



Floors Castle International Horse Trials
(Run by Kick on Events Ltd)

11th – 14th of May 2023

Trade Stand Application Pack
Applications closes 1st of April 2023

Trade Stand Details

Business Name:	
Contact Name:	
Address:	
Postcode:	
Mobile Number:	Email:
Brief description of product or service for programme (max 20 words)	
Website:	
Social Media Channels	
Facebook:	Instagram:



Exhibitor Booking Options

All trade stands are open sites with a minimum **3 meter frontage** and a **9 meter depth**.

- General Open Space - £38.00 per meter
- Catering Open Space - £50.00 per meter

All prices are ex VAT

For example (non-catering): 3m frontage @ £38 per metre x 9m depth = £114.00 + VAT

Please state below how many meters of frontage you require. This must include all ropes, fixtures, tow bars projections and any caravans behind stands.

General open space frontage _____ **meters**

Catering open space frontage _____ **meters**

Please state the length of your vehicle (lorry, car & caravan, car & trailer)

_____ **meters**

Please note open space is available for your own marquee, unit or display area. If you require shedding, please contact Best Intent Marquee's on 0800 448 8949 or www.bestintentmarquees.co.uk.

Fees – All fees referenced are exclusive of VAT and cover all three full days of public trading (Friday 12th – Sunday 14th of May) with the complimentary option to trade on Thursday 11th of May when the event is only running international dressage & Burghley Young Event Horse classes. Thursday will have very few public and will mainly be competitors and volunteers on site.

Vehicle Parking - Any vehicles which don't fit within your requested meterage **MUST** be parked within the allocated trade stand parking. Members of staff attending each day and not staying will be parked in the public car park and will not have access with a vehicle to the stand.

Camping Site - Trade stand vehicles which don't fit behind the stand will be able to stay at the camp site. Toilets and showers are available. Showers will be open from 7am-9am and 7pm – 10pm Thursday to Sunday.

Invoice – Once application has been approved an invoice will be issued, which is payable within 14 days. Your stand is not secured until payment has been made.



Set up – Exhibitor set up is permitted to commence from Thursday 11th of May (8am-6pm). If exhibitors wish to open on Thursday for the international dressage, they must be set up on Wednesday 10th of May (3pm-6pm) Please state clearly below which day you will be arriving and setting up.

Wednesday 10th of May between 3pm -6pm Thursday 11th of May between 8am-6pm

Trade Times – Exhibitors must be fully open for trading from 9am - 5.30pm Friday 12th, Saturday 13th & Sunday 14th of May. Any additional setting up or vehicle movement for replenishment of stock is only permitted between 6am-8am & 7pm-9pm on each day otherwise no vehicle movement is permitted within the event site.

Breakdown - Breakdown is permitted from 6pm on Sunday 14th of May but NO VEHICLE movement is permitted until 7pm on Sunday 14th of May.

Trade Stand Pass Allocations

Any member of staff who is not arriving on set up day (Wednesday or Thursday) will receive a complimentary adult trader entry pass in the form of e-ticket. This is restricted to 3 tickets per stand. The tickets will be emailed direct to the email provided on the application form and sent 2 weeks prior to the event. These entry tickets only allow one entry and after that please give each member of staff a wrist band for entry for the rest of the event. On arrival to the event the trade holder will receive a welcome pack which will include:

- 3 x wrist bands
- Onsite vehicle pass
- Site map
- Terms and conditions
- Programme
- Onsite contact numbers

Trade Stand Terms & Conditions

- Once application has been approved an invoice will be issued, which is payable within 14days. Your stand is not secured until payment is made.
- Proof of Public Liability insurance to be provided with application
- Risk assessment for your stand to be provided with the application
- The fee paid is for the space ONLY. Exhibitors must find their own tent or covering.
- Applications close 1st of April 2023.
- Silent generators are permitted, provided they are kept within the pitch site and do not cause excessive noise, smell, or smoke.
- Vehicles causing an obstruction in any form may be towed away.
- All rubbish must be disposed of in the skips provided.
- Members of staff attending each day and not staying will be parked in the public car park and will not have access with a vehicle to the stand.



- Kick on Events Ltd accepts no responsibility whatsoever for any theft/damage to stands or their associated exhibits and exhibitors and stand holders MUST hold relevant insurance.
- Kick on Events Ltd will not be responsible for death, injury, disease, damage, loss caused to any traders or his or her servant or agent or to any animal, article, plant, machinery or thing of whatever nature brought on to the showground by the said trader from whatever cause death, injury, disease, damage or loss arises. The trader shall indemnify Kick on Events Ltd against all claims, damages and expenses whatsoever in any way arising out of the presence of the trader, his servants, agents, exhibits, vehicles or equipment on the showground and shall assume full responsibility, therefore.

Trade Stand Checklist

- Completed trade stand application
- Signed terms and conditions
- Public liability insurance document enclosed
- Risk assessment document enclosed
- Electricity & Gas Certifications enclosed
- Food Hygiene Certifications enclosed
- Day of arrival and set up selected

On behalf of the above-named company, I accept all terms and conditions and undertake to abide by them.

Signed _____

Name Printed _____

Date _____

Please return all forms via email to kickoneventstradestands@gmail.com