



EXHIBITOR APPLICATION FORM 2022

PLEASE COMPLETE APPLICATION FORM IN FULL
(INCOMPLETE APPLICATIONS WILL BE RETURNED)

SHOW(S) REQUIRED:

- Bolesworth CDI 3* International Dressage Festival – 24 - 26 June
- Dodson & Horrell Bolesworth International – 29 June - 3 July
- Al Shira'aa Bolesworth Young Horse Championships – 10 - 14 August

TRADING NAME (for signage – text only):

CONTACT NAME:

MOBILE NUMBER:

ADDRESS

WEBSITE

EMAIL

DESCRIPTION
(15 words max.)

STAND TYPE / SIZE REQUIRED:

- SHEDDING: 3 m x 3 m
 6 m x 6 m
 6 m x 9 m
 6 m x 12 m
- OPEN SPACE: No of sq m required _____

- EXTRAS REQUIRED: STANDARD ELECTRIC SUPPLY TO STAND (500W TWIN SOCKET): £150 + VAT ACCOMMODATION PITCH INCL HOOK UP: £220 + VAT
- WIFI: 1MBPS COVERAGE TO YOUR STAND: £50 + VAT, PER LOCATION

PAYMENT DETAILS:

Please note – Open space stands are for large items only (horseboxes, trailers etc). No temporary structures such as gazebos, marquees etc will be permitted. Images that depict how the trade stand will look, and are current, are required before your application will be accepted.

Deposit:

- £500 (per show) due at the time of application.
- Application and payment to be completed via a link which will be sent to you.
- Should your application be unsuccessful your deposit will be returned.
- Please note, applications are not complete, and stand spaces are not secure until full payment and all stated documents have been received.

Balance:

- Trade stands must be paid for in full no later than 4 weeks prior to the first day of the show, after which time, all unpaid stands will be released to the wait list.
- Unpaid accounts will not be allowed access to the site.
- On receipt of the balance an Exhibitor Manual will be sent in advance of the show.

HEALTH & SAFETY PAPERWORK

Please attach a copy of your (in-date) public liability insurance to the application.
Please complete a standard risk assessment and Method Statement and attach both and return along with your application.

Please read the attached Terms and Conditions carefully, then sign, date and print name below:

Name: _____

Signature: _____

Contact Details: _____

Date: _____

BOLESWORTH CONTACT DETAILS:

Bolesworth Events Show Office, Bolesworth Castle, Tattenhall, CH3 9HQ
Tel: 01829 307676

TRADE STAND EXHIBITOR TERMS AND CONDITIONS

Please print this information to refer to, as it contains important information about exhibiting at the show. This information applies to all shows organised by Bolesworth Events Limited and should be used in conjunction with the specific guidelines and information for the show which you are exhibiting at.

GENERAL CONDITIONS

1. Bolesworth Events Limited reserve the right to refuse any application and are not obliged to provide any reason for such refusal.
2. Bolesworth Events Limited reserve 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. No other compensation, damages or penalty will be payable to the Exhibitor.
3. Exhibitors are not permitted to occupy more than one site.
4. No exhibitor may sub-let or share occupation of the whole or any part of the space allotted to any other exhibitor, manufacturer, wholesaler or retailer.
5. The only goods or services to be exhibited/sold on a stand are those that are part of an exhibitor's normal business and notified to and agreed by the Organisers in advance.
6. Exhibitors shall not bring on to their stands, or offer for sale at the show or online, or use for any promotional purposes, any goods which bear the words "Bolesworth International Horse Show", "Bolesworth Young Horse Championships", or "Liverpool International Horse Show".
7. Exhibitors may not publish or use any Bolesworth Events Limited show logos or the Bolesworth logo in any way including on social media unless prior permission is granted in writing.
8. No live animals may be brought onto a stand for display without the prior permission of the Organisers.

