



## **Contractor Site Rules 2024**

1. Please keep to the roads and tracks at all times. Driving on the grass is strictly prohibited, unless specifically authorised by the Site Team.
2. In order to prevent damage to the turf and subsequent inconvenience to the public, no vehicle may at any time be driven in front of stands (shop fronts). All setting up, supply and staff access *must be from the rear only*.
3. Due to the number of underground services throughout the site, no pegs/pins/staples or any other device driven into the ground may be used without the express permission of the Site Team, who can be contacted on the numbers below.
4. No structure, be it tent, marquee, pavilion or exhibition unit should be placed on the site without the acknowledgement of the Site Team, who will ensure that it is placed in either (1) the correct location or (2) a location that will not hinder other contractors or exhibitors.
5. The Health & Safety at Work Act, and the Provision and Use of Work Equipment Regulations apply here. If you are in doubt about how these affect you, contact the Site Team on the numbers below.
6. Be aware of forklift trucks and other plant moving on the site – their visibility may be obstructed.
7. Accidents and ‘Near Misses’ should be reported to your foreman/team leader and the Site Team without delay.
8. Please bag your litter and place it in the bins and skips.
9. Dogs should be on a lead at all times.
10. The speed limit throughout the site is 10 mph.
11. **Drones:** If you should spot a drone of any sort flying over the Site during the run up to or during the Event, please report to Harry Verney or Roddy Macgregor.
12. **Cable Ties:** The use of cable ties should be restricted to a minimum. Any used or broken cable ties must be carefully removed during break-down of site.

**Harry Verney**  
**Site Manager - 07850 209795**

**Roddy Macgregor**  
**Assistant Site Manager – 07786 733902**

January 2024



Wednesday 8<sup>th</sup> – Sunday 12<sup>th</sup> May 2024

## CONTRACTOR REGULATIONS

*Please also see plan of area.*

### Access to Site

Access to the site is available from Monday 25<sup>th</sup> April. If you have any concerns about your build and strike down schedules, please contact our Site Manager, Harry Verney direct: 07850 209795. We reserve the right to impose restrictions on working in the interests of the maintenance of the Park and / or of other Contractors.

Arrival at Badminton is only permitted between the hours of 9.00 a.m. and 5.00 p.m. until Sunday 5<sup>th</sup> May, thereafter Monday 6<sup>th</sup> and Tuesday 7<sup>th</sup> May: 8.00 a.m. to 9.00 p.m.

**The best postcode for the Contractors Entrance is GL9 1AA or use What 3 Words: tributes.cubs.fury**

### Pre-Event Passes

No vehicle passes required prior to and including Sunday 5<sup>th</sup> May.

On Monday and Tuesday of the event week a vehicle with a **O(round)** label may freely access the whole Tradestand/Central area. All other vehicles, whether or not they have a **■(oblong)** label will be directed to a Vehicle Park outside the Tradestand Area unless a “**Temporary Service Vehicle**” pass(es) have been applied for. These Temporary Service Vehicle labels will be valid for Monday 6<sup>th</sup> May and Tuesday 7<sup>th</sup> May. NB: Contractors/Providers of Services are requested to ensure that their drivers/sub-contractors are aware of these arrangements and are equipped with “Temporary Service Vehicle” labels if required to access the Tradestand/Central area. If they do not have one of these labels, they will be liable to be charged £100 to gain access to the Tradestand/Central area which will be payable by card only. The cost will be refunded in full if the label is handed back at the gate when the vehicle leaves the area on the same day.

### On arrival

Enter the Park via the “Contractors’ Entrance”, which is between Little Badminton and Badminton Village and can be accessed by turning off the A46 at Dunkirk Cross Roads. Any queries, please telephone the Site Manager – Harry Verney - 07850 209795 or Horse Trials Office: 01454 218272 shortly before arrival so that someone can meet and direct you.

### End of Event

No inbound vehicles will be permitted to access Badminton Park 3pm – 6pm Sunday 12<sup>th</sup> May. There will be a one-way traffic order in place between the Park and Dunkirk Cross Roads.

