Terms and Conditions 2027

Please read carefully. By submitting an application you agree to the terms below.

1. **DEFINITIONS –** In these terms and conditions the term 'Exhibitor' refers to any person, firm or company who has made application for and who has been granted exhibition space at the All England Jumping Course, Hickstead. The term 'Event' refers to the event detailed on the Exhibition Space Application Form. The term 'Organiser' refers to the organiser identified on the Exhibition Space Application Form or its assigns.
2. **EXHIBITOR PASS ALLOCATION –** Exhibitor passes will be allocated according to the size (frontage) of the exhibition space granted. Additional passes may be requested / purchased in advance of the event. Staff E-tickets can be requested and exchanged for wristbands. Vehicle passes, wristbands, and exhibitor manuals will be available to collect on arrival and will be allocated once full payment for the stand has been made. E-Ticket complimentary passes will be emailed prior to the event if full payment has been made.
3. **CANCELLATION OF EXHIBITION SPACE –** Once the Organiser has accepted the Exhibitor's contract by way of receipt or pro-forma, cancellation means that the Exhibitor will be obliged to settle in full for the exhibition space granted. Notification of such cancellation must be made in writing and posted via recorded delivery or sent by email with an acknowledge email returned from Hickstead. For the avoidance of doubt, the Organiser shall not be obliged to accept the Exhibitor's notice of cancellation. The date of cancellation shall be the date upon which the Organiser notifies the Exhibitor it accepts the Exhibitor's notice. Upon cancellation made in writing 60 days prior to the event, a 50% refund will be repayable on the total amount due.
4. **EXHIBITION SPACE AND EXHIBITS –** The Exhibitor must occupy the exhibition space allocated to them by the time of the show opening on the first day of the event. Should the Exhibitor fail to do so, they shall be deemed to have cancelled their exhibition space booking and the Organiser shall be entitled to offer for sale or reallocate such exhibition space, and the provisions of exhibition cancellation apply.
5. **TRADE VEHICLES – STRICTLY PROHIBITED FROM THE TRADE STAND AREA AND THE ROADWAYS BETWEEN THE HOURS OF 8.00AM AND 6.00PM. DURING SUCH TIME ALL TRADE VEHICLES MUST REMAIN PARKED IN THE AREAS ALLOCATED.**
6. **ELECTRICITY –** Orders for the supply of electricity must be made in advance, and a maximum supply of 500 watts per connection applies as a 3-pin 16-amp blue commando plug which will need an adaptor to a 13A trailing socket. The responsibility to ensure that all 240v circuits are protected by Residual Current Devices (RCDs) of 30mA sensitivity remains with the Trade Exhibitor. Those providing electrical equipment for their own use should ensure that each item is safe and well maintained prior to it being connected to a supply. THE USE OF GENERATORS IS STRICTLY PROHIBITED. The supply of electricity provided to exhibitions may not be utilised for the purpose of kettles, coffee machines or halogen lighting.
7. **WI-FI –** Wi-Fi is free to traders and we work very hard to ensure this is as stable as possible. We understand that you may want to bring your own communication devices / Starlink, this however can cause congestion in the networks and if we believe that you are causing interference for other traders, we

reserve the right to turn off your equipment or share your connectivity with the affected traders in your vicinity until the situation is resolved.

8. **BUILD UP –** Trade Exhibitors may obtain access to the showground to begin the build of their exhibition two days prior to the commencement of the event. Exhibits are to be ready and presentable by 9.00am on the first day of the show. Trade Exhibitors wishing to gain access to the showground prior to this must notify the organisers in advance to obtain authorisation to do so.

9. **OPENING TIMES –** Exhibitions must remain open for trading between the hours of 9.00am and 30 minutes following the completion of the last class in the International Arena. The Trade Stand Manager will decide when the movement of vehicles, within the showground is allowed. Those caught driving in and out of the showground outside of these times will be fined.

10. **SUB-LETTING –** The sub-letting of exhibition space is strictly prohibited, non-compliance will result in the exhibit being removed from the showground, and no refund will be given.

