

# EQUIFEST

Thursday 1<sup>st</sup> August – Sunday 4<sup>th</sup> August 2024



## Trade Stand Information and Declaration Form

This form must be completed by Trade Stand Responsible Person and all relevant documents enclosed.  
If you have any queries relating to this form, please contact [teresa@arenauk.com](mailto:teresa@arenauk.com). Tel: 07901 555729.  
Equifest reserves the right to reject any application and if it does so any monies paid will be returned.

<b>Event Location:</b>	Arena UK, Grantham, Lincolnshire, NG32 7EF
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### About the Trade Stand

<b>Registered Company Name:</b> If applicable	
<b>Trading Name &amp; Address:</b> (if different from above)	
<b>Trade Stand contact person:</b>	<b>Contact Number:</b> <b>Email Address:</b>
<b>Name of Contact Onsite:</b> (if different from above)	<b>Contact Number:</b> <b>Email Address:</b>
<b>Emergency 24hr Contact:</b> (if different from above):	<b>Contact Number:</b>

### Products Sold:

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Equifest reserve the right to stop Trade Stands selling goods undeclared or unrelated to the Show and require the Trader to remove the goods or displays and refrain from activities Equifest consider being unsuitable. Under no circumstances are Trade Stands allowed to sell any **FOOD, SWEETS or DRINKS unless previously agreed with Equifest.**

**Insurance:** Please enclose a copy of your insurance with this form and have a copy available at the event.

<b>Name of Insurer:</b>		
Public Liability	<b>Amount of Cover:</b>	<b>Expiry Date:</b>
Employers Liability	<b>Amount of Cover:</b>	<b>Expiry Date:</b>

Equifest shall not be liable for any injury, loss or damage occasioned to any property of the Trade Stand Holders. The Trade Stand Holders shall indemnify Equifest against all claims, damages, actions, and all costs and/or expenses whatsoever arising as a result of their activities.

### Show Information

<b>Setting Up</b>	Tuesday 30 <sup>th</sup> July 2024 1pm-5pm & Wednesday 31 <sup>st</sup> July 2024 9am-6pm
<b>Trade Stand Vehicles Site Access</b>	Access details will be provided in your show information pack issued nearer the show date.
<b>Trade Stand Parking</b>	All vehicles must be parked in the allocated area as directed by the Trade Stand Co-ordinator. NO vehicles are permitted to park alongside trade stands unless by prior arrangement
<b>Trade Stand Camping</b>	There will be an allocated area for trade stand camping. All vehicles must be parked in the allocated area as directed by the Trade Stand Co-ordinator.

<b>Vehicle Movements on Show days</b>	<b>NO VEHICLES TO BE MOVED DURING SHOW FROM OPENING OF SHOW UNTIL 30 MINUTES AFTER CLOSE OF SHOW EACH DAY. SITE SPEED LIMITS MUST ALSO BE OBSERVED AND VEHICLE HAZARD WARNING LIGHTS ON WHILST MOVING</b>
<b>Show Opening/Closing Times</b>	Opens - 8:00am each day. Closes - 30 mins after the Evening Performance.
<b>Breakdown</b>	May commence 30mins after the last showing class occurs on Sunday 4th August. Trade stands must leave the site by 12 noon on Monday 5th August.
<b>Site Vacation</b>	Site must be vacated by 12 noon on Monday 5 <sup>th</sup> August 2024. Site must be left clean and tidy.
<b>Trade Stand Waste</b>	All waste produced by the trade stand is the responsibility of the trade stand and they are responsible for removing from site for recycling where possible
<b>Sub-letting of Trade Stand space</b>	Sub Letting is not permitted under any circumstances

Equifest reserves the right to allocate appropriate sites. Equifest also reserves the right to change an allocated site if it is deemed necessary. If Equifest allocates a different site applied for or changes an allocated site, Equifest will not be required to refund any payments.

#### Health and Safety Risk Assessment:

I have completed a thorough health and safety risk assessment - including the build-up, live event and breakdown of my stand and cover all activities we will undertake.

