

Royal Highland Show 2020
Trade Stand Application Form



**ROYAL
HIGHLAND
SHOW 2020**
PARTNER SINCE 1981
**Royal Bank
of Scotland**

OFFICE USE ONLY:	
Invoice Number:	
Stand Number:	
Risk assessment	
Insurance	
Permit to work	
Build/Break dates	
On-site vehicle	
Catalogue details complete	
Membership No.	

1. Company Information

Please complete all details in BLOCK CAPITALS. The information you enter in this section will be used for main contact and appear on the invoice.

Company Name: _____

Type of Business: _____

Company Address: _____
Postcode: _____

Company Website: _____

Company Telephone: _____

Contact Name: _____ Contact Email: _____

Contact Telephone: _____ Contact Mobile: _____

Invoice address (if different from above) _____

2. Trade Stand Description

Please provide a description of products that will be on sale (*please include a leaflet or photo of your products/stand*)

Show Catalogue

The below information will be published in our show catalogue as well as the online exhibitor list

Company Name: _____

Address & Postcode: _____

Telephone No: _____

Mobile No: _____ Website: _____

Email: _____

Please 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

Onsite Exhibitor Support Vehicle

Trade Exhibitors who require 24hr access to a support vehicle which does not fit within the confines of their stand can apply for an **onsite vehicle pass**.

The sole use of the Onsite Vehicle Pass system is for support vehicles containing additional and necessary stock only. **NO VEHICLES WILL BE PERMITTED ONSITE WITHOUT THE APPROPRIATE PASS INCLUDES CARAVANS**

The fee for each onsite vehicle;

Outdoor: £210

13th Ave Arcade: £75

Scotland's Larder Live: £90 No HGV'S are permitted

Type of Vehicle: _____

Vehicle registration: _____

I/We wish to purchase an on-site vehicle pass **YES/NO**

Vehicle passes are issued on a "first come" basis, on completion and return of your application forms and remittance.

Build & Break Schedule

Please advise when you will be arriving on site

Build Up/Arrival date: _____ Time of arrival: _____

Break Down date: _____

If applicable name of contractor: _____

Contractor Arrival date: _____

Cranes – please tick if you intend to use a crane

When would this be in use? Install _____ De-rig _____

Any work which necessitates the use of a crane must be completed by midnight on **Sunday 14th June**

Grass Cutting

The last grass cutting within the showground by RHASS will take place on or around 1st June 2020. 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. The rate is calculated at 60p per square metre. Please tick

I/We wish to book grass cutting The area of the stand totals _____ square metres x 60p = Total Cost £ _____

Please state the date & 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 & time.

Date: _____ Time of arrival: _____

Tickets

You will automatically receive a combination of wristbands & tickets as per your ticket allocation. Please tick if you wish to receive single admit tickets instead

If you have personnel sleeping on the stand they must wear an overnight wristband, to facilitate this please advise the number of persons sleeping on the stand _____ (These will be issued instead of standard wristbands)

Requested Changes

Returning exhibitors are offered 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. Please note that no guarantee can be given.

Summary of Trade Stand & Requirements

Space applied for: _____ m frontage by _____ m depth.

Total square meterage _____

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

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

Extra Car Park Passes	X _____ @ £20 each
Single Admit Tickets	X _____ @ £20 each
Wristbands (4 day)	X _____ @ £65 each
Hire of 6ft Tables	X _____ @ £20 each
Hire of Chairs	X _____ @ £10 each
Onsite Vehicle Pass	X _____ @ £75/£90/£210 each
Water	X _____ @ £130 (outdoor) £140 (indoor)
Drainage	X _____ @ £63 (outdoor) £140 (indoor)
Grass Cutting	X _____ @ 60p per square metre
Trade & Contractors Caravan pitch	X _____ @ £130

Overall Total £ _____

I/We hereby make application for trade exhibition space as detailed above a the Royal Highland Show 2020.

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

Unsigned booking forms will not be valid

Signed _____ Date _____