

**BRITISH SHOWJUMPING NATIONAL CHAMPIONSHIPS
AND STONELEIGH HORSE SHOW 2020**

TUESDAY 4th AUGUST - SUNDAY 9th AUGUST 2020

NAEC, STONELEIGH PARK, WARWICKSHIRE

TRADE STAND REGULATIONS

This document covers subjects including venue regulations, fire safety, insurance, tradestand fitting and display regulations, codes of conduct etc. and are in addition to those statutory regulations listed in Appendix I, and the Health and Safety policy adopted by the Organisers, also included at the rear of this document. It is important to take time to carefully read this document so as to ensure that your participation at the event is as smooth and trouble free as possible.

If you have any questions or require advice or further explanation of any of the regulations herein, then please do not hesitate to contact our staff at Grandstand Media Ltd who will be ready to offer you assistance.

As a member of the AEV (Association of Event Venues) the NAEC and therefore Grandstand Media Limited have adopted the guidelines laid out in the eGuide.

This is available to download free of charge from [here](#).

In addition to the guidelines laid out in the eGuide we have detailed within this document operational conditions and guidelines which are specific to events at NAEC, Stoneleigh Park. You will also find appendices 1-3

PART 1

1. Definitions

- 1.1. The term '**Tradestand Holder**' or '**Exhibitor**' means any Company, Partnership or Individual to whom space has been allocated for the purpose of exhibiting and shall include all employees, servants and agents of the Tradestand Holder.
- 1.2. The term '**event**' shall mean the event as named and dated above.
- 1.3. The term '**event venue**' shall mean the location for the event as shown above.
- 1.4. The term '**Organisers**' shall mean the employees or agents of:
Grandstand Media Ltd
Stoneleigh Park
Kenilworth
Warwickshire
CV8 2LZ
- 1.5. The term '**contract**' or '**agreement**' shall mean the contract for 'trade stand space' at the event, entered into between the Organisers and the Tradestand Holder and which incorporates these regulations.
- 1.6. The term '**trade stand space**' means the total area (m²) as outlined in the contract. Where 'trade stand space' is defined as 'space only' then it will not include walling, fascia, carpet or basic lighting unless specified.
- 1.7. The term '**authorities**' shall mean:
The Warwickshire County Council or its successors
The Warwick District Council
The Warwickshire Police
The Warwickshire Fire and Rescue Service
The Home Office or any other Government Department or any other authority having jurisdiction over activities at the venue.
- 1.8. The term '**rental**' means the sum payable under the contract for trade stand space, plus parking and or camping (if applicable), plus V.A.T. where applicable.
- 1.9. The term '**Trade Stand Exhibitor Manual**' shall mean the manual to be prepared by the Organisers and distributed to Tradestand Holders prior to the event. This document sets out all practical aspects of their participation and of the event.
- 1.10. The title to each regulation hereinafter set out, is for ease of reference only and shall not be construed as limiting or defining the content of any regulation.

2. Eligibility of Exhibits

- 2.1. The Tradestand Holder shall not display on his stand any products, which fall into classes other than those described on the Trade Stand contract, unless prior consent has been given in writing, by the Organisers.
- 2.2. In cases where the Tradestand Holder wishes to use borrowed equipment on his stand to demonstrate his own products, the display of the name of the firm lending the equipment is not permitted, unless the firm is also exhibiting, in which case acknowledgement cards can be displayed.
- 2.3. A Tradestand Holder who is either associated with, or a selling agent for another company (ies), and who wishes to exhibit the products of another company (ies), must state at the time of making application for space, the name of the company (ies) to be represented at the event and undertake to confine the exhibits to the goods of such company (ies). The names of such company (ies) must be displayed on the stand throughout the event period.
- 2.4. Allotment of trade stand space by the Organisers shall not imply that they accept the proposed exhibits, and the Tradestand Holder must satisfy himself that his exhibits comply with these regulations. The Organisers reserve the right to exclude and/or require the removal of any exhibit, which in their reasonable opinion is not within the scope of the event, or is not suitable for the site allocated to the Tradestand Holder. The decision of the Organisers as to the eligibility of exhibits will be absolutely final and binding.

3. Participation Cost

- 3.1. In the case of 'space only' areas, the Tradestand Holder must conform to the stand fitting regulations outlined in section 7 & 8 of these regulations, those set out in the Trade Stand Exhibitor Manual, the requirements of Warwick District Council as detailed in the Warwick District Council Regulations, the e-guide and other appropriate authorities.

4. Conditions of Payment

- 4.1. For full details, please refer to your Contract.

5. Reduction of Stand Size/Withdrawal by Tradestand Holder

5.1. Without prejudice to the rights and remedies of the Organisers in respect of any breach of the Contract on the part of the Tradestand Holder, the Tradestand Holder may reduce his stand size or withdraw from the event subject to the following conditions:

5.1.1. The Tradestand Holder must give written notice to the Organisers setting out the amount of space by which he wishes to reduce, or stating his desire to withdraw.

5.1.2. On receipt of the Tradestand Holders notice, the Organisers will notify the Tradestand Holder of the payments in relation to the cancellation clauses within the contract.

5.1.3. Notwithstanding anything said to the contrary, the Organisers reserve at all times the right to refuse to permit the Tradestand Holder to reduce his stand size; such refusal shall not, however, affect the Tradestand Holders right to withdraw from the event in accordance with this regulation.

6. Occupation and Completion of Site

6.1. The Tradestand Holder, his/her contractors or sub-contractors, licensee or invitees may, (subject to any special conditions contained within the Trade Stand Exhibitor Manual), enter the event premises for the purpose of erecting his/her stand and preparing exhibits, at the specified time on Monday 3rd August 2020. In the interests of the event, the Organisers may, in exceptional cases, request for the erection of particular stands outside of these times and on days and at times to be specified by them. Such requests are to be at the complete discretion of the Organisers and must be adhered to by the Tradestand Holder.

6.2. Subject to the permission and direction of the NAEC/Stoneleigh Park Traffic Officers, un-loading and loading may be carried out on the outside roads adjacent to the Trade Stand Area provided that no undue obstruction is caused to the free flow of traffic. Access must be kept clear at all times to the rubbish skip areas.

6.3. All vehicles entering the road systems at the NAEC, Stoneleigh Park must conform to the speed limit, road signs and instructions given by the venues Law Enforcement Officers. All private cars must **be parked in designated areas**, except when un-loading and loading.

6.4. The maximum safe clearance beneath the high voltage electricity grid lines which traverse the site access roads is 5m.

6.5. The Tradestand Holder undertakes that his/her site or stand will be ready, and all exhibits (other than those which are small and have special value) will be installed and arranged thereon for display and all arrangements in connection there with completed by the specified time on Monday 3rd August 2020

6.6. IN NO CIRCUMSTANCES WILL THE EXHIBITOR BE PERMITTED TO OCCUPY A STAND OR SITE, IF THE RENTAL HAS NOT BEEN PAID IN FULL. Should a Tradestand Holder be prevented from occupying his site for this reason, all rental paid shall be forfeited and the balance of the rental shall be recoverable forthwith from the Tradestand Holder. The Organisers shall be entitled to utilise the site allotted to such Tradestand Holder, in such manner as the Organisers shall think fit, and to recover from the Tradestand Holder any expenditure incurred in so doing.

6.7. Exhibits and similar materials shall only be delivered and unpacked, or packed and collected at times when the public are not admitted to the tradestand area. No empty crates, cartons, boxes, shavings or other packing materials shall be stored on, under or behind any stand, but must be removed when the unpacking has been completed.

6.8. The Tradestand Holder will not remove any of his exhibits prior to the closing of the event, the times of which will be incorporated in the Trade Stand Exhibitor Manual. Notwithstanding instructions issued specifically for the closing night of the event, the security of stands and their contents during the entire build up and breakdown period remains wholly the responsibility of the Tradestand Holder, his agent, contractor, sub-contractor, licensee or invitee. The Organisers cannot be held liable for any damage or losses that might occur.

6.9. All non-portable exhibits and other property of the Tradestand Holder, his agent, contractor, sub-contractor, licensee or invitee must be removed from the event venue before 12.00hrs on Monday 10th August 2020. The organisers shall be entitled, if in their reasonable opinion the Tradestand Holder, his agent, contractor, sub-contractor, licensee or invitee will be unable for any reason to comply with this condition, to remove and despatch such exhibits and property (at the risk and expense of the Tradestand Holder) to the address of the Tradestand Holder stated on the contract.

6.10. No waste materials shall be abandoned on site, but must be placed in the skips provided for such purpose by the Organisers. Any cost incurred in the disposal of waste not disposed of in the approved container or manner, will be the liability of the Tradestand Holder responsible.

6.11. All business must be conducted within the confines of the trade stand space as defined by this contract and without exception; no products, goods or similar may be displayed outside of the confines of the trade stand space as defined.

6.12. The NAEC event buildings including stable areas and competition areas are non-smoking venues. Electronic and vapour cigarettes are also not permitted to be used within any of the event buildings. Anyone found smoking within the event buildings will be liable for any fine incurred.