Yes

No

*Examples: Manual handling, vehicle movement slips/trips and falls/ work at height/ Control of Hazardous Substances, fire, electrical, COVID etc. This is not an exhaustive list.*

#### Fire Risk Assessment:

Are the structures, walls, fittings and/or materials flame retardant? *As required by BS7157, BS 5438 and BS 476 part 7.*

Yes

No

I have completed a thorough fire risk assessment

Yes

No

#### Environmental Risk Assessment:

I have completed a thorough environmental risk assessment of how we deal with our impact on the environment and our waste

Yes

No

#### My stand will include:

A marquee, gazebo, or structure for your stand - *If so, state the size here:*

Yes

No

Staking or pinning of any structure or flag into the ground

Yes

No

Excavation or digging in or around the stand? (Only permitted if prior written consent from the Equifest has been granted)

Yes

No

Portable generator (Only permitted with prior consent by Equifest. Generators must be switched off by 11pm each night.)

Yes

No

LPG gas unit

Yes

No

#### Health & Safety Declaration:

##### I declare:

We will ensure our trade stand is erected in the correct manner, is secured down sufficiently, and is fit for purpose

Yes

No

We will maintain our stand in a safe condition, free from any hazards that may cause fire or injury to others

Yes

No

We will ensure all exits and entrances are kept clear from obstruction at all times

Yes

No

We will not leave our trade stand unattended during show opening times

Yes

No

We will provide adequate fire extinguishers based on our activities

Yes

No

We will ensure all combustible materials are kept away from ignition sources

Yes

No

All portable electrical appliances have been PAT tested and labelled up with date of test	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any trade stand that has fixed wiring or gas installations shall have the current test certification to prove the integrity of the system, copy of certificate to be available for inspection if required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Each trade stand is required to take away with them all waste created by their sales, activities or left by their customers and where possible we request, they recycle all packaging waste. <b><u>THERE WILL BE NO WASTE SKIPS PROVIDED</u></b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
At all times during the build/breakdown, we will wear hi viz vest/jacket and any task specific PPE	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Working at height will take place using safe working practices including fall arrest systems if needed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Electrical power requests are suitable for the equipment we will be running	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Staff have adequate and appropriate training to carry out any tasks/activities required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All staff and contractors will abide by site rules at all times and follow instructions from the event organisers	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**If you answer NO to any of the above statements, without good reason, your trade stand application will be rejected**

<b>Checklist</b>	Public Liability Insurance (Min. £2,000,000)	Enclosed with this form	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Employers Insurance	Enclosed with this form	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Health and Safety Risk Assessment	Enclosed with this form	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Fire Risk Assessment	Enclosed with this form	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Environmental Risk Assessment	Enclosed with this form	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**Failure to enclose may result in your application being rejected.**

**2 x Vehicle Passes:** (FOC with booking)

Reg No. required Vehicle 1 \_\_\_\_\_

Reg No. required Vehicle 2 (if required) \_\_\_\_\_

During the show unless otherwise stated no vehicles are permitted to park behind or next to a trade stand, all vehicles must be parked in the allocated trade stands designated parking area or as directed by the Trade Stand Co-ordinator.

**1 x Caravan Pass** (FOC with booking): YES  NO

**Signed Declaration**

We have read, fully understand, agree, and accept our obligations of this Trade Stand Information and Declaration Form. We also accept that it is our legal and moral responsibility to comply with the relevant legislation and ensure that our own staff and others' Health & Safety are not put at risk by our actions (or in-actions) throughout the period of the show (build up, open periods and breakdown). We understand that we are responsible for the activities and Health & Safety of ourselves, our staff and any contractor working on our stand. We will make everyone connected with our trade stand aware of the potential risks present on site and will copy them with all health and safety documentation relevant to the show.

The Trade Stand Holder must also agree to follow and abide by any reasonable request from the show organisers.

