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FREE QUOTATIONS
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CONDITIONS OF APPLICATION

1. MEMBERSHIP AND PAYMENT

1.1. All exhibiting companies must hold a Membership of the Royal Highland and Agricultural Society of Scotland (RHASS). A Membership application form can be found within the Trade Stand Application pack (or can be downloaded from our website or www.rhass.org).

1.2. A Membership form must be completed and returned with the Trade Stand application form if your company does not already hold a Membership.

1.3. If you are an existing Member, Society Membership runs from 1st January to 31st December, you must send your renewal fee to us along with your trade remittance, unless it is already paid. Please quote your Membership number on your Trade Stand application form so your Membership of RHASS can be confirmed.

1.4. Membership is on an individual basis and we recommend the onsite stand manager, or a staff member who will be in attendance for all 4 days of the Show, is the nominated member.

1.5. All fees associated with exhibiting at the Royal Highland Show (RHS) in 2018 are given on page 7. Applications, accompanied by the appropriate remittance must be received, in full, by the closing date of 31st January 2018.

1.6. If, by prior arrangement, application fees are to be paid by invoice they must be paid within 30 days of the date on the invoice or by 1st May 2018.

1.7. VAT must be applied to all stand rental fees at the prevailing rate at the time of booking.

1.8. In any discussion as to what constitutes a non-agricultural exhibit, the decision of the Show shall be final.

1.9. Applications will be accepted on the strict understanding that the Show reserves the right to refuse any application without giving any reason and that the Trade stands team will determine the position and area of sites offered to exhibitors.

2. NEW EXHIBITOR PROCEDURE

2.1. All new exhibitors wishing to attend the Show are requested to complete and return the Trade Stand application form indicating the ideal:

   a) Stand size
   b) Location

   We will send a confirmation email once your application is received.

2.2. It is important to note that at this stage the confirmation does NOT constitute an offer to exhibit only that your application has been received.

2.3. 2017 exhibitors are offered first refusal of the same stand space they occupied in 2017 for 2018. Returning exhibitors have until the closing date of 31st January 2018 to notify the Trade Stand Team whether they wish to:

   • rebook and accept the same stand as 2017
   • request a change of size or location for 2018
   • not exhibit in 2018
2.4. Once the Trade Stand Team have this information, any stand size or location changes are resolved first as a ‘loyalty thank you’ to the returning exhibitors. This process takes approximately 6 weeks. Once this process has been completed new applications are considered.

2.5. If NO suitable stand space is available for your application, notification will be sent to you.

2.6. If there is a suitable stand space for your application, one of the Trade Stand Team will call to discuss the availability before sending the official offer via email.

2.7. Only when this offer has been made and accepted, in writing, are you guaranteed a stand at the 2018 Show.

3. **RISK ASSESSMENTS**

3.1. All applications must be accompanied by a fully completed Risk Assessment for your stand and all your operations. This must include build up and break down periods as well as the days of the Show.

3.2. A blank Risk Assessment is enclosed within this pack, should this be required. Guidance on how to complete your Risk Assessment can be found on page 19.

3.3. Please ensure you keep a copy of the completed Risk Assessment for your own records and also bring a copy with you.

3.4. On arrival to the site, before you start to build or place anything on your stand, please inspect your stand space for any safety hazards and report any issues or concerns to the Help Desk. If necessary you should review and amend your Risk Assessment to include any additional hazards found or further control measures required.

4. **USE OF STAND SPACE**

4.1. Applications will be accepted on the strict understanding that space allocated is used for the display, promotion or sale of the items or services listed by the exhibitor on the application form.

4.2. Exhibitors and stand personnel must conduct their business only within the space allocated to them. In the event of any exhibitor occupying more space than has been allocated, the Show Directors and Trade Stand Team reserves the right to demand the exhibitor vacate any or all of the space allocated.

4.3. The tenancy of the space is granted for the period of the RHS 2018 only and expires 08:00 Monday 25th June 2018 unless by prior written agreement.

4.4. Once you start building your stand, acceptance of the site conditions will become your responsibility. You should regularly inspect your stand conditions throughout your tenancy and inform the Help Desk immediately of any defects.

4.5. In the event of any exhibitor failing to occupy and arrange their own stands and exhibits within the space allocated to them to the satisfaction of the Trade Stand Team before 06:00 Thursday 21st June 2018, the allocation of space may be cancelled by the Trade Stand Team without refund.
5. **SUB-LETTING OF STAND SPACE**

5.1. Exhibitors are prohibited from sub-letting space allocated to them.

5.2. Exhibitors who wish to share their stand with another company or individual must obtain the written agreement of the Trade Stand Team.

5.3. The Show does appoint, in writing, individuals or companies to act as its agents to manage one or more stands at the Show.

5.4. Where the Show appoints agents, those who rent space from them will be regarded as exhibitors for the purpose of complying with the Trade Stand Regulations. Agents will distribute copies of the Trade Stand Regulations to all of their exhibitors, and must ensure compliance with them.

5.5. Agents may issue additional regulations of their own, which must be submitted to the Show for approval, and which must not contradict the Show’s own regulations.

6. **TRADING REQUIREMENTS AND PUBLIC SAFETY**

6.1. All exhibitors must comply with local Trading Standards Legislation and Regulations. Exhibitors must ensure they hold the appropriate licences required under Scottish Law.

6.2. Environmental Health, Trading Standards and Public Safety Officers for The City of Edinburgh Council will carry out onsite inspections; during construction and for the duration of the Show.

---

**CONTACT DETAILS**

Trade Stands Department, Royal Highland Show Royal Highland Centre, Ingliston, Edinburgh, EH28 8NB

Tel: 0131 335 6217, 6218 or 6295  
Email: tradestands@rhass.org.uk

Trade Stands Manager: Anne-Marie Thomson, Tel 0131 335 6218,  
anne-mariet@rhass.org.uk

Trade Stands Assistant: Antonina Carmichael, Tel 0131 335 6295,  
antoninac@rhass.org.uk

