



Tattersalls
INTERNATIONAL
HORSE TRIALS
& COUNTRY FAIR

30 May - 3 June 2018

RATOATH, CO. MEATH

www.tatts.ie

Terms & Conditions

Applications

- Application Forms for a stand must be made by the **Closing Date of 30 April 2018**

• Full payment must be made with the Application. No booking will be accepted without the correct remittance.

- Units are sold in units of 3m wide (frontage) by 3m deep or 5m wide by 5m deep. These are tented units with flooring, PVC sides, back and split opening fronts. Lining, carpet and furniture can be ordered at extra cost. An additional ½ metre is allowed in front of the stand to display goods.

Catering and Own units are sold by metre frontage (length must include all hitches, tow bars and projections).

A 4m depth is allowed.

Exhibitors whose stand or goods go beyond their allocated size will be charged for the space at an additional €50 + VAT per square metre.

- Stands should be open for business from 11.30am – 5.30pm Thursday and 9.30am-5.30pm Friday to Sunday. No vehicles will be allowed on site after Thursday at 11am. (This applies even if you choose not to open your stand on Thursday) All goods must arrive prior to then or be brought in by hand. No unauthorised vehicle movement will be allowed once the event opens to the public.

- Parking passes for the exhibitor car park will be issued with each site booked. Vehicles can only be driven in before 9am and out after 6pm and must be in the allocated area before the public opening times. A CONTACT NUMBER MUST be put on the pass and displayed on view in case the vehicle has to be moved. This is vital for Health & Safety.

- Vehicles arriving at other times will be redirected to farther car parks.

- Electricity, if required, must be booked via the Application Form and paid in advance. There is a 16amp or 32amp supply. The use of generators is strictly prohibited.

- Exhibitors are required to submit a copy of their current Public Liability Insurance with their Application. Food traders must also submit a copy of their HSE Notification. Own units must comply with Fire, Gas, Health & Safety requirements. No booking will be held until the correct documentation is received.

- Receipt of an Application Form does not necessarily guarantee a space. It is recommended that you submit your Application as early as possible to avoid disappointment. Preferred trading area can be indicated on your Application and where possible will be accommodated. Priority will be given to Event Sponsors* and previous exhibitors and then on a first come first served basis.

- The Organisers may exclude, at their discretion, any person or Company from trading/exhibiting at the Event. They also reserve the right to terminate any agreement and close the stand of any exhibitor who fails to comply with health & safety legislation, the Terms & Conditions or at their sole discretion without giving any reason therefore.

- **FULL TRADE STAND TERMS & CONDITIONS SHOULD BE READ BEFORE COMPLETING YOUR APPLICATION**

**If you wish to discuss becoming an Event Sponsor or are interested in advertising in the arena or in the official programme, please contact Mary Lanigan - mlanigan@tatts.ie for full details and packages*

EVENT SCHEDULE

DATE	SCHEDULE	OPENING HOURS
30th April 2018	Closing Date for Applications	
30th May 2018	Trade Stand Set Up Entry via Ratoath Gate. Stock vehicles that are to be permanently parked placed in lower parking area.	Access from 8.30am
31st May 2018 EVENT OPEN	Dressage Competition Free entrance to public. Evening racing at Fairyhouse. Parking in Exhibitor Car Park before 11am. If you opt not to exhibit this day you must set up beforehand or after 6pm.	11.30am-5.30pm
1st June 2018 EVENT OPEN	2* and 3* Dressage. 1* Cross Country Competition. Fun Fair and Attractions. Picnic Area open. Parking in Exhibitor Car Park before 9.30am. No vehicle access to the shopping village between 9am and 6pm.	9.30am-5.30pm
2nd June 2018 EVENT OPEN	2* and 3* Cross Country. 1* Show Jumping in Main Arena. Fun Fair and Attractions. Picnic Area open. Parking in Exhibitor Car Park before 9.30am.	9am-6pm
3rd June 2018 EVENT OPEN	2* and 3* Show Jumping. CIC3 Cross Country. Fun Fair and Attractions. Hound Parade. Prize giving. Dismantle stands from 5pm. No vehicle access until 6pm.	9.30am-5pm

N.B. Provisional Schedule - subject to change

PARKING & ADMISSION

Vehicles in use by Exhibitors shall be parked in such area or areas as are designated by the Organiser. A Car Pass and mobile telephone number must be clearly displayed in case the vehicle is required to be moved. All Exhibitors vehicles must enter via Ratoath gate.

