

CUSTOMER NO	INVOICE NO	STAND NO
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RHS APPLICATION FORM 2018

1. CONTACT DETAILS

Please complete all details in block capitals or circle 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 _____

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 category _____ (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 @ £75 each £ _____

Banners £ _____ + VAT _____ = Total £ _____

Caravan pitch at £130 for the week of the show £ _____

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 _____

5. TRADE STAND DESCRIPTION

Please provide us with a description of your trade stand layout. This should include details of any display units, cabinets, tables, etc. (including number and size of each)

Please provide the Company Name you wish to appear on the name board above your stand:

.....

6. 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

<input type="checkbox"/>
<input type="checkbox"/>

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 _____

Description _____

Please note when describing your company, above, a maximum of 50 words may be used. If you would prefer, you can email the entry to tradestands@rhass.org.uk by the closing date.

7. STAND MOVE (inc. Stand Size and General 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. EXHIBITOR SUPPORT VEHICLE

We are aware that all exhibitors require support vehicles for restocking purposes. A limited number of spaces are available at the rear of the 13th Avenue Shopping Arcade & Marquee for stand-holders who require 24 hour access to a vehicle containing supplies, at a cost of £75 (inc. VAT). Parking is also available out with the main showground for exhibitors who do not require 24 hour vehicle access as well as all other support vehicles. Vehicles which are not kept onsite can access the site using a 'C Pass' as described on Page 9 of the Trade Exhibitor Guide.

Please complete the section below if you wish to apply for a 24 hour onsite support vehicle access pass.

Please note these passes are limited and will be allocated according to the 'greatest need' by the Trade Stands Manager.

24 HOUR ONSITE SUPPORT VEHICLE APPLICATION

Please state reasons why you require a supply vehicle onsite 24 hours per day:

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.....
.....

Please confirm the vehicle details as follows:

Type of Vehicle (please tick)

Lorry Large Van (i.e. Transit) Small Van Car
Other (please state)

Dimensions of Vehicle:

Length Width Registration No.

I/We have enclosed the **£75.00** fee along with this application (Please add to the section on the first page).

Signed: _____ Date: _____

No vehicles will be permitted onsite without the appropriate pass.

Please note: All vehicles which are left onsite for the duration of the show must have the appropriate vehicle pass and so full details of all support vehicles MUST be provided on application.

9. TICKETS

We can offer 4-day wristbands or single admittance tickets only. Please state your preference here

Single Admittance Tickets

4-Day Wristbands

If you would like a combination of Wristband and Tickets, provided the overall total is the same as the allocation in the Guide, please state how you would like the allocation to be split i.e. you can swap 4 single admit tickets for 1 wristband.

10. BANNER SPACE & SPONSORSHIP

We offer banner space and sponsorship packages to maximise your product /service awareness. Company banners 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 (which you will provide) is 6m x800mm. The rates EXCLUSIVE of VAT are as follows:

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

Requested area _____ Number of banners _____ Name on banners _____

Package 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 exclusive Sponsors Lounge and Dining Area (both overlooking the Main Ring).

11. 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?
- If applicable, have you enclosed the support vehicle application form found within the pack?
- New exhibitors, have you completed the new membership application found within the pack?

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).

PLEASE RETAIN A PHOTOCOPY OF ALL COMPLETED APPLICATION FORMS FOR YOUR OWN RECORDS.