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**COPIES OF THIS GUIDE AND ALL APPLICATION FORMS CAN BE DOWNLOADED FROM OUR WEBSITE:**

www.royalhighlandshow.org
# PRICING STRUCTURE 2018, EXCLUDING VAT

## MODULAR SHELL SCHEME STANDS:

<table>
<thead>
<tr>
<th>SIZE Metre (Frontage x Depth)</th>
<th>PRICE £ (excl. VAT)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2m (f) x 2m (d) *</td>
<td>395.00 *</td>
<td>Shell scheme package</td>
</tr>
<tr>
<td>2m (f) x 2m (d)</td>
<td>545.00</td>
<td>Shell scheme package</td>
</tr>
<tr>
<td>3m (f) x 2m (d)</td>
<td>830.00</td>
<td>Shell scheme package</td>
</tr>
<tr>
<td>3m (f) x 3m (d)</td>
<td>1215.00</td>
<td>Shell scheme package</td>
</tr>
<tr>
<td>4m (f) x 2m (d)</td>
<td>1050.00</td>
<td>Shell scheme package</td>
</tr>
<tr>
<td>4m (f) x 3m (d)</td>
<td>1560.00</td>
<td>Shell scheme package</td>
</tr>
<tr>
<td>4m (f) x 4m (d)</td>
<td>2040.00</td>
<td>Shell scheme package</td>
</tr>
<tr>
<td>5m (f) x 3m (d)</td>
<td>1915.00</td>
<td>Shell scheme package</td>
</tr>
<tr>
<td>5m (f) x 5m (d)</td>
<td>3160.00</td>
<td>Shell scheme package</td>
</tr>
<tr>
<td>6m (f) x 5m (d)</td>
<td>3825.00</td>
<td>Shell scheme package</td>
</tr>
<tr>
<td>8m (f) x 3m (d)</td>
<td>3210.00</td>
<td>Shell scheme package</td>
</tr>
</tbody>
</table>

* Primary Producer 1st year introductory rate = £395 00 + VAT for 2m x 2m shell scheme Stand

## SHELL SCHEME PACKAGE STANDS COME COMPLETE WITH:
- Sodem shell scheme to a height of 2.5m
- 3 walls (2 on corner sites) comprising of aluminium components with white infill panels
- 300mm deep black fascia on all open sides (square edges)
- 1 name board detailing the company name and stand number (black with white writing)
- Carpet (black carpet tiles)
- 2 spotlights (per 3m frontage) and 1 x 24hr twin switch socket (per stand along back wall)

## OPEN SPACE STANDS:

<table>
<thead>
<tr>
<th>SIZE Metre (Frontage x Depth)</th>
<th>PRICE £ (excl. VAT)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variable *</td>
<td>130.00 per square metre</td>
<td>Open space only *</td>
</tr>
</tbody>
</table>

* Please contact the Trade Stand Manager to discuss options.

VAT at the Prevailing rate, at date of application, should be added to the above rates.
ADMISSION TICKETS

7. ALLOCATION

7.1. As a trade exhibitor, your trade stand fee includes an allocation of tickets in accordance with the scale shown below.

INDOOR TRADE

<table>
<thead>
<tr>
<th>Stand Size</th>
<th>No of Single day admittance tickets</th>
<th>Bonus Tickets (*see note below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2x2 (4 square metres)</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>2x3 (6 square metres)</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>2x4 (8 square metres)</td>
<td>12</td>
<td>4</td>
</tr>
<tr>
<td>3x3 (9 square metres)</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>3x4 (12 square metres)</td>
<td>16</td>
<td>6</td>
</tr>
<tr>
<td>5x5 (25 square metres)</td>
<td>20</td>
<td>8</td>
</tr>
</tbody>
</table>

7.2. Single day admittance tickets may be exchanged for wristbands. 4 single day admittance tickets may be exchanged for 1 wristband. Please advise the Trade Stand Team, on application if you wish to exchange any of your ticket allocation for wristbands.

7.3. Wristbands will allow exhibitors access to the site 24 hours per day. Between the hours of 20:00 and 07:30 admission to the site will be by wristband only.

7.4. Please note that no-one is allowed to sleep over within the exhibition hall.

7.5. We would suggest that wristbands should only be given to staff who will be working all 4 days of the Show or staying onsite.

7.6. Single admit tickets can be used only once (to admit one person on one day) and we would suggest they are given to occasional staff.

7.7. Wristbands and single admit tickets cannot be exchanged without prior agreement by the Trade Stand Team.

7.8. No exchanges will take place after 18:00 Wednesday, June 20, 2018.

7.9. Trade exhibitors’ wristbands and tickets, whether allocated or purchased may not be re-sold.

7.10. Wristbands are valid at all entrances to the Showground.

7.11. Tickets are valid at all public and trade entrances to the Showground.

8. BONUS TICKETS - IF YOU BOOK EARLY!

8.1. Exhibitors who book and pay for their space before the 12th January 2018 will receive a bonus allocation of single admit tickets in accordance with the scale shown above.
9. ADDITIONAL STAND ATTENDANT TICKETS AND WRISTBANDS

9.1. Exhibitors may purchase, if required, additional single admit day tickets for use by stand attendants at the discounted cost of £20.00 each (including VAT).

9.2. ** NEW for 2018 ** You may purchase a 2 day admit ticket for £36.00 (including VAT) which can be used on any 2 days.

9.3. Additional 4-day wristbands may also be purchased at a cost of £65.00 each. (including VAT).

9.4. Tickets will be supplied if the appropriate payment has been received.

9.5. No tickets will be issued on a credit basis.

VEHICLE PASSES

10. TRADE EXHIBITOR CAR PARK PASSES

10.1. Every Trade Exhibitor will receive one Trade Exhibitor car park pass for entry to any of the Show car parks.

10.2. Additional Trade Exhibitor car park passes may be purchased at £20.00 each (including VAT).

10.3. All car park passes are valid for all 4 of the Show days.

10.4. These can be ordered on the application form.

10.5. PLEASE NOTE: The Old Trade Exhibitor Car Park in the East is no longer in existence. On approach to the Showground please follow the signs for the main East Car Park. Access is from Eastfield Road and a Trade Exhibitor section will be within this car park.

There are NO changes for exhibitors entering the Showground through the West Car Park.

11. ONSITE SUPPORT VEHICLES

11.1. Trade Exhibitors who require 24hr access to a support vehicle (at the rear of the exhibition hall) can apply for an Onsite Vehicle Pass.

11.2. The sole use of the Onsite Vehicles Pass system is for support vehicles containing additional and necessary stock only. Use of Onsite Vehicle Passes will be closely monitored.

11.3. Applications for an Onsite Vehicle Pass must be made at time of Trade Stand Application.

11.4. The fee for each onsite vehicle is £90.00 (including VAT).

11.5. Any vehicles left onsite during the show without a valid Onsite Vehicle Pass will be removed.

12. RESTOCK VEHICLE ACCESS PASS: C-PASS

12.1. Access to the showground for vehicles to restock trade stands during the four days of the show requires a ‘C Pass’.

12.2. All ‘C passes’ are free of charge and should be requested at time of application.
12.3. Vehicles will be allowed access to the showground during the four days of the show, only between the following times:

Morning session 05:30 to 07:15 - latest access is 06:45
Evening session 20:30 and 22:30 - latest access is 22:00

13. SMALL DELIVERIES PRE AND ALL DELIVERIES DURING THE SHOW

13.1. All small packages delivered pre-Show and all packages delivered between the hours of 07:00 and 20:30 during the Show must be left at the Deliveries drop off point outside Gate 1.