*For the avoidance of doubt, "the indoor/competition areas of the showground" includes all solid buildings, the Equine/Championship Rings, , the Grand Ring, External grass competition rings, collecting rings and in and around the stables.

7. Construction and Erection of Stands

N.B. 'Trade Stand space' means the total area (m²) as outlined in the contract. All tradestands are sold as space only.

The Organisers may, at the expense of the Tradestand Holder, remove or alter anything in, on or forming part of any stand if, in their opinion, it is desirable to do so in the interests of the event.

7.1. All electrical installations must be carried out by the contractor appointed by the Organisers for the area in which the stand is situated. All electrical installations must comply with the regulations of the NAEC, Stoneleigh Park and appropriate authorities for the same.

7.1.1. Nothing may be attached to the floor of the event venue or to any other part of the event venue without the written consent of the Organisers. Any fixings to the structure of the building or external space, for which permission has been granted, must be carried out by the venue and any charges incurred will be the responsibility of the Tradestand Holder.

7.1.2. In addition, any fixings to the floor for which permission has been granted, must be removed at the end of the event. Any costs incurred in the removal of any fixings remaining, or repairs required as a result of damage to the floor caused by the use or removal of such fittings, will be the responsibility of the Tradestand Holder.

7.1.3. Mobile event units, caravans or similar vehicles are not permitted in the grounds without prior consent from the Organisers.

7.1.4. All signs, notices, flags, balloons etc, must be confined within the stand area allocated, be tethered securely and may not project into or over any freeway without the consent of the show organiser. All of these items must have a completed risk assessment form which has been received by the Organisers as detailed in the Tradestand Manual. The use of drones is strictly prohibited unless written consent is given by the organiser.

7.1.4.1. The quality of materials and standards of workmanship of any supporting structure shall be sufficiently fit for purpose and condition in which it is used.

7.1.4.2. Individually made letters and signs are required to be of a suitable nature and quality in relation to the purposes and conditions in which they are to be used and fixed adequately so as to perform the functions for which they are designed.

7.1.5. Simulators and rides must comply with the Amusement Devices Inspection Procedures Scheme (ADIPS). They will only be permitted if a valid Declaration of Operational Compliance (DOC), copies of annual inspection certificates and a full risk assessment are submitted to the venue no later than 28 days prior to the start of the licence period.

7.1.5.1. All rides with mechanically moving parts that are 'passenger carrying' must comply with HSE's "HSG175 Fairgrounds and Amusement Parks: Guidance on Safe Practice".

7.1.5.2. Simulators and rides shall be under the control of a competent person, who is able to recognise any dangers associated with the apparatus and is authorised to take any immediate and necessary action to prevent danger. During build-up the organiser will submit documents to the venue that confirm to the venue that they correspond to the actual rides to be used. The organiser must also confirm that each ride has been tested daily by a competent person and is safe for public use, prior to the event opening.

7.1.5.3. Inflatables must comply with PIPA Standards

7.1.6. Helium Balloons (Blimps) & Toy Balloons

7.1.6.1. Any fixing to a stand structure shall be of such nature as not to cause excessive stress on the structure and shall be of sufficient strength and durability to ensure continuous safety and stability.

7.1.6.2. The arrangement for tethering shall be of such a means as not to allow accidental or inadvertent escape of the balloon(s).

7.1.6.3. Spare gas cylinders are required to be stored in a suitable secure area

7.1.6.4. Refilling the balloon(s) with compressed gas may not take place during the time an event is open to visitors. Exhibitors are advised that they will be held responsible for any costs incurred for repairing damage due to gas filled balloons being drawn into other units, and for removing balloons from other structures.

7.1.7. Flagpoles. Any supporting structure must be of a strength and stability sufficient to carry and distribute the weight of the flag and pole having regard to any cantilever effect if mounted at an angle.

8. Space Only Stands.

8.1. The construction of stand/event units on 'space only' sites is the sole responsibility of the exhibitor, his/her contractors, sub-contractors, licensee or invitees, and is subject always to all of clauses 7.1 to 7.1.7 above.

8.2. Stands under 2.5m high do not require a detailed stand plan any stand over 2.5m high do require a stand design plan.

8.3. Plans/drawings showing details of the construction and materials to be used for erection of the stand/event unit must be forwarded to the Organisers no less than 30 days prior to the first day of the event or such other time scale that may be agreed in writing by the Organiser. Photographs of the unit should be included wherever possible.

8.4. The Organisers reserve the right to ask any exhibitor to modify the structure or appearance of their stand/event unit and to remove or alter anything in, on, or forming part of any stand if, in their opinion, it is desirable to do so in the interests of the event.

9. Fire and Safety Regulations.

Any goods attached to a stand will constitute part of that stand and will be subject to these regulations.

9.1. Timber used in stand construction and displays: All timber under 25mm (1") thick and ply wood, hardboard, block board and chipboard less than 18mm (3/4") must be rendered flame resisting by a recognised process to a Class 1 standard when tested in accordance with BS 476 Part 7. Ply-hard and pulp boards which have been rendered flame resisting in a manner approved shall be branded with a recognised mark.

9.2. Plastics: Plastics used for construction and display purposes (including exhibits) must conform to CLASS 1 fire regulations BS476 Part 7. Limited amounts of plastic materials of a grade better than Class 3 can be permitted providing the details are submitted and approved prior to construction.

9.3. Fabrics used in display:

Textile fabrics used for interior display purposes on the stand must be flame proofed and comply with BS 476 Part 7 Class 1.

Any fabric – unless incombustible – may not be used for partitioning stands, forming offices, or the back or sides of stands, except that treated fabric may be permitted as a ceiling, to single storey stands, where not exposed to the risk of fire from lighted articles dropped from above. When used for decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of stands. They shall be fixed taut to the backing board and secured at floor level by a skirting board not less than 75 mm deep. Curtains on exit routes must hang not less than 75 mm clear of the floor and be parted in the centre.

9.4. Stand Dressing:

Artificial flowers are highly flammable and give off toxic fumes. These must NOT be used for stand dressing. Silk type flowers must be marked to indicate conformity to BS 5438.

9.5. Upholstered seating must meet the pass criteria for smouldering ignition source 0, flaming ignition source 1 and crib ignition source 5 when tested in accordance with BS 5852 1990

9.6. All painting must be carried out in water paint. Finishes having oil or cellulose base are not permitted to be applied on site.

9.7. Paint Spraying is permitted subject to the following conditions:

- Only water based paints are used.
- Adequate arrangements are made by the operator to ensure that no paint is spilt on the floors or sprayed or splashed on the walls, columns or other parts of the building structure or equipment.
- The operation of the sprayer shall not cause a nuisance to other persons in the vicinity of the operation.
- Any paint deposited on the building structure, floors, or equipment, in the course of decorating or by spillage or any other means, will be removed by the NAEC at the expense of the Tradestand Holder

9.8. All glazing must comply with current UK Building Regulations including BS 6206 and BS 6262. Any large areas of clear glazing shall be indicated with warning stripes or dots etc. Overhead glazing shall be of wired glass, laminated glass or be otherwise adequately protected from shattering.

10. Platforms

10.1. Platforms are not essential even with floor electrical or plumbing services. Where a platform is to be provided it is necessary to make proper provision for access for disabled persons. Areas may be super-elevated for display purposes. Details of super-elevated platforms, above the height of 600mm to which persons have access are regarded as a multi-storey structure and must be submitted with proof of structural integrity to the Show Organiser for approval.

10.2. The flooring must not be less than a nominal 25mm thick. Flooring must, in any case be laid with close joints. Wood chipboard or blockboard used for a floor shall be of minimum thickness of 18mm. Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, stand personnel and visitors and exhibits having regard to the loading limits of the floors.

11. Partitions

11.1. Partitions separating stands may be erected up to 4m (13'0") high, but where a wall abuts an adjoining stand and projects above the partition, it must be clad and decorated.

11.2. It is the responsibility of Exhibitors who have taken "SPACE ONLY" sites to supply, erect and decorate freestanding single clad partitioning to the periphery of their sites where they adjoin an adjacent stand.

11.3. The minimum height of the partitioning must be 2.50m (8'3") with the maximum height of 4m (13'0") of which the area above 2.50m (8'3") must be of double sided cladding and decorated to the choice of colour and material as agreed by the adjacent exhibitor.

12. Multi storey stands these are not permitted at this show.

13. Gangways / Freeways

13.1. UNDER NO CIRCUMSTANCES will exhibits, stand dressing, tables and chairs etc, be allowed to encroach into gangways. Offending items are liable without warning to be removed. All exhibits must remain inside your stand areas at all times.

14. Storage

14.1. No excess stock, literature or packing cases may be stored on, around, or behind any stand.

14.2. If a storage area is constructed within stand space all doors and gates forming part of an escape route should be provided with a vision panel of clear glazing at sight level, and must be hung to open in the direction of escape, clear of any steps, landings or gangways.

15. Electrical Regulations

There should be no unauthorised use of any sockets or supplies. Portable appliance testing (PAT) must have been carried out on all electrical equipment and electrical cables that are onsite within the venue. Failure to comply will result in equipment being removed from the venue. See the e-guide for electrical regulations.

