



Festival of British Eventing GATCOMBE PARK



TRADESTAND REGULATIONS

2017

Health & Safety Guidelines

All persons attending the Event, Trade Stand Exhibitors, Contractors, or Sub Contractors should take particular note of the Health and Safety requirements which apply to them. Failure to comply could result in the risk of injury to either yourselves or others who may be affected by your activities.

All Event Officials will take such action within their power as is necessary to correct an unsafe situation.

It must be appreciated that many of the visitors to the Horse Trials may not be aware of the need for a sense of awareness and vigilance when close to horses. Exhibitors and their Contractors should be aware, that when considering safety precautions which need to be observed, this must be taken into account and more stringent and comprehensive precautions may be required than would be the case under normal work conditions.

When setting up on site, restocking your Tradestand and breaking it down at the end of the show, you **MUST** observe the timetables and make allowances for amendments to the arrangements should adverse weather become a factor.

Exhibitors and their Contractors should be aware that the trade stand area becomes extremely busy. Attention must be paid to particular considerations which become necessary in crowded situations. Low level ropes and posts can become obscured and thus cause tripping accidents and injuries. Steps and slopes cannot easily be seen, nor can articles which are left on the ground.

Where steps are provided they should be firm and strong with non-slip treads and adequate handrails. Signs, notices, protruding racking or exhibits at head height can cause injury. Where possible they are not to be allowed. Where they cannot be avoided they must be marked with flags, streamers or be padded.

Safety Policy :

The following officers have a responsibility for safety at the 2017 Festival of British Eventing

Event Director: Tim Henson

Safety Advisor: Ray Hipkin

Site Manager: William Mosley

Event Secretary: Gail Dale

Pre / Post event: In the event of an emergency or any unforeseen occurrence during operational hours of the event in the first instance contact the Health and Safety Advisor on 07743 166919 or The Event Director on 07788 185999

Out of operational hours contact the security staff sited in the Secretary's Office

In the event of a major incident listen to the public address system.

Health & Safety Policy Statement

The Health and Safety at Work etc. Act 1974 imposes statutory duties on employers and employees. To enable these statutory duties to be carried out it is the policy of The Festival of British Eventing so far as reasonably practical, to ensure that the responsibilities for Health and Safety are properly assigned, accepted and fulfilled. This will ensure that all practical steps are taken to safeguard the health and safety and welfare of all employees, contractors and visitors to the premises under the control of The Festival of British Eventing. This statement is a summary of our overall Health and Safety Policy which is available should you wish to see a copy.

We will so far as reasonably practicable ensure that:

- i) The provision and maintenance of plant and systems are work safe and without risk to health.
- ii) Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risk to health.
- iii) Adequate information is available with respect to articles and substances used at work detailing the conditions and precautions necessary to ensure that when properly used they will be safe and without risk to health.
- iv) The provision of such information, instruction, training and supervision as is necessary to secure the health and safety of all persons.
- v) The maintenance of all plant, machinery and equipment under our control are safe to employees, contractors and other persons who may be affected. Contractors have similar responsibilities.
- vi) The working environment is safe, without risk to health and adequate provisions are made with regard to the facilities.
- vii) Risk assessments are carried out to identify any situation likely to cause injury or damage to property and equipment.
- viii) Procedures and action plans for the prevention and control of emergencies are undertaken.

All persons are expected to co-operate with The Festival of British Eventing in their endeavours to attain and maintain good safety, health and welfare standards and to take reasonable care of themselves and others.

1. APPLICATIONS

Application forms for The Festival of British Eventing (FBE) must be completed, signed and returned with full payment. No booking will be accepted without the correct payment, either by BACS or cheque. Receipt of an application form does not necessarily guarantee a site. Invitations to trade exhibitors to take stands at The FBE are made on an annual and individual basis and are personal to each exhibitor and cannot be assigned, transferred sub-let or otherwise dealt with in any way.

2. EXCLUSION

The Organisers may exclude at their entire discretion, any person or Company from exhibiting, or close the stand of any exhibitor who fails to conform to the directions of the Organisers.

