

CUSTOMER NO

INVOICE NO

STAND NO



ROYAL
HIGHLAND
SHOW 2019
20-23 JUNE
PARTNER SINCE 1981
Royal Bank
of Scotland

ROYAL HIGHLAND SHOW 2019

OUTDOOR TRADE APPLICATION FORM

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 £ _____

RHASS Membership annual fee X ____ @ **£75** each^ (Senior: ____ @ **£40** each^) £ _____

Membership joining fee (If applicable. See Membership application form) @ **£20** each^ £ _____

Additional Stand Attendant Tickets (Please complete on accompanying sheet) X ____ @ **£20** each^ £ _____

Extra Car Park Passes X ____ @ **£20** each^ £ _____

Hire of Chairs X ____ @ **£10** each^ £ _____

Onsite Vehicle Pass X ____ @ **£210** each^ £ _____

Drainage @ **£63**^ £ _____

Water @ **£130**^ £ _____

Banner site £ _____ + VAT _____ = Total £ _____

Trade & contractors caravan pitch at **£130**^ for the week of the Show (Max of 2) X ____ £ _____

Grass Cutting (see section 9) £ _____

OVERALL TOTAL £ _____

I (We) hereby make application for trade exhibition space as detailed above at the Royal Highland Show 2019.

I agree to abide by all RHASS rules and regulations relating to trade stands which have been fully read and understood.

I have completed the application form, checklist and risk assessment.

Signed _____

Date _____

Applications **MUST** be accompanied with the full remittance. VAT Reg. No: 859 240 113
Please complete **SEPARATE PAYMENT FORM** Cheques should be made payable to RHASS

3. PRIVACY POLICY

The information you enter in this application will be used for future contact and correspondences. These details will be kept according to our RHASS privacy policy, following GDPR compliance guidelines (May 2018). For further information please contact RHASS Society Secretary at dataprotection@rhass.org.uk. Full details of the RHASS Privacy Policy can be found in the accompanying Trades Guide and is also available online at: <https://rhass.org.uk/terms-conditions/>

Submission of this application, is confirmation of your understanding and acceptance of this policy

4. MEMBERSHIP

All trade exhibitors at the Royal Highland Show must have an appointed person to be a member of RHASS. If you have an existing member, 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, before this Trade application can be processed. Please see Membership contact information below.

Are you an existing RHASS member? **Yes / No**

Membership Number _____ **Member Name** _____

a. If an existing member, have you renewed your membership for 2019? **Yes / No**
(Renewal can be done by contacting Membership Team directly, or direct debit)

b. If answering 'No' to question a. would you like your annual Membership payment to be taken with this application? **Yes / No**
(If 'no' –please contact Membership team directly)

For further information please visit: <https://rhass.org.uk/join-us> or Call Membership Team on 0131 335 6215

5. TRADE STAND DESCRIPTION & INSTALL SCHEDULE

Please provide us with a description (below) of your trade stand layout. This should include details of any main contractors you employ to oversee stand build, build any temporary structures as well as the **delivery / Install date and details.**

Please note: This 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).

Description:

A 'Significant Works' Permit form (enclosed with this Trade Pack) is required to be completed if you intend to break the surface of the ground, conduct work at height, use plant / machinery or carry out any construction.

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	Qty	Frontage	Depth	Install date (from)
Caravan/Mobile Exhibition Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marquee/Temporary Structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FLAGS & BANNERS – Outdoor Trade Stands Only

Number of:

FLAGS

BANNERS

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 Trade Exhibitor Guide for further 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 _____ (m) Width of vehicle _____ (m) Reg. (VRN) _____

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. Please note that no guarantee can be given.

8. STAND REQUIREMENTS AND SERVICES

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

- A Crane - When would you want to use this? Install _____ De-rig _____
- Catering/Hospitality
- Livestock
- Electricity*
- Radio Channel Which Frequency _____
- C Pass - This is only required if you need to restock your stand on the Show days
- No of Persons Sleeping on Stand _____ Wristbands are required for staying on Showground

*** 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 (the Royal Highland Show) will not order any Electrics on your behalf.**

9. GRASS CUTTING – if required

The last grass cutting within the showground by RHASS will take place on or around 1st June 2019. 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 Trade 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 the Royal Highland Show catalogue. **The closing date for this information to be returned is: 30th April 2019.**

If you would like to use the same details as last year, tick box

To use the same contact details as stated on the front of the application, tick box

Otherwise, please complete the following:

Company Name _____

Address and Postcode _____

Telephone No _____ Mobile _____

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, SPONSORSHIP & RHET CHARITY

Banner space is available at the Royal Highland Show, on a "first come, first served basis". Around 190,000 people regularly attend the Show and trade exhibitors may purchase banner spaces, which offer the opportunity for brand promotion in the following areas, depending on your target audience.

All exhibitors purchasing banner space for the 2019 Show are required to supply **at their own cost**, a banner (s) in the **RHS standard size of 6m x 0.8m**. The rates (EXCLUSIVE of VAT) are as follows:

Main Ring –Silver positions*	£750	Countryside/Forestry Area	£400
Jumping Ring	£500	Horse, Sheep & Cattle Areas	£300
15 th Avenue (Ave. by Highland Hall)	£400	General Showground	£200

*Limited availability

Please contact: sponsorship@rhass.org.uk to purchase a banner(s)

Discounts:

Package discounts are available as follows:

2 banners: 10%

3+ banners: 15%

Banners must be delivered to the Royal Highland Show NO LATER than Mon 10/6/2019 and will be installed by the RHS Team. If you are interested in becoming a Sponsor at the Royal Highland Show, please contact: sponsorship@rhass.org.uk or call **Jo Andrews on 0131 335 6214**.

RHET (Royal Highland Educational Trust) is the charitable side of RHASS. <https://www.rhet.org.uk/>

Its aim is to provide the opportunity for every child in Scotland to learn about food, farming and the countryside and to create a wider understanding of the environmental, economic and social realities of rural Scotland.

Please **tick box**, if you would like information to be sent to you, on RHET and donating.

13. FORM CHECKLIST

(Please tick)

- 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.