Access to the Exhibitors Car park must be before 9am as no vehicle can be allowed through the site once the event has opened to the public. Similarly, exit from the car park must be after 6pm. Please try to park courteously. Vehicles arriving outside these times will be redirected to a farther car park. Vehicles without the correct passes will be expected to park in the public car parks and pay the normal admission charges. No refunds will be given under such circumstances.

Stock vehicles and vehicles which will NOT be moved during the event can park at the lower end of the tented village. Exhibitors taking 5m x 5m stands may also park a stock vehicle behind their stands providing it is no longer than the stand and no wider than 3m

Vehicle passes and wristbands are issued as below. All occupants of the vehicle must also have a wristband or the full admission fee will be charged which is non-refundable. If you will need extra, please request in writing and they can be allocated to you within reason.

PASSES & WRISTBANDS

3m x 3m Tented Unit	1 Vehicle Pass	2 Exhibitor wristbands
5m x 5m Tented Unit	2 Vehicle Passes	4 Exhibitor wristbands
Own Unit/Catering (up to 4m)	1 Vehicle Pass	2 Exhibitor wristbands
Own Unit/Catering (over 4m)	2 Vehicle Passes	4 Exhibitor wristbands

Terms & Conditions

Definitions

The "Event" means The Tattersalls International Horse Trials and Country Fair to be held at Tattersalls Ireland, Ratoath, Co. Meath on 31st May - 4th June 2018.

The "Organiser" means Tattersalls Ireland.

"Exhibitor" or "The Exhibitor" or "Trader" means any person or body who enters into an agreement with the Organiser to exhibit in the tented village at or otherwise take part in the Event and includes all employees or agents of such. This includes but is not limited to own units, concession, retail and tented units.

A "Stand" means the ground space within the site allocated to the Exhibitor by the Organiser for the purpose of taking part in the Event.

The "Site" means the area designated within Tattersalls Ireland Sales Complex at Ratoath, Co. Meath and its parking areas to the extent as defined by the Organiser.

"The Fee" or "The Licence Fee" means the fee or fees payable by the Exhibitor and stipulated in the Stand Application Form and being the appropriate fee for the choice of Stand chosen by the Exhibitor.

1. Payment

The Exhibitor shall pay to the Organiser the appropriate Licence Fee together with V.A.T. at the current Irish Vat rate not later than 30th April 2018.

A payment of 50% of the Fee plus V.A.T. can be paid as a deposit to secure a place. Payment of the balance (if any) plus V.A.T. of the Fee not later than the 30th April 2018 ("the Due Date") If an Exhibitor fails to pay the amount due to the Organiser by the due date the Organiser has the right to withdraw the offer of a Stand. All sums already paid will be forfeited and the balance of the Licence Fee shall also become due and payable to the Organiser forthwith

2. Cancellation by the Exhibitor

The Exhibitor will be liable for 50% of the fee payable as indicated on the application form if they cancel before the 1st May 2018. If however, the stand is re-let, a refund will be made less a €50 administration fee. The Exhibitor will remain liable for the full amount of the fee payable as indicated on the application form if they cancel after the 1st May 2018.

3. Postponement, Abandonment, Strikes

The Organiser will not in any circumstances be liable for any loss sustained by any person consequent on a decision by the Organiser either to change the dates, times of or postpone the Event for any reason it may decide in its sole discretion or by reason of a strike or Force Majeure.

If the event is cancelled or abandoned before the conclusion a logical proportion of the site fee will be refunded (see below). However, there will be no refund in respect of any tentage, optional extras such as electricity connection, which is already on site and has been erected or installed on behalf of the exhibitor.

Exhibitors are recommended to insure for losses incurred by cancellation or abandonment.

