



Tradestand Guide Regulations & Guidance



ROYAL
HIGHLAND
SHOW 2024
20 - 23 JUNE
PARTNER SINCE 1981
 Royal Bank
of Scotland

The Royal Highland Show is a Royal Highland & Agricultural Society of Scotland Fundraising Event.

The Royal Highland Show 2024

Dear Trade Exhibitor,

Welcome to our 2024 Tradestands regulations & guidance.

We are excited to welcome you back for another year of the Royal Highland Show. You, our traders, are key in making the Royal Highland Show what it is, an iconic event, showcasing the very best of Scotland's food, farming and rural life.

We have reviewed all feedback received in 2023 and made some changes to both our site and processes. With this in mind we urge you to read this guide fully even as a returning exhibitor as you may find that some changes have been made.

We also encourage you to watch out for our monthly newsletters, containing updates regarding the Show and any new elements.

If you have any queries regarding the information in this document please contact the Tradestand Team at **tradestands@rhass.org.uk**.

We look forward to working with you and hope that you have a fantastic Royal Highland Show 2024!

Kind Regards,
Amy, Blayne & Callie

Opening Hours

Showground opening hours for general public:

Thursday 20 - Saturday 22 June

07:00 - 20:00

Sunday 23 June

07:00 - 18:00

Staffing of Outdoor Tradestands:

Thursday 20 - Saturday 22 June

09:00 - 18:00

Sunday 23 June

09:00 - 17:00

Staffing of Indoor Tradestands:

Thursday 20 - Saturday 22 June

09:00 - 18:30

Sunday 23 June

09:00 - 17:30

Staffing of stands out with the hours stated above is at the discretion of the Exhibitor. All stands must be open and manned for all 4 days of the Royal Highland Show in the above times. Failure to do so will be deemed a breach of contract, and may result in your exclusion from future shows.

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“The Royal Highland Show is one of Scotland’s most iconic events, showcasing the very best of farming food and rural life.”

Contacts

Tradestand Team

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Sponsorship

sponsorship@rhass.org.uk

0131 335 6165

Competitions

competitions@rhass.org.uk

0131 335 6224

Finance

finance@rhass.org.uk

0131 335 6167

Catering and Concessions

concessions@rhass.org.uk

0131 335 6217

Membership

membership@rhass.org.uk

0131 335 6215

This trade exhibitor guide forms part of the agreement between a tradestand exhibitor (hereafter identified as "You", "Tradestand" or "Exhibitor") and the Royal Highland and Agricultural Society of Scotland (also referred to as "we", "us", "Royal Highland Show", "RHS", "Tradestand Team") and collectively as the "parties", regarding the purchase and sales, respectively, of a trade stand space at the RHS 2024

EMERGENCY CONTACT NUMBERS

TACSO
TRADE AND CONTRACTORS SITE OFFICE
FACILITIES ISSUES SUCH AS ELECTRICAL OR CLEANING
0131 335 6314 / 6315

FIRST AID
JOINT AGENCY CONTROL CENTRE (JACC)
MEDICAL / FIRST AID
0131 335 6303 / 6304 OR 999

999
INCIDENT OR ACCIDENT
HEALTH & SAFETY FIRE, SECURITY OR POLICE
0131 335 6301 / 6302 OR 999



SHOWGROUND ZONE

- Agricultural Area
- Countryside Area
- Craft Zone
- Horse/Equestrian Area
- Motor Zone
- Sheep Area
- Outdoor Living
- Cattle & Heavy Horse Area
- Lifestyle Village

AREAS OF INTEREST

- Judging Rings
- RHET Discovery Centre
- Countryside Cottage

PUBLIC INFORMATION

- ATM Cash Machines
- Bar
- Bus Stops - From the West
- Cycle Parking
- First Aid Point
- Food Stand
- Lost & Found Property
- Accessibility Hire
- Public Information
- Restaurant - Public
- Toilet
- Accessible Toilets



Trading With Us: Conditions of Application

1. Royal Highland & Agricultural Society of Scotland Membership

All terms and conditions in this guide and accompanying application must be fully observed and obeyed at all times. Failure to do so will result in a breach of contract. For the avoidance of doubt or ambiguity, all decisions made by Royal Highland & Agricultural Society of Scotland are final.

- 1.1 All Tradestands and Exhibitors exhibiting at the Royal Highland Show must appoint a person to be their representative and hold a Membership of the Royal Highland & Agricultural Society of Scotland (RHASS).

To arrange your membership please contact the Membership Team directly at membership@rhass.org.uk, and 0131 335 6215 or visit rhass.org.uk/members.

- 1.2 Please note that membership runs from 1st of January- 31st December. If you are a returning Exhibitor, please be aware membership will need to be renewed each year.
- 1.3 Membership is on an individual basis and we recommend the member should be an on site stand manager, or appointed company representative who will be in attendance for all 4 Show days.
- 1.4 New applicants are not expected to apply for a membership until your application has been successful and your proposal has been accepted.



2. Trade Stand Applications

RETURNING EXHIBITORS

A proposal will be sent to you by email by the end of 2023. You can Accept, Query or Decline the offer. You will have first refusal over your existing plot from the previous year.

Returning Exhibitors **MUST** confirm their stand space by **Monday 29th January with NO exceptions. Failure to do so will result in your stand being released to new applicants.**

If your contact information has changed, it is the responsibility of the trader to update this information in order to receive relevant booking information.

NEW APPLICANTS

Applications will go live on our website at the beginning of 2024. If you would like added to our mailing list to be informed when this has gone live, please email tradestands@rhass.org.uk.

The submission of your online application is **NOT** a guarantee of your participation at the Royal Highland Show 2024. The Tradestand Team will **ONLY** communicate your successful application once processed and approved. This will be confirmed to you in writing as soon as possible. Unsuccessful applications will be informed in writing via email.

A non-refundable 50% deposit will be required to secure your stand. An invoice will be issued upon confirming your Tradestand, your 50% deposit should be paid immediately. If we do not receive a deposit your stand will not be confirmed or held.

If booking after the **1st of May**, full payment must be paid to secure your stand.

The decision to introduce this was a result of Exhibitors booking stands but not making payment which then resulted in empty plots throughout the Show in 2022.

VAT will be applied at the prevailing rate at the time of booking.

Full Payment must be paid no later than the **1st of May**. A separate invoice will be sent to you for the final payment prior to this date.

Please note that until payment is received your stand is not confirmed. If payment is not received by the required date then your stand will be opened up for re-sale.

ALL applications for the 2024 Show should be submitted by the closing deadline of the 1st May 2024.

Once your application has been approved you will be sent a Trade Portal Login. This is where you will upload required documents, complete ticket allocations, and order services.

The tenancy of "rental" space on Ingliston Showground agreed between you and RHASS expires at 23:00 on Monday 24th June 2024.

All communication will be sent to the email address provided in your application. It is your responsibility to make sure any contact detail changes are communicated to the Tradestand Team, including change of address.

Cancellation Policy

- 2.1 Where an Exhibitor cancels a space booked for any reason, written notification must be sent to the Tradestand Team by email. Telephone calls will not be accepted as notice of cancellation and must be confirmed in writing.
- 2.2 The following table indicates the percentage of stand rental which will be refunded, if remittance has been taken by the Royal Highland Show.

For more information please see [page 43](#).

2024 Dates (Inclusive)	Refund of Stand Rental Costs
Prior to 4th March	50% refund
4th March - 30th April	25% refund (75% of rental fee retained)
On or after 1st May	No refund



Additional Application Information

- 2.3 Fees relating to rental square meter-age costs for Tradestands and Exhibitors are listed under **Stand Prices 2024 page 12**. This table details average footprint costs. In certain circumstances and under special individual arrangements this pricing structure may not apply.
- 2.4 Applications will be accepted on the strict understanding that the Royal Highland Show and RHASS reserves the right to refuse any application without giving any reason and that RHASS will determine the position and area of sites offered to exhibitors. Including what constitutes as an agricultural or non-agricultural exhibit. The decision of RHASS shall be final.
- 2.3 RHASS will endeavour to position a tradestand or Exhibitor in a suitable location based on their 'Exhibitor classification' (what product/services they provide). This location may not always be possible for various reasons. At the discretion of RHASS - the Tradestand Team will attempt to offer alternative location(s), again, if possible. The final decision to accept the offer to exhibit is made by the Exhibitor.

3. Required Documents

Once your application has been accepted, you will be asked to complete/submit the following documents on your ENet Portal.

Compliance Documents

If the compliance section is not completed you will be in breach of your contract and will **NOT** be able to trade. For more details on the risk assessment procedure please refer to **page 41-42**.

- Declaration of Conformity
- Risk Assessment
- Fire Risk Assessment
- Public Liability

Additional Documents

- Build and Break Schedule
- Permit to Break Ground

If penetrating the ground you **MUST** submit a **Permit to Break Ground** application on your ENet account. On arrival to the venue you must inform our site team so that the ground can be scanned. The Royal Highland Centre has many utilities underground so this is extremely important, even if you have exhibited in the same space before. Once you have the go ahead, you may commence your stand build.

4. Trading Requirements and Public Safety

4.1 All Exhibitors must comply with Trading Standards Legislations and Regulations. 4.2

Exhibitors must ensure they hold the appropriate licences required under Scottish Law

4.3 Environmental Health, Trading Standards and Public Safety Officers for the City of Edinburgh Council will carry out on-site inspections during construction and operating period of the Royal Highland Show.

5. Use of Stand Space

5.1 Trade applications will be accepted on the strict understanding that the space or pitch allocated is used solely for the display, promotion or sale of the items or services listed by the exhibitor on the application form. If the Royal Highland Show believe that the use or display of said equipment or material is not in keeping with the Exhibitor's agreed application or within the standards of the Royal Highland Show or RHASS, the Tradestand Team may request the removal of said equipment, or request a cease of exhibiting until rectified.