15.1. All electrical installations must be carried out by **the contractor appointed by the Organisers** for the area in which the stand is situated. All electrical installations must comply with the regulations of the NAEC, Stoneleigh Park and appropriate authorities for the same.

15.2. All electrical installations on stands, features, displays or exhibits shall comply with:

- 1) The Local Authorities and applicable Acts.
- 2) The current edition of British Standard 7671 1992 (IEC364) "Requirements for Electrical Installations" (previously Institution of Electrical Engineers wiring regulations 16th Edition) issued by the British Standards Institution with any amendments thereto.
- 3) Any special requirements of the Authorities and the Licensor
- 4) The Health and Safety at Work, etc, Act 1974
The Electricity at Work Regulations 1989
- 5) The Association of Event Venues and Association of event contractor regulations.

15.3. The Organisers will not supply electricity to any installation, which does not comply with these regulations or requirements.

15.3.1. In particular your attention is drawn to: All wiring must be in PVC, elastomeric or other plastic sheathed cables, not less than 1.5mm and 300/500 volt grade, complying with the appropriate British Standard BS6004 (IEC227) and with a current density not exceeding that recommended in BS7671 (IEC364).

15.3.2. Identification of all wiring must be in accordance with the colour or numbering systems recommended by BS7671 (IEC364) and joints shall not be made in cables except as necessary as a connection into the circuit. In such cases insulated screw connections shall be used and shall be totally enclosed in all insulated enclosures.

15.3.3. All wiring must be physically protected to the satisfaction of the NAEC, Stoneleigh Park and all circuits must be separately protected for excess current with appropriate fuses.

15.4. Prefabricated, pre-wired units may be used providing that the electrical contractor is informed in advance of the electrical loading of the unit and that the wiring of the unit is to the required standard and also that any electrical work on site relevant to the unit is carried out by the contractor appointed for the stand on which the unit is to be displayed. A circuit is limited to a maximum of 1200 watts.

15.5. The Tradestand Holder should inform the appointed contractor of any equipment that is not standard UK voltage. An approved adapter must be utilised in such cases.

15.6. All wiring installation will be tested for compliance with the regulations and will not be energised if found to be unsafe.

15.7. Appliances supplied and used by Tradestand Holders must be PAT tested before being used and proof of this will be required. Tradestand Holders who own equipment must also comply with the regulations and will be subject to spot checks.

15.8. Stand switch fuses and distribution boards must be accessible at all times.

15.9. No exposed cable joints will be permitted.

15.10. Socket outlet exposures should be securely fixed to floors, walls or partitioning in such a way that they will not be subject to mechanical damage and should be located not less than 2 metres (measured horizontally) from any sink unit, unless where this is unavoidable, 30 mA RCD protection is installed. Wall sockets should be a minimum of 300mm above floor or work surface level.

15.11. Water heaters should be connected via fused spur outlets – NOT SOCKET OUTLETS.

15.12. Where a floor mounted socket is essential, it should be adequately protected from the accidental ingress of water, and should be of surface mounted pattern.

15.13. Plug tops must comply with the appropriate British Standard and be suitably fused. Not more than one flexible cord should be connected to one plug. The rating of fuses in fused plugs should be appropriate for both the equipment and flexible cord connected thereto. Non-flexible cords should not be connected into plugs.

15.14. Multi-way plug-in type and bayonet adaptors shall not be used. The use of Trailing-Block type 4-way fused sockets is restricted to one 4-way unit per fixed socket outlet, subject to a maximum loading 500 watts total. The plug must be fused accordingly and the maximum flex length from plug to Trailing Block Unit is 2 metres. Lamps and appliances with high temperature surfaces should be guarded and used well away from combustible materials

15.15. The wiring of stands in flexible cords is not allowed other than where forming part of a manufactured system, when they shall be of circular section, have a cross sectional area of not less than 1.5mm², be fully insulated and sheathed, and the only form of jointing shall be purpose made non-reversible flex connectors, being shrouded and having an earth terminal.

15.16. The maximum length of flexible cord to any appliance is 2 metres. Extensions leads on reels / drums or in coils of flexible cord are not permitted.

15.17. Electrical equipment and exhibits shall be guarded as necessary to prevent accidental contact with live metal, moving parts, live terminals, etc, and accidental short circuiting.

15.18. Proper consideration should be given to the conditions under which the equipment is being demonstrated, which may well differ from the conditions under which it is normally installed and for which the normal safeguards will no longer be appropriate.

15.19. Lighting fittings mounted below 2 metres from floor level or otherwise accessible to accidental contact should be firmly and adequately fixed and so sited or guarded as to prevent risk of injury to persons or materials

15.20. Light fittings installed at low level within reach of visitors must be sufficiently protected to prevent burn injuries.

15.21. Incandescent lamps and other apparatus or appliances with high temperature surfaces should be, in addition to being suitably guarded, arranged well away from combustible exhibits and in such a manner as would prevent contact therewith. Stands containing a concentration of electrical apparatus, lighting fittings or lamps liable to generate abnormal heat should have well ventilated ceilings, which should be made of incombustible materials.

15.22. No flashing lights or signs will be permitted, but sequence lit display may be used subject to the approval of the Organisers. Where a fascia or display is illuminated, the strength and colour of lighting must not interfere with other stands.

15.23. Electrically operated or illuminated signs should not be fixed on woodwork or cloth unless effectively protected by non-combustible material.

Internally illuminated signs should be constructed of approved materials and wired in approved type cables (not flexible cords), which are related to the expected internal ambient temperature and adequately ventilated.

Illuminated signs, which in any way resemble exit notices and similar mandatory signs, should not be positioned in such a way as to cause confusion to the public.

When lighting showcases, unless the exhibits are of an incombustible nature, they should only be illuminated from the outside. If showcases are internally illuminated, they should be constructed of approved materials and wired in approved type cables (not flexible cords) and adequately ventilated.

15.24. Discharge tube signs or lamp installations used as illuminated units on stands, or as part of an exhibit, whether of high or low voltage operations, should be regarded as high voltage for the purpose of these Regulations, and conform to the following conditions:

15.25. The sign or lamp exhibit should be installed out of reach of or should be adequately protected from the public.

15.26. The fascia or stand fitting material behind luminous of this nature should be incombustible and protected as required by BS7671 (IEC364).

15.27. High voltage gear should be mounted on incombustible material and protected as required by BS7671 (IEC364)

15.28. The use of radiators or heaters with exposed elements is not permitted. Any apparatus, which has a hot surface, and all electrical appliances such as electric kettles, radiators, irons, etc, should be guarded where necessary and stood or mounted on incombustible material. All appliances which are likely to exceed a surface temperature of 70°C should be supplied from a socket outlet having a pilot lamp indicating whether the appliance is switched on or not. Kettles, irons, radiators and similar appliances should not be connected to the lighting circuit: they should be separately connected to the electrical supply.

15.29. Electric kettles should be fitted with an automatic safety device whereby in the event of boiling dry, the kettle will be automatically disconnected.

15.30. Walls adjacent to all electrical cookers, irons, hotplates, kettles etc, should be protected with non-combustible material. Shelves are not allowed immediately above any of the appliances, and adequate ventilation should be provided.

15.31. The Organisers mains provide an acceptably 'clean' supply. No protection is incorporated in the mains to counteract interference produced by any Tradestand Holder's equipment connected to the same source of supply. All sensitive/vulnerable equipment should therefore be protected by filters etc and the Organisers accept no responsibility for any damage caused to equipment not protected in such a way.

15.32. Electrical equipment which produces harmonic distortion can cause problems for the local area supply board, the Organisers and other Tradestand Holders. This equipment may only be used if adequate precautions and harmonic filters are used. Tradestand Holders equipment should not under any circumstances emit into the supply any currents in excess of the following:

15.33. Third harmonics in excess of 48A RMS and/or in excess of 15% of load current; Fifth harmonics in excess of 28A RMS and no harmonic current emissions in excess of the recommendations given in the Electricity Association's Engineering Recommendations G5/4.

15.34. The Organisers reserve the right to: refuse to connect any suspect equipment and disconnect any known problem equipment, Connect only via a physically separate supply (i.e. a generator) Impose additional charges to cover the costs of remedial works, depending on the exact nature of the harmonics being produced by the load. Recover any costs to repair damage to the NAEC's supply equipment or to others equipment.

15.35. Any equipment radiating a magnetic field may only be used if adequate precautions and suitable screening is provided by the Tradestand Holder. Any extra costs involved to overcome the magnetic problems will be the responsibility of the Tradestand Holder. Liability for any costs/damage to the Organisers supply equipment, or others equipment lies with the Tradestand Holder.

15.36. The Organisers reserve the right to refuse to connect up any suspect equipment and disconnect any known problem equipment.

15.37. Any electrical requirements in addition to the basic lighting provided a part of the contract must be ordered from the official electrical contractor for the event. All charges relating to such items are the responsibility of the Tradestand Holder.

PART II

01. Regulations: The Tradestand Holder must comply with the requirements and regulations of the authorities, the venue and the regulations issued by the Organisers. These documents will be available from the Organisers for viewing, upon request.