Refund in the event of cancellation by the Organiser

Cancellation prior to start of 1st Day 80%

Cancellation prior to start of 2nd Day 70%

Cancellation prior to start of 3rd Day 50%

Cancellation prior to start of 4th day 20%

4. Acceptance

The Organiser reserves the right to refuse to allocate a Stand without stating its reason for doing so. The Organiser also reserves the right without giving any reason therefore to terminate at their sole discretion and exhibitor/sole trader agreement in advance of or during the event. Applications which are not successful will be returned within 21 days of receipt.

5. Dates & Opening Hours

The tented village will be open to the public from Thursday 2nd to Sunday 3rd June 2018.

The Event gates will open to visitors at 8am to 7pm daily. The tented village will trade from 9.30am-5.30pm each day (11.30am on Thursday) Stands must be open and manned by at least one competent adult representative of the Exhibitor at all times during tented village trading hours.

6. Occupation of Space

A Stand must be occupied and ready for business from 11am on Friday 1st June 2018 failing which the Organiser may re-let the space and all monies paid by the Exhibitor to the Organiser will be forfeited. No Exhibitor may occupy any space other than that allotted by the Organiser. All ropes, tow bars, pegs, signboards, fascias and all other objects must be contained within the boundaries of the Stand

and must not encroach on adjoining open space. A Stand must be in the name of the company or the individual to whom it has been allotted. No Exhibitor may sub-let, divide, assign or share any Stand allotted with any other person without written permission. No Exhibitor will be allowed to place goods or materials more than 1/2 metre in front of the allotted space. Under no circumstances are boards or banners to be erected elsewhere on the Site including the arena, cross country course, access roads or public roads. Board space may be booked with the Organiser and the appropriate fee paid. Any board or banner erected without permission will be removed or a fee charged. No exhibitor is permitted to distribute literature out of the confines of their stand including car parks, lorry parks, entrances etc. Any Exhibitor found doing so will jeopardise future applications and be charge for the collection of litter.

7. Stand Set Up

The Site will be open for the reception of exhibits from 9.00am to 6.00pm on Wednesday 30th May 2018 only. All exhibits must be brought in during this period only. Exhibitors, their staff, contractors and their vehicles must only use the entrances and exits specified. No vehicle access to the tented village once site is open to the public. Vehicles must be removed to designated parking areas before the event starts. No vehicles will have access to the tented village after Wednesday 30th May 2018. Any exhibitors needing access to the site to restock stands thereafter must apply directly to the Organisers. Access will be given during designated times only and only with prior approval. Units positioned on the cross country course and/or outside the tented village should apply to the Organisers for set up times.

8. Stand Breakdown

Exhibitors in the tented village may break down stands from 5.00pm to 8.00pm on Sunday 3rd June 2018 or after the last class presentation if later. Vehicles will be allowed onsite after 6.00pm on Sunday 3rd June 2018 if the competition is completed. Any stands needing access to Tattersalls after Sunday 3rd June 2018 to break down stands must gain permission from Organisers to gain access to the site. Units positioned on the cross country course and/or outside the tented village should apply to the Organisers for exact break down times.

9. Electricity & Gas

All electric wiring and installation work may only be carried by a nominated electrical contractor and at the Exhibitors sole expense. No private generators may be used anywhere on site except exceptional circumstances as agreed by Organisers. Exhibitors will be solely responsible for ensuring that all electrical appliances and services to or on or supplying its Stand have been tested and certified as fit for safe use and all Exhibitors shall be responsible for making its supply point safe and inert before dismantling its Stand subject to the right of the Organiser to require the Exhibitors Contractor to switch off or disconnect any supply which appears to be unsafe or in need of attention. Power requirements are to be indicated on the application form and will be charged accordingly. No 13 amp or domestic plugs will be allowed. Electrical goods should be fitted with a 16 or 32 amp plug. All vendors must agree to pay a €150 service charge in the event of the electrician being called to your stand for a problem that is not caused by the onsite electrical supply. All gas units will be subject to a gas soundness test on site. An independent contractor will carry out this test. The cost of this will be charged directly to the Exhibitor by the contractor. The cost of any necessary repair work required in order to pass this test will also be charged to you.