5.2 Exhibitors and stand personnel must conduct their business only within the space allocated to them. In the event of any exhibitor occupying more space or encroaching on others stands, than has been allocated, RHASS reserves the right to demand the exhibitor vacate any or all of the space allocated and you may be asked to pay associated costs and will be held liable to any damage caused.

5. Use of Stand Space Contd.

- 5.3 The tenancy of the space is granted for the Royal Highland Show 2024 is up to and inclusive of the time and dates as follow: 08:00 Monday 3rd June 2024 up to and until Monday 24th June 2024.
- 5.4 On arrival and entry to the venue you agree to accept and abide by all prevailing site conditions of entry. When you first arrive on site you should inspect your area and do so regularly throughout your tenancy and inform the TaCSO immediately of any defects.
- 5.5 In the event of any Exhibitor failing to occupy and arrange their stands and exhibits within the space allocated to them to the satisfaction of the Tradestand Team before 23:59 on **Wednesday 19th June 2024**, the allocation of space may be cancelled by the Tradestand Team without refund.
- 5.6 By choosing to exhibit at the Royal Highland Show, we ask that you think of every customer who could attend the event and are conscious that activations on your stand can be adapted for all customers. Accessibility may include ramp access to shedding. All structural adaptations must be considered within your risk assessment.
- 5.7 For any Tradestand wishing to sell either Food or Drink for off-sale purposes within our Outdoor sections of the showground must seek prior permission from the Tradestand Manager. If accepted, you must agree to meet the H&S standards outlined in pages 30-32 of the Trade Guide. Please note that there will be a charge for this which will be 10% of your total takings. This must be agreed at the time of application and financial information must be submitted post show to the Tradestand Team so an invoice can be raised.

6. Sub -Letting of Stand Space

The Exhibitor may not sub-let, part with or share occupation of their assigned stand, unless written permission is agreed by the Tradestand Team. This applies to companies that are in the same group as the Exhibitor or which are associated in business with the Exhibitor or for whom the Exhibitor acts as an agent. The Exhibitor remains responsible for their stand at all times and will be liable for any breach of rules, regulations, terms and conditions by any person or organisation sharing their stand.

- 6.1 Exhibitors may not sub-let, share or transfer their assigned stand, unless prior written approval is granted by the Tradestand Team.
- 6.2 If granted permission to sub-let, the Exhibitor remains responsible for their stand at all times and will be liable for any breach of rules, regulations, terms and conditions by any person or organisation sharing their stand.
- 6.3 Anyone sub-letting their stand space must provide the following information with the Tradestand Team: Third parties Public Liability document, contact name, mobile number, social media page or website.

Tradestand Pricing

1. Outdoor Tradestand Prices 2024

Tradestand space is allocated on a Frontage and Depth area calculation. A small number of trade spaces may require a more detailed pricing calculation, based on overall footprint. The Tradestand Team will need to calculate this.

Prices below are displayed exclusive of VAT. VAT at the prevailing rate, at date of application should be included to the below pricing.

Please note, if you are allocated space behind or under the Grandstand, then the base will be hard standing and not located on grass.

Outdoor Tradestand Prices

Agricultural Zone	Stand Rental £ net per square metre
Standard Outdoor Space	£10.97
Prime Outdoor Space	£20.13
Breeds	£10.97
Countryside Area	Stand Rental £ net per square metre
Standard Outdoor Space	£26.88
Equestrian Village, Outdoor Living, Lifestyle Village, Floral Walkway	Stand Rental £ net per square metre
Standard Outdoor Space	£22.58
Forestry Area	Stand Rental £ net per square metre
Standard Outdoor Space	£23.21
Motor Zone and Renewable Village	Stand Rental £ net per square metre
Standard Outdoor Space	£25.33
Prime Non-Agri (Main Ring, 7th, 13th, L and O Avenue, The Green)	Stand Rental £ net per square metre
Standard Outdoor Space	£42.42

2. Indoor Tradestand Prices 2024

Prices below are displayed exclusive of VAT. VAT at the prevailing rate, at date of application should be included to the below pricing.

Please note, space only is not available for Home & Gift Hall exhibitors.

Indoor Tradestand Prices

Scotland's Larder

Shell Scheme Package

Space Only

Stand Rental
£ net per square metre

£160.44

£150.40

Home & Gift Hall

Shell Scheme Package

Stand Rental
£ net per square metre

£160.44

Shell Scheme Package includes:

- Shell scheme panel walls
- One company name board and stand number
- 2 x Spotlights (per 3m frontage)
- 1 x 24 hour twin socket installed along back wall



Outdoor Trade Spaces



1. Outdoor Tradestand Plots

Outdoor trade spaces include the following zones: Agricultural, Agri-Prime, Breeds, Countryside, Equine, Forestry, Lifestyle, Motor Zone, Outdoor Living, Prime and Renewables.

The Exhibitor must not use any part of the venue outside the boundary for the exhibit. Please include enough space in the application for Tradestand Space to accommodate tow bars, pavilion stanchion plates, etc.

All outdoor spaces are all classed as Open Space and on a grass base (unless otherwise stated).

Exhibitors must therefore, provide their own shedding. Our recommended marquee company list can be found on **page 49**. Please be aware you will require a Permit to Break Ground for structures, equipment or flags that penetrate the ground within your stand space. You must request this on your ENet Portal and complete this on-site before build can begin on you stand.

2. Wi-Fi

Wi-Fi is available on site. General Wi-Fi is a **free service**. We cannot guarantee in either speed or connection and may drop-off at peak times.

Should you require a robust Wi-Fi connection, we recommend that you have a contingency plan in place. Please see page 38-39 for more details.

3. Admission Information

- 3.1** Standard Trade Day Tickets will allow exhibitors access to the venue from **06:00-22:00** Between the hours of **22:00-04:30** admission to the venue will require an overnight wristband. A 4-day overnight wristband will reduce your ticket allocation by 4. You must provide the Tradestand Team the names and a mobile contact number for emergency purposes.
- 3.2** The Tradestand Team strongly advise that **4 day wristbands** should be given to staff members who will be working all **4 days**. All trade exhibitor wristbands and passes (allocated or purchased) may not be re-sold. Anyone found doing so will result in a breach of contract.
- 3.3** Single admit tickets can only be used once per day (to permit one person).
- 3.4** Additional staff tickets can only be purchased via our online ticket platform and will be sent to you as an E-Ticket. These will be at a discounted rate.
- 3.5** Please be aware you will not be able to purchase twice the amount of guest tickets against the allocated tickets amount.
- 3.6** No tickets will be issued on a credit or 'good will' basis.

4. Ticket Allocation

4.1 The Royal Highland Show has a set legal capacity within the venue. In order to manage this number, you will be allocated a number of day tickets per stand, based on your stand size. The tickets are required to be divided up across the 4 days of the Show, dependant on staffing levels.

4.2 Trade wristbands/tickets are valid at all public and trade entrances to the Show.

Outdoor Tradestands - Trade Day Ticket Allocation

Stand Area Square Metre	Total Day Tickets
1 - 39	12
40 - 59	16
60 - 79	20
80 - 99	24
100 - 119	28
120 - 149	32
150 - 199	36
200 - 249	40
250 - 299	44
300 - 349	48
350 - 399	52
400 - 474	56
475 - 549	60
550 - 624	64
625 - 699	68
700 - 799	72
800 - 899	76
900 - 999	80
1000 and over	84

5. Trade Exhibitor Car Park Passes

Every Trade Exhibitor will receive an allocation of car parking passes for entry to any of the Royal Highland Show public car parks, based on stand size.

Stand Area Square Metre	Total Vehicle Passes
Up to 70	1
71 - 200	2
201 - 300	3
301 - 400	4
401 and over	5

Please note that all passes give you access for all 4 days of the Show and are NOT assigned to specific car registrations.

6. On-site Support Vehicles

What is an On-site Support Vehicle?

Vehicles containing additional and necessary stock only.
Use of On-site Vehicle Passes will be closely monitored.

- 6.1 Trade Exhibitors who require 24hr access to a support vehicle must claim or buy an appropriate pass on their Trade Portal. You **MUST** have these on display on arrival and throughout your time at the Show. Any vehicle left on site without a valid vehicle pass will be removed. A cost may be re-charged to the offending vehicle owner.

If a vehicle(s) is part of your display then you do not require an on-site vehicle pass.

Types of On-site Support Vehicle Passes

6.2 Additional Cost - £240

- **Vehicle in venue** - does NOT fit within your purchased stand space.
- **Vehicle in venue Live-in** - does NOT fit within your stand space **AND** you intend to sleep in the vehicle overnight.

If granted an on-site vehicle pass, every effort will be made to locate vehicles as close as possible to the exhibitor's tradestand. This will be at the discretion of the Tradestand Team and no guarantee can be given to co-locate vehicles adjacent to the tradestand.

6.3 No Additional Cost

- **Vehicle on Stand** - does fit within your purchased stand space.
- **Vehicle in venue Live-in** - does fit within your purchased stand space **AND** you intend to sleep in the vehicle overnight.

The number of on site passes are very limited and will be permitted according to the greatest need by the Tradestand Team.

7. Important Additional Vehicle Information

7.1 Staying on site

You will be required to have an overnight wristband. This will allow you access to the venue during the night and may be used for identification purposes by security.

Please note: an overnight wristband is part of your free allocation and will allow you access to all 4 Show days. Using an overnight wristband will reduce your day ticket allocation by 4.

