



TRADESTAND APPLICATION FORM

Tetworth Hall,
Nr Gamlingay, SG19 2HU

COMPANY/TRADING NAME:	
CONTACT NAME: (Title, First Name, Last Name)	
ADDRESS:	
COUNTY:	POSTCODE:
TEL NUMBER:	MOBILE NUMBER:
E-MAIL:	WEBSITE:

EXHIBITORS

New applications are accepted only on approval by our Tradestand Committee.
Please give details of other Shows you have attended in the last year.

Please include photos of your stand set up and/or products you intend to sell/promote.
Failure to do this may impede your chances of being selected to have a stand with us.

DESCRIPTION OF PRODUCTS AND/OR SERVICES TO BE EXHIBITED

FOR OFFICE USE ONLY	DATE RECEIVED		DATE PAYMENT BANKED	
BLOCK / STAND NO	STAND SIZE	PAYMENT RECEIVED	H&S QUESTIONNAIRE RECEIVED	STAND PLOTTED

TETWORTH HORSE TRIALS

PLEASE NOTE THAT A SPACE ONLY TRADE STAND IS THE GROUND ON WHICH TO ERECT YOUR OWN MARQUEE. SHEDDING COMES WITH A ROOF, SIDES AND FRONTAGE THAT CAN BE OPEN AND CLOSED. NO FLOOR IS PROVIDED UNLESS BOOKED SEPARATELY.

COMPANY/TRADING NAME:	Size		Price (£)	
	Frontage (m)	Depth (m)		
Open Space (per day) - £50 for 3m x 3m				
Shedded Stand (per day) - 3m depth £30 PER SQM (Minimum 3m x 3m)		3m		
Shedded Stand (per day) - 6m depth - £30 PER SQM (Minimum 3m x 6m)		6m		
			Quantity	Price (£)
Banner Rails - £65 per 3m rail Banner rails are 600mm in depth and available in a minimum length of 3m in multiples of 3m				
TICKET REQUIREMENTS				
			Quantity	Price (£)
Vehicle Admission Tickets	Each Stand receives 1 vehical pass FOC			FOC
Exhibitor Overflow Tickets	Vehical Admission Tickets (£15 Each) OVERFLOW CAR PARK			
Show Programme Advertising	Full Page - £150 + VAT			
	Half Page - £100 + VAT			
	Quarter Page - £75 + VAT			
Number of persons sleeping within your tradestand area Please supply this information for fire, safety and evacuation reasons.				
TOTAL AMOUNT DUE			£	+ VAT
I hereby apply to exhibit the items detailed in this application at the 2025 Tetworth Country Festival. I agree to abide by the rules and regulations issued by The organisers of Tetworth Country Festival. If accepted I agree to pay the total amount payable and exhibit at Tetworth Country Festival 2025. The information on this form will be kept by ADDO Events & the organisers and only be used for legitimate business purposes and will not be trasfered to a third party.				
Signed:				
Print Name:				
Company Name:				
Company Position:				
Date:				

<p>All applications must include the following:</p> <ul style="list-style-type: none"> Completed Application Form Services Booking Form (if applicable) Payment Form Show Guide Listing Completed Health and Safety Questionnaire 	<p>Please return completed applications to:</p> <p>Tetworth Horse Trials C/O Addo Events The Cottage Grove Farm NG12 3ED Tel: +447542 022620 E-mail: info@addoevents.com</p>
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SERVICES BOOKING FORM

Company/Trading Name:

On-Site Contact Name:

Mobile Telephone No:

I require an electricity supply to my tradestand to power the following appliances:

IMPORTANT INFORMATION

If you wish to specify the location of electricity points please supply a diagram with this Booking Form.

All electrical equipment used must be PAT tested (evidence to be available on request).

All power is supplied from generators and will be available from 12 noon on the day of arrival through to 7pm on the last day. If you require power for a longer period of time please contact a member of the team.