10. Health and Safety and Fire Precaution

Exhibitors shall comply fully with the requirements of the Safety Health and Welfare Act, 2005 as same has been amended and extended and Exhibitors shall take all steps necessary to ensure that the site allocated and occupied by an Exhibitor and all works or constructions thereon and the use made thereof complies fully with and is in accordance with the requirements of the foregoing Legislation and will be liable to fully indemnify the Organiser in respect of any breach of such Legislation or any other Statutory requirement ancillary thereto. Exhibitors must ensure the unit is flame retardant. All exhibitors should have a first aid kit.

Fire safety officials will close down stands that do not comply, without exception. Please ensure your fire extinguisher(s) are up to date, as these will be checked. No naked flames or candles. Food traders must comply with all local environmental health office regulations and all emergency health and safety requests from medical safety officer.

11. Security

There will be overnight security in operation daily from 6pm however the Organiser will not be responsible for the security or safety of exhibits or of any personal effects, tools of trade or other items belonging to Exhibitors their staff, the general public or any contractor employed or permitted to be employed

by an Exhibitor or any structures on their stand. The protection of such items, articles and goods will be the sole responsibility of the Exhibitor or the owner or possessor of any such items.

12. Insurance

An Exhibitor shall effect adequate Third Party insurance in respect of death or personal injury or loss or damage to property or to employees, directors, agents, visitors or contractors who may be in or about the allocated site caused directly or indirectly by the Exhibitor or his servants, agents, contractors or licensee and such insurance shall also provided full indemnity for the Organiser against all claims made by any person against the Organiser in respect of any such loss sustained through damage to any property or injury to any person and shall lodge with the Application Form a letter from its Insurer confirming that such insurance is in place covering a period of at least one month before and three months after the date of the Event.

13. Produce

Food traders must preferably use Irish organic produce where possible and ensure all meats are traceable and Irish where applicable. Food traders, particularly ones selling perishable products, should make themselves aware of the Food Hygiene Legislation such as statutory temperature controls in selling, displaying and transporting foods, best before dates, correct labeling in English. Exhibitors should not sell any type of foods other than those for which they are registered and have applied to sell. Tattersalls reserves the right to prevent you selling goods not listed on your application. The level of quality & freshness of goods for sale is paramount. No herbal highs or drugs can be sold. No alcohol or cigarettes can be sold without permission from Tattersalls. All pre-packed food must have a list of ingredients in English and a best before date clearly marked. The level of quality & freshness of goods for sale is paramount. Prices of produce for sale must be displayed in euro and ingredients must be clearly listed in English. Price lists/menus must be clear and easily read.

14. Tidiness

Exhibitors will at all times keep their Stands and the space in front of their Stands clean, tidy and un-obstructed. All litter must be placed in bins provided on site.

15. Hygiene

All food traders must have hand washing facilities with hot and cold running and must have required number of wash up sinks with hot and cold running water where applicable. Traders are required to use dedicated toilet facilities. Traders must comply with HSE & HACCP regulations.

16. Site Preparation

Each Exhibitor must report on arrival to the "Organiser" to be shown the exact site allocated. All contractors must similarly report to the Organiser to ensure that all structures are correctly sited. If this procedure is not adopted the Organiser reserves the right to dismantle and remove any stand not complying with these regulations. Units must be adequately weighted. The Organiser or its stewards and officials will not nor be deemed to act as agents between Exhibitors and their contractors or enter into any discussion or dispute between them. The breaking of ground and the digging of holes may be permitted in open spaces outside any building within the site. Any request of this nature will be subject to the consent and requirements of Tattersalls Ireland and must be submitted in writing to the Organiser not later than the 30th April 2018. The Exhibitor at the Exhibitor's expense if so permitted by Tattersalls Ireland will be liable for making good all ground so disturbed or damaged and to do so to the full satisfaction of the Organiser. The Exhibitor will be responsible for ensuring that no damage is caused to the shrubbery, trees, ground, fixed objects, furniture, fittings or fixtures located within the overall site. Any such damage shall be fully repaired by the Exhibitor at the Exhibitor's expense. Failure to comply will incur a minimum charge of €300 or the actual cost involved if greater. Exhibitors must cooperate fully with all officials, staff and security.