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No movement of vehicles will be permitted within the Tradestand/Central area until after 5pm Sunday 12<sup>th</sup> May. NB: Trade exhibitors may start to pack up their stands from 5pm but may not move vans / lorries etc. until after 5pm. NB: *Inbound vehicles may arrive on site prior to 3pm but will be parked / stacked from arrival until after 6pm.*

### **Dismantling**

Unless special permission has been granted all sites / stands must be cleared and dismantled by mid-day on Tuesday 14<sup>th</sup> May. No electricity will be available on or after the Monday morning. Any contractor who cannot vacate by 12 noon on Monday 13<sup>th</sup> May should please contact Harry Verney.

### **One-Way Traffic System**

There is a One-Way System in the Park, for the convenience of all. Please observe it *at all times* unless specifically asked by our officials to proceed otherwise.

### **Passes**

If a vehicle is to enter or remain on site for the duration of the event it will require a vehicle pass. Please apply to the Horse Trials Office.

### **Fixing of Windscreen Labels**

From Wednesday to Sunday of the Event inclusive, no vehicle will be admitted to the Tradestand areas or Official Car Park or any part of Badminton Park *by day or night* without the appropriate label **firmly fixed to the windscreen.**

**NEW FOR 2024** – *All Contractors will be issued with an wristlet in 2024, these are to be worn at all times.*

### **Loss or Theft**

In the event of any loss or theft, you must report this to the Organisers Office or Site Manager and to the Police and get a Crime Reference Number. Please ensure all diesel generator tanks are locked at all times, to prevent diesel being stolen.

### **Security**

Please be aware. If in any doubt, please report any suspicious activity to our Site Management Team.

The gates to the Showground will be locked at night, between the hours of 11.00 p.m. and 6.00 a.m. In an emergency, the Security Firm will allow entry via the Contractors Entrance.

### **RADIOS / WALKIE TALKIES**

Contractors are not permitted to use 2 Way Radios, unless specifically authorised by the Horse Trials Office. Authority will only be given on the advice of our Radio Communications consultants and if frequencies do not conflict with any of those used by the event organisation. Please apply by email to [info@badminton-horse.co.uk](mailto:info@badminton-horse.co.uk) should you wish to ask for permission.

### **First Aid**

First Aid Services are provided from Monday morning to Sunday evening only. However, all Exhibitors are reminded of their responsibilities under the Health & Safety (First Aid) Regulations 1981.

### **DELIVERIES**

No vehicle will be permitted onto the one-way circuit or to make deliveries to Contractors during Opening hours (Wednesday 8<sup>th</sup> – Sunday 12<sup>th</sup> May). Any delivery vehicle without a label will be directed to the Public Car Park and both vehicle, driver and any occupants will be charged.

Deliveries (contd)

*Parcels for delivery by Parcel Courier Service (for delivery week commencing 6<sup>th</sup> May 2024):*

*All parcels to be addressed as follows:*

**Name of “Contractor”.**

**c/o Parcel Point,**

**High Street,**

**Badminton, S. Glos., GL9 1DG**

**Unless so addressed, the organisers will not accept parcels and will not deliver to contractors. Parcels may be collected from the Parcel Point (8.00am – 6.00pm) or will be delivered to stands by the Organisers, though this may inevitably take several hours. *THIS SERVICE IS INTENDED FOR THE NEED OF ADDITIONAL EQUIPMENT ONLY*. NO DELIVERIES ARE PERMITTED ON SATURDAY 11<sup>TH</sup> MAY AT ANY TIME. THERE IS NO EXIT FROM THE SITE ON SATURDAY MORNING AND NO ENTRANCE ON SATURDAY AFTERNOON. *The Organisers accept no responsibility for any losses between contractors and their suppliers before, during or after the Event.***

*Jane Tuckwell*

*Event Director*

*Badminton Horse Trials Ltd.*

*Badminton*

*S. Glos., GL9 1DF*

*January 2024*