02. Exemptions: Applications for any consent by the Organisers must be in writing and must set out full details of the matters for which consent is sought. Exemptions from any regulation may be granted at the Organisers discretion. No exemption given by the Organisers will be effective unless it is in writing.

03. Alteration of space allotted: The contract constitutes a licence to exhibit and not a tenancy. The Organisers reserve the right at any time and from time to time to make such alterations in the ground plan of the event which in their opinion are necessary and in the best interests of the event, and to alter the shape, size or position of the space allotted to the Tradestand Holder. No alteration to the space allotted will be made in such a way as to impose on the Tradestand Holder any greater liability for rental than that undertaken in the contract.

04. Sub-Letting: The Tradestand Holder shall not assign the contract, sub-let or part with his site or stand or any portion of it, without prior written consent from the Organisers. Other than as permitted by Regulations 2.1 to 2.3 of Part 1 of these regulations, no name other than that of the Tradestand Holder may be displayed on the site or stand, nor may any literature in respect of goods other than those of the Tradestand Holder be displayed or distributed, without the prior written consent of the Organisers.

05. Conduct of Tradestand Holder: Every Tradestand Holder shall ensure that his stand is open to view and staffed by competent representatives during event hours. Failure to do so may be taken as evidence of cancellation and the relevant terms and conditions relating to the same may be enforced.

05.1. Medical Demonstrations and Treatments: The organiser must notify the venue of the intention to carry out medical demonstrations or treatments at the earliest opportunity in the planning stages of the event. Medical demonstrations/treatments must only be carried out by suitably qualified professional practitioners who are registered members of the relevant medical association, e.g. a GMC/GDC registered doctor/dentist (or a nurse/dental therapist, hygienist or clinical technician under the supervision of a registered doctor/dentist), as appropriate. The venue reserves the right not to allow any treatment that it considers inappropriate.

05.1.1. Treatments may only be carried out using approved, maintained equipment and methods, in accordance with the relevant regulations, industry practices and manufactures guidelines.

05.1.2. The organiser must provide the following to the venue no later than 28 days prior to tenancy: Proof of qualifications of person(s) carrying out the treatment, Proof of individuals' membership of an appropriate professional body, Proof of individuals' insurance cover, A risk assessment for the treatment

05.1.3. Medical professionals specify required equipment and safety and hygiene measures to be implemented in the proposed demonstration/treatment area. Considerations may include: Lighting levels, Wipe-clean flooring, Refrigeration, 24-hour power, Air conditioning, Screening, Protective clothing, Warning signage, Clinical waste disposal, Sterilisation

05.1.4. Guidance relating to hygiene practices and clinical waste disposal can be found in the Special Treatments section of the e-guide.

05.2. Special Treatments: Local authorities interpret special treatments regulations in different ways and impose varying licensing and registration requirements. Organisers must contact the venue at the earliest opportunity for details of conditions specific to that venue's local authority. This covers the following categories of treatments: Hands-off treatments, such as Reiki, Non-invasive, hands-on treatments, such as massage and reflexology, and Invasive treatments, such as skin piercing, tattooing, electrolysis, micro pigmentation, and dermal fillers In all cases, the following must be provided to the venue no later than 28 days prior to tenancy: Proof of therapists' insurance cover, Copies of therapists' qualification certificates, Proof of membership of an

appropriate professional body (where applicable), A risk assessment for the treatment. The venue reserves the right not to accept any special treatment that it considers inappropriate or harmful.

05.2.1. Treatments may be performed only by qualified therapists. Treatments may only be carried out using approved, maintained equipment and methods, in accordance with the relevant industry standards, practices and manufacturer's guidelines. Adequate space must be made available on the stand surrounding the treatment area for the safety of visitors and those administering and receiving treatments. Where a licence has been granted for the treatment to be carried out, the conditions must be complied with and the licence must be prominently displayed on the stand. Client safety and Treatment records, Waste, Equipment and Hygiene standards must all abide by the eGuide requirements.

06. Exhibitor Conduct: In the event of any Tradestand Holder failing to open his stand or uncover his exhibits the Organisers reserve the right do so or may arrange for the stand and exhibits to be removed and the Tradestand Holder shall be liable for any losses, including consequential losses, sustained by the Tradestand Holder as a result of this action.

06.1. Every Tradestand Holder, and all persons for whom he may be considered responsible in any way whatsoever, must conduct himself in such a manner as shall not be objectionable to any other Tradestand Holder, visitor, the Organisers or the Venue Management. Any person who does not comply with these requirements shall be liable, at the discretion of the Organisers and/or the venue to be removed from the event buildings and refused re-admission during the period of the event.

06.2. The Tradestand Holder must conduct his business ONLY FROM THEIR OWN STAND and must not under any circumstances canvass among Tradestand Holders or visitors to the event. All efforts to advertise, promote sales and operate exhibits must be conducted so as not to cause annoyance or inconvenience to other Tradestand Holders and visitors.

06.3. Solicitations (in person or by any sound process) above the ordinary speaking tone of voice are prohibited without the prior written consent of the Organisers

06.4. Grandstand Media Limited will not accept any form of criticism or complaint posted on any Social Media platform before it has been through the proper channels. If you wish to complain about any issues you have experienced please contact us at press@grandstand.co.uk. When you submit a complaint, please outline the reason for your complaint giving as much detail as possible to help us resolve your issue effectively. We may request further information from you about your complaint before we process it. We will inform you of the outcome of our review within a reasonable time of receiving your complaint.

07. Damage to Buildings: The Tradestand Holder shall not cause or permit to be caused, any damage to the event buildings or any part thereof, or to any of the fixtures and fittings therein not the property of the Tradestand Holder and shall not alter or interfere with the structure of the event buildings.

07.1. Any Tradestand Holder in breach of this regulation shall indemnify the Organisers in respect of any claim for such damage for which the Organisers shall be liable to any third party.

08. Insurance

08.1. Third Party Claims: The Tradestand Holder is responsible for all claims or costs for personal injury and loss of or damage to property caused by or arising from the erection and dismantling of the Tradestand Holders stand and anything permitted, omitted or done thereon, during the period of the event or the construction and dismantling periods, caused directly or indirectly by the Tradestand Holder, or any contractor, sub-contractor, licensee or invitee of his/hers, or the act, omission or neglect of, or by any such person, or by any exhibit, machinery or other article belonging to, or in the possession of, or used by the Tradestand Holder. The Tradestand Holder will indemnify the Organiser in respect of each and every claim, and all actions, proceedings, costs, claims and demands in respect thereof. The Tradestand Holder must hold Public Liability insurance providing a minimum indemnity of £2million for the duration of the event, including the construction and dismantling periods.

08.2. The Organisers shall not be responsible for loss of, or damage to, exhibits or other property in the custody of the Tradestand Holder, his/her contractors, sub-contractors, invitees or licensees, howsoever caused. The Tradestand Holder must take out and maintain adequate insurance in respect of all such claims.

09. Loss of Expenses: Tradestand Holders must insure against costs and expenses which they may incur in the event of the event being abandoned, cancelled, postponed or curtailed, in whole or in part for causes outside the Organisers control, since the Organisers accept no responsibility in such an eventuality. The Organisers reserve the right to request proof of insurance in connection with each of the above.

10. Fire Risk and Safety: The Tradestand Holder acknowledges his responsibilities under the Health and Safety at Work Act 1974, associated with his stand and demonstration and acknowledges receipt of the Organisers current Statement of Safety Policy under the Act annexed hereto.

10.1. The Tradestand Holder shall do nothing to jeopardise the current insurance policies or the licences of the Landlords (the Venue) or the Organisers. The Tradestand Holder shall in all cases comply with any requirements of the authorities. Tradestand Holders who do, or omit to do, anything which renders the Organiser's or the Landlord's (the Venue) current insurance policy liable for premium loading, are responsible for paying the extra premium payable. Any Tradestand Holder in breach of any of the provisions of this Regulation 9 will indemnify the Organisers in respect thereof.

11. Fireproofing: All display material; night sheets included, must be made from fireproofed materials and installed to the satisfaction of the authorities. It is recommended that only night sheets made of netting or transparent material should be used. These must be flame proofed to BS 476 Class 1 or European Fire Classification System EN 13501-1. Arrangements must be made for the storage of the night sheets within the area of the stand during the hours the show is open. They may not be left, although rolled, in any position where they will cause an obstruction or interrupt line of sight

12. Dangerous and Noxious Substances: Details of any substances being brought onto the site are required to be included in the organiser's show risk assessment and should be submitted to them at least 3 months prior to the event.

12.1. No substances, which in the opinion of the NAEC are of a dangerous, explosive or objectionable nature shall be brought onto the premises without the formal approval of the NAEC.

12.2. Where it is proposed to use toxic material or fluids, the disposal of which requires notification to statutory authorities, the NAEC shall be advised in writing at least two months prior to the start of the tenancy of the nature of the material or fluid and the quantities involved.

12.3. Not more than one day's supply shall be stored on the stand in its original container at any time, the remainder being stored in the closed containers in a location agreed with the Event Manager.

