

CUSTOMER NO	INVOICE NO	STAND NO
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TRADE STAND

RHS OUTDOOR APPLICATION FORM 2018

1. CONTACT DETAILS

Please complete all details in block capitals or circle/cross out as required. The information you enter in this section will be used for main contact and appear on the invoice. Please enter the specific company details in the catalogue section of the application form overleaf.

Contact Name _____

Company _____

Full Address & Postcode _____

Phone Number _____ Mobile _____

Email _____ Agricultural Exhibit YES/NO

Invoice details (if different from above) _____

2. PAYMENT

This section relates to the size and cost of the stand you are applying for along with any other purchases. All items, except the trade stand and banners include VAT.

Space applied for: _____ metres frontage by _____ metres depth in area _____ (see guide)

Stand Rental	£ _____	+ VAT	£ _____	=Total	£ _____
Membership annual fee		@	£75 each		£ _____
Membership joining fee (for first time exhibitors)		@	£20 each		£ _____
Additional Stand Attendant Tickets		@	£20 each		£ _____
Extra Car Park Passes		@	£20 each		£ _____
Hire of 6ft Tables		@	£20 each		£ _____
Hire of Chairs		@	£10 each		£ _____
Onsite Vehicle Pass		@	£210 each		£ _____
Drainage		@	£63		£ _____
Water		@	£130		£ _____
Banner site	£ _____	+ VAT	_____	= Total	£ _____
Caravan pitch at £130 for the week of the show					£ _____
Grass Cutting (see section 9)					£ _____
Credit Card Details (see section 3)					£ _____
OVERALL TOTAL					£ _____

I/We hereby make application for space as above at The 2018 Royal Highland Show and I/we agree to abide by all the Society's rules and regulations relating to trade stands which have been read and understood. I have completed the application form, checklist and risk assessment

Signed _____ Date _____

Applications MUST be accompanied with the full remittance. Cheques should be made payable to RHASS.

VAT Reg. No: 859 240 113

3. CREDIT CARD DETAILS

Applications cannot be processed without remittance. Please enclose your cheque, made payable to RHASS, or complete your Credit/Debit card details and sign below.

Card Number _____ / _____ / _____ / _____

Valid From ___ / ___ Expires ___ / ___ Security Code (last 3 digits on back of card) _____

Name on Card _____ Type of Card _____

4. MEMBERSHIP

All trade exhibitors must be members. Please enter your membership number below. If you are not a member and are a first time exhibitor you must complete the membership application and pay a joining fee of £20

Membership Number _____ **Member Name** _____

5. TRADE STAND DESCRIPTION

Please provide us with a description of your trade stand layout.

This should include details of any contractors you employ to oversee stand build, build any temporary structures as well as the delivery details. Please note the general stand description should include a note of any temporary structures (see below), stand height, size, proposed layout, No of flags (see below), No of banners (see below), machinery (type and No) and any onsite support vehicles for outdoor stands (see section 6).

A Permit to Break the Ground form (enclosed with trade pack) is required if you intend to break the surface of the ground on your site this includes erecting certain Marquee's, Flags and Banners.

CONTRACTOR DETAILS

Please provide all contact details for all contractors (Inc. Stand manager/designer, builder and any delivery company)

Contact Name	Company	Tel No	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TEMPORARY BUILDINGS AND STRUCTURES

Please tick and give details. Remember to include the dimensions of tow bars, steps, etc. where applicable.

Type of Proposed Stand	Frontage	Depth
Caravan/Mobile Exhibition Vehicle	<input type="checkbox"/>	<input type="checkbox"/>
Marquee/Temporary Structure	<input type="checkbox"/>	<input type="checkbox"/>

FLAGS & BANNERS – Outdoor Trade Stands Only

	FLAGS	BANNERS
Number of:	<input type="checkbox"/>	<input type="checkbox"/>

6. EXHIBITOR SUPPORT VEHICLES

It is important for Health and Safety that we know about all vehicles on site. All vehicles must stay within the boundary of the stand. (See Pg. 12 Trade Exhibitor Guide for details). **THERE IS NO SPACE WITHIN THE SHOWGROUND FOR VEHICLES TO BE LEFT** without a pass and prior application and payment.

Please list all the vehicles you will have onsite within your stand space _____

Length of vehicle _____ Width of vehicle _____ Registration _____

7. STAND MOVE (Inc. Stand increases or requested changes)

Returning exhibitors are given first refusal on the same stand space (SIZE & LOCATION) as the previous year. If you would like to be considered for a move, change of size, or any other general change please state your request and preferences here. First time exhibitors should also note their preference here.