11. **INSURANCE –** The responsibility to provide insurance for the exhibition remains with the Trade Exhibitor (in addition to a minimum cover of £5,000,000 public liability).

12. **CANCELLATION OR CHANGE OF LOCATION OR DATE OF EVENT**

    a) In the event that by reason of any event outside the Organiser's reasonable control (including and without limitation, any strike, industrial action involving the Organiser's own work force or pandemic) the Event or any part thereof is prevented from being held in a particular location or on a particular date, the Organiser shall be entitled in its absolute discretion to cancel, relocate or change the date of all or any part of the Event or reduce the planned period for preparation, display or dismantling of the Exhibition and in such event any refund of payments to the Exhibitor shall be at the absolute discretion of the Organiser. Such a refund, if given, shall be a proportionate share of the balance of the aggregate exhibit fees received by the Organiser in relation to the Event, as the Organiser thinks fit after deducting expenses incurred by and reasonable compensation for the Organiser but in no case shall the amount of any refund to the Exhibitor exceed the amount paid by the Exhibitor nor shall the Exhibitor be entitled to review or audit any of the Organiser's financial records.

    b) The Exhibitor hereby acknowledges that should any of the circumstances referred to in paragraph (a) occur, he shall have no right to any refunds, damages, or expenses.

    c) Should the Event (or part thereof) be cancelled by the Organiser for commercial reasons, including without limitation, lack of support, then all payments made by the Exhibitor to the Organiser will be refunded, but the Exhibitor hereby agrees that in such circumstances they will have no further claim (whether for damages or otherwise) against the Organiser.

    d) RELOCATION OF EXHIBITIONS: The Executive reserves the right to relocate any exhibition should they feel it necessary to do so and without giving a reason.

13. **BREAKDOWN –** The movement of any trade vehicle is prohibited until at least 30 minutes following the completion of the last class in the International Arena. ALL EXHIBITIONS MUST BE REMOVED FROM THE SHOWGROUND WITHIN 2 DAYS OF THE EVENT FINISHING UNLESS PRIOR AGREEMENT IS MADE WITH THE ORGANISERS.

14. **DAMAGE –** Trade Exhibitors remain responsible for any damage caused by themselves or employees to the ground, trees, fixtures, fittings, or any buildings on the showground. In turn, Trade Exhibitors will be charged by the Organiser for any repairs that have to be made as a result of such damage.

15. **SALE OF GOODS –** The quantity and quality of goods sold from premises including temporary premises at the event will fall within the responsibility of the local Trading Standards Officers.

16. **SECURITY –** The Organisers accept no responsibility for the security of trade stands or exhibits and Exhibitors are advised to provide the necessary security. Security personnel are available to order by contacting WH Management Group on +44 (0)1889 500 164 / +44 (0)7989 414 848 / info@whmg.co.uk.

17. **LIQUID PETROLEUM GAS (LPG)**

    a) Those Trade Exhibitors utilising LPG must comply with HSE guidance notes CS4 "The Keeping of LPG in cylinders and similar containers". Further, LPG must be used in accordance with HSE guidance notes CS6 "The storage and use of LPG on construction sites".

    b) It is the responsibility of the Trade Exhibitor to ensure that no LPG cylinders are stored inside any structure. Indeed, LPG cylinders must be stored in such a way as to allow access to them at all times in case of an emergency. It is the responsibility of the Trade Exhibitor to ensure that all appliances must be connected to the cylinders through approved pipe work and numbers are kept to a minimum.

    c) All gas appliances must be examined and tested by a competent person and labelled or given a certificate indicating the examiner's name and the date of examination. Appliances will not be allowed to be used unless the appropriate examination and testing has been undertaken and the relevant certification obtained.

18. **STRUCTURE –** It is the responsibility of the Trade Exhibitor to ensure that static exhibits must be erected in such a way as to ensure they do not present a risk to any person prior to, during or following the event. The Organiser reserves the right to refuse any structures onto the showground that they deem unsafe.