12.4. When on site transportation of such substances is required to be managed as detailed in the suppliers Material Data Sheet.

12.5. Toxic wastes shall be placed in closed containers, marked accordingly, and special arrangements made with NAEC regarding their disposal.

12.6. Any person suffering an injury or ill health as a result of chemical use while on site must go the First Aid medics located next to toilet block 8 near the Equestrian Office, if it is available take the MDS of the substance involved with them (which should be attached to the Risk Assessment). When the Medical Centre is closed the documents must be taken to the hospital facility with the injured person requiring medical attention.

13. Hot Surfaces & Naked Flames

13.1. Full details of the proposed equipment are to be submitted to the NAEC for approval prior to any demonstration under working conditions.

13.2. Where a boiler, stove, furnace or similar heat generating equipment is being displayed, in operating conditions, precautions are required to be taken to prevent the transmission of heat to any combustible part of the stand including the downward transmission of heat to the floor of the hall.

13.3. Suitable non-combustible insulation material must be inserted between the heat source and the surrounding stand fittings and other structures.

13.4. The ceiling of the stand shall be well ventilated and be constructed from non-combustible material conforming to BS 476 (Class 1).

13.5. Hot areas are required to be effectively guarded to prevent injury to visitors and shall be adequately fixed in a stable location to ensure continuous safety and stability.

13.6. A sign or notice must be prominently displayed to avoid persons becoming accidentally burned.

14. Flammable Oils, Liquids & Gases

14.1. No flammable oil, liquid or liquid petroleum gas shall be used within the NAEC without the prior written consent of the NAEC and 28 days' notice is requested by the venue.

14.2. Fuel oil used in connection with any oil burning equipment shall have a flash point of not less than 54oC (130oF) and shall be in accordance with BS 5410. Paraffin and other mineral oils shall not be used without the consent of the NAEC.

14.3. Flammable liquids and gases must comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002, and the Petroleum Regulations Acts 1928 and 1936.

14.4. Where flammable spirits are used for cleaning machinery and other apparatus, provide metal bins with firm fitting lids for cleaning swabs and other such materials after use, and arrange for the bins to be emptied when full and at the end of each day of the event, at the expense of the exhibitor and separated from the normal waste collection service.

14.5. Only provide on the stand sufficient amounts of the flammable materials for one day's usage and arrange for all materials in excess of daily requirements to be stored in a suitable flammable materials store, with the agreement of the Event manager.

14.6. Provide suitable warning notices on the stand drawing attention to the flammable nature of the materials.

14.7. Flammable Store: Oil, liquid or gas needed for replenishing the working appliances shall be stored in a suitable flammable store and will be issued and distributed with the agreement of the Event Manager.

14.7.1. Conditions of Use: Detailed specifications of the working of such exhibits and appliances together with a plan, showing their location on the stand, shall be submitted to NAEC at least two months prior to the beginning of tenancy, giving details of the materials, quantity and purpose for which the materials are required.

14.7.2. Not more than one of each model or type may be exhibited in a working demonstration.

- 14.7.3. Each working exhibit shall only have sufficient oil, liquid or gas for one day's use only.
- 14.7.4. The oil, liquid or gas shall only be replenished at times when the public is not present in the event area.
- 14.7.5. No spare oil, liquid or gas may be stored on the stand other than that already in a working exhibit.
- 14.7.6. Each working exhibit shall be firmly fixed or placed in such a position that it cannot be overturned.
- 14.7.7. Where working exhibits are within reach of event visitors, notices shall be displayed stating that the appliance is working and should not be touched.
- 14.7.8. Each stove shall be manufactured in accordance with BS 3300.
- 14.8. **Compressed Gases/ Acetylene/ LPG:** All stands intending to use compressed gases must submit details to the NAEC showing the gases or liquids proposed, and sizes of cylinders or vessels with their working pressures.
- 14.8.1. Compressed gas cylinders or vessels containing liquids or gas under pressure shall be stored in a position agreed by the NAEC and only those cylinders required for immediate use shall remain on a stand.
- 14.8.2. All such materials in excess of the requirements for one day's demonstration or event shall be stored away from the stand in a properly constructed flammable materials store.
- 14.8.3. Cylinders and other vessels shall not be connected or disconnected during the time that an event is open to visitors.
- 14.8.4. Compressed gas cylinders shall be constructed and stamped in accordance with EN 1089-3 and the cylinders shall be painted with identifying colours in accordance with the BS 349; 1973, "Identification of Contents of Industrial Gas Cylinders".
- 14.8.5. Vessels containing liquids or gases under pressure (other than compressed gas cylinders complying with EN 1089-3) shall be fitted with safety valves of an approved type, and a certificate in respect of a recent pressure test of each vessel shall be available for inspection on each stand where such a vessel is used.
- 14.9. **Liquid Petroleum Gas (LPG):** The use of LPG at the event is prohibited unless it is being used to demonstrate a product being offered for sale on a stand and only if other sources of fuel are unsuitable.
- 14.9.1. LPG may only be used with the consent of the NAEC Safety, Health & Environment Department.
- 14.9.2. Only one bottle of LPG, sufficient for one days use, can be on a stand at any one time; all other bottles are required to be kept in a secure environment outside the building.
- 14.9.3. There shall be no connections to or disconnection of LPG whilst the event is open to visitors.
- 14.9.4. All empty cylinders must be removed from the venue.
15. **Lasers:** Laser equipment may not be used or exhibited without the prior written consent of the Organisers. Such permission must be applied for at least eight weeks prior to the commencement of the event.
- 15.1. This consent is subject to the approval of the authorities and the Organisers reserve the right to pass on to the Tradestand Holder any inspection fees charged in connection with this. In addition, any person demonstrating or using laser products must comply at all times with BS EN 60825 'Safety of Laser Products'. In the case of display lasers, an explanation as to how compliance with HS (G) 95: 'Guidance on the Radiation Safety of Lasers used for Display Purposes' will be achieved, and a layout of the stand must be provided.
16. **Working Machinery & Apparatus:** Full details of the proposed equipment are to be submitted to the Organiser for approval no less than 30 days prior to the event. All potentially dangerous exhibits intended to be operated, shall be effectively guarded to prevent injury to visitors and shall be adequately fixed in a stable location to ensure continuous safety and stability.
- 16.1. The machinery or apparatus must only be demonstrated or operated by persons authorised by the exhibitor and shall not be left running in the absence of such persons.
- 16.2. A sign or notice must be prominently displayed to avoid persons becoming accidentally injured.
- 16.3. Exhibits must be positioned so that they do not intrude into the gangway or cause a hazard to visitors at any time. The position of the machinery/apparatus is to be approved by the Organiser and the NAEC.
- 16.4. Starting devices on machines should be isolated to prevent visitors operating unattended exhibits.
- 16.5. Proper consideration should be given to the conditions under which the equipment is being demonstrated which may well differ considerably from the conditions under which it is normally installed and for which the normal safeguards will no longer be appropriate.

16.6. The use of compressors, sprayers and similar plant powered by internal combustion engines is prohibited when visitors are in the event area.

16.7. All supplies of fuel are to be kept outside the Show in a controlled store for flammable items.

17. Fumes, Exhausts & Smoke

17.1. Any exhibit, process or feature that is likely to generate and blow out or otherwise omit noxious fumes, exhaust or smoke into the tradestand area shall be so constructed so as not to be prejudicial to health or a nuisance and shall comply with the requirements of the Control of Substances Hazardous to Health Regulations 1988.

17.2. It must be so arranged as to have an effective exhaust system to the outside atmosphere.

17.3. Full details of the exhibit or process and proposed exhaust system must be submitted to the Organiser for approval.

17.4. A written statement must be provided to the Organiser giving details of the chemical composition, quantities, concentrations and discharge rates of all emissions exhausted.

17.5. Other emissions will only be permitted where a written statement is provided giving the chemical composition, quantities, concentrations and rate of discharge of the emission and a signed declaration that these emissions will be monitored and can be classified as safe when judged against the Control of Substances Hazardous to Health Regulations 1988.

18. Internal Combustion Engines: The use of compressors, sprayers, auto trucks and similar plant powered by internal combustion engines is prohibited during periods when the public is in the tradestand area. At other times when the use of internal combustion engines is permitted, all such vehicles and plant must be fitted with a suitable fire extinguisher.

19. Diesel Engines: All diesel (compression ignition) engine vehicles must comply with Ministry of Transport exhaust emission regulations, as applicable to public highway going vehicles, when operating within the tradestand area. I.e. Test results are to be obtained using a smoke meter that conforms to the following international standards: EC 72/306, CUNA 005/11, UK Vehicle Inspectorate Specification, Category A. Compliant results are: Opacity level of 2.5m⁻¹ or less for non-turbocharged engines, 3.0m⁻¹ or less for turbocharged engines.

20. Vehicles in Public Circulation Areas

20.1. No vehicles, hand propelled or motorised, are permitted to travel within the public circulation areas during the open period of the event.

20.2. The static display of vehicles in the public circulation areas is subject to approval of written details by the venue. Vehicles must be clean including tyres, supplied with a drip tray and pushed into position.

