

Trade Stand Guidance for Pony Club Events

From time to time at our events Club and Sports may wish to invite local and national companies to attend to promote and sell items in support of our members and visitors

All potential Trade Stands are to go through fundamental checks before attendance, these include.

- Public/ Product Liability Insurance
- Employers Liability Insurance
- Where applicable Professional Indemnity
- Statutory training for Staff on suitable topics before the event or activity begins.
- Those who are catering businesses will require Food Hygiene Certificates from the relevant Council Authority before attendance.

The Contractors Assessment will be able to assist with recording and gathering other relevant data to support Risk Assessment, this can be found on the Pony Club Website. The location of the document is [Health and Safety> Risk Assessments](#).

Attendance and Build

Individuals and companies who are attending will need to undertake their own Risk Assessments for the trade and activities or products which they are promoting. This will support advising the spacing requirements between stands and the nature of the activity/ product. It is advised that where Vehicles are used as the Trade Stand the adaptation of the Parking Guidance in the [Vehicle Movement Guidance](#). The purpose is to best keep safe members, visitors, volunteers/ officials, and other parties, especially in the event of a fire.

For those building their own Trade Stand, this will be monitored and structures may be inspected to identify weaknesses and hazards, they are required to submit Risk Assessments and Method Statements for building the Stand in support of Safety for those involved in its creation and those on site. Individuals and companies are to comply with legislation relevant to their business and take all reasonably practical steps to safeguard their employees and those who may be affected by what they do. Stands with identified Hazards must resolve these and they may be removed from the site to prevent injury or harm to those in the area.

Should they be needed a template Risk Assessment may be sourced from the Pony Club Risk Assessment page on the [website](#).

Where an Exhibitor or Trade Stand occupier employs an outside contractor to erect or dismantle their exhibition or stand, they are responsible for ensuring they have agreed methods of construction/dismantling and that the contractor has suitably

trained and competent staff. They must also ensure the contractor has all relevant insurance.

When engaging a catering provision the Trade Stands are to adhere to the Pony Club [Catering guidance](#).

Attendance

All exhibitors are responsible for the safety of their own stands and the risks that they may pose to other persons within the allocated space or immediate surrounding areas. They must ensure they have erected their stand safely. This is subject to monitoring by Pony Club Officials.

Pony Club UK reserves the right to refuse any contractor or sub-contractor who they believe will not work to the standards required or comply with their statutory duties.

Pony Club UK reserves the right to stop proceedings where they believe the health, safety, and welfare of persons are being compromised.