3. ALLOTMENT OF SPACE AND ACCESS TO SITE

a. Application for space shall be dealt with by the Organisers at their entire discretion and the Organisers shall determine the position allocated to exhibitors, although every endeavour will be made to meet any request in writing by an exhibitor regarding the position of their stand.

b. NO EXHIBITOR MAY SUBLET THE WHOLE OR ANY PORTION OF ANY SPACE ALLOTTED TO HIM/HER WITHOUT PRIOR APPROVAL OF THE ORGANISERS or move to any other site than that allocated to him without prior permission of the Organisers.

c. Exhibitors are reminded that when booking open space that NO ALLOWANCE WILL BE MADE BETWEEN OR BEHIND STANDS FOR GUY ROPES, TOW BARS, CARAVANS, STORAGE VEHICLES OR TOWING FRAMES and that sufficient space must be booked for all parts of structures, equipment and all guy ropes required for any building, marquee or caravan to be erected/sited on the space.

e. Those exhibitors whose stands are based on articulated prime-movers and trailers will have difficulty getting into the space provided if neighbouring sites are already occupied. Exhibitors using articulated prime-movers and trailers should indicate this on their application form, or inform the Horse Trials Office as soon as possible so that, if necessary, special arrangements may be made to get them on to their site.

f. In the event of wet ground conditions, and in order to keep ground damage to an absolute minimum, the organisers may require the trader to provide running boards for vehicles to access their pitch. These running boards will not be provided.

g. All traders are reminded that driving on the trade stand frontages will cause damage to the area you wish the public to use to get to your stand. In the event of wet weather, please take precautions to protect the ground and where possible ALL unloading / loading access to your trade stands must be from the rear of the trade stand.

4. PASSES AND PARKING OF VEHICLES

a. One trade stand vehicle pass will be issued for each 3m frontage booked. 2 wristbands will be issued for 3m, 3 for 6m, 4 for 9m and 6 for 12m. Additional passes may be purchased - see application form.

Tradestand car passes allow vehicles to be driven to and from the exhibitor's stand before 09:00 and after 18:00 daily.

b. All vehicles accompanying the trade stand must be parked in the Trade Stand Car Park provided, unless there is space within the allocated area. Please note that vehicles are not permitted to leave the show site or enter between 09:00 & 18:00. The FBE reserves the right to remove improperly parked vehicles.

There is no parking on the hill behind stands 1 – 16 other than for those numbered stands as in previous years.

c. Exhibitors are responsible for purchasing and providing vehicle and /or admission passes for all staff and for delivery of goods for their stands. Lost or forgotten passes cannot be duplicated and exhibitors must purchase tickets for their staff.

d. All exhibitors are responsible for accepting delivery of their own goods. The Horse Trials Administration has no facilities for the acceptance and storage of goods on site, and accepts no responsibility for any losses between Exhibitors and their suppliers before, during and after the event. Incoming goods can be delivered to the Site Manager's Office from the Thursday of the event week and for the duration of the event at the Exhibitor's own risk. ALL deliveries that arrive prior to the Thursday of event week will be turned away UNLESS the trader or a representative of the trader is on site.

5. TELEPHONE OR INTERNET CONNECTIONS

It should not be assumed by any trade stand or vendor that either telephone or internet connections are available unless they have specifically arranged this service with their service provider. Mobile connections on the site can be unreliable. The Event organisers will be providing a Wifi network for compatible PDQ machines, which should be applied for in advance, after acceptance of stand, when details will be forwarded. Traders wishing to use alternative wireless connections should contact their own service provider for advice. BT landlines are not available for connection unless booked direct with BT prior to the event.

6. BANKING

An on-site bank will be available for deposits and cash withdrawal and will operate during normal show opening times on all three days. This facility now extends to a cash machine.