20.3. The venue will agree the maximum number of vehicles permitted in these areas.

21. Refuelling: Vehicles and plant using liquid fuel must be refuelled in the open air, away from the building in a position agreed by the venue. (Refer to Guidance Note No.14 Flammable Oils, Liquids & Gases

22. Gangways: The Tradestand Holder shall not encroach on the gangways around his stand and shall ensure that they are kept free from obstruction during the whole time the building is open for the purpose of the event and will not remove or obstruct or otherwise interfere with any fire fighting apparatus.

23. Direction signs: The Organisers reserve the right to affix stand numbers or directional signage on any stands in any position.

24. Audio-Visual Equipment, Demonstrations, Autograph Signings: Where self contained cabinets are used for audio-visual displays, the placing of the equipment shall be arranged in such a way that the trip hazards or the obstruction of gangways is not caused by equipment cables, or persons viewing the display.

24.1. Audio-Visual equipment or amplifiers may not be used without the prior written consent of the Organisers.

24.2. Where such consent is granted, any equipment used and any seating arrangements made must be in accordance with the requirements of the Organisers, the venue and of the authorities.

24.3. Demonstrations, Autograph Signings etc. may only take place with the prior written permission of the Organiser.

24.4. Any presentation/demonstration likely to interest groups of 10 or more people must be located towards the centre of the stand and clearly shown on stand drawings.

24.5. If any presentation/demonstration causes obstruction within the gangway and/or nuisance to any other Tradestand Holder, we reserve the right to cancel the presentation /demonstration or restrict the frequency.

25. Peak Sound Pressure Levels: Arrangements must be in place to ensure that all persons working within the area are wearing appropriate personal protective equipment.

- 25.1. Linear noise levels must comply with current legislation and remain at peak levels below 137db (linear).
- 25.2. Noise levels of concussion pyrotechnics may be monitored pre-show and will be subject to approval at this time.
- 25.3. Music sound level may be monitored during performances, where these exceed venue levels the Production Manager must comply by lowering the level.
26. Dangerous Exhibits (Weapons, Knives, Tools etc.): Any exhibitor proposing to display dangerous items must carry out a risk assessment to ensure that suitable control measures are in place to avoid misuse by or injury to event visitors.
27. Water & Water Equipment
Water and water equipment shall at all times be used in such a manner as not to interfere with the safety of anyone in the hall. Arrangements for filling and subsequent removal of water must be agreed with NAEC.
28. Bathing Pools, Ponds & Other Large Vessels
All equipment and/ or exhibits are required to conform to HSE approved code of practice L8 'The Control of Legionella Bacteria in Water Systems' (ISBN 0-7176-1772-6).
29. The organiser shall advise NAEC in advance of the nature of any equipment or exhibit(s) for which a foreseeable risk is identified and is capable of generating an aerosol spray (e.g. fountain, whirlpool spa, humidifier etc).
- 29.1. Identification and assessment of any source of risk including a written scheme for prevention and control of the risk is required to be submitted NAEC prior to build up works commencing on site.
30. The show organiser shall nominate a person to be responsible for ensuring that suitable arrangements are in place to properly implement, manage and monitor, in accordance with the written scheme also to maintain and keep a record of the precautions taken for at least 6 months after the tenancy.
31. Competitions/Promotions: No competitions or the like may be held without the prior written consent of the Organisers.
32. Equally, any promotion of other events, equestrian or others, is strictly prohibited except in cases where the prior written permission of the Organisers has been sought and obtained.
33. Official Souvenir Brochure: An official souvenir brochure will be issued. The Organisers do not accept any responsibility for any omissions, misquotations or other errors, which may occur in the compilation of the brochure.
34. Stand Cleaning: The Tradestand Holder is responsible to the Organisers for seeing that his stand is maintained in a clean and tidy state throughout the period of the event.
35. The Organisers will be responsible for cleaning the gangways before each open day. After the event has closed each day, Tradestand Holders must place any dry refuse from their stand into plastic sacks. The plastic sacks must then be placed in the gangway within two hours of the closure of the event for removal by the night cleaning staff.
- 35.1. Under no circumstances must refuse be placed in the gangways other than in plastic sacks, or at other times than those stipulated above. Any cleaning required out with this service will be the responsibility of the Tradestand Holder, but must be carried out by the official stand cleaning contractor appointed by the Organisers. Any costs associated with additional cleaning requirements are the responsibility of the Tradestand Holder.
36. Catering: The venue has sole rights for the sale or distribution of any article of food, drink or tobacco.
37. No person shall distribute or give away any item of food, drink or tobacco not supplied by the venue, without the prior written consent of the Organiser and the venue. If the Organiser gives consent and the circumstances are such that, in the opinion of the venue, the distribution or gift is liable to have a significant effect on the sale of food, drink or tobacco by the venue, the venue, as a condition of giving its consent, will be entitled to charge the Tradestand Holder such sums as the venue considers to be equivalent to the reduction in profits likely to be suffered by it as a result of the making of the distribution or gift.
38. No articles for human consumption, whether for eating, drinking or smoking within the event premises may be sold, dispensed or given away, without the prior written consent of the Organisers. Application for such permission must be made to the Organisers no later than two months prior to the first day of the event. The venue may, at its own discretion, charge the Tradestand Holder a franchise fee or commission.
- 38.1. Your attention is drawn to the Food Hygiene (Markets, Stalls and Delivery Vehicles) Regulations 1990.
39. Photographs: Trade stands or articles therein may not be photographed, drawn, copied or reproduced without the prior written permission of the Organisers.
40. Force Majeure: If the event is abandoned, cancelled or suspended in whole or in part by reason of war, fire, national emergency, labour dispute, strike, lock-out, civil disturbance, inevitable accident, the non-availability of the event premises or any other cause not within the control of the Organisers, whether ejusdem generis or not, the Organisers may, at their entire discretion repay the rental paid by the Tradestand Holder, or part thereof, but shall be under no obligation to repay the whole or part of such rental, and shall be under no liability tejusdem generis to the Tradestand Holder in respect of any actions, claims, losses (including consequential losses), costs or expenses whatsoever which may be brought against, or suffered or incurred by the Tradestand Holder, as the result of the occurrence of any such event.

41. Organisers Right to Terminate Contract: If any Tradestand Holder shall, during the period for which the licence is hereby granted, fail to observe or perform any of the provisions of the contract, the Organisers shall have the right to terminate the contract forthwith, by notice in writing to such a Tradestand Holder. In such event, the exhibits of such Tradestand Holder shall be removed from the event premises at a time to be stated by the Organisers and thereafter such Tradestand Holder shall not be entitled to access thereto or to the event. The Organisers shall be entitled, if necessary, to remove and despatch the said exhibits and property (at the risk and expense of the Tradestand Holder/s) to the address of the Tradestand Holder stated on the contract. All rental paid by the Tradestand Holder shall be forfeited to, and retained by, the Organisers and the Tradestand Holder shall indemnify the Organisers in respect of all costs, losses, damages or expenses (including any consequential loss or damage) incurred as the result of such failure.

42. Organisers Right to Cancel Event: The Organiser shall have the right at all times to abandon, cancel or suspend the event in whole or in part, in the event that there is likely to be insufficient Tradestand Holder participation in, and support for, the event. The likelihood of such insufficiency is to be determined by the Organiser, whose decision shall be final. In the event of such an abandonment, cancellation or suspension, the Tradestand Holder shall be entitled to receive repayment of all rental paid, but the Organiser shall not be further responsible to the Tradestand Holder in respect of any actions, claims, losses (including consequential losses), costs or expenses which may be brought against, or suffered or incurred by the Tradestand Holder, as the result of the abandonment, cancellation or suspension of the event.

43. Failure of Services: The Organisers will use their best endeavours to ensure the supply of the services mentioned in the Trade Stand Exhibitor Manual, but they shall not incur any liability to a Tradestand Holder for any loss or damage, if any such services shall wholly or partially fail or cease to be available. Also, the Tradestand Holder will not be entitled to any allowance in respect of capital due or paid.

44. Bankruptcy or Liquidation: Should a Tradestand Holder, being an individual or company, become bankrupt, have a receiving order made against him/her or them, or make any arrangements with his/her, or their creditors, or being a limited liability company, go into liquidation (other than a voluntary liquidation for the purpose of amalgamation or reconstruction), or have a receiver appointed, the contract with such Tradestand Holder shall terminate forthwith. All rental paid shall be forfeited and the balance of the rental shall become due and payable forthwith.

44.1. Such termination shall be without prejudice to any claim of the Organisers against the Tradestand Holder, in respect of any antecedent breach.

45. Copyrights and Patents: The Organisers will not be liable for any loss or damage the Tradestand Holder may sustain, in respect of the infringement of any of his copyrights or patents arising out of his participation in the event.

45.1. The Tradestand Holder is strongly advised to make formal application for the grant or the registration of a design, as the case may be, not later than six months after the opening of the event.

45.2. No Trade Stand Holder may sell or display any product bearing the Trademarks, logo or name of British Showjumping National Championships and Stoneleigh Horse Show or any other associated signatures without prior written consent from Grandstand Media Limited. The Organiser reserves the right to terminate the contract or remove the items at the Tradestand Holders expense. No compensation will be payable to the Tradestand Holder for damage, loss or inconvenience caused.