On booking electricity you will receive the following connection



This adaptor can be purchased for an additional £50



Any requests for electricity made after the 1st October 2025 will be taken at the discretion of the organisers and liable to a 25% surcharge

PLEASE NOTE ALL COSTS ARE EXCLUDE VAT

ELECTRICITY REQUIREMENTS

SUPPLY	PRICE	NUMBER REQUIRED	TOTAL COST
13 amp Single socket	£85	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
13amp Double socket	£95	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
16amp Blue Socket	£110	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Adapter	£60	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

FURNITURE REQUIREMENTS

ITEM	PRICE	NUMBER REQUIRED	TOTAL COST
Chair(s)	£5	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
6ft Table(s)	£8	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

FLOORING REQUIREMENTS

PLEASE TICK THIS BOX IF YOU **DO NOT** REQUIRE FLOORING

ITEM	PRICE	SIZE OF TRADE STAND	SQM REQUIRED	TOTAL COST
Wooden Flooring	£8 SQM	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

TOTAL COST OF ELECTRICITY/FURNITURE/FLOORING REQUIREMENTS £ + VAT

For Office Use Only

2025 Black/Stand No.

SHOW PROGRAMME & WEBSITE

Included in the cost of your stand fee is a listing within the tradestand section of our Festival Programme and website to include Name and Website (if you dont have a website please leave a phone number).

For information on advertising within the programme refer to the website or contact info@addoevents.com

For your free listing please complete the following section:

Tick if you would like us to use the same contact information as already given

Alternatively please complete the following:

Company/Trading Name (Please state name as you wish it to appear in the programme):

Website:

E-mail / Phone Number:

Facebook:

Instagram:

Description about your company to be included in social media (please include any images) (Max 50 words)

PLEASE TICK ONE OF THE BELOW CATEGORIES THAT BEST SUITS YOUR COMPANY CLASSIFICATION

- | | |
|--|---|
| <input type="checkbox"/> Agricultural Machinery
<input type="checkbox"/> Animal Feeds, Health, Equipment and Services
<input type="checkbox"/> Art and Culture
<input type="checkbox"/> Auctioneers and Estate Agents
<input type="checkbox"/> Bags, Hats and Accessories
<input type="checkbox"/> Banking and Financial Services
<input type="checkbox"/> Charity
<input type="checkbox"/> Clothing and Knitwear
<input type="checkbox"/> Conservation and the Environment
<input type="checkbox"/> Craft
<input type="checkbox"/> Education and Training
<input type="checkbox"/> Equestrian Clothing, Equipment and Services
<input type="checkbox"/> Fencing and Gates
<input type="checkbox"/> Food & Drink
<input type="checkbox"/> Footwear | <input type="checkbox"/> Forestry and Related Industries
<input type="checkbox"/> Fuel and Energy (non renewable)
<input type="checkbox"/> Gardening, Garden Furniture and Equipment
<input type="checkbox"/> Gifts, Toys, Games and Novelties
<input type="checkbox"/> Healthy & Beauty
<input type="checkbox"/> Holidays, Leisure, Hobbies and Tourism
<input type="checkbox"/> Home Improvements and DIY
<input type="checkbox"/> Household Goods, Services and Furnishings
<input type="checkbox"/> Jewellery, Clocks and Watches
<input type="checkbox"/> Livestock Breeding and Breed Societies
<input type="checkbox"/> Motor Vehicles and Accessories
<input type="checkbox"/> Outdoor Clothing
<input type="checkbox"/> Publications, Books and Prints
<input type="checkbox"/> Renewable Energy
<input type="checkbox"/> OTHER - PLEASE STATE |
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TRADE EXHIBITOR PAYMENT FORM

TRADE WITH US TWICE 2026 DEAL

As this is the first year Tethworth Horse Trials is taking place we are offering a deal to trade with us at our first event 25th - 26th October 2025 and our second event 4th and 5th April 2026.