13.2. All packages must clearly state the stand name, stand number and have a contact mobile number.

13.3. If a package is left at the drop of point for you, you will be advised.

14. SHOW CATALOGUE EXHIBITION CLASSIFICATION

14.1. Within our official catalogue, which is on sale to the public, an alphabetical list of all exhibitors will be published. The alphabetic list will confirm full address, contact and company details as well as your stand location.

14.2. All Scotland’s Larder Live Exhibitors will automatically be listed under the product listing ‘Scotland’s Larder Live, Food and Drink’.

For your entry to be included, you must complete the Show Catalogue exhibitor listing section of the application form.

14.3. Applications received or processed after 30th April 2018 may not be included within the catalogue.

SHOW BUILD-UP

15. BUILD-UP START DATES AND TIMES

15.1. The Hall will be open for stand fitting within the open space areas only from 08:00 to 19:00 on Saturday 16th and Sunday 17th June.

15.2. Stand fitting and delivery of exhibits and stock from: 07:00 to 22:00 on Monday 18th and Tuesday 19th June. 07:00 to Midnight on Wednesday 20th June.

16. TRAFFIC MANAGEMENT WITHIN SHOWGROUND

16.1. From Monday 18th all Scotland’s Larder Live exhibitors should approach the site from Fairview Road and enter by Gate 5 This Gate will be staffed from 07:00 on Monday 18th. Once you are fully unloaded you should exit the site via Gate 5 and go back along Fairview Road.

16.2. From Saturday 16th to Wednesday 20th June to control traffic during the extremely busy days of build-up, the Show operates a traffic management system adjacent to Gate 1, for any exhibitor who needs to access the full Showground or the hall from 13th Avenue.
16.3. All traffic approaching the site will be routed into the system. In order to gain access to the site as swiftly as possible everyone must approach via Fairview Road and follow the signage and the instructions from the stewards.

16.4. Gate 1 is the only access gate for Trade exhibitors who require access to the west or north sides of the exhibition hall, via 13th Avenue.

16.5. Vehicles are allowed on site to unload only. Once unloaded vehicles must leave the site as soon as possible using Gate 1 or the alternative exit point at Gate 13, please see map on page 33.

16.6. On arrival:
   Commercial Vehicles will be allocated a pass
   Private vehicles must display their ‘2 Hour’ unload pass 1 pass will be allocated per stand, issued in advance along with the tickets and passes in May and the time on site is strictly limited to 2 hours

16.7. A free car park, just outside the boundary of the showground, is available during the build-up period for vehicles to park. Staff can then walk onto the site.

16.8. The Show reserve the right to require the removal of any vehicle from the Showground which is considered to be causing an obstruction at any time.

16.9. Any vehicle leaving the Showground may be subject to a Stop and Search policy.

17. VEHICLE MOVEMENT WITHIN THE SHOWGROUND

17.1. The Showground has a 10MPH speed limit.

17.2. All drivers, equipment and vehicles within the Showground must comply with the Road Traffic Acts, signage and stewards instructions.

18. VEHICLE STOP AND SEARCH POLICY

18.1. Security Staff may carry out random security searches on vehicles and trailers at any time without notice Refusal of this request may result in attendance by Police Scotland.

18.2. Government agencies such as DVSA etc. may be situated on the public highway at the entrance or exit to the site.

19. EXHIBITORS WHO EMPLOY CONTRACTORS

19.1. You must confirm any contractor’s details within the application form. For the avoidance of any doubt you are responsible for any contractor you employ.

19.2. Exhibitors who employ contractors are advised to pass on a copy of this guide as well as all relevant stand and build-up information and any passes required Copies can be downloaded from our website.

19.3. Exhibitors must advise their contractors of their 2018 stand number and location, which will be sent in May along with your tickets.

19.4. NB – whilst onsite ALL EXHIBITORS, contractors and personnel MUST wear High-Viz vests during the build-up and breakdown days as there will be a lot of movement around the site and we want to keep everyone safe.
20. **WORKING AT HEIGHT**

20.1. Follow the risk assessments you have carried out for work at height activities and make sure all work at height is planned, organised and carried out by competent persons.

20.2. Follow the hierarchy for managing risks from work at height - take steps to avoid, prevent or reduce risks; and choose the right work equipment and select collective measures to prevent falls (such as guardrails and working platforms) before other measures which may only mitigate the distance and consequences of a fall (such as nets or airbags) or which may only provide personal protection from a fall.

21. **TEMPORARY STRUCTURES**

21.1. Public Safety Officers for The City of Edinburgh Council will carry out inspections of all temporary structures, during construction and for the duration of the Show.

21.2. You are strongly advised to obtain further advice from The City of Edinburgh Council, Department of Property Services, Public Safety Section, 329 High Street, Edinburgh, EH1 1PN, Tel: 0131 529 4537 or 4512.

21.3. Positioning of Temporary Structures: The general layout of the Show and of the stands, within the exhibitions halls have been approved by the Council.

21.4. The detailed layout of each temporary structure and its interaction with neighbouring stand or obstructions must meet the approval of the Council.

21.5. Table and Seating Layout: The table layout in any catering area or the seating layout for any demonstration must meet the approval of the Council.

21.6. Lighting: Where appropriate, primary and secondary lighting should be provided in enclosed structures.

21.7. Electricity: Any temporary electrical installation should meet the approval of the Council.

21.8. Construction Sign off: it is recommended that once a structure has been assembled the contractor provides you with a sign off sheet confirming that the structure is fit for purpose and has been built to the correct standards and finishing requirements.

---

**CLOSING DATES 2018**

Cut off point for Bonus Tickets – 12th January 2018

**APPLICATION FORMS – 31st January 2018**

Entry for Catalogue -30th April 2018

Electricity Supply – 1st June 2018

Water Supply – 1st June 2018

Main Drainage Connection – 1st June 2018
SHOW DAYS

22. OPENING AND STAFFING OF STANDS

22.1. Stands must be open and staffed continuously as detailed below:

<table>
<thead>
<tr>
<th>Showground/ Public Opening hours</th>
<th>Staffing of Stands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 21st to Saturday 23rd June</td>
<td>09:00 to 19:00</td>
</tr>
<tr>
<td>Sunday 24th June</td>
<td>09:00 to 17:00</td>
</tr>
</tbody>
</table>

22.2. The Scotland's Larder Live exhibition hall will be cleared of the public and locked at 19:00 Thursday to Saturday.

The hall will be open from 07:00 to 19:00 daily.