7. OPENING OF STANDS – TRADING HOURS – BUILD TIMES – BREAK DOWN – ONE WAY SYSTEM – SPEED LIMIT

- a. No trade stand will be admitted to The Park before Tuesday 1st August unless prior permission has been obtained from the Organisers.
- b. The Tradestand Steward will be available to site stands between 09:00 & 17:00 from Tuesday 1st August. **No access to the site will be allowed outside these hours unless by prior arrangement**
- c. All goods and exhibits must arrive on the Showground not later than the Thursday of the event week and be removed by the Tuesday immediately following the event, unless permission has been obtained for alternative dates.
- d. Stands must be open for business from 09.00 until 17:00 Friday - Sunday.
- e. Breaking down of trade stands No Trade stand will be permitted to start packing down their stand until 18:00 on the final day. (No vehicle movement prior to 18.00). If public are still on site this time will be extended, the order to begin breakdown will be communicated via the Security and Stewards on site.

Access on site for vehicles will not be permitted until 18:00 and then only after the Safety Advisor and Event Director are satisfied that the public have left site.

Vehicle access will be controlled by security staff under the direction of the Safety Advisor and Event Director. The exact arrangements will be conveyed to you during the progress of the event.

- f. The wearing of a High Vis tabard will be required for all staff who will be walking around the tradestand avenues during the set up and breaking down process. You will be expected to provide these tabards
- g. Entrance to the trade stand area will be by a vehicle one way system. This system will be clearly signed and will be strictly enforced. The Site Speed Limit is 5mph at all times.

8. TENTAGE AND SHEDDING

Exhibitors booking open space are responsible for providing their own Display Unit / Marquee which must conform to the Structural Safety and Fire Regulations. If a trader has contracted the provision of the tradestand or any fitments used in their display out to a third party supplier, it is the duty of the Trader to ensure their suppliers are able to conform to the Structural Safety and Fire Regulations. The trader is responsible for ensuring they complete their work in a satisfactory manner. The Festival of British Eventing Organisers will intervene if they believe the contractor is not working in a safe and proper manner and the contractor will be asked to stop work.

All marquee Contractors, including those erecting structures for an individual trader MUST complete the Contractors H & S Forms. (See Cond. 1). Flooring can be ordered via the contractors shown on the application form. All shedding comes with banner rails.

9. ELECTRICITY GAS AND WATER

There is NO mains electricity on the ground but Event Power will supply electricity from generators. Anyone requiring electricity MUST book and pay for this by 1st July 2017. Please use the Event Power Booking form sent with your application form or book online, further details on the Tradestand Application form.

NO INDEPENDENT GENERATORS WILL BE ALLOWED.

- All electrical items must have a current PAT test and will be removed from the stand if they do not conform to current regulations.
- Caravans MUST have a current Inspection Certificate for both Gas and Electricity.

- Gas appliances must be GasSafe inspected
- Water standpipes are around the ground and are for everybody's use. No individual connections are permitted.

10. FIRE REGULATIONS

- **All Traders MUST have completed, and submitted, a Fire Risk Assessment which clearly identifies the presence of hot works or cooking. Where a trader is sleeping in a caravan or tent behind their tradestand, this must be included in the Fire Risk Assessment**
- All Tradestands should provide at least one fire extinguisher manufactured to B.S. 5423 and rated 13A (equivalent to a 6 litres water/gas expelled or similar dry powder extinguisher where gas appliances are in use). Any stand using electrical equipment must provide a CO2 extinguisher. All extinguishers must be inspected by a competent engineer within the last 12 months of the show date.
- Where cooking facilities are being used one fire blanket must be provided in addition to the fire extinguisher.
- Where a trader is camping behind their tradestand using either a tent or caravan, they MUST leave at least 3 metres between the tent/caravan and the rear of the stand. This is a NEW Fire Precaution requirement and will be subject to inspection prior to the tradestand opening.
- Every tent or similar enclosed structure should be provided with exits which are sufficient for the number of occupants in relation to their width, number and siting. No exit should be less than 1.1m wide. Exits should be in the form of a doorway frame and doors fitted with panic bolts, or be a permanent opening.
- All gas cylinders, empty or full should be kept in the open air well away from any openings, and the gas piped to the appliances using the rigid or armoured flexible piping, secured with proper hose clips. The cylinders should be protected from public misuse and turned off when not in use. Connections to the appliances, cylinders and piping should be tested for leaks using soapy water.
- **ONLY TWO GAS CYLINDERS MAY BE KEPT ON THE STAND AT ANY TIME. CYLINDERS OF 19KG SIZE MUST BE SECURED SO AS TO PREVENT THEM FROM FALLING OVER**
- Open fires, barbecues and Chinese Lanterns are not permitted on the Event Site
- **FIRE REGULATIONS FOR LARGER STANDS**