46. Rights of the Organisers: The Organisers and those authorised by them respectively, have the right to enter the Event Venue at any time to execute works, repairs and alterations and for any other purposes. No compensation will be payable to a Tradestand Holder for damage, loss or inconvenience so caused.

46.1. The Organisers may at any time in the interest of the good management of the event, impose such further regulations of general application as they may, in their absolute discretion, think fit.

47. Interpretation of Regulations in Translation: In the event of any dispute as to the interpretation of these regulations as a result of their translation into a foreign language, the English version shall be taken as authentic.

48. Disputes: The proper law of the contract shall be English Law, and all disputes as to the construction of application of these Regulations, or the rights and liabilities of any person hereunder, shall be determined by English Law.

49. General Lien and Power of Sale: All exhibits are subject to a general lien in favour of the Organisers for all sums, whether for unpaid rental or otherwise, due from a Tradestand Holder to the Organisers.

49.1. The Organisers shall give written notice to the Tradestand Holder in the event of exercising their lien whereupon the Tradestand Holder shall not remove any exhibits from the event premises and the Organisers shall be entitled to take and retain possession of the same.

49.2. If within seven days of such notice, the Tradestand Holder has not paid all sums due and owing as aforesaid, the Organisers may at any time thereafter sell the exhibits, and shall apply the proceeds of such sale in payment:

- (i) of all costs of removal and storage of the exhibits;
- (ii) of all costs of the sale; and
- (iii) of all sums due as aforesaid.

The balance (if any) of such proceeds shall be paid to the Tradestand Holder.

The exercise of such power of sale shall be without prejudice to the Organisers' right to sue for, and recover, any balance which may remain outstanding and due after such sale.

50. Public Performance

"Public Performance" means the providing of music (whether live or by means of TV, video, slide presentation, record/tape player etc) outside your own home. These public performances under present law require you to have the appropriate licence from the Performing Right Society. If you are providing music in any form on your stand during the event period, you must advise the Organiser at least 30 days prior to the commencement of the event in order that a licence is obtained from both the Performing Right Society Ltd. and Phonographic Performance Ltd., the latter of which has rights under the Copyrights, Design and Patents Act, 1988. Tradestand Holders undertake to indemnify the Organisers for any fees due in the obtaining of these licences, royalties or breach of copyright they commit or allow to be committed.

51. Health and Safety

As a Tradestand Holder, contractor or agent you have a duty under the Health and Safety At Work Act 1974 to ensure that all personnel contracted by you are aware that they have a responsibility, so far as it is reasonably practicable, for the health, safety and welfare of all employees, and that any plant or systems of work which may be used are, so far as it is reasonably practicable, safe and without risks to health. This includes that all employees are provided with information, instruction, training and supervision to ensure not only their own health and safety but also that of other persons working or attending the vicinity. You are also required to have in your possession a copy of your own Health and Safety policy and a copy of the Health and Safety policy document of each contractor employed by you, which may be requested during the show. Below are some of the principle areas, which need to be brought to your attention. If you have any queries please contact the Events Manager.

52. Both the Organisers and the Venue Management, via their appointed Health and Safety representatives, will carry out inspections throughout all areas of the event/s, for both the live period of the event as well as the build up and breakdown periods and will bring to the attention of the exhibitor, contractor or sub-contractor, any matters of Health and Safety which may arise.

52.1. In case of imminent danger, the appointed Safety Officer of either the Organiser or the Venue shall have the authority to take appropriate action without recourse either to the former, or to the exhibitor, contractor or sub-contractor concerned.

- (1) The Organiser has the overall responsibility for Health & Safety
- (2) The show is organised in accordance with Health & Safety Legislation and all who have (to any extent) control of premises or site at the show are responsible for ensuring that: -
 - (a) Everything that is reasonably practicable is done to ensure the health and safety and welfare of those attending the show
 - (b) Tradestand Holders conduct themselves so that they do not put themselves or anyone else at risk
 - (c) Access to and egress from the site is safe
 - (d) Members of the public and Tradestand Holders are equally responsible for ensuring that they do not put the other persons at risk and that they co-operate with the organisers in compliance with Health & Safety legislation.

APPENDIX 1 - GENERAL HEALTH AND SAFETY INFORMATION

1. A person must be appointed who is responsible for health and safety matters on the stand.
2. **Hi Vis jackets or bibs must be worn during the build-up and break down periods. These must be worn upon arrival by all staff and/or contractors.**
3. During the build-up and breakdown periods your staff, contractors and subcontractors should be constantly reminded by you of the need for vigilance regarding the health and safety of themselves and the health and safety of those working in the vicinity.
4. Smoking – The NAEC is a non smoking venue.
5. Fire exits and emergency access routes must not be obstructed.
6. You must ensure that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it. Coiled leads must not be used.
7. No electrical cables should be permitted to cross gangways, passageways and fire exits.
8. All work areas must be maintained free from general waste materials, which could endanger operatives.
9. Packing cases must not be allowed to obstruct gangways, passageways, emergency access routes and fire exits.
10. Nails etc. must not be left protruding from any packing case or material.
11. All packing cases and materials must be removed from the gangways or passageways as soon as possible. There is no storage within the venue.
12. Tradestand Holders are responsible for the safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
13. Any violations and concerns regarding any of the above points should be reported to the Events Manager or to the Trade Stand Office.
14. All demonstrations must be carried out in accordance with the Health and Safety at Work Act 1974 and the COSHH Regulations 1988 (Control of Substances Hazardous to Health).
15. All exhibits must, where they are not sufficiently stable as freestanding models, be properly secured to the floor or other structure.
16. Exhibits must be positioned so that at no time do they protrude into the gangways (as a hazard to visitors).
17. All parking restrictions and speed limits must be adhered to.
18. Caterers and suppliers of refreshments must comply with the Food Safety Act 1990 and the Food Hygiene (Amendment) Regulations and are not generally permitted without the written consent of NAEC Catering.
19. All stand personnel should acquaint themselves with how to use the fire extinguisher on the stand. They must also be aware of the fire, medical & emergency procedures of the NAEC, Stoneleigh Park Appendix 3.

APPENDIX 2: DETAILED HEALTH AND SAFETY INFORMATION

It is the policy of Grandstand Stoneleigh Events to seek the cooperation of all concerned in order to achieve the highest standards, in all aspects, of health and safety.

The Health and Safety at Work Act 1974 in general terms applies to all premises used as a place of work. Stoneleigh Events does not have exemption from the Act, either in its day-to-day activities, during events, events, or any other activity that is taking place. The Act, its terms, conditions and any standard Code of Practice or Regulation, either made within the scope of it or which is deemed to be a relevant Statutory Provision, therefore, applies to all events during their build-up, open days and breakdown.

Grandstand Stoneleigh Events, within the scope of their own laid down policies have a responsibility to ensure that safe working practices are maintained at all times. This includes ensuring that the provision is made whereby persons, other than Grandstand Stoneleigh Events employees, are reminded of their responsibilities whilst working at Stoneleigh Events.

As an Exhibitor you have a duty under the Health & Safety at Work Act 1974 to ensure that all personnel contracted by you are aware that they have a responsibility, so far as is reasonably practicable, for the health, safety and welfare of all employees, and that any plant or systems work which may be used are, so far as is reasonably practicable, safe and without risks to health. This includes that all employees are provided with information, instruction, training and supervision to ensure not only their own health and safety but also that of others working or attending the vicinity.

You are required to have in your possession a copy of your own Health and Safety policy and a copy of the Health and Safety policy document of each contractor employed by you which may be requested during the event. You must ensure that you have a copy of the Health and Safety Policy for each subcontractor employed by you excluding those appointed by the organisers.

Health and Safety at Work Act

Exhibitors are advised that the Health and Safety at Work Act 1974 requires that any equipment being operated or demonstrated shall be inherently safe and not create a hazard to the demonstrators or visitors.

Under the Reporting of Injuries, Diseases, or Dangerous Occurrences Regulations 1995, an employer will be required to notify the enforcing authority when there is an accident resulting in death or major injury, or any notifiable dangerous occurrence.

False claims to the sustainability or safety of the equipment or to the performance quality, strength etc. may be subject to action under the Trade Description Act 1968.

Health and Safety / Risk Assessment Declaration

All companies that employ five or more people are obliged to have a written Health & Safety Policy by law, if not this should be addressed as a matter of urgency. The Health and Safety Executive Information service can supply guidelines on writing a policy please see the website here: <https://www.hse.gov.uk>

As Organisers, we need an undertaking that all exhibitors:

- Are in possession of a company H&S Policy (if applicable).
- Have completed a Risk Assessment for their activities at the event.
- Ensure that if bringing in third party contractors that they also have a suitable and sufficient H&S Policy
- Ensure that if bringing in third party contractors that they have provided sufficient training for their employees to carry out their tasks safely and competently whilst at the event.

It is a requirement that each stand holder attending this event completes and submits a Health and Safety / Risk Assessment Declaration Form. A copy of each will be sent out with the exhibitor manual.