If you wish to trade at one or both of our events, please indicate below.

We/I would like to trade at:

25th - 26th October 2025

4th and 5th April 2026

Both Events

Company/Trading Name:

Total Trade stand (EXC VAT) Due: £

Total Services (EXC VAT) Due: £

SUBTOTAL: £

VAT @ 20% OF SUBTOTAL: £

TOTAL DUE INCLUDING VAT: £

PLEASE NOTE THAT YOUR APPLICATION WILL NOT BE CONFIRMED UNTIL FULL PAYMENT HAS BEEN RECEIVED. PAYMENT IS DUE IN FULL BY FRIDAY 3RD OCTOBER 2025.

PAYMENT BY BACS

Account Name: ADDO EVENTS LTD

Account Number: 38990597

Sort Code: 09-01-29

I will use the following payment reference:

Payment has been/will be made on:

All applications must include the following:

- Completed Application Form
- Services Booking Form (if applicable)
- Payment Form
- Show Guide Listing
- Completed Health and Safety Questionnaire

Please return completed applications to:

Tetworth Horse Trials C/O Addo Events

The Cottage

Grove Farm

NG12 3ED

Tel: +447542 022620

E-mail: info@addoevents.com

HEALTH AND SAFETY QUESTIONNAIRE

This form is part of your application and therefore must be fully completed by all exhibitors / traders and returned with the rest of your application to the Festival Office. Where evidence is requested (i.e. Public Liability Insurance), this must be available for inspection at all times whilst on site. It is your responsibility to ensure that suitable and sufficient risk assessments are carried out to cover your operations and activities at our Festival. You are also required to consider the risk of fire within your stand / structure.

Failure to comply with reasonable health and safety precautions, may result in you being removed from the site. All staff on site during the Festival should be fully briefed on all Health and Safety matters.

Company/Trading Name:
Name of On-Site Contact:
Emergency On-site Telephone Number:
Name of Over Night Emergency Contact:
Emergency Over Night Contact Number:
Please provide a description of the product(s) on display and / or activities taking place. Please include the intended size and structure of your stand / unit:

INSURANCE

Do you hold Public Liability Insurance to cover your attendance at the Show? (Please enclose a copy with your application and ensure you bring a copy with you on your stand)	YES	NO
Name of Insurer:		
Amount of Cover:		
The Policy Term (Date from - Expiry Date):		

RISK ASSESSMENT

Have you completed a full and thorough risk assessment covering your stand / structure set up, break down and the operations you intend to undertake? A copy of this risk assessment must be included in your application. This must include (but not limited to): Vehicle movements, erection of marquee / stand, work at height (including the use of ladders), use of machinery, manual handling, slips, trips and falls, hazardous substances, adverse weather conditions, risk of fire etc. You must hold a copy of all your health and safety forms on your stand for the duration of the festival.	YES	NO
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GENERAL

Do you intend to dig, excavate or pin into the ground to such a depth that you may come into contact with underground services such as cables or pipework? If yes, please contact the Festival Office for advice on procedures.	YES	NO
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CATERING

If you are providing catering (food/drink) are you registered with your local authority?	YES	NO
Name of authority registered with:		
Please state the food hygiene rating you have been awarded, and the trading name under which the hygiene rating is published on the Food Standards Agency Website:		
Will you be selling or sampling alcohol? (If so, have you obtained a TENS licence from Cambridge City Council)	YES	NO

HEALTH AND SAFETY QUESTIONNAIRE (CONT)

FIRE ASSESSMENT

Exhibitors must ensure that all upholstered furniture, curtains, drapes, tents and marquees are fire retardant, or have been treated to give some fire retardancy. All fabric must meet an appropriate fire performance. Further guidance can be found in BS 7837. Failure to comply with this rule will lead to closure of the stand until the relevant item has been removed.