All materials of tented structures, including linings, should either be inherently non-flammable or should comply with the performance requirements of British Standard 5867: Part 2:1980 when tested in accordance with Test 2 of British Standard 5438: 1976 or should comply with British Standard 3119/3120. Rigid linings to tents and stands should provide a standard surface spread of flame not less than Class 1 as defined by British Standard 476.

The required exits should be evenly distributed around the structure so that genuine alternative routes are available from all parts. The exits should discharge direct to open air, so that people can disperse quickly and safely. In the case of structures greater than 100 sq. m in area, there should be a minimum of four such exits, each clearly indicated by appropriate EXIT signs. For smaller units, 2 exits, one at either end, should suffice.

EXIT VIA TENT FLAPS IS NOT CONSIDERED SATISFACTORY.

11. GENERAL CONDITIONS

- No Trade Stand will be permitted to sell any food or drink to the Public without permission from the Organisers. The Festival of British Eventing Horse Trials operates a 3 star rating or above standard for food providers on site. Traders operating below these standards will be asked to close down until they are compliant with the 3 star rating. All food traders MUST be registered with their Local Authority for the purposes of food safety monitoring and compliance.
- No exhibitor will be allowed to place exhibits, of any description, so that any part thereof projects beyond the limits of space allotted, nor in such a manner as to obscure unduly the exhibits of an adjacent stand.** Kites and loud speakers are prohibited, musical instruments etc. may NOT be played without the consent of the Director.
- Stand holders shall not bring onto their stands or offer for sale any goods which bear the words Festival of British Eventing, Gatcombe Park, Gatcombe, FBE or bear the name of the title sponsor or any other sponsor or

any other words which express or imply an association with The Festival of British Eventing or the Event in any way at all.

d. 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.

e. Exhibitors are entirely responsible for the safety (including fire precautions) and security of their Stand and goods within. Exhibitors are advised to insure against fire, theft or abandonment, not only as regards their own property, but against third party claims. There will be **LIMITED night security**, however the **responsibility of your stand and its contents remains yours**.

f. Exhibitors are responsible for removing all rubbish and refuse at the end of the Horse Trials and leaving the site in the same state as they found it. This includes the filling of post holes. Any rubbish removal or reinstatement works may be charged for as necessary.

12. USE OF CONTRACTORS

a. Any contractor employed by a trade stand for the installation of any structure or service must ensure they have completed the Contractor H&S declaration documentation prior to their arrival. The organiser retains the right to refuse the contractor permission to start work until this process is completed.

b. Any sub-contractor employed by a contractor for the installation of any structure or service must ensure they have completed the Contractor H&S declaration documentation prior to their arrival. The organiser retains the right to refuse the contractor permission to start work until this process is completed.

c. All contractors or sub-contractor who is erecting or dismantling a tradestand must complete a risk assessment for the erection and dismantling element of their work, irrespective of the size of company carrying out the work. The assessment form can be found on the tradestand application form.

13. FIRST AID

First aid services are provided for the all persons on site from Thursday 3rd August to Sunday 6th August from 08:30 until 18:30 each day.

Outside these hours the exhibitors should notify security of any occurrence where medical assistance is required. Exhibitors are reminded however, of their responsibilities under the Health and Safety (First Aid) regulations.

14. MOBILE FOOD VENDORS

a. All mobile catering companies must be registered with their local authority for the purposes of food safety regulation and must have a copy of all relevant HACCPs documentation on site for the unit they are working on. The Festival of British Eventing Horse Trials operates a 3 star rating or above standard for food providers on site. Traders operating below these standards will be asked to close down until they are compliant with the 3 star rating. All food traders **MUST** be registered with their Local Authority for the purposes of food safety monitoring and compliance.

b. All mobile units must be accompanied by proof of a Gasafe Inspection carried out in the last 12 months.

c. All mobile units that are serviced by an electrical installation must be covered by an electrical inspection certificate, carried out within the last 12 months.

d. It is the responsibility of the vendor to provide the properly constructed gas store and that visible **HIGHLY FLAMMABLE** signs depicting LPG are affixed to the store.

e. The organiser maintains the right to inspect any electrical installation on site. They will do so by asking their IEE certified contractor for assistance. Any installation deemed to be at risk of either fire or service installation due to poor equipment or installation will be prohibited.

f. All units used on site must be covered by an electrical inspection certificate, carried out within the last 12 months.