19. **MERCHANDISE –** Trade Exhibitors shall not bring on to their stands or offer for sale any goods or services which bear the words "All England Jumping Course, Hickstead", or "All England Jumping Course", or "Hickstead", or "Dressage at Hickstead" or any other wording or phraseology which express or imply an association with, or the approval of Hickstead, or the associated sponsors of the event.

20. **MACHINERY –** It is the responsibility of the Trade Exhibitor to ensure that any plant or machinery used prior to, during, or following the event should be operated by an adult who is fully trained in its safe use. The person responsible for operating the machine must do so in a safe manner.

21. **TOMBOLAS / MARKET STALLS –** Tombolas and/or Market Stalls are strictly prohibited on the showground.

22. **FLYERS / CANVASSING –** Distributing flyers on cars or lorries in any of our car parks is strictly prohibited across the site. Trade stands selling subscriptions, memberships, free trials can only do so in or in front of their allocated stand, they should not stand in the way of the flow of visitors, or stop passers-by in the roads.

23. **TRANSMITTING EQUIPMENT –** The use of transmitting equipment (e.g., Radio microphones, two-way radios) is strictly prohibited on the showground during the event unless prior permission is obtained. The Organiser will require at least one month's notice detailing the frequencies, power, and the reasons for using the equipment. The Organiser reserves the right to limit the use of such equipment.

24. **RUBBISH / LITTER / WASTE –** It is the responsibility of the Trade Exhibitor to ensure that during the event their areas remain clean and free of rubbish. The Organiser will provide adequate waste bins and will arrange for the disposal of rubbish during the event. Exhibitors are responsible for cleaning their stands before opening each day. Any cardboard boxes must be flattened and stacked in a neat pile outside of your trade stand ready for collection each evening. Mixed rubbish and plastics should be bagged and placed into one of the grey bins provided. At the end of each show, please ensure that your marquees are left completely clear, with any rubbish either taken away, stacked in front of your marquee, or placed in the bins provided. Any items left will be disposed of and a charge made to the exhibitor.

25. **SIGNS –** All exhibitors must display in a prominent position and in a professional manner their trading name, address, and telephone number.

26. **INDEMNITY –** I/We agree to indemnify Hickstead Ltd., the All England Jumping Course and all associated sponsors against any claim or loss of expense as a result of my/our attendance of the event.

27. **DISCOUNT –** A discount of 10% is offered to exhibitors applying to attend both The Al Shira'aa Hickstead Derby Meeting and The Agria Royal International Horse Show. Such applications must be made together with full and current payment made within 21 days of invoice in order to qualify for the discount.

28. **DOGS –** All dogs must be kept on leads at all times. The event organisers possess the right to remove any dog from the showground that is considered to be causing a nuisance. Owners shall be held liable for any harm or damage caused by their dog. Dogs are not permitted to be left in cars at any time on the showground.

29. **DRINKING WATER –** Only the water that is marked 'safe to drink' should be consumed.

30. **STAND SIZE –** The exhibitor must have purchased adequate space for the amount of stock / staff they bring to the show. Both stock and staff are permitted to stay within the perimeter of their site space and should not protrude out into the aisles or walkways.

31. **POWER WASHING OF LORRIES –** Horsebox companies occupying a space at any show are NOT to have their vehicles power-washed on their stands during the hours of 7.30am – 7.30pm or when there are horses warming up or competing. Please speak to the Trade Stand Manager to arrange an area for this to take place.

32. **EXCLUSIVITY –** We are unable to accept applications from exhibitors wishing to promote the supply / installation of equestrian surfaces and arenas. Hickstead will have the right to decline any application and to remove / close your exhibition site if you are promoting surfaces and/or riding arenas. Please make sure that your description in your application is accurate.

33. **THE EXECUTIVE – MAY IN ANY DISPUTE OR OTHER MATTER WHATSOEVER, ACT OR DECIDE IN ANY MANNER THEY THINK FIT.**