23. TRAFFIC MANAGEMENT

23.1. During the Show, between the hours of 07:15 – 20:30 and 07:15 – 18:30 Sunday, the Showground is regarded as a pedestrian precinct.

23.2. Movement and parking of unauthorised vehicles within the Showground is forbidden.

SHOW BREAKDOWN

24. BREAKDOWN PROCESS

24.1. Over many years, a timetable and operation has been devised to ensure that the dangers to traffic, pedestrians and livestock during this hectic period are mitigated and balanced with the desire for as many exhibitors and competitors as possible to exit the site safely on the Sunday Evening.

24.2. Dismantling of Trade Stands before 18:00 on Sunday 24th June will be regarded as a breach of contract.

24.3. Sunday 24th June

15:00 No vehicles will be allowed to enter the Showground
15:00 Trade Exhibitors’ vehicles arriving at the Showground will be assembled in the North-West Car Park under the direction of the Show Car Park Stewards and Parking contractors.
18:00 Show closes and the dismantling of Trade Stands may begin. Any traffic on site must remain stationary.
18:30 Expected time for all general public to have left the Showground
18:30 – 19:00 Permission is given by Show JACC for the breakdown operation to commence.
23:00 All access to the Showground will be stopped, exit from the Showground can continue under till until 00:00 (midnight).
00:00 All Showground gates will be locked.
24.4. All vehicles looking for access to the East side of the hall should enter and exit by Gate 5 on Sunday 24th June and Monday 25th June.

24.5. To access the Showground and exhibition hall from the north or west sides of the hall, via 13th Avenue, a one way system is in operation throughout the Showground. You must enter the site via Gate 13 and exit by Gate 1 throughout Sunday 24th and Monday 25th June.

24.6. All stands and exhibits must be removed no later than 19:00 on Monday 25th June, without prior arrangement with the Trade Stand Team.

SECURITY

25. SHOW SECURITY

25.1. Exhibitors are advised that whilst the Show takes the issue of onsite security very seriously, the Show cannot be held responsible or liable for any loss or damage that occurs for whatever reason on the site from the time of arrival until departure.

25.2. It is incumbent on all exhibitors to ensure they have taken appropriate precautions for the security of their stands and exhibits during the build-up, show days and especially during the breakdown period.

25.3. Show Security will operate throughout the Showground from Monday 11th June, during opening hours.

25.4. Enhanced 24 hour security cover is provided from 06:00 Monday 18th June to 22:00 Tuesday 26th June Inclusive.

25.5. Exhibitors should ensure engines of all vehicles and machinery are securely protected to prevent unauthorised use.

26. SECURITY CONTACT DURING SHOW

26.1. For any security issues, please use the JACC contact number 0131 335 6238. This will ensure that all calls will be logged and incidents dealt with in an appropriate manner.

27. INCIDENT REPORTING

27.1. All accidents and incidents should be reported to the JACC, on the above number JACC will then co-ordinate incident response with Security and, if necessary, emergency services.
FIRST AID PROVISION

28. DURING BUILD-UP
28.1. First Aid services are available on site from the 18th June.
28.2. They can be contacted on 0131 335 6276. All incidents will be logged and dealt with appropriately.

29. DURING SHOW
29.1. The First Aid post, located on Avenue L between the 13th Avenue Shopping Arcade and the Main Ring, is fully staffed.
29.2. They can be contacted on 0131 335 6276. All incidents will be logged and dealt with appropriately.

30. DURING BREAKDOWN
30.1. First Aid services are available on site until 17:00 25th June.
30.2. They can be contacted on 0131 335 6276. All incidents will be logged and dealt with appropriately.

GENERAL GUIDANCE AND INFORMATION

31. HEIGHT OF STANDS AND EXHIBITS
31.1. No stand or exhibit may exceed 6 metres in height unless agreed in writing by the Trade Stand Team.

32. STAND ADMISSION OR SECONDARY CHARGING
32.1. No charge may be made for access to any stand, part of a stand or for any activity without written permission from the Trade Stands Team.

33. SLEEPING ON THE STAND
33.1. No-one is allowed to sleep within any of the exhibition halls.

34. TRADE EXHIBITOR CARAVAN PARK
34.1. A Trade Caravan Park is located to the East of the showground. This caravan park is for trade exhibitors and contractors only and is designated a quiet area.
34.2. Early application should be made as spaces are limited.
34.3. The use of silent running generators within the caravan park is allowed. The use of any other generator is prohibited.
35. **WASTE MANAGEMENT**

35.1. Exhibitors are responsible for keeping their trade space free from rubbish. Please use the bins provided, or leave your rubbish at the front of your stand each evening for collection.

35.2. B.S.I Environmental management is at the heart of our operation to achieve sustainable success. This international standard helps us reduce our environmental impact as well as growing our business.

36. **SALE OF FOOD STUFF AND DRINKS**

36.1. One of the great strengths of the Scotland’s Larder Live 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.

36.2. Exhibitors may sell foodstuffs for immediate consumption within the Lowland Hall provided:

   - You are offering free samples AND
   - You are not selling a full standard market size portion AND
   - You are not offering a fast food or catering facility e.g. if you sell a meat product you cannot cook and sell it in a roll for immediate consumption (unless you obtain specific written permission from the Society via the Trade Stands Manager).

36.3. All alcoholic sales are for ‘Off’ site consumption. Free samples of alcoholic drinks may be provided for over 18’s only; provided they are NOT full market sized measures.

36.4. Exhibitors are encouraged to sell foodstuffs and drinks on an ‘off’ sales basis for consumers to take away, prepare and enjoy at home.

36.5. If you are unsure about the sale of food and drink products within Scotland’s Larder Live or anywhere within the site please do not hesitate to contact the Trade Stands Manager for further clarification.

37. **FOOD SAFETY**

37.1. When offering any food or drink the exhibitor has full responsibility for complying with the requirements of the Director of Environmental Health, City of Edinburgh Council, (Telephone: 0131 529 3030) in respect of all foodstuffs and drinks displayed, offered for sale or otherwise provided within the stand. Please contact The Head of Food Safety with any questions.

37.2. A list of the Council requirements is enclosed with this pack and can be downloaded from the show website or by contacting the council directly.

38. **PREPARATION OF FOOD AND DRINK**

38.1. 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. Approved hand washing facilities must be provided by the exhibitor on the stand from which food is to be offered for free sampling or sale. A communal pot wash facility is available within the Lowland hall.
39. **OCCASIONAL ALCOHOL LICENCE**

39.1. Similar to 2017 The Show will apply for an occasional ‘Alcohol’ license for the entire Scotland’s Larder Live exhibition hall, therefore, if you wish to sample or sell alcohol within the exhibition hall please advise the Trade stands Manager, complete the Intent to Sample and Retail Alcohol application form and supply a copy of your personal license on application.

