Number of Weekly*	Number of Daily Sets*
10 ft	3 wristbands + 2 vehicle		
15 ft	4 wristbands + 2 vehicle		
20 ft	5 wristbands + 2 vehicle		
25 ft	5 wristbands + 2 vehicle		
30 ft	6 wristbands + 3 vehicle		
35 ft	6 wristbands + 3 vehicle		
40 ft	7 wristbands + 4 vehicle		
50 ft	8 wristbands + 5 vehicle		

** Please ensure that the number of weekly and daily sets add up to no more than the allocation allows*

Please distribute passes to your staff before arriving at the showground or they will be charged on entry (non-refundable). Passes can only be left on the gate in exceptional circumstances, and only by prior arrangement and with an authorisation stamp from the trade stand office.

Please return with your booking form

Please return completed form to:

Hickstead Ltd.
Trade Stands, All England Jumping Course,
Hickstead, West Sussex RH17 5NU
Tel: 01273 834315 Fax: 01273 834452
email: trade@hickstead.co.uk

For office use only		
	DERBY	RIHS
Stand No.		
Sent		

**FORM
3**

Marquee Hire Application Form Hickstead 2010



Trading Name: _____

Contact Name: _____

Address: _____

County: _____ Post Code: _____

Daytime Tel No: _____ email: _____

All marquees are clear span and of modern design. Height to eaves: 2 metres. Lace up front.

SITE	Description	Price	Derby	R.I.H.S.	Total
A J	3m x 3m (approx 10' x 10') marquee	£205.00			
A J	3m x 3m (10' x 10') matting	£105.00			
A J	3m x 3m (10' x 10') wooden flooring	£195.00			
A J	3m x 3m (10' x 10') lining	£165.00			
A C J L	3m x 6m (approx 10' x 20') marquee	£255.00			
A C J L	3m x 6m (10' x 20') matting	£120.00			
A C J L	3m x 6m (10' x 20') wooden flooring	£235.00			
A C J L	3m x 6m (10' x 20') lining	£180.00			
C L	6m x 6m (approx 20' x 20') marquee	£310.00			
C L	6m x 6m (20' x 20') matting	£145.00			
C L	6m x 6m (20' x 20') wooden flooring	£310.00			
C L	6m x 6m (20' x 20') lining	£210.00			
E N	9m x 3m (approx 30' x 10') marquee	£340.00			
E N	9m x 3m (30' x 10') matting	£130.00			
E N	9m x 3m (30' x 10') wooden flooring	£280.00			
E N	9m x 3m (30' x 10') lining	£200.00			
E N	9m x 6m (approx 30' x 20') marquee	£400.00			
E N	9m x 6m (30' x 20') matting	£190.00			
E N	9m x 6m (30' x 20') wooden flooring	£330.00			
E N	9m x 6m (30' x 20') lining	£235.00			
	Banner Frame £30.00 per 3 metres				
GRAND TOTAL					

All prices are inclusive of VAT at the current rate

Please find enclosed payment to HICKSTEAD LTD *Bookings will not be accepted without payment*

Signature:.....Date:.....

Visa/Mastercard Credit Card No: _____	
Name on the Card: _____	Security Code (Last 3 digits on reverse): _____
Valid From: _____	Expiry Date: _____ Issue No: (Maestro only) _____
Cardholder's Address: _____	
Signature: _____	



Please return completed form with payment to:

Hickstead Limited,
Trade Stands, All England Jumping Course,
Hickstead, West Sussex RH17 5NU
Tel: 01273 834315 Fax: 01273 834452 trade@hickstead.co.uk

For office use only	
DERBY	RIHS
Stand No.	
Invoice No.	

**FORM
4**

Tel ephone, Furniture & Carpet Application Form

Hickstead 2010



Trading Name: _____

Contact Name: _____

Address: _____

County: _____ Postcode: _____

Daytime Tel No: _____ Fax No: _____

No.	Product	Derby 24 - 27 June	RIHS 27 July - 1 August	Total
	Carpet			
	10ft x 20ft @ £78.00			
	20ft x 20ft @ £137.00			
	30ft x 20ft @ £176.00			
	40ft x 20ft @ £195.00			
	Furniture			
	6ft trestle table @ £17.00			
	Plastic Chairs @ £4.00			
	Patio Sets: 1 table & 4 chairs @ £27.00			
	Telephone			
	Telephone Line £190.00			
	ISDN Line £424.00			
Grand Total				£

Internet

Wireless internet connection will be available on a 'pay-as-you-go' basis at the show. Please indicate if you would be interested in this service **YES / NO**

All prices are inclusive of VAT at the current rate

Please find enclosed payment to **HICKSTEAD LTD** *Bookings will not be accepted without payment*

Signature:.....Date:.....