Due to limited space within the venue we encourage Exhibitors to use our **Trade and Contractor Caravan Park**, please find more information on **page 39**.

7.2 HGV Parking

There is a designated HGV parking area in the NORTH-WEST car park area. Please discuss with the Tradestand Team or TaCSO for more information.

7.3 Vehicles with Dangerous Goods

Department of Transport ADR recommend the storage and transport of dangerous goods held within vehicles must be observed at all times. Further information can be obtained from Vehicle Certification Agency (VCA) relating what is considered as dangerous goods.



Event Build Information

8. Outdoor Tradestands

On arrival at the venue during the build, you will be asked to complete our induction video. You will also receive a **Safety and Services Handbook**.

Please be aware that if you are breaking ground in any way, you will need to complete the **Permit to Break Ground** before any build within your stand space can commence.

The tradestand plot number will be displayed on a flag which will be positioned in one of the front corners of the trade space. Please **remove ALL flags** before trading.



More build information will be released closer to the show and will be sent to you by the Tradestand Team.

9. Trade and Contractor Site Office (TaCSO)



TACSO

TRADE AND CONTRACTORS
SITE OFFICE

FACILITIES ISSUES SUCH AS
ELECTRICAL OR CLEANING

**0131 335 6314 /
6315**

FIRST AID

JOINT AGENCY CONTROL
CENTRE (JACC)

MEDICAL / FIRST AID

**0131 335 6303 /
6304 OR 999**

999

INCIDENT OR ACCIDENT,
HEALTH & SAFETY, FIRE,
SECURITY OR POLICE

**0131 335 6301 /
6302 OR 999**

Live Event Opening Times

10. General Public Show Access

Thursday 20 - Saturday 22 June	07:00 - 20:00
Sunday 23 June	07:00 - 18:00

11. Outdoor Tradestand Staffing Hours

Stands must be open and staffed continuously during the times stated below.

Thursday 20 - Saturday 22 June	09:00 - 18:00
Sunday 23 June	09:00 - 17:00

Restocking Times

04:30 - 06:15 (vehicle exit by 06:45)

20:30 - 22:00 (vehicle exit by 23:00)

Outdoor Stands to restock via Gate 1, Ingliston Road.

12. Small Deliveries and All Deliveries During the Show

There will be a parcel drop-off point located at **Gate 1 (east)**. Exhibitors should ensure that a contact number for the recipient is displayed on the parcel. This drop-off point will be available from the **17th of June**.

The Royal Highland Show, and the Royal Highland & Agricultural Society of Scotland are not responsible for loss or damage to any items. This condition must be accepted if you are to have goods delivered from a third party delivery service or courier.



Indoor Halls

Scotland's Larder

Home & Gift

1. Indoor Tradestand Plots

Our indoor halls include Scotland's Larder; celebrating the very best of Scottish food and drink, and our Home & Gift Hall where you will find an array of exciting products and services from homeware to gifting. Stands within Scotland's Larder can be Shell Scheme Package or Space Only. The Home & Gift Hall is Shell Scheme Package only.

2. Admission Information

- 2.1 Standard Trade Tickets will allow exhibitors access to the indoor halls from **07:00-20:30**. Please be aware that the halls will close after restocking times at **20:30**.
- 2.2 The Tradestand Team strongly advise that **4 day wristbands** given to staff members who will be working all **4 days**. All trade exhibitor wristbands and passes (allocated or purchased) may not be re-sold. Anyone found doing so will result in a breach of contract.
- 2.3 Single admit tickets can only be used one per day (to permit one person only).
- 2.4 Additional guest tickets can only be purchased via our online ticket platform and will be sent to you as an e-ticket. These will be at a discounted rate.
- 2.5 Please be aware you will not be able to purchase twice the amount of Trade Tickets against your allocated ticket amount.
- 2.6 No tickets will be issued on a credit or 'good will' basis.

3. Ticket Allocation

Indoor Tradestands - Trade Day Ticket Allocation

You will be requested to split your allocation over the 4 days on your ENet account.

Please note: Tradestand space is allocated on a Frontage and Depth area calculation.

Stand Area Square Metre	Total Day Tickets
4 - 6	12
7 - 10	16
11 - 19	20
20 - 24	24
25 - 30	28

4. Wi-Fi

Wi-Fi is available for all of our traders and is a free service therefore, we cannot guarantee in either speed or reliability of connectivity during the four days of the Royal Highland Show.

Should your exhibit require reliable Wi-Fi for sales and purchases, we recommend that you source a dedicated connection such as Starlink, portable card PDQ machines or external telecoms provision, where available. For more information please see page 38-39.



5. Trade Exhibitor Car Pass Allocation

All Scotland's Larder and Home & Gift Hall Exhibitors will receive ONE Trade Exhibitor car parking pass. This allows entry to any of the public Royal Highland Show car parks.

Please note that these passes give you access for all 4 show days and are not assigned to specific car registrations.

For access to our hall car parks during restocking times, please see below.

6. Support Vehicles - Gate 3 or 5

6.1 Trade Exhibitors who require access to a support vehicle behind the indoor halls must purchase an appropriate pass on their Trade Portal. You **MUST** have the pass on display on arrival and throughout your time at the Show. Any vehicle left in the car park without a valid vehicle pass will be removed. A cost may be re-charged to the offending vehicle owner.

6.2 Due to Health and Safety reasons, **sleeping in a vehicle within the car parks is strictly prohibited** and actions will be taken if this is not adhered to. We do recommend booking our Trade and Contractors Caravan Park which is a short walk from the Indoor Halls. More information can be found on **page 39**.

6.3 The Tradestand Team strongly advise that **4 day wristbands** given to staff members who will be working all **4 days**. All trade exhibitor wristbands and passes (allocated or purchased) may not be re-sold. Anyone found doing so will result in a breach of contract.

6.4 Types of Indoor Exhibitor Vehicle Passes

Home & Gift Hall Gate 3 Parking

Scotland's Larder Gate 5 Parking



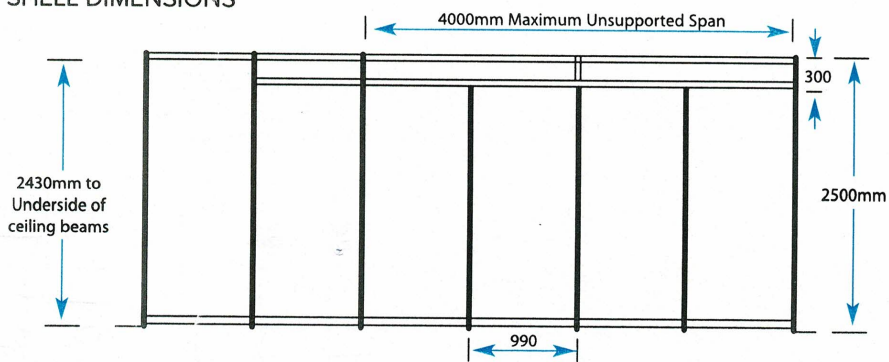
7. Shell Scheme

Shell Scheme Package includes:

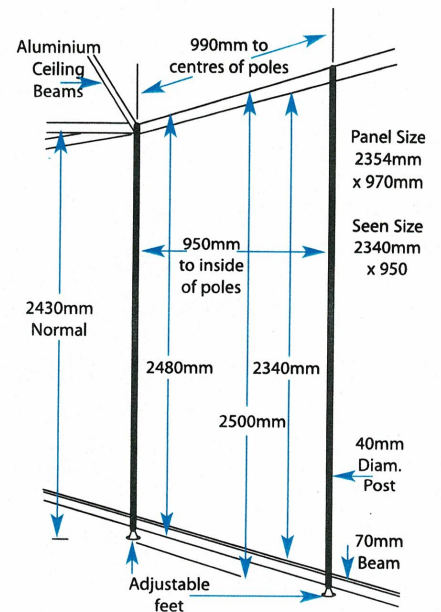
- Shell scheme panel walls
- One company name board and stand number
- 2 x Spotlights (per 3m frontage)
- 1 x 24 hour twin socket installed along back wall



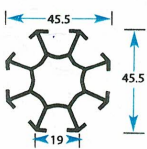
SHELL DIMENSIONS



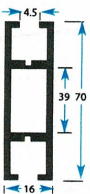
PANEL DIMENSIONS



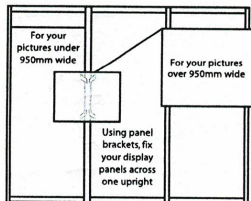
POST SECTION



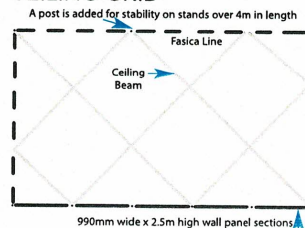
BEAM SECTION



POSTERS & PANELS



CEILING GRID



7. Shell Scheme Contd.

FAQs

To apply graphics and posters. Fixings are permitted by:

Foamex/Smooth Panels

- Double sided sticky tabs
- Velcro hook and loop
- Hanging wires/chains for heavy exhibits

Nylon Loop Material Covered Panels

- Vecro hook
- Hanging wires/chains for heavy exhibits

Q. If I want to change the colour of the wall panels, what are the options?

A. Shell scheme walls are usually white PVC but there is the option of covering the panel with display loop Nylon (Velcro Compatible) or X-film (Vinyl Covering) on one side before the panel is set into the framework.

Q. How do I calculate how many panels have on my stand?

A. Shell scheme walling is made up of 1000mm wide x 2500mm high sections. Therefore, if your stand has a back and sidewall (a corner plot) and the stand size is 4000mm x 4000mm you have 8 panels.