39.2. Exhibitors who are authorised to sample and / or sell alcohol must ensure compliance with the Licensing (Scotland) Act 2005 and comply with the terms of the occasional licence from the City of Edinburgh Council. A copy of these terms will be provided to you by the Trade stand manager.

39.3. Personal License holders from out with Scotland will be required to attend a compulsory 2 hour training session onsite before they can commence trading. Unless you can provide a copy of previously completed training.

39.4. Scottish Personal License holders will be required to bring and provide copies of all licences as well as training records for all staff.

40. **FREE SAMPLING**

40.1. Exhibitors are encouraged to provide free samples of food and drink.

41. **CARRIER BAGS**

41.1. We expect all our exhibitors to abide by the regulations brought in by The Scottish Parliament, Single Use Carrier Bags Charge (Scotland) Regulations 2014: [www.carrierbagchargescotland.org.uk](http://www.carrierbagchargescotland.org.uk).

42. **GOODY BAGS**

42.1. Companies are permitted to give away goody bags, provided they are handed out within the boundaries of their stand. They should contain no more than 5 items, one of which may be a food item of non-market sized portion. Bottles of non-flavoured water may also be given away provided they are 250ml or less.

43. **OFFENSIVE OR OBSCENE MATERIALS**

43.1. Any goods deemed as offensive or obscene in the opinion of the Trade Stands Team may not be displayed or offered for sale.

44. **PROMOTIONAL EVENTS**

44.1. Demonstrations, promotional events or competitions may be undertaken within the boundaries of your stand.

44.2. Full details of any proposed demonstration or promotional event, including the equipment to be used, must be provided with the application and written permission must be obtained from the Trade Stands Team.

44.3. Space for people watching the demonstration or promotional event should be considered and provided within the stand boundaries.
45. **ACTIVITIES CAUSING HAZARD OR INCONVENIENCE**

45.1. Exhibitors are not permitted to conduct activities that pose a hazard to themselves, other exhibitors or visitors, nor undue inconvenience to other exhibitors or visitors.

45.2. The Trade Stands Team has the authority to take any action, including the removal of an exhibit without refund, to ensure compliance.

45.3. Exhibitors planning activities that might fall into these categories are advised to write to seek approval.

46. **LIQUID PETROLEUM GAS (LPG)**

46.1. No LPG appliances may be used within the Scotland’s Larder Live exhibition hall.

47. **POSTERS, BANNERS AND PROMOTIONAL MATERIAL**

47.1. Posters or banners are permitted within the boundaries of your stand however no posters or banners of any kind may be displayed within the Showground or car parks or on the approaches thereto, without prior written permission.

48. **NEWSPAPERS AND HANDBILLS**

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

49. **BALLOONS**

49.1. Un-inflated Balloons are permitted as giveaways, however, in view of our proximity to Edinburgh Airport the sale or distribution of balloons filled with helium or metallic balloons is forbidden.

50. **SELLING BY AUCTION AND NOISY BEHAVIOUR**

50.1. 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.

51. **CONTRACTORS AND STAND FITTING**

51.1. Other than the package of services confirmed on Page 7, included within the modular shell scheme package only, the Show organisers will not undertake any other stand fitting or services. This should be a matter of private arrangement between exhibitors and the contractor(s). This includes any additional electrical services such as additional sockets and/ or spotlights etc.

51.2. 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 Show’s rules and regulations.

51.3. The Trade Stand Team requires details of all appointed contractors at time of making your application.
51.4. For the avoidance of any doubt, they are contracted by the exhibitor, not by the Royal Highland Show.

51.5. You should include copies of your contractors Health and Safety policies and Risk Assessment paperwork with all of your own. Contractors are required to follow all guidelines and rules.

52. **DOGS ON TRADE STANDS**

52.1. Dogs must be kept on a leash at all times and are not permitted within Scotland’s Larder Live (the Food and Drink Hall), 13th Avenue Arcade and Marquee and certain other marquees and catering establishments.

52.2. Notices will be displayed where dogs are not allowed.

**RISK ASSESSMENT PROCEDURE**

53. **INTRODUCTION**

53.1. Health and Safety is important to us. The following information is provided to help when completing the Risk Assessment documentation.

53.2. The following explains the principles and practice of Health and Safety Risk Assessment.

53.3. 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.

54. **HEALTH AND SAFETY EXECUTIVE REGULATIONS**

54.1. The Management of Health and Safety at Work Regulations 1999 supplements the requirements of the Health and Safety at Work etc Act 1974 by extending the employers obligations to develop a general framework for safety management and enhance any control measures provided.

54.2. 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 needed to control the Health and Safety risks in the workplace.

54.3. The assessment of hazardous operations will not just be a paper exercise diverting scarce management resources from the business of managing, it will be a practical exercise taking the opportunity to review and evaluate operations, seek improvements and to reduce the risk to employees so far as reasonably practical.

55. **KEY TERMS**

55.1. A **hazard** is a source of potential harm or damage, or a situation with potential to cause harm or damage.

55.2. The **consequences** of a specified hazardous event (accident or incident).

55.3. A risk is the combination of the likelihood that an event might occur and the **consequences** if it does.
56. **WHAT IS RISK ASSESSMENT?**

56.1. Risk Assessment is an evaluation of the chance that harm will occur that is clearly documented and communicated Action taken to reduce the possibility of risk to acceptable levels is also recorded.

56.2. A hazard is something which has the potential to cause harm, e.g.: a substance, machine or situation, such as working at heights.

56.3. A risk is the likelihood that the harm will occur combined with its severity (i.e. the number of people likely to be affected and whether the hazard would cause minor or major injuries or even a fatality).

56.4. Therefore a risk always has two elements:
   a) The likelihood that a hazard may occur.
   b) The consequences of the hazardous event.

57. **ACTION STEPS**

   a) Look for the hazards by making a workplace inspection.
   b) Decide what the consequences of the hazard could be i.e. who might be harmed and why.
   c) Consider the risks arising from the hazards and decide whether existing arrangements are adequate.
   d) Make written records of your findings.
   e) Carry out periodic reviews of your assessments and make necessary revisions.
   f) Share the findings of the assessments and the control measures with your employees.

58. **WHO SHOULD COMPLETE RISK ASSESSMENTS**

58.1. All employers and self-employed people have a legal duty to assess the risks from their work activities.

58.2. All contractors or sub-contractors carrying out work for exhibitors.

59. **CONDUCTING RISK ASSESSMENTS**

59.1. Hazard spotting - appoint at least 2 people to walk round the workplace/exhibition/site and look at what could cause harm, concentrating on significant hazards which could have severe consequences. If you cannot walk round the site it is suggested that a table top or brainstorming exercise should be undertaken in advance, with an onsite walk round before the build commences.