APPLICATION PROCESS & PAYMENT

1. All applications for a trade stand space must be made by completing the Exhibitor Application Form, which must be completed in full and signed by the Exhibitor. Signing the application form constitutes acceptance of these Terms and Conditions.
2. Applications will not be accepted unless accompanied by the following:
 - All relevant risk assessment forms and documents
 - A current and valid copy of your public liability insurance
3. The event trade stand rate card, application form together with the Terms and Conditions constitute the entire contract between Bolesworth Events Limited and the Exhibitor and may only be varied in writing being signed by the Exhibitor and an authorised representative of Bolesworth Events Limited.
4. The payment schedule as outlined on the event booking form must be adhered – both in terms of payment dates and amounts specified. Upon receipt of the final payment an Exhibitor Manual will be sent.
5. Failure to make payments or provide the documentation outlined above will result in being refused access to the venue.

SCHEDULE 1

Further Rules & Regulations at Events

SPACE & FACILITIES

1. The allocation of space will be at the discretion of Bolesworth Events Limited, although every endeavour will be made to meet any request by an Exhibitor regarding the position of their trade stand. Any Exhibitor found to have moved their trade stand without permission from Bolesworth Events Limited, shall be removed from the venue.
2. Under no circumstances will trade stands be allowed to use space beyond the Exhibitor's allocated area.
3. Space allocated is exclusive to the Exhibitor and rights cannot be assigned or transferred.
4. No exhibitor may place any of goods or material outside the limits of his allotted space or solicit business outside his stand. This regulation prohibits the placing of display material, including A boards or similar, in front of the Tent Line.
5. All Exhibitors must confine their displays, recruitment, sales and/or fund raising to their stand. No Exhibitor may solicit business in the public walkways and concourses, nor on any other part of the Showground. This regulation applies equally to charities and commercial exhibitors.
6. Stands will be provided as specified on the Exhibitor Rates documentation.
7. Should you have additional electrical requirements, other than the standard electric supply (twin socket) which is available at an additional charge, please request a separate booking form. This should be booked directly with our partner supplier and will be at the Exhibitor's cost.
8. The organisers cannot guarantee the security or availability of Wi-Fi and will not be liable for any loss or damage arising out of any use of or interruption to or unavailability of the Wi-Fi service for whatever reason.

ALLOCATION OF PASSES

1. Wristbands and one vehicle pass will be allocated to all Exhibitors who have provided the essential documentation and who have paid for their stand in full.
2. These will be provided by the Accreditation team upon arrival.

VEHICLE PARKING

1. Each Exhibitor will receive one vehicle pass for the vehicle parking area. Exhibitors must indicate the type and length of the vehicle on the Exhibitor Application form so that an appropriate space can be reserved in the vehicle parking area.
2. Parking is strictly not permitted in the vicinity of the trade stands, only in the allocated parking area specified.
3. No vehicles will be permitted to access this site during the event and trading times.
4. Any vehicle incorrectly parked will be towed away, at the risk of the Exhibitor.
5. Vehicles (caravans, motorhomes, lorries etc.) may not be parked behind stands.
6. Exhibitors may live in vehicles which form an integral part of their stand, as long as they are fit for the purpose, and they must indicate their intention to do so on the application form.

ELECTRICITY

1. If an electrical supply is required, please note this on your booking form.
2. Should you have additional electrical requirements, other than the standard electric supply (twin socket) which is available at an additional charge, please request a separate booking form. This should be booked directly with our partner supplier and will be at the Exhibitor's cost.

WIFI HIRE

1. Please do not rely on gaining strong enough connection to the public WiFi on site.
2. A Wi-Fi access code can be booked on the online booking form.

TRADE STAND PREPARATION AND REMOVAL

1. Set up is only permitted in the period stipulated in the relevant event information pack. Trade stands must be set up, completed and any unloading vehicles cleared ready for 7.30am prompt on the first day of the show.
2. The dismantling of trade stands may commence in line with the specific event information. Trade stands cannot be dismantled outside of these times without the express permission from the designated trade stand contact.

TIMES OF OPENING

1. Opening times will be detailed in the specific event information pack. Trade stands must remain open between these times.
2. Trade stands which open late or close early will be subject to a penalty of £1000 and may not be permitted at any Bolesworth events in the future.

EXHIBITOR'S WITHDRAWAL OR CANCELLATION OF SPACE RESERVED

1. If for any reason whatsoever a trade stand is cancelled by the Exhibitor, 50% of the total fees shall be refunded by Bolesworth Events Limited, if notified in writing not less than four weeks prior to the commencement of the event.
2. Cancellation within four weeks of the event will result in the forfeit of the total amount of fees paid.
3. Bolesworth Events Limited reserves the right in all such instances to re-let the space without accounting to the Exhibitor.