17. Sumps and Waste

Exhibitors who propose to use turf, bales, stone, logs or other material of a like nature which may require to be disposed of must contact the Organiser's Office and arrange a system for disposal of such material or any waste arising in the interest of the public. Clearance of the Stand space and the reinstatement of disturbed ground is the sole responsibility of the Exhibitor. Failure to comply will incur a minimum charge of €300 or the actual cost involved if greater. Food traders must be aware of the current Irish food waste legislation and all HSE and HAACP regulations. All food waste MUST be disposed of separately to general waste in the bins provided. Exhibitors wishing to exhibit water containers on the ground must apply to the Organiser for permission to do so. Water may only be disposed of in accordance with instructions given by the Organiser.

18. Liability

An Exhibitor shall also indemnify the Organiser against any and all loss, costs, expenses and liabilities caused, whether directly or as a result of the action, claim or demand of any person including an Exhibitor or an Exhibitor's servants, agents or sub-contractor arising from accident or fire caused by the Exhibitors machinery or exhibits or other property of the Exhibitor or in his/her/its possession or use or any servant or agent of his/her/its and from the breach by the Exhibitor of the terms and conditions of this agreement or by the negligence of an Exhibitor its servants, agents and contractors howsoever caused and shall maintain by way of such indemnity in force for the purpose of this agreement a policy of insurance providing such indemnity and shall confirm same by an appropriate letter of confirmation from the Company issuing such insurance and submitted with the Application Form. Exhibitors must have relevant employee liability insurance in place and in date.

19. Trading

An Exhibitor so permitted by the Organiser may sell goods or trade at the allocated Stand and where permitted shall observe all Acts of the Oireachtas and all Statutory Regulations, other Regulations, Bye-Laws of the Local Authority or as required by the Revenue Commissioners or the Organiser or otherwise. Hand bills or leaflets may not be distributed other than at the Stand. Name boards and fascia signs must be in keeping with general standard, style and tenure required by the Organiser who has the right to require any Exhibitor to alter or remove any fascia board sign, advertising board or other sign as the Organiser may in its sole discretion decide. Tattersalls take no responsibility for trading levels during the event. No sound systems may be used on stands unless authorized. Exclusivity will not be offered to any exhibitor. No counterfeit goods or copyright protected goods can be sold.

20. Machinery

Demonstrations involving moving machinery or other live mechanical or electrical demonstrations are not allowed, except with the express written permission of the Event Director. All mechanical and electrical equipment used during demonstrations must be accompanied by all relevant certification which must be produced for inspection on request.

21. Documentation

- Exhibitors must have relevant insurance certificate, both employers and public liability, within their stand at all times.
- PAT & RECI certification is required where relevant.
- Food traders must have necessary HSE notification on display at all times.
- It is the responsibility of the food trader to comply with all food safety legislation.

22. Auctions & Collections

No auctions are permitted within the complex unless previously agreed by the Organisers. Appeals and raffles charitable or otherwise will not be permitted unless previously agreed by the Organisers.

23. Official Programme

The Organiser shall have the right to issue an official programme, but in that respect the Organiser shall be under no responsibility for any omissions, misquotations or other errors which may occur in any such programme.

24. Regulations

In the event of a breach by an Exhibitor of any of these Regulations, the Organiser will have a right to cancel the agreement between the Organiser and any such Exhibitor and to eject such Exhibitor its employees, contractors and goods from the site without incurring any liability to the Organiser in any way whatsoever in consequence of such action nor shall such ejection release the Exhibitor from any payment or other obligations for which such Exhibitor may still be liable. If the Exhibitor employs an agent or sub-contractor the Exhibitor will be and will remain responsible to ensure that the agent or sub-contractor complies with the terms and conditions of these regulations.

25. Interpretation

The Organiser reserve to itself the sole and absolute right to interpret these Regulations and to arbitrarily settle and determine all matters, questions or difference in regard to or otherwise arising out of or connected with or incidental to the various matters referred to in these Regulations and their application and in that respect the decision of the Organiser will be final in all respects.

26. Jurisdiction

This agreement shall be deemed to have been made in the Republic of Ireland and shall be construed with the laws of the Republic of Ireland.