Are the structures, roofing, walls and fittings of your stand / unite flame retardant?	YES	NO
Where necessary, are sufficient directional signs displayed indicating escape routes? Do they comply with current regulations?	YES	NO
Will exits be maintained and kept unobstructed at all times?	YES	NO
Do you have an adequate number of fire extinguishes / fire blankets available for easy use?	YES	NO
Has your firefighting equipment been tested in the last 12 months?	YES	NO
Have your staff been made aware of what to do should an incident occur? Do they know how to raise the alarm, evacuate the stand / unit and operate the firefighting equipment supplied?	YES	NO
Have you identified all ignition sources and ensured they are kept away from combustible / flammable materials?	YES	NO
Do you have sufficient refuse bins and ensure all refuse is kept away from your stand/unit?	YES	NO
Have any portable appliances been PAT tested by a qualified person in the last 12 months?	YES	NO
Are you aware that generators are not permitted on site?	YES	NO
Are you aware that you must not stock certain items such as: fireworks, garden flares, candles?	YES	NO
If staff are sleeping with the stand / unit, is a working smoke detector fitted and, are exit routes maintained throughout the evening/night?	YES	NO
Will you be using LPG gas within the confines of your stand / unit?	YES	NO

If you answered 'Yes' please answer the following questions below. If you answered 'No', please skip to the declaration.

Do you have inspection / gas safety certificates for your appliances / pipework and are all hose connections made with "crimped" fastenings? (Evidence of this must be available during the Festival)	YES	NO
Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?	YES	NO
Are appliances fixed securely on a fire non-combustible heat insulating base and surrounded by shields of similar material on three sides?	YES	NO
Are the cylinders located away from entrances, emergency exits and circulation areas?	YES	NO
Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	YES	NO
Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?	YES	NO
Do you ensure that only those cylinders in use are kept on your unit/stall? (Spares should be kept to a minimum and in line with any specific conditions for the event)	YES	NO
Is a member of staff appropriately trained in the safe use of LPG, present at all times?	YES	NO

If you have answered "No" to any of the above questions, please provide details of the actions taken to avoid any dangerous situations arising.

DECLARATION: I/We hereby confirm that we will take all due care and diligence with regards to health, safety and fire risks on our stand/unit and, will have all requested documentation (see above) available for inspection whilst at the festival and, have informed all onsite staff (including any appointed contractors) of this assessment.

Date Completed:	
Stand/Unit Responsible Person:	
Signature:	

TERMS AND CONDITIONS

Trade Stands form a lovely retail village. The fee for a Trade Stand pitch is £50 + VAT for a 3m x 3m stand. Discounts are available to sponsors. For more information on sponsorship please contact the ADDO Events team on 07542 022620.

Applications for trade stands (especially shedding) MUST be received by 1st September 2025. If shedding applications are not received by the deadline, there will be a £100 penalty charge. The deadline for your payment, for all applications, is 30th September 2025.

Trade Stands must be erected on the days and time already stated. You will be sent full instructions prior to this and entry will be well signposted. Pitches and shedding will be in a pre-ordained plan and you will be shown your spot on arrival. No specific onsite security will be provided. However, there will be contractors and other traders staying overnight on site.

All exhibitors/trade stands are responsible for the safety of their own stands and the risk that they may pose to other persons within the allocated space or immediate surrounding areas. They must ensure they have complied with all statutory legislation regarding testing of equipment (including their own fire extinguishers), training of staff and erection of equipment. These requirements will be monitored by the Health and Safety Steward and the Organiser.

The exhibitors/trade stands are responsible for all product liability in line with their statutory duties under trade description legislation. Trade stands selling or sampling food and/or drink must be aware of and comply with all food hygiene and safety regulations.

It is recommended by British Eventing that all Trade Stand owners ensure they are covered under their own Third-Party insurance for any foreseeable risks.

Please note we are always over-subscribed by food retailers and we reserve the right to choose which food retailers attend our events (it is not first come first serve).