CANCELLATION OR ABANDONMENT BY THE ORGANISER

1. If the Event is cancelled or abandoned on-event before the end, the site fee and electricity supply charge, or the proportion thereof set out below will be refunded.
2. However, there can be no refund in respect of any optional extra or electricity connection, or bespoke tentage, which has already been erected or installed on behalf of exhibitors.
3. No compensation, damages, or penalty will be payable to the Exhibitor.
4. No refund will be made in respect of any day on which the competition has started.
5. Proportion of site fee to be refunded by the Organisers:
 - Cancelled prior to start of the first 'live' day of the show - 100%
 - Cancelled on any subsequent day – refund to be made pro-rata for remaining show days, less a 15% administration fee.

RESTRICTED GOODS

1. 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.
2. The sale of guns, knives, catapults or any other type of weapon is not permitted.
3. Exhibitors may not sell or donate either inflated or deflated balloons on the venue for reasons of animal safety.
4. No live animals may be brought onto a stand for display without the prior permission of Bolesworth.

CATERING, FOOD AND DRINK

1. Exhibitors are expressly forbidden by the Venue Proprietors to supply complimentary refreshments.
2. Please check before booking whether trade stand spaces selling food and drink consumables is permitted.

NUISANCE

1. Exhibitors must not use any public address equipment.
2. Bolesworth Events Limited 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.
3. Any Exhibitor, whether themselves or through staff or employees, who infringes these Regulations, may be required at the absolute discretion of the organisers to cease trading and/or exhibiting and/or forthwith to vacate the site. In such circumstances no refund of site fee or other costs will be made.

CHARITABLE COLLECTIONS AND APPEALS

1. Charitable or other institutions wishing to make appeals for contributions to their funds must first obtain permission from Bolesworth Events Limited.

SECURITY

1. Property of an Exhibitor remains on the venue at the sole risk of the Exhibitor.
2. Exhibitors are advised to make their own arrangements for the security of their trade stands and to take out appropriate insurances.
3. Bolesworth Events Limited will provide general site security at each event however is not liable for any loss or damage to Exhibitor's property.

INSURANCE, METHOD STATEMENT AND RISK ASSESSMENT

1. Exhibitors must have Public Liability Insurance cover for the period of time at the venue.
2. Each Exhibitor must carry a third-party public liability policy in their trading name with an indemnity of at least £2,000,000 for any one claim. Exhibitors are also strongly advised to carry product liability insurance.
3. A copy of the Exhibitor's Public Liability Insurance Certificate, a Method Statement and Risk Assessment **must** be submitted at the time of booking otherwise your application will be deemed as incomplete.

FIRE, HEALTH AND SAFETY PRECAUTIONS

1. Trade stands will be inspected by the Health and Safety Manager to ensure compliance with health and safety and fire regulations.
2. Exhibitors are responsible for the safety, including fire precautions, of their stands. Exhibitors are advised to insure against fire and theft and also against third party claims.
3. You must have appropriate, working and tested fire extinguisher(s).
4. Every Exhibitor must display official NO SMOKING signs on or close to the entrance to their stand.

WET WEATHER

1. In the event of wet weather neither straw nor woodchip may be put down inside or outside stands unless directed by the organiser. Exhibitors who wish to ensure dry feet should provide flooring or order it when completing the application form.
2. Where required, Bolesworth Events Limited will endeavour to provide adequately maintained walkways between trade stands.

ENVIRONMENT

1. Where possible, items supplied to the general public to take away i.e. bags, should either be re-usable, recyclable or compostable products. This includes carrier bags and cups/glasses that you may use to provide the occasional 'drink'.
2. The use of cable ties should be restricted to a minimum. Any used broken cable ties must be carefully removed during break-down of site.
3. Throughout the event exhibitors must contribute to the cleanliness and appearance of the trade stand area and are responsible for the cleanliness not only of the interior of their stands but also for the immediate surroundings, including the rear of the stands.
4. Waste collection - please make sure all cardboard is flat packed and placed in the appropriate signed areas provided for regular collections. Bags can be provided for waste such as plastic packaging, etc. upon request to the waste collectors. These are then to be securely fastened and placed in the cardboard areas for collection.