8. STAND REQUIREMENTS AND SERVICES

Please tick each that you intend to use or have on your stand

- | | |
|--------------------------|---|
| <input type="checkbox"/> | A Crane - When would you want to use this _____ |
| <input type="checkbox"/> | Catering/Hospitality |
| <input type="checkbox"/> | Livestock |
| <input type="checkbox"/> | Electricity * |
| <input type="checkbox"/> | Radio Channel Which Frequency _____ |
| <input type="checkbox"/> | C Pass This is only required if you need to restock your stand on the show days |
| <input type="checkbox"/> | No of Persons Sleeping on Stand _____ Wristbands are required for staying on site |

* Please note All ELECTRICAL orders should be sent directly to Pratt Bros (Exhibitions) Ltd. This tick box is for H&S purposes to let us know whether you intend to order Electrical services or not. We will not order any Electrics on your behalf.

9. GRASS CUTTING – if required

The last grass cutting within the showground by the Society will take place on or around 1st June 2018. However, arrangements can be made to undertake grass cutting on individual exhibitor stands. Grass cutting can only take place prior to any machinery or any other display being placed on the exhibitor's stand. This should be kept in mind when dates are requested. The grass will be cut by rotary mower and the grass cuttings removed and disposed of. The rate is calculated at 60p per square metre.

I/We _____ (insert name) wish to book grass cutting for

_____ (insert company name)

Stand Number _____ Avenue _____ (Please leave blank if not allocated as yet)

The area of the stand totals _____ square metres X 60p = Total Cost £ _____

Please state the date and time by which you would like the grass to be cut. No grass will be cut if there is equipment on the stand before the stated date and time.

Date _____ Time of arrival _____

10. TICKETS

We can offer a combination of tickets and wristbands as per the trade exhibitor guide, or we can provide single admittance tickets only. Please state your preference here:

Combination

Single Admittance Tickets Only

If you would like a combination of Wristband and Tickets but do not require the exact allocation listed within the guide, then provided the overall total is the same, please state how you would like the allocation to be split i.e. you can swap 1 wristband for 4 single admit tickets or vice versa.

11. CATALOGUE

This section will be published in our catalogue. The closing date for this information is 30th April 2018.

Tick here if you would like to use the same details as last year

Tick here to use the same contact details as stated on the front of the application

Otherwise, please complete the following:

Company name address and post code _____

Telephone No _____ Fax _____

Website _____ Email _____

Please choose 1 type of product or service heading from the list on Page 13 of the trade guide for inclusion within the catalogue. Please then use the space below to describe your company using a maximum of 50 words. If you would prefer, you can email the entry to tradestands@rhass.org.uk by the closing date.

Product or Service Heading No

Description _____

12. BANNER SPACE

We offer banner space and sponsorship packages to maximise your product /service awareness. Company banners (which you will provide) can be placed in prominent positions throughout the showground meaning on average 175,000 people can potentially view your branding. The maximum size for a banner is 6m x 800mm. The rates EXCLUSIVE of VAT are as follows:

- Main Ring 1 site @ £400 or a package of 1 main ring + 2 elsewhere @£500
- Jumping Ring/Countryside/
Forestry 1 site @ £250 or a package of 1 Here + 2 elsewhere @ £350
- General Showground 1 site @ £100 or a package of 2 sites @ £175
- 15th Av/Horse/Sheep/Cattle 1 site @ £200 or a package of 2 sites @ £250

Package requested _____ Name which will be on banners _____

Cost £ _____ + VAT £ _____ = Total Cost £ _____ (Please add to the section on the first page)

If you are interested in increasing your profile by becoming a sponsor at the Royal Highland Show, please tick here _____ and we can give you full details of our sponsorship packages to raise your profile and give benefits such as access to the sponsorship area.

13. FORM CHECKLIST

- Have you completed all relevant sections of the form including membership details and remittance
- Have you completed your catalogue details or made a note of the deadline by which to email them
- Have you completed and returned any other relevant application forms as noted below

Please check that the additional forms, enclosed in the Trade pack, have been completed (if relevant to your application) and returned to the Trade Stand Team along with the required Application Checklist and Copy Risk Assessment(s).

Optional forms where required are: Permit to Break the Ground, Membership or Caravan Applications, etc.