



Liverpool International Horse Show Trade Stand Application (28/12/17 – 31st/12/17)

Business Name			
Trading Name for Signage/Programme			
Contact Name			
Contact Numbers	Tel	Mobile	
E-mail and Website	E-mail	www.	
Address			
Postcode			
Brief description of your business for the programme & our website, max 12 words			
Brief description of brands / products for sale			
Vehicle Type (to reserve parking)		Length	
Returning Exhibitor	Yes / No		
New Exhibitor	Yes / No <i>Please include recent photographs of your stand at another show</i>		
Piazza / Shopping Hall	Price	Size	Total £
Piazza Stands are at the main entrance level and Shopping Hall is on the lower floor. Piazza - minimum size 3m x 2m; Shopping Hall – minimum size 3x3 and thereafter in 3m x 3m increments	£105 per square metre Plot Number(s):	Frontage: Depth:	
Trade Stand Preference	1.	2.	3.
<i>Please list your 3 location preferences with number 1 being your most preferred location</i>			

Separate Retail Unit	Price Per Retail Unit	Size (Fixed)	Total £
Located in the Upper Galleria in lockable rooms with double doors	£1800 Plot Number:	4.54m x 5.16m	
Concourse	Price Per Unit	Size (Fixed)	Total £
N.B. no access to the public until 12.00 noon	£500 Plot Number:	3m x 2m	
Lockable Storage Space	Price Per Unit	Size (Fixed)	Total £
Upper Galleria Area	£150	2m x 2m No of Units:	
		Sub Total	
		VAT @ 20%	
		Grand Total	
Deposit – due at the time of application			
Please attach a cheque for payment of £500 + VAT which will be processed should your application be accepted			
The remaining balance will be required to be paid by 1 September 2017.			
On receipt of the balance a Trade Stand Information Pack, including passes and all associated information will be sent in advance of the show.			
APPLICATION CHECK LIST			
Please note that your application will be returned to you should it arrive without a deposit, copy of your risk assessment and public liability insurance			
Deposit Attached – Yes <input type="checkbox"/>			
Risk Assessment Completed and Attached – Yes <input type="checkbox"/>			
Copy of Public Liability Insurance attached – Yes <input type="checkbox"/>			
Please read the attached Terms and Conditions carefully, then and sign, date and print name below			
Signature:	Name:	Date:	

Liverpool International Horse Show (28th – 31st December 2017) Trade Stand Terms and Conditions

New for 2018

We have created an additional shopping area located on the main entrance floor at the Echo Arena, The Piazza. This is a main route in and out of the Arena for visitors and promises to provide excellent foot flow throughout the show.

Additional space has been created in the downstairs Shopping Hall to accommodate more retailers this year.

Separate Retail Units with lockable doors as well as lockable storage space can be found on the upper floor (floor 2) as in previous years.

An additional restaurant will replace trade stand space previously provided on Floor 2.

1. APPLICATION FOR SPACE

All applications for Trade Stand space must be made by completing the Trade Stand Application Form, which must be signed by the Exhibitor, such a signature being an acceptance of these Terms and Conditions. Such Application and these Terms and Conditions constitute the entire contract between Bolesworth Events LLP and the Exhibitor and may only be varied in writing being signed by the Exhibitor and an authorised representative of Bolesworth Events LLP. A deposit by cheque of £500 plus VAT is required at the time of application in order to secure your Trade Stand space as well as a copy of your risk assessment and public liability insurance. Your application will be deemed incomplete should it not arrive with all requested documentation. A separate application is required for each Trade Stand should an Exhibitor require more than one. The remaining balance will need to be paid by 1st September 2017. After receipt of payment of the outstanding balance a Trade Stand Information Pack will be sent.

2. GENERAL CONDITIONS

No space will be reserved until the completed Trade Stand Application Form, deposit, risk assessment and a copy of your public liability insurance have been received. Bolesworth Events LLP reserves the right to refuse any application, and is not obliged to give any reason for such refusal. Bolesworth Events LLP also reserves the right to cancel any application which may have previously been accepted without any reason being given for such cancellation, in which case any fees paid will be refunded to the Exhibitor, but no other compensation damages or penalty will be payable to the Exhibitor. In the event of total cancellation of the event, any fees paid will be refunded to the Exhibitor, but no other compensation, damages or penalty will be payable to the Exhibitor.

3. FACILITIES

A) Shopping Hall – a shell scheme space is let to the Exhibitor, including signage, 2 spot lights per 9 square metres and carpet. B) Upper Galleria – an additional 6 retail units 4.54m x 5.16m located in separate lockable rooms with an exterior branding package included. C) Concourse – 16 retail units 3m x 2m available D) Piazza – a shell scheme space is let to the Exhibitor including signage

4. ALLOCATION OF SPACE

The allocation of space will be at the discretion of Bolesworth Events LLP, although every endeavour will be made to meet any request by an Exhibitor regarding the position of their Trade Stand. Under no circumstances will Trade Stands be allowed to use space beyond the Exhibitor's allocated area. Allocation of space is personal to the Exhibitor who shall not assign or transfer his/her rights, nor shall he/she sub-let any of the allotted space. Any Exhibitor found to have moved their Trade Stand without permission from Bolesworth Events LLP, shall be removed from the venue. Ultimately, allocation of Trade Stand space is entirely at the discretion of Bolesworth Events LLP.