FORCE MAJEURE

1. "Force Majeure" means any circumstance not within a party's reasonable control including, but not limited to, act of God or governmental act, flood, fire, explosion, accident, civil commotion, any labour or trade dispute, strikes, industrial action or lockouts, non-performance by suppliers or subcontractors, or transportation or communications problems, or impossibility of obtaining materials.
2. Provided it has complied with its obligations under this clause if a party is prevented, hindered or delayed in or from performing any of its obligations under this agreement by a Force Majeure (hereafter called the "Affected Party"), the Affected Party shall not be in breach of these terms and conditions or otherwise liable for any such failure or delay in the performance of its obligations.
3. The Affected Party shall, as soon as reasonably practicable after the start of the Force Majeure, notify the other party in writing of the Force Majeure, the date on which it started, its likely or potential duration, and the effect of the Force Majeure on its ability to perform any of its obligations under the agreement and use reasonable endeavours to mitigate the effect of the Force Majeure on the performance of its obligations.
4. If the Force Majeure prevents, hinders or delays the Affected Party's performance of its obligations for a continuous period of more than 60 days, either party will be entitled to terminate this agreement by 14 days notice in writing.

PRIVACY NOTICE

1. As an Exhibitor at any show organised by Bolesworth Events Limited we may send you letters, emails or text messages or telephone you to provide services and information to you and send information to let you know about next year's event. We will never share, sell, rent or otherwise disclose your personal data to any third party, without your consent.

DISCLAIMER

1. Save for death or personal injury caused by the negligence of the Organisers or anyone for whom they are in law responsible, neither the Organisers, Bolesworth Events Limited, nor any agent, employee or representative of these bodies accepts any liability for any accident, loss, damage, injury, illness to horses, owners, riders, grooms, spectators, sponsors, dogs, exhibitors, land, cars, their contents and accessories, or any other person or property whatsoever, whether caused by their negligence, breach of contract or in any other way whatsoever.
2. Other than as detailed in the paragraph above on Cancellation or Abandonment the Organisers shall not be liable in respect of any loss or damage whatsoever arising from the abandonment, cancellation or postponement of the event, or any such eventuality.

Risk Assessment Guidance

Exhibitors must provide a Risk Assessment, as well as a supplementary COVID specific Risk Assessment to the event promoter. The notes below are intended as a guide for you to produce a risk assessment if you do not already have one. The notes are not exhaustive, potential hazards should be identified and assessed by the Exhibitor relating to their trading activity.

A description of stand activities, including during build-up and break-down, e.g., carrying or the use of trolley, exhibits, furniture, graphics etc. from vehicles to stands; constructing or placing shelving on stands; installing electrical equipment.

During opening hours: details of exactly what items you will have on your stand e.g., furniture, products, graphics, electrical equipment etc., give details of any activities you are carrying out on your stand e.g., selling products, demonstrations, handing out literature etc.

Identify any potential hazards which could result in harm, e.g., injuries caused by lifting or carrying of heavy items, exhibits, furniture, injuries during construction of any display units, electrical installation, power cables, use of power tools (specify tools in use), slips and trips on stand. Then during opening hours: objects falling from display units, electrical supply, overloading of sockets, small or sharp objects, exhibits causing choking or injury.

Any specific items you may have that may be a potential risk: items over 3m in height; flagpoles; dangerous substances such as flammable oil, liquids, gases, compressed gases, acetylene, LPG, naked flames, working machinery, appliances, water equipment of any kind including water features, laser products of any description, radioactive products of any kind.

A risk is the likelihood of an incident happening and the severity of the consequences should it occur:

- a. High will cause serious injury
- b. Medium likely to require medical attention
- c. Low unlikely to cause injury

Examples of precautions to put in place during build-up and breakdown: staff trained in manual handling, staff trained in the construction of required items, gangways to be kept clear to eliminate trip hazards, correct training in the use of power tools.

During opening hours: keeping small or sharp objects out of reach of children, spotlights out of reach, keep displays in good condition and securely fixed, exhibits displayed on walls securely fixed, sufficient electrical supply, gangways not blocked, exhibits not protruding on to the gangways.