Q. I'd like to cover the panels with my own graphics, what is the size of the wall panel?

A. The visible panel size is 950mm wide x 2340mm high.

Q. I have lightweight posters or pictures, how do I fix these to the wall panels?

A. Velcro or sticky pads are the best options, (blue-tack doesn't work) these can be purchased from our Service Desk during the exhibition.

Q. Have heavy panels, how do I fix these to the shell scheme?

A. Under 992mm wide: using brackets fixed into the upright grooves across 1 support pole, or hook and chain. Over 1000mm wide: using brackets fixed into the upright grooves across 2 support poles. Panel brackets are available from our Service Desk during the exhibition.

Q. I would like to drape the interior of the shell with a material, how do I attach this?

A. You will need to order muslin batten, we will then fix this please contact us

Q. I would like to clad the interior of the shell scheme with foam board/chipboard, how do I calculate the measurements?

A. Please call us 08004480564 if you require assistance. Alternatively, you can order chipboard from us for which the charges include installation.

Q. I cannot find exactly what I am looking for, do you hire out any other items?

A. Please contact us **08004480564** with any requests and we will try our best to meet your requirements.

Contact Details

AEE Exhibitions
E: workorders@aeexhibitions.com
T: 0800 448 0564
W: <https://aeexhibitions.com/>

8. Height of Stands and Exhibits

8.1 The maximum height of exhibits within Scotland's Larder is 6m

8.2 The maximum height of exhibits within Home & Gift Hall is 2.5m

Signage or equipment must not be suspended from buildings, trees or any other incumbent structure on the venue without prior written permission from the Tradestand Team.

9. Stand Design

The Royal Highland Show is the perfect event to showcase your brand, speak with new and existing customers and expand business opportunities. Having an eye catching stand can help to achieve this. Visuals, such as posters, colours, name boards, floral and décor can all help to increase brand awareness and encourage customers to approach your stand.

Listed in the section below are some ideas that may be of interest to you, our recommended suppliers list can be found on pages 48-53.

Branding & Messaging

Using imagery and graphics is a great way to communicate your brand. Posters can be attached to our panels.

Technology

TVs and tech can help to showcase demonstrations or key information and is an eye catching way for you to pull people towards your stand. For TV hire, please contact workorders@aeexhibitions.com

Storage

Ensure that you utilise the space effectively. All staff belongings should be kept out of sight by using furniture or storage. Trestle tables and chairs can be hired through us directly and will be available to do so on your ENet portal.

Interactive space

Encouraging dwell time on your stand can be achieved by making your exhibit more interactive, immersive and fun. How does your product journey work and can this be a learning opportunity for our audiences? Quizzes and challenges are all fun ways in which you can promote your products.

Sales and transactions

While Wi-Fi is available on-site, this is a free service, and we do not recommend that you rely on this to take sales. Providing your own card machines for payment ensures that you do not miss out on sales at the Show. For recommended PDQ machines please see page 38-39.

Stand Builders

If you have opted for space only you may be required to source a stand builder. Recommended suppliers can be found on page 53. See below for some effective stands.



Event Build Information

10. Scotland's Larder

Scotland's Larder is located in the Lowland Hall, and will be open for stand fitting ONLY on:

Saturday 15 - Sunday 16 June **07:00 - 19:00**

Stand fitting AND deliveries can be made to Scotland's Larder at the times below:

Monday 17 - Tuesday 18 June **06:00 - 23:00**

Wednesday 19 June **06:00 - 00:00**

If trading from a vehicle or trailer, these MUST be in position no later than **Sunday 16 June**.

11. Home & Gift Hall

Stand fitting AND deliveries can be made to the Home & Gift Hall at the times below:

Tuesday 18th June **06:00 - 23:00**

Wednesday 19th **06:00 - 00:00**



Live Event Opening Times

12. General Public Show Access to Halls

Both Scotland's Larder and Home & Gift will be open for public access during the times below. Entry to the venue will be permitted from 07:00.

Thursday 20 - Saturday 22 June	09:00 - 18:00
Sunday 23 June	09:00 - 17:00

The indoor halls will be cleared of the public at 18:30 and locked at 20:30 Thursday to Saturday and cleared of the public at 17:30 on Sunday.

We ask you stay on your stand until 18:30, last public entrance is 18:00 (Thursday-Saturday).

13. Indoor Hall Staffing Hours

Stands must be open and staffed continuously during the times stated below.

Thursday 20 - Saturday 22 June	09:00 - 18:30
Sunday 23 June	09:00 - 17:30

Scotland's Larder Restocking Times

07:00 - 08:15 (vehicle exit by 08:30)

18:30 - 20:30 (vehicle exit by 21:00)

Scotland's Larder stands to restock via Gate 5, Ingliston Road.

Home & Gift Hall Restocking Times

07:00 - 08:15 (vehicle exit by 08:30)

18:30 - 20:30 (vehicle exit by 21:00)

Home & Gift stands to restock via Gate 3, Ingliston Road.

14. Small Deliveries Pre and All Deliveries During The Show

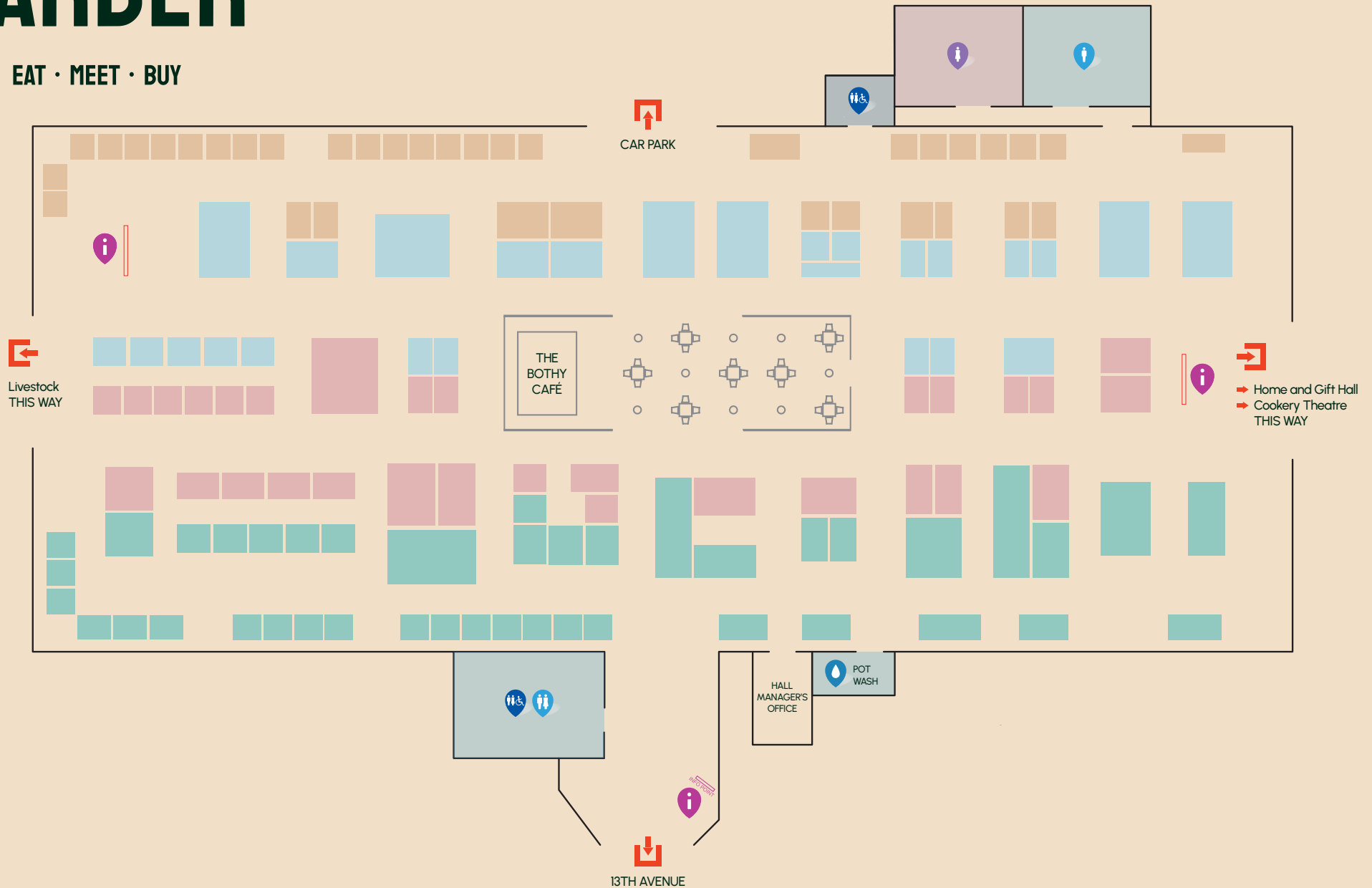
There will be a parcel drop-off point located at **Gate 1 (east)**. Exhibitors should ensure that a contact number for the recipient is displayed on the parcel. This drop-off point will be available from the **17th of June**.

The Royal Highland Show, and the Royal Highland & Agricultural Society of Scotland are not responsible for loss or damage to any items. This condition must be accepted if you are to have goods delivered from a third party delivery service or courier.



