

## TRADE STAND REGISTRATION FORM 2022

Many thanks for applying for a Trade Stand at the Festival of British Eventing 2022. Please return this form to:

**Email:** [tradestands@festivalofbritisheventing.com](mailto:tradestands@festivalofbritisheventing.com)

**Post:** Sally Anderson, Festival of British Eventing, Middle Barn, Aston Farm, Cherington, Tetbury, GL8 8SW

Please complete in BLOCK CAPITALS.

### CONTACT DETAILS

Trade Stand Name:.....

Company Name:.....

Contact Name:.....

Tel:..... Mob:.....

Email:.....

Website:.....

Postal Address:.....

Contact on site & mobile no. (if different to above).....

By submitting this form, I acknowledge receipt of the FOBE Exhibitor Terms and Conditions 2022, and I undertake on behalf of ourselves and all persons in our employ to abide by them. I confirm that we carry third party public liability insurance with an indemnity of at least £2,000,000 for any one claim.

SIGNED:..... DATE:.....

### INFRASTRUCTURE AND SERVICES

Please note that if your requirements change after submission of this form, they cannot be guaranteed and there may be an additional charge incurred. ALL COSTS ARE EXCLUSIVE OF VAT.

Do you require (please tick):

- Open Space** (Space only. Trader must design, erect and furnish the empty plot themselves.)
- Covered Space** (A marquee will be ready for your arrival. Includes a clearspan covered marquee with sides and back partitions, roof, front night screen and a banner rail.)

### SIZE & TYPE

SIZE	OPEN COST (PLUS VAT)	Please tick	COVERED COST (PLUS VAT)	Please tick
3m x6m	335		700	
6m x6m	660		1295	
9m x 6m	985		1790	
12m x 6m	1310		2485	

Please ensure you included all storage and tow bar attachments, vehicles, tents and any other item relevant to your stand in your pitch size request. All pitches are 6m deep as standard. If you have facilities for sleeping or cooking, there MUST be a 3m fire gap between this and your stand and this must be accounted for within your pitch size.

**POWER**

CONNECTION	COST (Plus VAT)	Please tick
13 AMP Single Phase	230	
16 AMP Single Phase	230	
32 AMP Single Phase	288	
63 AMP Single Phase	633	
No Power Required		

**LIGHTING**

CONNECTION	COST (Plus VAT)	Please tick
1.5M Enclosed Fluorescent Fitting	72	
300 Watt Halogen Floodlight	72	
No Lighting Required		

Please note that no generators are allowed on the show site and that all power requirements must be booked through FOBE official supplier, via this form.

**FLOORING & CARPET**

SIZE	WOODEN FLOOR COST (Plus Vat)	Please tick	CARPET COST (Plus Vat)	Please tick
3m x 6m	225		157	
6m x 6m	500		314	
9m x 6m	725		471	
12m x 6m	1000		628	
No Flooring required				

NB: Carpet cannot be ordered without wooden flooring as well.

**CARPET COLOUR:** ANTHRACITE

**RAMP** (if required please tick): Standard Disability Ramp £38 + VAT

Custom Ramp (Please Enquire)

**FURNITURE**

All furniture requirements must be facilitated by FBE's official supplier and must be booked via this form.

ITEM	COST per item (Plus VAT)	NUMBER
6ft Wooden Trestle Table	12	
Samsonite Folding Chair	8	
Not Required		

**ROOF & WALL LININGS**

All roof and wall lining requirements must be facilitated by FBE's official supplier and must be booked via this form.

SIZE	ROOF LINING COST (plus VAT)	Please tick	WALL LINING COST (plus VAT)	Please tick
3m x 6m	199		259	
6m x 6m	398		307	
9m x 6m	597		356	
12m x 6m	796		405	
Not Required				

**FASCIA NAME SIGN**

If you would like a sign produced for the front of your stand please contact Tim at Henson Franklyn direct on 01427 718 178 or [enquiries@hensonfranklyn.co.uk](mailto:enquiries@hensonfranklyn.co.uk)

## ACCREDITATION

Accreditation can be collected on arrival on site. The number of wristbands provided will be dependent on your plot size. Please let Sally Anderson know whether you require daily or seasonal wristbands.