5. VEHICLE PARKING

Each Exhibitor will receive one vehicle pass for the Vehicle Parking Area. Exhibitors must indicate the type and length of the vehicle on the Trade Stand Application Form so that an appropriate space can be reserved in the Vehicle Parking Area, which is located 500m from the venue. Space is very limited and therefore, should the Vehicle Parking Area be full at the time of application, an alternative parking arrangement will be offered with a shuttle service.

6. EXHIBITOR'S WITHDRAWAL OR CANCELLATION OF SPACE RESERVED

If for any reason whatsoever a Trade Stand is cancelled by the Exhibitor, 50% of the total fees shall be refunded provided Bolesworth Events LLP is notified in writing not less than four weeks prior to the commencement of the event. Any later cancellation will result in the forfeit of the total amount of fees paid. Bolesworth Events LLP reserves the right in all such instances to re-let the space without accounting to the Exhibitor.

7. RESTRICTED GOODS

The sale of jokes and tricks including any article containing or capable of discharging any noxious smell, noise, coloured spray, foam or other product that could be a nuisance or annoyance to any other person within the venue is not permitted. The sale of knives, catapults or any other type of weapon is not permitted. Exhibitors may NOT sell or donate either inflated or deflated balloons on the venue for reasons of animal safety.

8. FIRE AND HEALTH AND SAFETY PRECAUTIONS

Trade Stands will be inspected by the Health and Safety Manager to ensure compliance with health and safety and fire regulations.

9. CATERING, FOOD AND DRINK

Exhibitors are expressly forbidden by the Venue Proprietors to supply complimentary refreshments. We have a limited number of trade stand spaces available to sell certain types of food and drink consumables – please contact us for more information.

10. NUISANCE

Exhibitors must not use any public address equipment. Bolesworth Events LLP shall have power to stop any activity which by reason of smoke, noise, smell or other nuisance is offensive to neighbouring Exhibitors or the public.

11. COLLECTIONS AND APPEALS

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

12. ELECTRICITY

If an electrical supply and/or additional lighting is required, please complete the separate booking form from our partner supplier Full Circle Events & Exhibitions Ltd which will be sent to you for completion on acceptance of your application for a trade stand.

13. STORAGE SPACE

Lockable storage space available in 2m x 2m units (see Upper Galleria layout). There is a lift between this level and Hall 2 for Exhibitors to move stock from one level to the other. Access on show days is during Trade Stand opening hours.

14. TRADE STAND PREPARATION AND REMOVAL

Set Up

The Trade Stand set-up day is Wednesday 27th December 2016. A timeslot will be allocated to each Exhibitor to unload their vehicle on the set-up day. Thursday 28th December – The show will open for National Classes and a special 'shopping only' ticket will be on sale in advance of the show for this day therefore Trade Stands will need to be dressed and open by 9am.

Breakdown

The dismantling of Trade Stands can commence from 10pm on Sunday 31st December 2017 however no items / stock are permitted to be moved from the retail areas until you are advised to do so by the Trade Stand Manager.

All vehicles will be permitted to enter the loading bays once horses and visitors have exited.

Should you wish to load a vehicle with stock from the warm up area, this will need to take place in the early hours of 1st January.

Should you wish to join the New Year Celebrations, you are permitted to break your stand down and have exited the arena by 9am on 1st January 2018. Please note that no vehicles will be permitted into the arena after 2am on 1st January 2018 and therefore any items remaining on your stand would need to be hand balled out by 9am on 1st January 2018.

15. TIMES OF OPENING (subject to alteration)

From 9.00am until the end of the evening performances (approximately 11.00pm), although we advise Exhibitors have a presence on their Trade Stand from 8.00am (start of jumping). N.B. Trade Stands in the Concourse open from 12.00 noon until approximately 11.00pm.

16. SECURITY

Property of an Exhibitor remains on the venue at the sole risk of the Exhibitor. Bolesworth Events LLP will not be responsible for any loss or damage to Exhibitor's property. Exhibitors are advised to make their own arrangements for the security of their Trade Stands and to take out appropriate insurances. There is no facility for deliveries to be made by courier at the venue.

17. PASSES AND CAR PARKING

Each Trade Stand will be allocated four wristband passes for Trade Stand personnel use. This number is increased by 2 additional passes for each additional 3 x 3 metre square space booked.

18. INSURANCE, METHOD STATEMENT AND RISK ASSESSMENT

Exhibitors must have Public Liability Insurance cover for the period of time at the Venue. A copy of the Exhibitor's Public Liability Insurance Certificate, a Method Statement and Risk Assessment **must** be submitted at the time of booking otherwise your application will be deemed as incomplete

19. CONTACT DETAILS

Bolesworth Events LLP, Show Office, Bolesworth Lake Farm, Tattenhall, Chester, CH3 9HL

Trade Stand Enquiries to:

Liverpool International Horse Show Office

Tel: 01829 307676

E-mail: scott@bolesworth.com