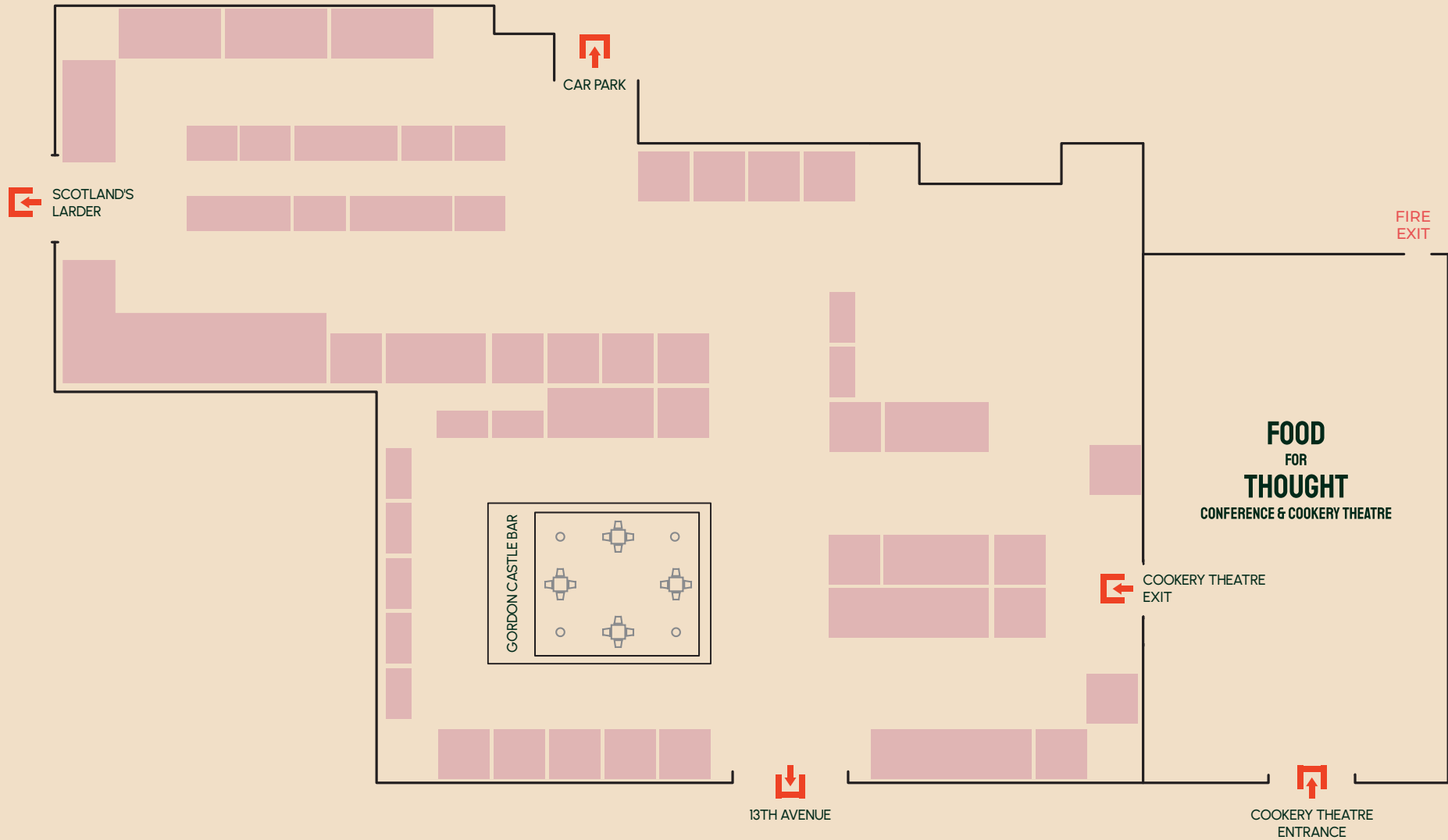
SCOTLAND'S LARDER

EAT · MEET · BUY



MAP IS SUBJECT TO CHANGE.

THE HOME & GIFT HALL



MAP IS SUBJECT TO CHANGE.

Scotland's Larder

Regulations & Guidelines

1. Sales of Food for Consumption and Drink

One of the greatest strengths of Scotland's Larder has been the fact that it has never given the image of being a fast food hall and at all costs we are keen to ensure that this does not happen. The following guidance is issued to all exhibitors.

- 1.1 Exhibitors may sell foodstuffs for immediate consumption within the Scotland's Larder provided:
 - a. You are offering free samples **AND**
 - b. You are not selling a full standard market portion **AND**
 - c. You are not offering a fast food or catering facility e.g. if you sell a meat product you cannot cook and sell it for immediate consumption (unless you obtain specific written permission from the Society via the Tradestand Manager).
- 1.2 All alcoholic sales are for off site consumption. Free samples of alcoholic drinks may be provided for over 18s only; provided they are NOT full market sized measures.
- 1.3 Exhibitors are encouraged to sell foodstuffs and drinks on an off sales basis for consumers to take away, prepare and enjoy at home.
- 1.4 If you are unsure about the sale of food and drink products within Scotland's Larder or anywhere within the site, please do not hesitate to contact the Tradestand Team for further clarification.

2. City of Edinburgh Council Standards - Food Safety

- 2.1 When offering any food or drink the exhibitor has full responsibility for complying with the requirements of environmental health, City of Edinburgh Council in respect of all foodstuffs and drinks displayed, offered for sale or otherwise provided within the stand. Please contact Environmental Health if you have any questions- **environmentalhealth@edinburgh.org.uk**
- 2.2 Exhibitors at food exhibitions will often wish to provide samples to the public to showcase their product in order to encourage sales. However, this will mean that the operation is no longer just retailing and will require the provision of various facilities depending on the nature of the product.

2.3 The following minimum standards will be required, depending on the products involved:

Low Risk

This will include products such as jams, oils, biscuits, breads etc.

1. Suitable facilities for hand washing provided at the stall. The minimum acceptable standard would be a sink with soap, towels and a readily available accessible supply of hot and cold water. The use of gloves, gels and sanitary wipes should be used in conjunction with hand washing and not a replacement.
2. Access to appropriate washing facilities for knives, cutting boards etc. A communal pot wash facility is available within the Scotland's Larder.
3. If any cleaning chemicals are to be used, they must meet the standards of BS EN 1276:1997 or BS EN 13697:2001

High Risk

Where high risk products such as meat, game and dairy products are to be offered to the public, especially if any of the product is to be cooked or re-heated at the stall, the trader will be required to follow the same standards as those laid out below in the guidance "Preparation of Food and Drink."

3. Preparation of Food and Drink

All stalls/vans that handle open foods and/or provide hot food (even if that food is for sampling only) must have the following facilities:

- 3.1 All equipment coming onto the site should be sanitised before arrival.
- 3.2 Surfaces must be in good condition and be easy to clean/disinfect.
- 3.3 Food being prepared in the hall must be prepared on the stand from which it is to be displayed or offered for free sampling or sale.
- 3.4 Cleaning chemicals i.e. a surface/disinfectant which must be marked with BS EN1276:1997 or BS EN13697:2001.
- 3.5 Facilities must be provided for keeping foods cool. Fridges or other coolers should keep food at 5°C or below.
- 3.6 A temperature probe and antibacterial probe wipes for monitoring hot and cold food and equipment temperatures. The temperatures are to be recorded in a suitable way and available for inspection.
- 3.7 The following documentation must be available on the unit/stand:
 1. Records of refrigerator/freezer temperatures
 2. Records of cooked food temperatures and times
 3. Records of any hot holding temperatures

- 3.8** If food requires to be cooked at the stand for demonstration/sampling purposes the below points must be adhered to:
- The cooking equipment should be adequate to cook food to 75°C for 30 seconds.
 - If food requires to be reheated, the equipment used must be adequate to reheat food to at least 82°C. Reheat finished food only once.
 - If food is held hot, then it must be held at a temperature above 63°C. It is recommended that temperature checks are recorded at a frequency determined by your food safety management/HACCP system.
 - Temperature monitoring equipment such as probe thermometers must be made available where necessary. Any probe thermometer used for monitoring cooking temperatures must be identifiable for use for ready-to-eat food only.
- 3.9** Disinfectant wipes should also be made available for cleaning probes for other purposes before and after use. Equipment should be checked regularly to ensure it is working properly.
- 3.10** Exhibitors should ensure allergen management in accordance with 'The Food Labelling (Declaration of Allergens) (Scotland) Regulations 2011 and The Food Information (Scotland) Regulation 2014.
- Please visit Food Standards Scotland's Online Allergy Training, for further information and training:
www.foodstandards.gov.scot/business-and-industry/safety-and-regulation
- 3.11** A first aid box with waterproof blue plasters.
- 3.12** A periodic inspection report (PIR) for an electrical installation should be available and portable electrical testing (PAT) of equipment should have been carried out.

It is strongly recommended that all food brought onto the site is pre-prepared to reduce the food handling which takes place on the site. It is expected that all food handlers will have been formally trained in Food Hygiene to REHIS Level 2 or above. If food handlers have not received formal training they must be supervised at all times by someone who has.

4. Free Sampling

Samples should be given out in an individual container or have individual containers for service. For liquids, small paper cups can be filled as the customer is sampling.

Please instruct your employees to demonstrate great care when handling the samples around your customers.

Keep the samples in an area where they will not be exposed to everyone.

Single Use Plastics

In line with The Environmental Protection (Single-use Plastics Products) (Scotland) Regulations, it may be classed as an offence if providing items made from single use plastic.

The ban applies to the following single-use items: plastic cutlery (forks, knives, spoons, chopsticks), plates, straws, beverage stirrers and balloon sticks; food containers made of expanded polystyrene; and cups and other beverage containers made of expanded polystyrene, including their covers and lids.

5. Other

PA Systems

Exhibitors must not play music, use PA systems or make any other noise at a level which will cause annoyance to adjoining exhibitors. **Microphones can only be used if you have had prior permission from the Tradestand Team.**

Exhibitors using radio equipment must notify the Tradestand Team of the frequency being used to ensure no radio cross over or interference with other equipment.