59.2. During the walk round ask staff/contractors for their opinions and what they consider to be significant.

59.3. The use of accidents/ill health records and manufacturers’ instruction/ data sheets can aid in your hazard spotting.

59.4. Decide who might be harmed and how. You need to consider not only employees but also people who may not always be present in the workplace, e.g. cleaners, visitors, delivery personnel, contractors, maintenance workers, etc.

59.5. Decide for each hazard whether the risk is high, medium, low or not significant. Ask yourself whether you can get rid of the hazard altogether or, if not, how you can control the risk so that harm is unlikely.
59.6. Preventive and protective measures should be implemented as a result of the assessment and these could include such items as avoidance of a risk by elimination or reduction (e.g. buying in dangerous substances in a lesser quantity) or combating a risk at source (e.g. removing spillages from floor areas rather than introducing warning signs). Some control measures are very simply implemented with no major restraints on budget e.g. non-slip material on slippery steps.

59.7. Generally, personal protective equipment will only be used when there is nothing else reasonably practicable.

59.8. It is necessary to indicate that all risks have been assessed, but only records of those risks assessed as significant need to be kept.

59.9. The prime objective of recording an assessment is to indicate that it was done soundly, addressed the significant issues and came to justifiable conclusions. The amount of effort put into recording will be related to the degree of risk and the complexity of the issues involved.

59.10. The records will also serve purposes that are worthwhile, such as to enable management to identify:
- the basis for monitoring health and safety controls
- training programmes needed
- the standards against which unusual events are judged
- changes which make re-assessment necessary

59.11. From time to time review your assessments and revise as necessary. Fresh hazards will arise from the introduction of new machines, substances and procedures. Significant changes will be added to assessments to take account of new hazards.

59.12. There is no need to amend your assessments for trivial changes but new hazards will become apparent and thus you will have a need to review your assessments accordingly.

59.13. Contingency plans for any change in circumstance should be looked at when undertaking a Risk Assessment; e.g. you should look at creating a wind plan in respect of flag poles, temporary structures, marquees, gazebos, etc.

59.14. Make sure that all employees are made aware of the risk assessments and their appropriate control measures via training and communication. Keep a record of all such sessions.

60. THE LAW

60.1. 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:
- Have you done everything that the law says you have to?
- Are industry standards in place?

60.2. The legal requirement is to record the significant findings of a Risk Assessment.

60.3. These will include a list of hazards identified in the assessment, highlighting the types of people who may be at risk. Existing control measures should be identified, if they are in place.

61. REFERENCES
- [www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf) - Five steps to risk assessment
- Management of Health and Safety at Work Regulations 1999 (as amended)
62. **USEFUL WEBSITES**
   - The Health and Safety Executive [www.hse.gov.uk](http://www.hse.gov.uk); (Agricultural section [www.hse.gov.uk/agriculture](http://www.hse.gov.uk/agriculture))
   - City of Edinburgh Council [www.edinburgh.gov.uk](http://www.edinburgh.gov.uk)
   - Info Scotland [www.infoscotland.co.uk](http://www.infoscotland.co.uk)

63. **RISK ASSESSMENT ASSISTANCE**
   63.1. Examples of things to consider when completing a Risk Assessment can be downloaded from [www.royalhighlandshow.org/exhibitor-downloads](http://www.royalhighlandshow.org/exhibitor-downloads)

**FIRE PRECAUTIONS**

64. **FIRE RESISTANCE OF MATERIALS AND LININGS**
   64.1. All marquee materials, linings and caravan awnings are required to be fire resistant or be treated with a proprietary solution satisfying the requirements of British Standard 5867: Part 2: 1980, Test Type B.

   64.2. A label should be fixed to each component or a certificate giving the relevant details made available for the Fire Officer's inspection.

   64.3. Any materials or linings found which do not comply with the above conditions must be removed from the premises immediately.

   64.4. Fireproofing will not be permitted within the premises.

65. **MEANS OF ESCAPE**
   65.1. Every enclosed structure should be provided with exits which are sufficient for the number of occupants in relation to its width and sitting. Exit routes should be kept free from obstruction at all times.

66. **FIRE FIGHTING EQUIPMENT**
   66.1. Adequate and suitable fire extinguishers must be provided and be readily available for use in the event of fire. Only trained and competent personnel should use fire-fighting equipment.

67. **ACTION IN CASE OF FIRE**
   67.1. Every exhibitor shall ensure responsible persons are available to direct the public to safety. A designated person should be nominated to call the Fire Brigade and the JACC; contact telephone 0131 335 6238.

68. **SMOKING PROHIBITED**
   68.1. Smoking is prohibited within any exhibition halls, marquees, tents or exhibition units.
TERMS AND CONDITIONS

69. RESPONSIBILITY OF ACCOUNTS

69.1. Exhibitors are responsible for payment of accounts for all work executed by the Show or by our nominated contractors in advance of the Show, even if they have appointed a sub-contractor or agent to act on their behalf.

70. TRADING STANDARDS

70.1. 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.

70.2. Details of local authority requirements can be found on the City of Edinburgh Council website: www.edinburgh.gov.uk

71. EXHIBITORS’ RESPONSIBILITIES

71.1. All exhibitors, persons in charge of exhibits, and all persons admitted to the Showground, are subject to the rules of the Show and must follow instructions of the Stewards and other officials of the Show.

71.2. Exhibitors shall be answerable for the conduct of their assistants or representatives.

71.3. It is the exhibitors and users responsibility to ensure that all portable appliances are safe to be plugged into the electrical system and have the appropriate certification. Certification is also required for any outdoor trade stands installing and using L.P. G.

71.4. Exhibitors are responsible for completing, signing and returning the checklist enclosed.

72. INTERPRETATION OF REGULATIONS

72.1. The decision of the Directors and Show staff shall, in every matter arising in connection with the Show, be final.

73. DISCLAIMER OF LIABILITY TO EXHIBITORS

73.1. The term Exhibitor shall include persons taking part in any competition, exhibition or display arranged by the 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 Showground.

73.2. Save for death or personal injury caused by breach of its duty, the Show will not be responsible for death, injury, disease, damage or loss caused to any Exhibitor or to his or her servants or agents or to any animal, article, plant, machinery or thing of whatever nature brought on to the Showground by the said Exhibitor from whatever cause death, injury, disease, damage or loss arises (Save as aforesaid).

73.3. The Exhibitor shall indemnify the Show against all claims, damages and expenses whatsoever in any way arising out of the presence of the Exhibitor, his or her servants, agents, exhibits, vehicles or equipment in the Showground and shall assume full responsibility therefore.
73.4. Acceptance of the foregoing provisions shall be a condition of entry.

74. INSURANCE

74.1. 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.