Visa/MasterCard Credit Card No: _____

Name on the Card: _____ Security Code: _____

Valid From: _____ Expiry Date: _____ Issue No: (Maestro only) _____

Cardholder's Address: _____

Signature: _____



Please return completed form with payment to:
Hickstead Ltd.
 Trade Stands, All England Jumping Course,
 Hickstead, West Sussex RH17 5NU
 Tel: 01273 834315 Fax: 01273 834452
 email: trade@hickstead.co.uk

For office use only	
DERBY	RIHS
Stand No.	
Invoice 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 pullout periods, and must fully assess any risks to exhibitors, contractors, organisers or staff working or visiting the Showground in this period. It must also include any risks to the public during the open period. Please refer to ‘undertaking your risk assessment’ in the section below.

UNDERTAKING YOUR RISK ASSESSMENTS

It is a **legal requirement** that each exhibitor undertakes their own Risk Assessments prior to the show, 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 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 exhibition.

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

Company Name: _____

Date of risk assessment: _____

Risk assessment prepared by: (Print) _____

Signature: _____

Potential Hazard	Who might be harmed and how?	Existing controls	Further actions required	Action by whom	Action by when
<p>Slipping/tripping hazards, chemicals, (e.g. battery acid), moving parts of machinery (e.g. blades), work at height, pressure systems, vehicles (e.g. fork-lift trucks), electricity dust (e.g. from grinding), fumes (e.g. vehicle engines), fire (e.g. combustible materials, rubbish, flammable substances, LPG etc) and ignition sources (e.g. flames, smoking etc), manual handling, marquee erection and weather related risks, noise, lifting.</p> <p>Look for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace.</p>	<p>Hazard – Who might be harmed? Office staff, maintenance personnel, contractors, people sharing your workplace, cleaners, operators, members of the public. Pay particular attention to: staff with disabilities, visitors, inexperienced staff, lone workers – may be more vulnerable.</p> <p>There is no need to list individuals by name – just consider groups of people doing similar work or others who may be affected.</p>	<p>For the hazards identified, do the precautions already taken meet the standards set by a legal requirement, comply with a recognised industry standard, represent good practice, reduce risk as far as is reasonably practicable? Have you provided adequate information, instruction or training, systems or procedures?</p> <p>If so, then the risks are adequately controlled, but it is vital that you indicate the precautions that you have in place.</p>	<p>Is more control required to reduce the risk? Where the risk is not adequately controlled, indicate the further actions required on the Risk Assessment Form, i.e. remove the risk completely, try a less risky option, prevent access to the hazard, organise work to reduce exposure to the hazard, issue personal protective equipment, provide welfare facilities (e.g. first aid).</p>		

Please complete and return with application form to The All England Jumping Course, Hickstead, Sussex, RH17 5NU