Knives

Domestic knives on display should **NEVER** be left unattended at your tradestand. Age verification procedures must be in place. Knives are **NOT** permitted to be given or sold within the perimeter of the venue. Regulations can be found on page 40.

Wi-Fi

General Wi-Fi is a free service. We cannot guarantee in either speed of connection and may from time to time 'drop-off' at peak times. Should you require a robust Wi-Fi connection, we recommend that you have a contingency plan in place. Refer to page 38-39.



General Information



1. Livestock on Stands

Informing the Royal Highland Show: Procedure, Process and Requirements

- 1.1 Regulations and application forms for livestock to be part of an outdoor exhibit area are available on request.
- 1.2 If livestock forms part of the exhibit, you **MUST** have written permission from the Tradestand Team.
- 1.3 Exhibitors must ensure that they comply with relevant Animal Movement Orders and any veterinary or other regulations which apply to animals brought to the venue. Veterinary Officers will inspect livestock on all Tradestands.
- 1.4 Livestock must **NOT** be removed from stands before **19:00 on Sunday 23rd June**.

2. Sponsorship

For all sponsorship opportunities throughout the Show please contact Emma Herd at sponsorship@rhass.org.uk or **0131 335 6275**

3. General Guidance and Information

3.1 Hay Bales

Hay bales are not permitted unless for animal feed and bedding.

3.2 Hydraulic Rams

All machinery with hydraulically extended arms must have a safety guard or ram block in place if the arm is extended during the Show.

3.3 Wi-Fi

Wi-Fi is available on site, full details will be available from the Tradestand Team prior to the show. Note: General Wi-Fi is a free service. We cannot guarantee in either speed of connection and may from time to time drop-off at peak times. Should you require a robust Wi-Fi connection, we recommend that you have a contingency plan in place. Please refer to page 38-39.

3.4 Goods Displayed

Exhibitor goods displayed must be in accordance with the description given on the application form. Vendors of 'cheap jack' articles or itinerant vendors who may have gained admission to the ground will be removed. The definition 'cheap jack' shall rest with the Society's Stewards and Officials who shall have the power to remove offending exhibitors and their goods from the Show. All goods must be clearly exhibited to the public before sale.

3.5 Goods Ordered at the Show

All Exhibitors are required to abide by the Consumers Rights Act 2015. All orders taken at the show must be dispatched promptly and where delivery time is more than 3 months after Sunday 23rd June 2024, customers must be made aware of this at the time of ordering. Failure to abide by this regulation will mean that future applications for this event could be jeopardised.

3. General Guidance and Information Contd.

3.6 Stand Admission or Secondary Charging

No additional income may be generated by charging visitors to the Royal Highland Show for any activity, access or entry to your Tradestand without written permission from the Tradestand Team.

3.7 Sleeping on the Stand

You must declare the quantity and names of everyone sleeping on the stand. They must wear an overnight wristband at all times to avoid being removed from the site between the hours of **22:00-4:30**. Security will patrol the venue overnight. **Please inform us on your ENet account of who is sleeping on-site and provide a contact mobile number in case of emergency.**

3.8 Electricity

Exhibitors requiring electricity must complete their order in their ENet account before the date stated. Orders received after the closing date will incur surcharges. This is through our third party supplier, Pratt Bros. Please contact exhibitions@prattbros.co.uk for queries regarding electricity.

3.9 Use of Generators

1. All power installations should be requested through Pratt Bros.
2. The use of your own or hired-in 'silent running' generators within the venue is only permitted, with prior written agreement from RHASS. All applications must be submitted before 1st June. Please email tradestands@rhass.org.uk.
If approved, this will be communicated to you in writing – along with strict conditions regarding the safe and competent install.
3. Any electrical install, resolving of any issues or disconnection of any electrical equipment, should **ONLY** be carried out by trained and competent persons. All temporary Electrical Systems must be tested and certified by a competent Electrician as complying to BS 7909.
4. The use of silent running generators within the Caravan Park is permitted between the hours of **06:00 and 23:00**. Out with these times the generator must be switched off. The use of any other generator is prohibited. More information and guidance on the use of generators within the Caravan Park is confirmed on the application form.
5. Fuel storage containers should be BS standard and containers stored in a secure well ventilated area. Transfer from container to generator must be carried out by competent personnel. Any spillages (however minor) must be immediately cleaned up and the Show Team notified.

3.10 Promotional Events

1. Demonstrations, promotional events or competitions may be undertaken within the boundaries of your stand.
2. Full details of any proposed demonstration or promotional event, including the equipment to be used, must be requested in writing to the RHASS. Written permission must be obtained from the Tradestand Team.
3. Space for people watching a demonstration or promotional event should be considered and provided within the stand boundaries. Promotional activities likely to draw a large crowd, which, may affect surrounding, Tradestands or walkways, must have consent from the Tradestand Team. This may involve further discussion with the Health & Safety Manager.
4. Safety is paramount. Any kind of activity or display must be accompanied by a detailed risk assessment and plan before consent is granted and approved from the Tradestand Manager.
If you are unsure – ASK the Tradestand Manager

3. General Guidance and Information Contd.

3.11 Charitable Organisations

1. Collections, appeals and competitions are permitted however, they must be within the limits of the Exhibitors own stand. No charity or similar organisations will be permitted to operate from a stand of another Exhibitor. **If planning to have a collection on stand please ask the Tradestand Manager for prior permission - tradestands@rhass.org.uk**
2. No organisation is permitted to collect donations or canvass around the Show, gates, or in the immediate vicinity of the venue, car parks, pedestrian routes or road network.
3. Charitable organisations must abide by and meet the requirements of the Scottish Charity Law. The OSCR can encourage and assist charities in meeting the requirements. Please visit <https://www.oscr.org.uk/> for more information.
Governed by Charities and Trustee Investment (Scotland) Act 2005

3.12 Promotional Materials

1. Posters or banners are permitted within the boundaries of your stand. No posters or banner of any kind may be displayed within the venue, car parks or on the approaches there to, without prior written permission of the Sponsorship Manager.
2. Sponsorship and banner space may be purchased around the venue.
Please contact: sponsorship@rhass.org.uk
3. Any large item not removed when requested, may require a separate uplift with any associated costs being recharged to the exhibitor.

3.13 Newspapers and Leaflets

Distribution of newspapers and handbills are only permitted within stand boundaries.

3.14 Overhead Advertising

All advertising banners and flags must be within the maximum **height restriction of 10m**.

3.15 Drones

Due to the proximity of Edinburgh Airport, the use of any aircraft, drones or captive balloons of any description for any purpose is **strictly prohibited**.

3.16 Balloons

Un-inflated Balloons are permitted as give-aways, however, in view of our proximity to Edinburgh Airport the sale or distribution of inflated balloons including helium filled or metallic balloons is **strictly forbidden**.

3.17 Selling by Auction and Noisy Behaviour

The selling of goods by auction, shouting, or other loud activity to the annoyance of other exhibitors is forbidden. Any noise produced within a stand must be contained within the boundaries of the individual stand and meet the National Noise Pollution guidelines.

3. General Guidance and Information Contd.

3.18 Contractors

1. If using a contractor, you are required to provide them with all information and passes they require to enable them to do their job safely and in accordance with the Royal Highland Show's rules and regulations. Contractors should not make direct contact with the Royal Highland Show for passes, as they will be refused.
2. The Tradestand Team require full details of all appointed contractors on your ENet portal.
3. For the avoidance of doubt, contractors are engaged by the Exhibitor and not by the Royal Highland Show. A contractor's conduct is the sole responsibility of the exhibitor. As such, breaches of any conditions listed in this Trade Guide, may result in the removal of Contractor and or Exhibitor from the venue. In severe circumstances a 'breach of contract' may be enforced with Cancellation of Contract as an appropriate response.
4. You should include copies of your contractors Health and Safety policies and Risk Assessment paperwork. Your contractors are required to follow all guidelines and rules, for example: requiring a completed 'Permit to Break the Ground' before erecting any temporary structures.

3.19 Dogs on Tradestands

1. Dogs must be kept on a leash at all times and are not permitted within Scotland's Larder, Home & Gift hall and certain other marquees and catering establishments.
2. Notices will be displayed where dogs are not permitted. Guide dogs excepted.

4. WiFi

PDQ Machines

Some recommended PDQ devices are shown below.

SumUp
Solo/Air/Pro

Zettle
Terminal/Store/Mobile Kit

Ingenico

Clover
Flex/Shop Solo/Mini

Pax

Square
Terminal/Stand/Register

Verifone

4. WiFi Contd.

For improved reliability and connectivity of these devices, please ensure that they are up to date and within our Wi-Fi band specifications. PDQ machines that are not up to date may not be reliable on our network. Please see below for more information:

5Ghz Wi-Fi Spec:

We operate within the 5GHz frequency utilising Band A: 5150 – 5350 MHz (Channels 36 – 64) or Band B: 5470 – 5725 MHz (channels 100 – 140)

Wireless Security: WPA-Enterprise (WPA/WPA2, TKIP/AES)

2.4Ghz Wi-Fi Spec:

2.4Ghz Spec: s 802.11 n/ac

Wireless Security: WPA-Enterprise (WPA/WPA2, TKIP/AES)

Most PDQ machines will work on the 5Ghz Wi-Fi network. Whilst there is availability of 2.4Ghz WiFi, we do not recommend PDQ devices that solely rely on this technology. 2.4Ghz devices are subject to interference from electrical items and are less likely to be reliable.

Please be aware, we do not provide Wi-Fi service during the build period. Log-in details will be issued ahead of the show commencing Thursday 20th of June.