<b>Responsible Person's Name:</b>		<b>Signature:</b>	
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<b>Responsible Person's Position in Company:</b>		<b>Date:</b>	
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# Trade Stand Booking Form

**Thursday 1st – Sunday 4<sup>th</sup> August 2024**

**Full payment is required to reserve your place.**



To secure your trade stand space email/post your completed booking form. Once received and accepted we will issue an invoice for the full amount of the trade stand. For cancellations a refund will be made if requested no later than **31st May 2023**. All refunds are subject to a 10% administration fee.

No refunds will be given after **31<sup>st</sup> May 2023**. Bookings are subject to availability.

PLEASE NOTE SPACES ARE STRICTLY LIMITED AND WILL BE ALLOCATED ON A FIRST COME, FIRST SERVED BASIS. NO PITCH IS CONFIRMED UNTIL FULL PAYMENT HAS BEEN RECEIVED

<b>Name of Trade Stand:</b>
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<b>INDOOR TRADE STAND AREA &amp; AREA E (Shell scheme) (Limited Availability)</b>	<b>All prices are excluding VAT</b>
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Total frontage (Minimum: 3 metres)	Total depth (Maximum: 3 metres)	Rate per metre square (£/m <sup>2</sup> )	Total £ (frontage x depth x £/m <sup>2</sup> )
		£17.50 Area E £50.00 Indoor Arena	

<b>OUTDOOR TRADE STAND AREA</b>	<b>All prices are excluding VAT</b>
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Total frontage (Minimum: 3 metres)	Total depth (Maximum depth: 6 metres)	Rate per metre square (£/m <sup>2</sup> )	Total £ (frontage x depth x £/m <sup>2</sup> )
		£15.00	

Electricity – Duration only	Quantity	Rate per each socket	Total £
13-amp single socket		£100.00	
13-amp double socket		£120.00	
16-amp blue socket		£130.00	

Advertising and Marketing	All print ready artwork to be supplied by client. Deadline <b>31<sup>st</sup> May</b> .	Advertising and marketing costs are to be paid at the time of booking.	Total £
Official show catalogue	Full page colour	£345.00	
	Half page colour	£220.00	
Branded banner placement 6m x 1m to be supplied by client	Collecting ring for Indoor Arena 1	£250.00	
	Outdoor walkways	£250.00	

Extra Vehicle Passes	Quantity	Cost per Pass	Total £
Car/ Caravan / Van		£5.00	
		<b>SUB TOTAL</b>	
		<b>VAT @ 20%</b>	
		<b>TOTAL</b>	

## Trade Stand Payment Information

**Name of Trade Stand:** .....

**Correspondence Details:** Completed booking forms can be emailed to [teresa@arenauk.com](mailto:teresa@arenauk.com) or sent via post to:

Equifest Trade Stands  
Arena UK Limited  
Allington Lane  
Allington  
Grantham  
NG32 2EF

**Payment:** An invoice for the full amount will be emailed on receipt of a completed booking form and relevant documents.

Once your trade stand is booked and the fee is received you have entered into a contract with the Equifest.

- I have completed the Trade Stand Information and Declaration form and Booking form.
- I understand that this booking is made in accordance with the Terms described in the Equifest Trade Stand Terms & Conditions. A copy of which I have read and understood.
- I understand that non-attendance for whatever reason does not release me from this contract.
- I understand that refunds will be subject to notice of cancellation being provided in writing to [teresa@arenauk.com](mailto:teresa@arenauk.com) on or before 31<sup>st</sup> May 2023 and no refunds will be issued after this date.
- I understand any refunds are subject to a 10% administration fee.

### THIS APPLICATION MUST PLEASE BE SIGNED BY THE TRADER

<b>Responsible Person's Name:</b>		<b>Signature:</b>	
<b>Responsible Person's Position in Company:</b>		<b>Date:</b>	

The information on this form will be kept by Arena UK Limited and Equifest and will only be used for legitimate business purposes. It will not be transferred to a third party unless required to do so by law. Our privacy policy can be viewed at [www.equifest.org.uk](http://www.equifest.org.uk)