Company Name: _____ Date of risk assessment: _____

Risk assessment prepared by: (Print) _____ Signature: _____

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

HICKSTEAD TRADE STANDS: TERMS AND CONDITIONS

1. **DEFINITIONS** – In these terms and conditions the term ‘Exhibitor’ means any person, firm or company who has made application for and who has been granted space at Hickstead. The term ‘Event’ means the event detailed on the Space Application Form. The term ‘Organiser’ means the organiser identified on the Space Application Form or its assigns.
2. **BADGE ALLOCATION** – Badges will be allocated as per frontage booked. Any extra passes have to be purchased at the going rate. Vehicle passes, badges, complimentary passes and exhibitor packs will be dispatched to your address at least 14 days prior to the event.
3. **CANCELLATION OF STAND 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 stand space booked. Notification of cancellation must be in writing by 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 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. **STAND SPACE AND EXHIBITS** – The Exhibitor must occupy the space allocated to him by show opening time on the first day of the event. In the event the Exhibitor fails to do so, he shall be deemed to have cancelled his stand space booking and the Organiser shall be entitled to sell or reallocate such stand space and the provisions of stand cancellation apply.
5. **ALL TRADERS’ VEHICLES MUST BE KEPT OFF THE TRADE STAND AREA AND THE ROAD BETWEEN 8.00AM AND 6.00PM AND PARKED IN THE AREAS ALLOCATED.**
6. **ELECTRICITY** – All electricity bookings must be made in advance – maximum 500 watts per connection. It is the Trade Stand Holders’ responsibility to ensure that all 240v circuits are protected by Residual Current Devices (RCD’s) of 30mA sensitivity. Anyone who provides electrical equipment for their own use should, before it is 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 giving the date of the test and the name of the person carrying out the test. Electricity will not be supplied to the trade stand until the certificate or the appliance is inspected by the Event Electrician. **THE USE OF GENERATORS ON TRADE STANDS IS STRICTLY PROHIBITED.** No kettles or coffee machines permitted on trade stand connections.
7. **BUILD UP** – Trade Stand Holders may enter the showground and set up two days prior to an event starting. Exhibits to be ready and presentable by 10.00am on the first day of the show. Any Trade Stand Holder who wishes to come onto the ground before that time must notify the organisers beforehand.
8. **OPENING TIMES** – Stands must be open and ready to trade between 10.00am and 30 minutes after the last class in the main ring has finished.
9. **SUB-LETTING** – Sub-letting of stand 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 in the event any of the circumstances referred to in Paragraph 10a occur, he shall have no right to any refunds, damages or expenses.
 - c) In the event the Event (or part thereof) is 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.
11. **INSURANCE** – It is the Trade Stand Holders’ responsibility to provide insurance for their stand (plus a minimum £5,000,000 public liability).
12. **BREAKDOWN** – The movement of any Trade Stand vehicle is prohibited until at least 30 minutes after the last class in the main ring has finished. **ALL STANDS MUST BE REMOVED FROM THE SHOWGROUND WITHIN 2 DAYS OF THE EVENT FINISHING UNLESS PRIOR AGREEMENT IS MADE WITH THE ORGANISERS.**
13. **DAMAGE** – Stand holders will be responsible for any damage caused by themselves or employees to the ground, trees, fixtures, fittings, or any buildings on the showground. The organisers will charge the Trade Stand Holder for any repairs that have to be made.
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 trade stand security. Stand holders are advised to provide necessary security.
16. **LIQUID PETROLEUM GAS (LPG)**
 - a) Any Trade Stand Holders who use LPG must comply with HSE guidance notes CS4 “The Keeping of LPG in cylinders and similar containers”, and use it in accordance with HSE guidance notes CS6 “The storage and use of LPG on construction sites”.
 - b) It is the Trade Stand Holders’ responsibility to ensure that no LPG cylinders are kept inside any structure. They must be kept in such a way as to allow access to them at all times in case of an emergency. It is the Trade Stand Holders’ responsibility to ensure that all appliances must be connected to the cylinders through approved pipe work.
 - c) It is the Trade Stand Holders’ responsibility to ensure that where LPG cylinders are stored the numbers are kept to a minimum.
 - d) 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 this has been done.
17. **STRUCTURE** – It is the Trade Stand Holder’s responsibility to ensure that static exhibits must be erected in a way to ensure they do not present a risk to any person prior to, during or after the event.
18. **MERCHANDISE** – Trade Stand Holders shall not bring onto 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 words which express or imply an association with or the approval of Hickstead, Dressage at Hickstead or the Event’s sponsors.
19. **MACHINERY** – It is the Trade Stand Holders’ responsibility to ensure that plant or machinery used prior to, during, or after an event should be operated by an adult who is fully trained in its safe use. The person operating the machine must do so in a safe manner.
20. **TOMBOLAS/MARKET STALLS** – Tombolas/Market Stalls are prohibited on the showground.
21. **TRANSMITTING EQUIPMENT** – The use of transmitting equipment (e.g.: Radio – microphones, 2 way radios) is prohibited on the showground during the Event unless prior permission is given. The Organiser will require at least one month’s notice detailing the frequencies, the power and the reasons for using the equipment. The Organiser reserves the right to limit the use of such equipment.
22. **LITTER** – It is the Trade Stand Holders’ responsibility to ensure that during the event their areas are kept clean and free of litter. The Organiser will provide adequate waste bins and will arrange the disposal of any rubbish. **ALL CASES AND WRAPPING SHOULD BE TAKEN AWAY AND DISPOSED OF BY THE TRADE STAND HOLDERS. FAILURE TO DO SO WILL RESULT IN A CHARGE**
23. **SIGNS** – All exhibitors must display in a prominent position and in a professional manner their trading name, address and telephone number.
24. **INDEMNITY** – I/We agree to indemnify Hickstead Ltd, the All England Jumping Course and the Sponsors against any claim or loss of expense as a result of my/our attendance of the event.
25. Any exhibitor whose cheque is not cleared through the banking system will incur a £20 surcharge, payable before trade stand booking can be accepted.
26. **DISCOUNT** – A 10% discount is offered to companies booking both the British Jumping Derby and the Royal International Horse Show. The bookings must be made together, with current payment, and by the 31st January to qualify for discount.
27. **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 Stand Holder to ensure that no-smoking signs are displayed on all premises and at all times.
28. **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.