For further support and information regarding Wi-Fi, please contact tradestands@rhass.org.uk

5. Staying On-site

5.1 Trade and Contractor Caravan Park £145

1. Our Trade Caravan Park is available to all Exhibitors and can be booked through your ENet Portal. There are limited plots, therefore, we cannot guarantee availability.
2. The Caravan Park includes toilets and showers and is only a 5-10 minute walk from the east side of the showground.
3. Caravans and tents are both welcome. Each tent and/or caravan must be within its own plot.
4. Please note, we do not supply electrical hookups within the caravan park.



6. Sale of Dangerous Goods and Weapons

6.1 Knives, Firearms, Blunt Instruments and items that could be a risk to Public Safety

This section applies to, but is not restricted to, **firearms, guns, hunting knives, domestic knives, bladed instruments, crossbows, swords, axes, machetes, hammers, picks, clubs, bats, blunt instruments**, and anything that may be used as a weapon.

In the interest of public safety and following extensive consultation with Police Scotland, the sale of any item falling into these categories is only permitted at the Royal Highland Show:

1. If the Tradestand Team are notified at time of application and is accompanied by a comprehensive risk assessment which covers all control measures;
2. With written permission from the RHS Tradestand Team.
3. In accordance with legal requirements or guidelines, for example, under license.
4. Where items WILL NOT be handed to a customer as a 'try before you buy' or handed over at point of sale or within the perimeter of the Royal Highland venue.
5. Where items will be stored and displayed in a way that prevents access to them.

RHASS reserves the right to refuse permission for such items to be displayed or sold, order removal of said items and require further control measures to be put in place. The Exhibitor will be required to implement control measures at their own expense. RHASS reserves the right to prevent Tradestands from operating until control measures are put in place.

7. Risk Assessment Procedure

7.1 Introduction

1. Exhibitors should tailor the approach described here to match their own needs, taking into account the nature of their work and the seriousness and complexity of their risks.
2. The law says that you must do what is reasonably practicable to keep your workplace safe. Improving Health and Safety need not necessarily cost a lot.
3. The legal requirement is to record the significant findings of a Risk Assessment and Fire Risk Assessment. Consider if you have done everything that the law requires and have you achieved industry standards?
4. These will include a list of hazards identified in the assessment, highlighting the types of people that may be at risk. Existing control measures should be identified, if they are in place and recorded within the risk assessment.

7.2 Identifying Risks

1. The Management of Health and Safety at Work Regulations 1999 supplements the requirements of the Health and Safety at Work Act 1974 by extending the employers obligations to develop a general framework for safety management and enhance any control measures provided.
2. The main provision of the Regulations is the need for an employer to conduct Risk Assessments of their work activities and to identify the action required to control the Health and Safety risks in the workplace.
3. For guidance on how to complete a Risk Assessment, please visit: www.hse.gov.uk/simple-health-safety/risk/index.htm
4. If the HSE website does not help when filling out your own Risk Assessment, we recommend reaching out to a competent person. The Tradestand Team can answer general queries regarding the submission on your ENet but cannot give Risk Assessment advice.
5. Your Risk Assessment should include a description of stand, design, layout, contents, type of products on display and processes being assessed i.e. Build-up, during Show and Breakdown. It should include the risks from fire and details of your procedure for dealing with conditions such as high wind speeds etc.
6. Please note: RHASS will no longer provide a Risk Assessment template. It is up to the Tradestand holders to organise this independently. For further guidance on how to do this, please follow this link: www.hse.gov.uk/simple-health-safety/risk/index.htm
7. Upon arrival to the venue, before you start build or place anything on your stand, please inspect your stand space for any safety hazards and report any concerns to the trade and contractors site office. If necessary you should review and amend your risk assessment to include any hazards found or note any further control measures that may be required.



7. Risk Assessment Procedure Contd.

7.3 Risk Assessment Process

The following steps must be completed on your ENet account:

- Step 1** - Complete a declaration of conformity
- Step 2** - Complete a RHS 2024 Risk Assessment Checklist
(This is NOT a Risk Assessment)
- Step 3** - Complete RHS 2024 Fire Risk Assessment Checklist
(This is NOT a Fire Risk Assessment)
- Step 4** - Upload your Risk Assessment and Fire Risk Assessment, your particulars should be true and accurate.

Only once you have completed the 4-step process will your passes be allocated and access granted to the venue (please note this is for the safety of all involved with the Royal Highland Show).

8. Terms and Conditions

8.1 Responsibility of Accounts

Exhibitors are responsible for payment of accounts for any work undertaken on their behalf by RHASS or by our nominated contractors in advance of the Show-days, even if you have appointed a sub-contractor or agent to act on your behalf. Remittance terms are set out in conditions of application and will also be on invoices.

8.2 Trading Standards

1. It is the responsibility of all Exhibitors to comply with all relevant Trading Standards and Environmental Health legislation in respect of their stands, exhibits and merchandise. Environmental Health and Trading Standards Officers will be on site.
2. Details of local authority requirements can be found on the City of Edinburgh Council website: www.edinburgh.gov.uk

8.3 Exhibitor Responsibilities

1. All Exhibitors, persons in charge of exhibits, and all persons admitted to the venue, are subject to the rules of the Show and must follow instructions of the Stewards and other officials of the Show.
2. Exhibitors shall be answerable for the conduct of their staff, assistants or representatives.
3. It is the exhibitors and users responsibility to ensure that all portable appliances are safe to be connected into the electrical system and have the appropriate certification. Certification is also required for any outdoor Tradestands installing and using L.P.G.

8.4 Interpretation of Regulations

The decision of RHASS, in every matter arising in connection with the Royal Highland Show will be final.

8. Terms and Conditions Contd.

8.5 Disclaimer of Liability to Exhibitors

1. The term Exhibitor shall include persons taking part in any competition, exhibition or display arranged by or for the Royal Highland Show and the owner of any animal, plant, machinery or any other thing involved in any such competition, exhibition or display or otherwise exhibited on the venue.
2. The Royal Highland & Agricultural Society of Scotland (RHASS) or the Royal Highland Show will not (save for death or personal injury caused by breach of its duty) be held responsible for death, disease or personal injury. RHASS will not be responsible for paying any compensation to Exhibitors for any loss of or damage to property or any animal, article, plant, machinery or thing of whatever nature brought on to the venue by the Exhibitor. RHASS will also not be responsible for any other loss, damage costs and expenses, unless such loss, damage and/or expenses are suffered as a result of the Society's negligence or breach of duty.
3. The Exhibitor shall be responsible for any and all exhibits, vehicles or equipment brought on to the venue by the Exhibitor and shall also be responsible for the actions of any of its employees, agents or servants. The Exhibitor shall be liable for any loss or damage suffered by the Society (including damage to the venue) where such loss or damage was caused by an intentional, reckless or negligent act or omission of the Exhibitor.

8.6 Insurance

1. Exhibitors are required to provide their own insurance against fire, theft and other appropriate risk not only with regards to their own property but also against any third party claims.
2. Every Exhibitor MUST have Public Liability Insurance (we recommend a minimum of 5 million GBP cover however independent advice should be sought from your Insurance Broker).
3. A copy of your certificate of Insurance must be submitted on your ENet Portal plus a copy must be brought to the Royal Highland Show.
4. RHASS accepts no liability for any loss of income or revenue, loss of business, loss of profits or contracts, loss of anticipated savings, loss of data, waste of management or office time or for any indirect or consequential loss or damage of any kind arising and whether caused by delict (including negligence), breach of contract or otherwise, even if foreseeable.
5. For reference, the time period for all Terms and Conditions that relate to the Royal Highland Show covers build, show days and breakdown period, as detailed in this trade guide.

9. Cancellation

9.1 Cancellation by Exhibitor

1. Where an Exhibitor cancels a space booked for any reason, written notification must be sent to the Tradestand Manager as per standard channels of communication. Telephone calls will NOT be accepted as notice of cancellation and must be confirmed in writing.
2. The table on page 44 indicates the percentage of stand rental which will be refunded, if remittance has been taken by the Royal Highland Show.

9. Cancellation Contd.

2024 Dates (Inclusive)	Refund of Stand Rental Costs
Prior to 4 March	50% refund
4 March - 30 April	25% refund (75% of rental fee retained)
On or after 1 May	No refund

3. Full refund indicates a refund of rental space costs. This is not inclusive of refunds to any other services or equipment that may have been acquired and paid for before cancellation notice.
4. Refunds will be processed within 30 days of acknowledgement of cancellation. Exhibitors will be required to supply bank details so refunds may be credited.
5. Once a cancellation is applied to a trade stand or exhibitor, they will lose their first refusal basis for the next or any future Royal Highland Show.

9.2 Organiser's Liability - Cancellation of the Show, Force Majeure etc.

1. If the Royal Highland Show is cancelled, postponed or curtailed for any reason (including, by reason of an event of Force Majeure, which means any of the following which in each case is beyond the control of the parties: act of God, war, insurrection, riot, civil disturbance, acts of terrorism, fire, explosion, theft, malicious damage, strike, lock-out, third party injunction, outbreak of disease; national defence requirements, acts or regulations of national or local governments; and any other cause beyond the control of the parties) so that there is a restriction in the benefit or value of the exhibitors Rights, RHASS shall notify the exhibitor of the cancellation, postponement or curtailment as soon as possible.
2. The parties agree to discuss options in good faith, including alternative activation, deferral of Tradestand to the next Royal Highland Show or, if required, a full refund.
3. Any alternative activation, deferral or refund will be offered on a prorata basis, and will take account of any benefits received.

Approved Service Contractors

The following services can only be obtained via the Royal Highland Show's list of approved contractors.

1. Electrical Supply

Pratt Bros (Exhibitions) Ltd.