- 3m frontage = 2 wristbands
- 6m frontage = 3 wristbands
- 9m frontage = 4 wristbands
- 12m frontage = 6 wristbands

Vehicle passes: 1 per stand unless otherwise requested. There is no vehicle parking behind your stand unless previously agreed with the Trade Stand Manager. This includes quadbikes and motorbikes.

## PROMOTIONAL & MARKETING

Your details will be included in the event programme and on the event website. Please provide a brief description of your company/stand and product(s) for this purpose. (MAX 25 words).

## PAYMENT

A non-refundable deposit of 25% of your open or covered stand price is payable on confirmation in Spring 2022 that the event will go ahead and be open to the public, and an invoice for the remaining 75% plus any flooring/carpet/power/lighting/furniture then be issued. This must be paid by 1<sup>st</sup> June 2022 after which we cannot guarantee your location and it will be offered to stands from the waitlist or stands wishing to relocate.

Payment can be made by BACS or cheque – please tick below.

- BACS to: ***Festival of British Eventing Sort Code: 20-65-20 Acc. No. 83088413***
- POST sent to Sally Anderson, FOBE, Middle Barn, Aston Farm, Cherington, Tetbury, GL8 8SW

## REGISTRATION CHECK LIST

- Registration Form
- Deposit / balance payment
- Insurance – a copy of your Public & Product Liability Insurances, valid over the dates of the Event
- Health & Safety documents and Risk Assessment signed and enclosed.

## HEALTH & SAFETY FORM / SUB CONTRACTOR H&S DOCUMENTATION

Person responsible for Health & Safety on your stand:.....

Mobile No:.....

All Build must be completed by 6pm on Thursday 5<sup>th</sup> August unless previously agreed with the Trade Stand Manger.

Arrival Day for Build: .....

Will you be bringing sub-contractors on site? YES / NO Name:.....

Exhibitors are responsible for ensuring their sub-contractors have completed and submitted the Contractors Questionnaire, available to download at [XXXXX](#)

Please ensure that the Trade Stand Manager has the name and contact details of your sub-contractors and the date and time of their arrival on site.

DOCUMENTS TO BE SUBMITTED	PLEASE TICK
Risk Assessments (for build, de-rig & public access)	
Method Statements (for build & de-rig)	
Fire Risk Assessments (for your activities)	
Public Liabilities Insurances	
Product Liabilities Insurances	
Fire Retardancy Certification	
Will you be using electrical equipment on your stand?	YES / NO
Has this equipment been purchased or PAT tested in the last 12 months?	YES / NO Date tested:
Will you be using GAS/LPG powered equipment on your stand?	YES / NO
Has this equipment been purchased or GasSafe tested in the last 12 months?	YES / NO Dated tested:
Can you confirm you will have a 2kg Fire Extinguisher on your stand?	YES / NO
Have you ever been subject to any investigation from any Health & Safety enforcing agency or trading standards? If yes, please give further information:	YES / NO

**CONFIRMATION OF ADHERENCE TO H&S FORM**

By signing this H&S form for the Festival of British Eventing you confirm that you, your company, your company's representatives and invitees' (including any sub-contractors) have read, understood and agreed to adhere to and abide by the Standard Terms & Conditions of Purchase and the Contractor Conditions of Entry.

Furthermore, by signing this H&S form you confirm that you, your company, your company's representatives and invitees' (including any sub-contractors) will all view the Exhibitors Pack that will be sent to you before the event.

SIGNED:	DATE:
NAME PRINTED:	POSITION:
COMPANY:	

**FINAL CONFIRMATION**

Please receive this as my/our application for the rental of space at the Festival of British Eventing, Gatcombe Park 2022. I acknowledge that I have read and understood the Trade Stand Terms and Conditions for Trade Stand Exhibitors available on [www.festivalofbritisheventing.com](http://www.festivalofbritisheventing.com) or emailed by the Trade Stand Manager. I confirm that I have completed the H&S checklist enclosed with this application form and my signature on this document shows that I undertake on behalf of myself / ourselves and all other persons in my / our employ to read and abide by them.

SIGNED:..... Date:.....

NAME (CAPITALS):.....

POSITION IN COMPANY:.....