74.2. 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).

74.3. A copy of your certificate of Insurance must be returned with the application form plus a copy must be brought to the Show.

74.4. Acceptance of the previous three provisions shall be a condition of entry.

CANCELLATION

75. CANCELLATION BY EXHIBITOR

75.1. Where an Exhibitor cancels a space booked for any reason, written notification must be sent to the Trade Stands Manager.

75.2. The following indicates the percentage of stand rental which will be refunded:

<table>
<thead>
<tr>
<th>Date</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to 1st March</td>
<td>Full refund</td>
</tr>
<tr>
<td>1st March to 31st March</td>
<td>87.5% refund (12.5% admin fee retained)</td>
</tr>
<tr>
<td>1st to 30th April</td>
<td>60% of stand rental (40% admin fee retained)</td>
</tr>
<tr>
<td>1st May to 31st May</td>
<td>30% of stand rental (70% admin fee retained)</td>
</tr>
<tr>
<td>After 1st June</td>
<td>No refund</td>
</tr>
</tbody>
</table>

76. CANCELLATION BY THE SHOW

76.1. If the Show is cancelled as a result of any circumstance out with the Show’s reasonable control, the Show will make available two options to Exhibitors who have made a trade stand booking and paid the relevant fee.

76.2. The Exhibitor will be required to choose one of the following options:
   
   Option 1: A full refund of all paid stand rentals and related sums for additional stand attendant tickets and additional passes.

   Option 2: The Exhibitors booking will be carried forward to the following year’s Show.

76.3. All payments received by the Show will be retained as payment to the account for the Exhibitor’s participation in the following year’s Show Under this option the Exhibitor will be exempt from paying any increase in stand prices which may be introduced.

76.4. The Show will endeavour to allocate to the Exhibitor the same stand, subject to changes in the Showground layout.

76.5. There will be no refund, under either option, of any RHASS membership fees.
CODE OF CONDUCT

1. The following will not be tolerated on any area associated with the Royal Highland Show:
   a) Violence;
   b) Use of foul, abusive or racist language;
   c) Any abuse of people, animals or property;
   d) Public Drunkenness;
   e) Public Urination;
   f) Openly carrying or consuming alcohol except in licensed or other permitted areas.

2. Entry to the Show will not be permitted to anyone who appears to be:
   a) Drunk or apparently under the influence of drink or drugs;
   b) Part of a large group such as a ‘stag party’.

3. Persons entering the Show ground do so, on the understanding that they may be required to submit to a search, the purpose of which is for example, to:
   a) Prevent unauthorised items or dangerous articles being brought into the Show ground;
   b) Establish they are not in possession of other articles, which suggest they may contravene some other ground rules or code of conduct such as unauthorised flyers or articles for sale.

4. Children under the age of 16 must be accompanied by a person over the age of 18, unless they are wearing an authorised exhibitor’s or competitor’s wristband.

5. Smoking and the use of e-cigarettes and vapour machines, is not permitted in buildings, marquees, tents, on seating decks or in grandstands.

6. In an effort to cut down the amount of glass on site, people are encouraged to carry liquids in plastic bottles or cans, possession of multiple small glass bottles in the Showground is prohibited.

7. Dogs are permitted in the Showground on the understanding that:
   a) They will be kept under control;
   b) They will be kept on a short lead;
   c) Owners will clean-up after them;
   d) With the exception of guide-dogs, they are not permitted in Scotland’s Larder Live, any of the livestock areas, the Members Pavilion, Presidents Marquee or Grandstands.

8. Animals must not be left in hot or unventilated vehicles, the SSPCA are on site and carrying out inspections.

9. Except for Registered Media holding official Show passes, no photography, video filming or sound recording is permitted where intended for commercial gain.

10. Only persons specifically authorised by the Show team are permitted to:
    a) Offer for sale or give away, newspapers, periodicals, foodstuffs, souvenirs or any other article;
    b) Make collection for charities;
    c) Advertise or promote, in any way any charitable, political, religious or similar organisations.
Vehicles must not be left overnight in car parks and there is no overnight camping or caravanning allowed in car parks

11. A tow-away scheme is in operation and a charge may be made for release of a vehicle.

12. Written permission for the use of solid fuel burning appliances including barbecues, within the Showground must be obtained from the Show Planning Team.

13. Liability
   a) The Royal Highland and Agricultural Society of Scotland accepts no liability for any loss or damage to personal possessions.

NEW EXHIBITOR QUESTIONS

WHAT SIZE OF STAND SHOULD I APPLY FOR?

Stands are available in many different sizes. Please see the pricing structure on page 7 for full confirmation.

Complete the application form with your ideal stand size and location.

I KNOW EXACTLY WHERE I WOULD LIKE TO BE LOCATED, IS THIS POSSIBLE?

We will do our best to accommodate your request. However, if you are willing to consider alternatives, we suggest you send us a cover letter detailing these. If we do not have the space you want but a suitable alternative, we will call you to discuss options.

WHEN WILL I KNOW IF MY APPLICATION HAS BEEN SUCCESSFUL?

We start making offers to new exhibitors, in March. This process can take a number of weeks, we will be in touch with you as soon as we can.

HOW DO I WORK OUT HOW MUCH THE STAND WILL COST?

All the stand prices are confirmed on page 7.

DO I NEED TO FILL IN EVERY FORM CONTAINED WITHIN THIS PACK?

You must complete the Main Application form and Risk Assessment form along with the new Membership form (unless you are a member of the society already). Other forms are required in the following circumstances:

- Electrical Application form if you require electricity on your stand, over and above the items provided as part of the Shell Scheme package price
- Caravan Park Application form if required

DO I NEED TO BECOME A MEMBER OF THE RHASS?

Yes. It is a requirement that every trade stand onsite has an active member associated with it. You will enjoy all the varied benefits we have to offer.

Standard adult membership is £75 per annum. When you first join there is a joining fee of £20. If you elect to renew by Direct Debit, we waive the joining fee.
DO I NEED TO RETURN THE FORMS BEFORE THE CLOSING DATE?

No, the closing date is for existing exhibitors who are given first refusal (see note on section 2 for more info on this). We will accept new application forms until the whole site has been fully sold.

WHEN IS PAYMENT DUE?

Payment is due when we make an acceptable stand offer to you and you accept. If you are happy to send payment details along with application; we will not cash your cheque or debit any card until we have agreed a suitable stand size and location with you.

