

Stand No:

# CHECKLIST

## RHS APPLICATION CHECKLIST 2018

**Company:** \_\_\_\_\_

**Person Completing Form:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

I/We hereby make application for space at The 2018 Royal Highland Show & I/we agree to abide by all the Show rules & regulations relating to trade stands which have been read & understood. I/we have completed the application form & risk assessment paperwork & enclose:

Application form	Yes / No
Remittance or purchase order	Yes / No
Copy Risk Assessment	Yes / No
Copy Fire Risk Assessment	Yes / No
Copies of any Contractors H&S paperwork, method statements, Risk assessments etc. *	Yes / No
Copies of your Public & Employers Liability Insurance	Yes / No

### I/we also confirm that:

All Electrical equipment meets with industry standards & safety requirements & we have PAT certificate(s), Electrical Safety Certificates, as applicable **	Yes / No
All Gas connections and appliances meet with industry standards & we have copies of any Gas Safety Certificate(s), as applicable **	Yes / No
I/we have provided a full, detailed trade stand description along with a list of all the contractors we have appointed & will have onsite before, during & after the Show within the contents of the application form.	Yes / No

\* Please note exhibitors are responsible for any contractor they appoint. You must ensure they are competent & capable & obtain copies of appropriate paperwork. You are also responsible for passing any appropriate information, tickets & passes regarding the Show over to your contractors & ensuring they comply with all site rules.

\*\* Copies should be available for inspection whilst onsite & anytime throughout the Show.

### Additional Notes:

Please also check that any additional forms have been completed (if relevant to your application) & returned accordingly i.e.:

- Permit to Break the Ground.
- Trade & Contractor Caravan Park application form.
- Electrical Application form; which should be returned DIRECTLY to the Electrician.
- Catalogue & Show Guide advertising booking form; which again should be returned directly to publisher.

**Please retain a photocopy of all completed application forms for your own records.**

**Please retain the ORIGINAL COMPLETED RISK ASSESSMENTS & FIRE RISK ASSESSMENT but submit a photocopy of all H&S paperwork, method statements (Inc. contractor H&S paperwork) to the Trade Stand Department along with the application form(s).**