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

ROYAL HIGHLAND SHOW 2019 13TH AVE. ARCADE & MARQUEE APPLICATION FORM

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. 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 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: 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 (non HGV) X _____ @ £75 each^ £ _____

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 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? (If 'no' –please contact Membership directly) Yes / No

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 indicate your **arrival date** to commence setup of your exhibit / stand:

_ _ / _ _ / 2019

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

6. 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 _____

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. 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 **£75.00** (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 access:

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.

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)

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

Other (please state) 17t +Lorry / HGV (will be £210)

Dimensions of Vehicle:

Length (m) Width (m) Registration No.

I/We wish to purchase an on-site vehicle pass for **£75.00**. **YES / NO**

I understand parking will be in the allocated area for 13th Avenue. A vehicle pass is issued on a "first come" basis, on submission of your application forms and remittance.

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

Note: HGV's will be required to pay £210 per vehicle due to limited space / availability in area

No vehicles will be permitted on Showground without the appropriate pass.

Please note: **All** vehicles which are left onsite for the duration of the Show must have the appropriate vehicle pass. Full details of your 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 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%

Banners must be delivered to the Royal Highland Show NO LATER than Mon 10/6/2019 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**.

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 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 this?
- Have you completed and returned any other relevant application forms as noted below?
- Existing exhibitors, have you included your remittance details on the accompanying "PAYMENT form"?

Note: **New exhibitors** that are enquiring about availability should NOT include any payment.

Payment (remittance) is only to be made on CONFIRMATION of an offer made to you, by the Royal Highland Show.

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).

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

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