East Gate, Royal Highland Centre, Edinburgh EH28 8NF

0131 333 3665

exhibitions@prattbros.co.uk

Any Exhibitor wishing electrical services at their stand must order directly via their ENet Portal or by calling Pratt Bros directly.

2. Water and Drainage (where available)

Tempsite Installations Ltd.

Woodlands, Balbeggie, Perth PH2 6AU

01821 650 569

info@tempsite-installations.co.uk

Orders for water connection and main drainage connection should be submitted via your ENet Portal.

The water and drainage connection will be provided to a standpipe or drain at the rear of the stand only.

Stand pipes will be provided at each toilet block and food court.



3. Trestle Table and Chair Hire

Trestle Tables (6' x 2.5') and Chairs can be hired from RHS

These may only be ordered via the ENet Portal.

There will be no other opportunities to order at a later date.

All furniture ordered will be distributed to stands from **Saturday 15th June**. If required earlier, please inform the Tradestand Team by **Monday 27th May**.

4. Tradestand Security

Whilst G4S Security is dedicated to general security at the RHS, some Tradestands and operators of licensed premises within the venue may choose to, or be required to, engage additional security to enhance, still further, the safety and security of their premises and patrons.

It is imperative that all security companies at RHS work in partnership and to common standards. With a view to achieving this, RHS ask that all operators consider carefully who they engage.

Whilst the final decision on who should be engaged rests with tradestands or operators we would like to promote Security Scotland as a preferred supplier of additional security. The advantages of engaging Security Scotland are as follows:

- Engagement of a credible organisation that is part of the Security Industry - Authority Approved Contractor Scheme and the UK Crowd Management Association
- Full integration with all Show security through our control room – the Joint Agency Control Centre (JACC)
- On site resilience and back-up

The single point of contact for security Scotland is:

Chris Callaghan

chris.callaghan@securityscotland.com

All Tradestands and operators engaging independent security staff must submit detail of the security company, number of staff and times of operation to the Tradestand Team no less than 30 days before the RHS 2024.



Helpful Contacts

The following are a list of mostly local companies that Exhibitors may find useful inclusion in the list is not a recommendation. All arrangements must be made directly with the company.

Mobile Terminal Hire (Card Machines)

iZettle

T: 0203 699 9934
E: partnerships@izettle.com
W: www.izettle.com/gb

123 Hire Ltd

T: 08005 423 123
E: sales@123hire.net
W: www.123send.net/royalhighland

L.P.G Gas

Russell Gas

A: 5 Bankhead Crossway N,
Edinburgh, EH11 4BZ
T: 0131 453 6500
W: www.russellgas.co.uk

Scottish Fire and Rescue Services and City of Edinburgh Council officials will inspect all gas units.

Portable Office Accommodation

Qdos

A: 179 Queens Road, Weybridge, Surrey,
KT13 0AH
T: 0149 467 5375
W: www.qdoseventhire.co.uk

Loc Hire

A: 155-175 Glasgow Road, Longcroft,
Bonnybridge, FK4 1QY
T: 0843 855 0105
E: info@lochire.co.uk

Fire Extinguishers

Courier Service

Canon Safety Ltd

A: 16 Quarrydale Avenue, Sutton in Ashfield, Nottinghamshire, NG17 4DS
T: 01623 465 503

Cameron Event Logistics

A: 1 Tennant Avenue, College Milton South, East Kilbride, G74 5NA
T: 01355 238 559
E: info@cameronlogistics.co.uk

Marquee Hire

ARC Marquees

A: Algo Business Centre, Glenearn Road, Perth, PH2 0NJ
T: 01786 880 578
E: enquiries@arcmarquees.com

Field & Lawn Ltd.

A: East Mains Industrial Estate, Broxburn, West Lothian, EH52 5AU
T: 01506 857 938
E: scotland@fieldandlawn.com

English Marquee Company

A: Unit 53, Gate 2, Potter Space Business Park, Melmerby Green Lane, Ripon, HG4 5HP
T: 07562 432 093 or 01423 638 245
W: www.englishmarqueecompany.co.uk

Purvis Marquees

A: 4b East Mains, Ingliston Road, Edinburgh, EH28 8NB
T: 0131 335 3685
E: sales@purvis-marquees.co.uk

Green Field Marquees

A: 42 Ormidale Terrace, Edinburgh, EH12 6EF
T: 0131 531 0683
E: info@greenfieldmarquees.com

Cheviot Rentals

A: Kilburn House, Netherbyres, Eyemouth, TD14, 5SE
T: 01890 751 161
E: sales@cheviotmarquees.co.uk

Olympus Marquees

A: Standstill Road, Spittal, Berwick-upon-Tweed, TD15 1RE
T: 01289 307 264
E: olympusmarquees@hotmail.com

Mobile Exhibition Trailer Hire

FMX

A: Fenwick By-Pass, Fenwick, Ayrshire,
KA3 6AY
T: 01560 600 271
E: enquiries@fmx-ltd.com

Strathmore Exhibition Trailers

A: 342 Strathmore Avenue, Dundee,
DD3 6RX
T: 01382 816 805
E: www.strathmoreexhibitiontrailerhire.com

Mobile Sink Hire

The Mobile Sink Company Ltd.

A: Unit B6 (OYO Business Units), 187
Park Lane, Castle Vale, Birmingham,
B35 6AN
T: 0121 747 1179
W: www.mobilesink.com

Event-A-Loo

A: Hulhead, Easter Moffat, Plains,
Airdrie, ML6 8NP
E: isobel@event-a-loo.co.uk
W: www.event-a-loo.co.uk

Bordaloo

A: Kelso, Scottish Borders
T: 07876 543 506
W: www.bordaloo.co.uk
E: info@bordaloo.co.uk

Refrigeration and Catering Equipment Hire

Cross Rental Services

A: 3 Bishops Court, Winwick Quay,
Warrington, WA2 8QY
T: 0800 464 0369 or 07712 306957
E: events@crossrentalservices.com

Signs & Graphics

Baillie Sign Service

A: 184-186 Queensferry Road,
Edinburgh, EH4 2BW
T: 01313 152 800
E: sales@bailliesigns.co.uk

The Sign Company

A: Unit 7, Hayfield Place, Hayfield
Industrial Estate, Kirkcaldy, KY2 5DH
T: 01592 646 454
E: info@thesigncompany.info

Service Graphics

T: 07802 531138
E: aileen.mcguiggan@servicegraphics.co.uk
W: www.servicegraphics.co.uk

Sign Plus Ltd.

A: Bristol House, 15 Ridgeway, Hillend
Industrail Estate, Dalgety Bay, Fife,
KY11 9JH
T: 01383 823 000
W: www.signplus.co.uk

Specialized Signs

A: Edinburgh
T: 01313 371 237
E: info@specializedsigns.co.uk

Floral and Plant Displays

Flowers Grown in Scotland

A: Logie, Montrose, Angus, DD10 9LD
E: flowersgrowninscotland@gmail.com
W: www.flowersgrowninscotland.co.uk/

Benholm Plant Displays

A: Melons Place, Falkirk, FK02 0BT
T: 01324 861300
E: mail@benholm.com

Poppy Floral Design

A: Waulkmill, Charlestown, Fife,
KY12 8JU
T: 07779 266 620
E: info@poppyfloraldesign.co.uk
W: www.poppyfloraldesign.co.uk

Flowers by Rhona

A: 34 Burnside Terrace, Addiewell, West
Calder, EH55 8NE
T: 07817 322 002
E: flowersbyrhona@hotmail.co.uk
W: www.flowersbyrhona.org.uk

Security Alarms

Flag Poles

PID Systems Ltd

A: 8 Dow Road, International Aerospace Park, Monkton, Prestwick, KA9 2TU
T: 01623 465 503

Fuchsia Exhibition & Conference Services

A: 13 Oak Industrial Park, Chelmsford Road, Essex, C M6 1XN
T: 01371 644800
E: nick@fuchsiaevents.co.uk

Furniture Hire

Cairns Event Hire

A: 55 Causewayside Street, Glasgow, G32 8LT
T: 01417 788 333
E: sales@cairnseventhire.scot

Exhibition Furniture Scotland

T: 01355 238 559
E: hire@exhibitions.com

360 Event Hire

T: 0330 133 4840
E: info@360hire.events
W: www.360hire.events

Local Accommodation

The Royal Highland Show's appointed travel partner is Field Farm Tours Ltd. and can offer great rates on accommodation during the period of the Show.

Field Farm Tours Ltd.

A: Field House, 3 Stephenson Court, Stephenson Way, Newark, NG24 2TQ
T: 01636 616 060
E: info@fieldfarmtours.co.uk
W: www.fieldfarmtours.co.uk

Visit Scotland Accommodation

T: 03303 030 154
W: www.visitscotland.com

Haulier Services

Robert Wilson Transport Ltd

A: 9 Houstonfield Road, Houston,
Renfrewshire, PA6 7EY
T: 07836 707488
E. rwilsontransport@gmail.com

John Manners Transport

A: Battlebridge, Alnwick, Northumber-
land, NE66 2BB
T: 07703 114 314
E. fraser@mannerstransport.com

Stand Builders

Darklight Event Services Ltd

A: 60 Windsor Gardens, Alnwick,
NE66 1LP
T: 07500 111 401
E: production@darklighteventservices.com
W: www.darklighteventservices.com

Dynam

A: Inverness/Glasgow
T: 01463 233 692
E: karen@dynam.co.uk

Frog Works Ltd.

A: Unit 10, Mid Road Industrial Estate,
Prestonpans, EH32 9ER
T: 07747 487 410
E: susan@frogworks.co.uk
W: www.frogworks.co.uk

We look forward to having you trade with us at the 2024 Royal Highland Show.

The Tradestand Team
Amy, Blayne & Callie