CONTACT DETAILS

Trade Stands Department, Royal Highland Show Royal Highland Centre, Ingliston, Edinburgh, EH28 8NB

Tel: 0131 335 6217, 6218 or 6295
Email: tradestands@rhass.org.uk

Trade Stands Manager: Anne-Marie Thomon, Tel 0131 335 6218,
anne-mariet@rhass.org.uk

Trade Stands Assistant: Antonina Carmichael, Tel 0131 335 6295,
antoninac@rhass.org.uk

CLOSING DATES 2018

Cut off point for Bonus Tickets – 12th January 2018

APPLICATION FORMS – 31st January 2018

Entry for Catalogue -30th April 2018
Electricity Supply – 1st June 2018
Water Supply – 1st June 2018
Main Drainage Connection – 1st June 2018
APPROVED SERVICE CONTRACTORS

The following services can only be obtained via the Show's approved contractors:

ELECTRICAL SUPPLY

Pratt Bros. (Exhibitions) Ltd.,
East Gate, Royal Highland Centre, Edinburgh EH28 8NF Telephone: 0131 333 3665
Email: exhibitions@prattbrosedin.co.uk

Any exhibitors wishing any electrical services at their stand must contact Pratt Brothers directly. An application form is enclosed.

WATER AND DRAINAGE WHERE AVAILABLE

Tempsite Installations Ltd.,
Woodlands, Balbeggie, Perth, PH2 6AU, Scotland Tel: 01821 650569
Email: info@tempsite-installations.co.uk

Orders for water connection and main drainage connection should be made on the trade stand application form. Remittance must be sent at the time of application.

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.

SHELL SCHEME

Global Experience Specialists (GES) Ltd.,
Silverstone Drive, Gallagher Business Park, Coventry, West Midlands CV6 6PA
Telephone: 02476 380 180    Email: customerservice@ges.com

SECURITY

Showsec International Ltd.
111 Union Street, Glasgow, G1 3TA.
www.showsec.co.uk

WI-FI

Will be available on site, full terms and conditions will be available from the Trade Stand Team from May.

TRESTLE TABLE AND CHAIR HIRE

Trestle tables (6’ x 2’5) and chairs may be hired from the Show.

These may only be ordered via the enclosed Trade Stand application form. There will be no other opportunities to order at a later date.

All furniture ordered will be distributed to stands from Tuesday 19th June. If required earlier please inform the Trade Stand Team by 1st June.
HELPFUL CONTACTS

The following are a list of mostly local companies that exhibitor’s 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)

Adelante,
Telephone: 01628 820500
Email kyles@aderlante.co.uk  www.adelante.co.uk

123 Hire Ltd – Making Card Payment Easy,
Telephone: 0800 54 23 123
Email: sales@123hire.net  www.123send.net/royalhighland

TELEPHONE LINES

To apply for a telephone line please contact:

British Telecommunications plc.
Telephone: 0800 400400

O2 and EE have telephone masts onsite. Other mobile providers may have facilities; you should contact your mobile company direct about coverage in the area.

REFRIGERATION AND CATERING EQUIPMENT HIRE

Display Refrigeration,
Tel: 01698 252613
Email: iandyett@aol.com

SPMS Limited,
7 East Kilbride Road, Rutherglen, Glasgow, G73 5EA Tel: 0800 833371
Email: jim.white@spms-limited.co.uk

Frosty Fridges,
Craiglea Lodge, Mossblown, Ayrshire KA6 5AZ Tel: 01292 521870
Email: info@frostyfridgetrailers.co.uk

Michael Wares Cater Hire,
Bankend South Industrial Estate, Jedburgh Tel: 01835 864471
Email: info@michaelwarescaterhire.co.uk
FIRE EXTINGUISHERS

Fife Fire,
Waverley Road, Mitchelston Industrial Estate, Kirkcaldy, Fife KY1 3NH Tel: 01592 653661
Email: helpdesk@fifefire.co.uk

SIGNS

Baillie Sign Services,
184 - 186 Queensferry Road, Edinburgh EH4 2BW Tel: 0131 315 2800
Email: sales@bailliesigns.co.uk

GMP Print Solutions Ltd,
Unit 17, 32 Dryden Road, Bilston Glen Ind. Est., Loanhead, Midlothian EH20 9LZ Tel: 0131 629 0071
Email: sales@gmpprint.co.uk

The Sign Company,
Unit 7 Hayfield Industrial Estate, Kirkcaldy, Fife KY2 5DH Tel: 01592 646454
Email: info@thesigncompany.co.uk

Sign Plus Ltd.,
Bristol House, 15 Ridge Way, Hillend Industrial Estate, Dalgety Bay Fife KY11 9JH Tel: 01383 823000
www.signplus.co.uk

Specialized Signs,
60 St John's Road, Edinburgh, EH12 8AT Tel: 0131 337 1237
Email: info@specializedsigns.co.uk

FLORAL AND PLANT DISPLAYS

Flowers by Rhona,
Tel: 01501 763470
Email: flowersbyrhona@hotmail.co.uk

Benholm Plant Displays,
Melonsplace, Falkirk FK2 0BT Tel: 08000 724723
Email: events@benholm.com

FURNITURE HIRE

Cairns & Scott,
55 Causewayside Street, Glasgow G32 8LT Tel: 0141 778 8333
www.cairnscaterhire.com

Global Experience Specialists (GES) Ltd.,
Silverstone Drive, Gallagher Business Park, Coventry, West Midlands CV6 6PA
Telephone: 02476 380 180  Email: customerservice@ges.com
SECURITY ALARMS

PID Systems Ltd,
Unit 3 Barr Thomson Business Park, Queens Drive, Kilmarnock KA1 3XL Tel: 0800 141 2543
Email: info@pid-systems.co.uk

LOCAL ACCOMMODATION

The Show’s appointed travel partner is

Field Farm Tours Ltd.,
Field House, 3 Stephenson Court, Stephenson Way, Newark, NG24 2TQ Tel: 01636 616060
Email: info@fieldfarmtours.co.uk

Accommodation information can be obtained from:

Visit Scotland Accommodation
Hotline Tel: 03303 030154 www.visitscotland.com

Business Centre

A Business Centre is located on 7th Avenue, overlooking the main ring, and is available for use by all exhibitors.

Open from 9 a.m. to 5 p.m. daily, it offers:

- 3 private Meeting rooms, which can be booked in advance or at the reception desk.
- Complimentary refreshments for use during meetings.

The Business Centre is a ‘Free’ facility and we encourage everyone to make use of it.

Enquiries to: Francesca Davidson on 0131 335 6210 or francesd@rhass.org.uk

COPIES OF THIS GUIDE AND ALL APPLICATION FORMS CAN BE DOWNLOADED FROM OUR WEBSITE:

www.royalhighlandshow.org
ENGINEERED TO ENGAGE

We don’t just create exhibits, we create experiences. We help you connect with your audience, tell your story and deliver results. In fact, we’ve won ‘Stand Design & Build Supplier of the Year’ at the AEO awards for the second year in a row.

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