Risk Assessment Guidelines

Exhibitors must ensure that a Risk Assessment is completed which covers the build-up, live and breakdown periods, this Risk Assessment should be sent, to the Tradestand Manager along with the method statement and a copies of public liability insurance details.

A step-by step guide to Risk Assessments follows. An assessment of risk is a careful examination of all work-associated items that could cause harm to people. The aim is to make sure that no one gets hurt or becomes ill by taking all practicable, foreseeable precautions to prevent them.

- **Hazard** means anything that can cause harm (e.g. chemicals, electricity).
- **Risk** is the chance, great or small, that someone will be harmed by the hazard.

The important things to consider are whether the hazard has the potential to cause harm, and if so whether it is covered by the satisfactory precautions so that the risk of causing harm is adequately controlled. For instance, electricity can kill but the risk of it doing so is remote, provided that 'live' components are insulated and metal casings properly earthed.

Step 1: Hazards

Identify the hazards, which could reasonably be expected to result in significant harm under the conditions in the workplace.

Step 2: Decide who might be harmed and how

There is no need to list individuals – just groups of people, for example: office staff, maintenance personnel, contractors, foreign staff or visitors.

Step 3: Evaluate the risks and decide whether existing precautions are adequate or more should be done

Even after all precautions have been taken, usually some risk remains. Decide whether the remaining risk is high, medium or low.

- First, ask have all the things that the law requires been done. For example, there are legal requirements on prevention of access to dangerous parts of machinery.
- Then ask whether generally accepted industry standards are in place? But don't stop there – because the law also says that all that is reasonably practicable to keep the workplace safe must be done.

The real aim is to make the risks as small as possible by adding to existing precautions as necessary. Improving health and safety need not cost a lot. For instance, placing a mirror on a dangerous blind corner to help prevent vehicle accidents, or putting some non-slip material on slippery steps are inexpensive precautions considering the risks. But remember, if something needs to be done is it possible to:

- Get rid of the hazard altogether
- Control the risks so that harm is unlikely

Step 4: Is the risk adequately controlled?

Have precautions already been taken against the hazards listed? For example:

- Has adequate information, instruction or training been provided?
- Are adequate systems or procedures in place?

Do the precautions:

- Meet the standards set by a legal requirement?
- Comply with a recognized industry standard?
- Represent good practice?
- Reduce risk as far as reasonably practicable?
- Meet the regulations of the Organisers and Grandstand Stoneleigh Events?

If so, then the risks are adequately controlled, but please indicate the precautions that have been put in place.

Step 5: Are these controls adequate to contain hazards?

Step 6: What further action is necessary to control the risk?

What can reasonably be done for those risks which are found to be not adequately controlled? Give priority to those risks which affect large numbers of people or could result in serious harm. Apply the principles below when taking further action:

- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities (e.g. washing facilities or first aid)
- Remove the risk completely

Step 7: Record your findings.

To help you, we have a [risk assessment template and examples](#). Do not rely purely on paperwork as your main priority should be to control the risks in practice.

APPENDIX 3 – EMERGENCY INFORMATION

It is important to be aware of this emergency information whilst at our Venue

• FIRE

Any person discovering a fire should:

- Sound the alarm by activating the nearest Alarm Call Point.
- Inform either Security, the Event Organiser, the Venue Event Manager or call 02476 696969 detailing the location and nature of the fire and details of any casualties.
- The Venue Event Manager will contact the emergency services.
- If you cannot contact any of the above then telephone the fire brigade on **999** or (9)999 from an internal line. Give them your location and the postcode CV8 2LZ.
- Tackle the Fire only if trained and safe to do so with the extinguishers provided.
- Follow the directions of Security Staff and assemble on your nearest Evacuation Point.

Do Not

- Take any unnecessary risks

• MEDICAL

In the case of personal injury or other medical emergency/assistance being required:

Please report it to either Security, the Event Organiser, Venue Event Manager or call 02476 696969 giving the exact location of the casualty and details of injuries sustained.

• SUSPICIOUS ITEMS/PACKAGES

If you find anything suspicious:

Please do not touch the article but report it to either Security, the Event Organiser, Venue Event Manager or call 02476 696969. (Please ensure that you leave a 25-metre distance from the item/package if using a mobile phone.) This information is correct at time of going to print. It may be altered at any time without liability on part of Grandstand Stoneleigh Events Ltd.

• PERSONS REQUIRING ASSISTANCE

- It is the responsibility of any visitor to make Stoneleigh Events aware if they will require assistance in the event of an emergency.
- Stoneleigh Events will then brief Security of your name & needs.
- When the alarm is activated the visitor is then responsible for making themselves known to Security.
- A Fire Marshal will also perform a sweep of the building to locate any further person(s) requiring assistance with evacuation.

The visitor should then follow the same procedure as shown to the left and make their way, with assistance, to the nearest Evacuation Point/Safe Location.

• OTHER EVACUATION

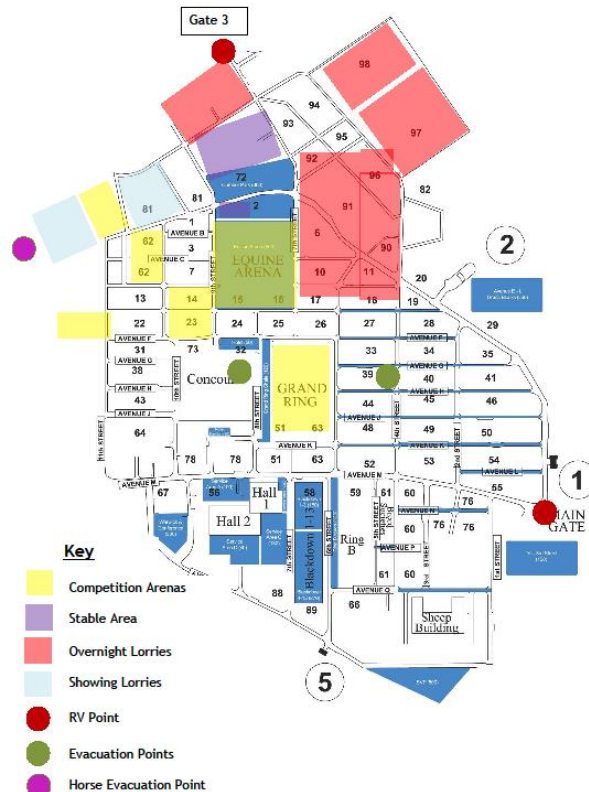
If it becomes necessary to evacuate the venue for any reason, an alarm will sound.

If the alarm sounds, everyone must leave the venue for their own safety. Please make your way to the nearest emergency exit and follow instructions from Stoneleigh Events Staff & the Security Stewards who will direct you to the nearest available assembly area (as detailed on the site map).

In the event of an evacuation, please ensure that:

- All electrical appliances are switched off
- Any unidentified packages, cases or bags are reported as below

**BSNC and Stoneleigh Horse Show 2018
Personnel and Horse Evacuation Points**



N.B the above evacuation map is subject to change, any update will be communicated with all relevant parties

The following are the more important statutory regulations having application within the Event and the Venue:

Appendix 1

The Health and Safety at Work Act 1974 and subsequent amendments and regulations made hereunder.

The Management of the Health and Safety at Work Regulations, 1999.

The Manual Handling Operations Regulations, 1992.

The Personal Protective Equipment at Work Regulations, 1992.

The Health and Safety (Display Screen Equipment) Regulations, 1992.

The Workplace (Health, Safety & Welfare) Regulations, 1992.

The Provision and Use of Work Equipment Regulations, 1998.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995.

The Control of Substances Hazardous to Health Regulations, 1999. (COSHH).

The Shops Act, 1950 and 1965.

The Food Act 1984 and The Food Safety Act 1990

The Food Safety (General Food Hygiene Regulations) 1995 and The Food Safety (Temperature Control Regulations) 1995

The Fire Precautions Act, 1971 (as amended)

The Environmental Protection Act, 1990.

Environmental Duty of Care, 1991.

The Children Act, 1989.

The Copyright Design and Patents Act, 1988.

The Building Regulations, 1981 (as amended).

The Explosives Act, 1875 and 1923.

The Institution of Structural Engineers, Temporary Demountable Structures, 1999.

Appendix 2 – Health & Safety Statement

The Organiser operates within Health & Safety policies which have been prepared within the legislative requirements.

The Health and Safety at Work etc., Act, 1974

The Management of the Health and Safety at Work Regulations, 1992.

The Manual Handling Operations Regulations, 1992.

The Personal Protective Equipment at Work Regulations, 1992.

The Health and Safety (Display Screen Equipment) Regulations, 1992.

The Workplace (Health, Safety & Welfare) Regulations, 1992.

The Provision and Use of Work Equipment Regulations, 1992.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995.

The Control of Substances Hazardous to Health Regulations, 1999. (COSHH).

Tradestand Holders, Contractors and Sub-Contractors Responsibilities

Tradestand Holders, contractors and sub-contractors must understand and accept their responsibilities within the scope of the legislative requirements as above, and any other Act, Regulations, or Code of Practice which is applicable to their operation.