15. RESPONSIBILITY OF EXHIBITORS

Gatcombe Park Estate and the Organising Committee will not be responsible in any way for any article or object of any kind exhibited. The exhibitor shall assume full responsibility for these, including liability for all claims arising out of the handling of these exhibits and the conduct of their stand generally. The exhibitor shall

indemnify Gatcombe Park Estate and the Organising Committee against all claims, damage or expenses arising in any way out of the presence of the exhibitor or his/her exhibits at the Trials, even if arising from assistance asked for when setting up your exhibits. Acceptance of these provisions shall be a condition of entry.

16. HEALTH AND SAFETY

It is the responsibility of every exhibitor to ensure safe working practice during your complete attendance at the event. It is a condition of entry to the event that all the relevant H&S Questionnaires and Checklists have been completed and returned to the Organisers with your application. Non return may result in your being refused entrance to the event.

17. SALE OF ALCOHOL

A Licence for the sales of alcohol at the above event whether for consumption on site at the point of sale or otherwise must be applied for to Stroud District Council. No trader will be permitted to sell alcohol without the required license and approval of the Event Director. Each trader who wishes to sell alcohol must ensure they have carried out the following:

- Ensured any additional trader operating within their trade stand or areas of responsibility are aware of the Alcohol Sales policy for the event and are complying with its requirements.
- Completed the Sale of Alcohol Declaration which is available on request and **MUST** be provided to the Event Safety Advisor prior to the trader's arrival. He is contactable on ***ray@rayhipkin.co.uk***
- The trader has a current personal alcohol licence and has provided the Event Safety Advisor with a copy of that licence. Email for notification [***ray@rayhipkin.co.uk***]
- [For Trade Associations Only] They have authorised other persons to sell alcohol on their stand and have notified the Event Director prior to the event opening in writing. Those persons selling alcohol must be subject to similar good character references as the trader. Email for notification [***ray@rayhipkin.co.uk***]
- Agreed to operate **CHALLENGE 25** process. They must have briefed their staff and have the required sales refusal form ready for use. They must also have a copy of CHALLENGE 25 poster freely on view on their stand.

18 DISCLAIMER OF LIABILITY

Save for the death or personal injury caused by the negligence of the Organisers or anyone for whom they are in law responsible, neither The FBE nor Gatcombe Park, nor British Eventing, not FEI, nor any agent, employee or representative of these bodies accepts any liability for any accident, loss, damage, injury or illness to horses, owners, riders, grooms, spectators, land, exhibitors' property, employees or any other persons or property whatsoever, whether caused by their negligence, breach of contract or in any other way whatsoever. Further the Organisers reserve the right to refuse admission to Gatcombe Park to any person, or to withdraw permission at any time to remain in the park and shall not be required to give any reason for such action.

19. ABANDONMENT

The Organisers shall not be liable in respect of any loss of income or damage whatsoever arising from the abandonment, cancellation or postponement of the Festival of British Eventing. The event organisers have arranged for exhibitors ground rent to be covered under our insurance policy in the event of abandonment. If you book your tentage through the Horse Trials booking system your tentage costs will also be covered by this insurance policy. These will be refunded to you on a sliding scale depending upon how long the event has been running, in the unfortunate event of a cancellation, less an administration fee.

Tim Henson, Director

December 2016

Administrative Address: The Festival of British Eventing , Edgecumbe Cottage, Nun Monkton, York, YO26 8EN.
Tel 01423 339423

Site Address: The Festival of British Eventing, Gatcombe Park, Hampton Fields, Minchinhampton, Stroud, Glos. GL6 9AT