

CUSTOMER NO

INVOICE NO

STAND NO



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

ROYAL HIGHLAND SHOW 2019

SCOTLAND'S LARDER LIVE! 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 _____ 1st Time Exhibitor: Yes/No
Primary Producer Yes/No

Invoice details (if different from above) _____

2. SUMMARY OF TRADE STAND & REQUIREMENTS

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 rental fee and banners) are shown inclusive of VAT (^).

Space applied for: _____m frontage by _____m depth SHELL SCHEME or OPEN SPACE

Stand Rental £ _____ + VAT £ _____ = Total £ _____

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

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

Additional Stand Attendant Tickets X ____ @ £20 each^ £ _____

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

Hire of 6ft Tables X ____ @ £20 each^ £ _____

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

Onsite Vehicle Pass X ____ @ £90 each^ £ _____

Drainage @ £140^ £ _____

Water @ £140^ £ _____

Banners £ _____ + VAT _____ = Total £ _____

Trade & contractors caravan pitch at £130 (for the week of the show. Max of 2) X ____ £ _____

OVERALL TOTAL £ _____

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

I/we agree to abide by 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://www.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 are an existing member, Please enter your membership number and name below.

If you are not a member and/or are a first time exhibitor, you must complete the membership application, before this Trade Application Form can be processed. Please see Membership contact information below.

a. Are you an existing RHASS member? Yes / No

Membership Number _____ Member Name _____

b. If you are an existing member, have you renewed your membership for 2019? Yes / No

(Renewal can be done by contacting Membership Team directly, or direct debit)

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

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

5. TRADE STAND DESCRIPTION

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

This should include details of any display units, cabinets, refrigeration, tables, etc. (including number and size of each).

Please provide contractors details, who will be building stand, if you have booked an open space stand.

Please provide the Company Name as you wish

It to appear on the name board above your stand: _____

CONTRACTOR DETAILS Please provide all contact details for any contractors (if applicable)

Contact Name	Company	Tel No	Email
_____	_____	_____	_____

6. CATALOGUE

This section will be published in our catalogue. The closing date for this information 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 _____

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. Please note that no guarantee can be given.

8. EXHIBITOR SUPPORT VEHICLE

We are aware that all exhibitors require support vehicles for restocking purposes. A limited number of spaces/passes are available at the rear of the Lowland Hall for stand-holders who require 24-hour access to a vehicle containing supplies, at a cost of **£90.00** (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 in the 'Vehicle Passes' section of the Trade Exhibitor Guide.

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

Please note these passes are limited due to parking space and will be allocated on "first come" basis and decided on a 'greatest need' by the Trade Stands Team, at time of application.

The closing date for applications by returning exhibitors (to secure their Trade Stand) is **31st January 2019.**

24-HOUR ONSITE SUPPORT VEHICLE APPLICATION

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

.....
.....
.....

Please confirm the vehicle details as follows:

Type of Vehicle (please tick)

Lorry Large Van (i.e. Transit) Small Van Car

Other (please state)

Is the vehicle refrigerated & does it require an electrical connection?:

Yes No

(If 'Yes' please include on the separate Electrical Application form and submit this to Pratts Bros.)

Dimensions of Vehicle:

Length (m)..... Width (m) Registration No.

I/We wish to purchase an on-site vehicle pass for **£90.00.**

YES / NO

I understand parking will be in the allocated area for 'Scotland's Larder Live!'. Vehicle passes are issued on a "first come" basis, on completion and return of your application forms and remittance.

I have included payment and updated payment SUMMARY on first page of this application.

YES / NO

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, then provided the overall total is the same as the allocation in the Trade 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 & 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%

All banners must be delivered to the Royal Highland Show NO LATER than Monday 10th June and will be installed by 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**.

If you are interested in increasing your profile by becoming a sponsor at the Royal Highland Show, including the 'Scotland's Larder Live!' **Cookery Theatre** please tick box. We will then contact you and provide full details of our sponsorship packages to raise your profile and give benefits such as access to the exclusive Sponsors Lounge and Dining area.

Please tick box if you would like to be contacted regarding Sponsorship opportunities

Please circle your preferred contact method **email** **telephone** **post**

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** to indicate if you would like further information on RHET and donating.

11. FORM CHECKLIST

(Please circle below)

- Have you completed all relevant sections of the Application Form including membership details and remittance? Yes / No
- Have you completed your catalogue details, or made a note of the deadline date, by which to return by email? Yes / No
- If applicable, have you enclosed the 'Support Vehicle' application form found within the Trade pack? (If not applicable – score through) Yes / No
- New exhibitors, have you completed the RHASS membership application, found within the pack? (If not applicable – score through) Yes / No

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

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

Your completed Trade stand application, Payment form, Remittance any other additional forms should be sent by recorded or tracked delivery to:

Trade Stands Department, C/o Royal Highland Show, Royal Highland Centre, Edinburgh, EH28 8NB