

2023

# Trade Stands: Regulations & Guidance



ROYAL  
HIGHLAND  
SHOW 2023  
PARTNER SINCE 1981  
Royal Bank  
of Scotland





## Dear Trade Exhibitor,

Welcome to our 2023 Trade Stands regulations & guidance.

We are excited to welcome you back to another year of the RHS. You, our traders, are one of the key factors who make the Royal Highland Show what it is, an iconic event showcasing the very best of Scotland's food, farming and rural life. With the Golden Shears World Championships returning to the Royal Highland Show in 2023, this show is certainly going to be one not to be missed.

We have reviewed all feedback received in 2022 and made some changes to both our site and processes. With this, we urge you to read this guide fully even as a returning exhibitor as you may find that some changes have been made. We also encourage you to watch out for monthly updates from us in our newsletters and social posts as we will do our best to keep you informed of any updates.

Should the answer to any of your queries not be found in this document or newsletter please contact the show team at [tradestands@rhass.org.uk](mailto:tradestands@rhass.org.uk)

We look forward to working with you and hope that you have a fantastic Royal Highland Show 2023!

Kind Regards,  
Amy and Blayne

## Contacts

The team at your service...

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## Opening Hours

Showground opening hours for general public:

**Thursday 22nd – Saturday 24th June 07:00 to 20:00**  
**Sunday 25th June 07:00 to 18:00**

Staffing of Outdoor Trade Stands:

**Thursday 22nd – Saturday 24th June 09:00 to 18:00**  
**Sunday 25th June 09:00 to 17:00**

Staffing of Indoor Stands:

**Thursday 22nd – Saturday 24th June 09:00 to 18:30**

Food Hall and Home & Gift Hall:

**Sunday 25th June 09:00 to 17:30**

Staffing of stands out with the hours stated above is at the discretion of the Exhibitor. All stands must be open and staffed on all 4 days of the Royal Highland Show during the above times. Failure to comply will be deemed to be a breach of contract, which may result in you being excluded from future shows.

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“The Royal Highland Show is one of Scotland's most iconic events, showcasing the very best of farming food and rural life.”



### Showground Zone

- Agricultural Area
- Lifestyle Village
- Craft Zone
- Motor Zone
- Equestrian Village
- Outdoor Living
- General Trade Stands
- Renewables

### Areas of Interest

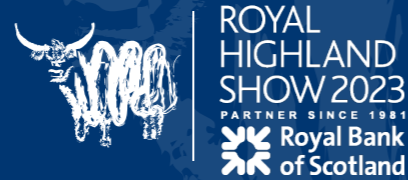
- Ⓜ Judging Rings
- Ⓜ RHET Discovery Centre
- Ⓜ Trophy Room

### Public Information

- £ ATM Cash Machine
- ♿ Mobility Hire
- 🍷 Bar
- 👶 Parent's Room
- 🚌 Bus Stops - from the West
- ℹ️ Public Information
- + First Aid Point
- 🍴 Restaurant - Public
- 🍷 Food Stand
- 🚻 Toilet - Changing Places
- ♿ Toilet - Baby Changing/Disabled
- ❓ Lost & Found Property
- 🚲 Cycle Parking
- Ⓜ Meeting Point (Clerk)



# Trade Stands Regulations



## Conditions of Application

### 1. Royal Highland and Agricultural Society of Scotland Membership

This trade exhibitor guide forms part of the agreement between a trade stand exhibitor (hereafter identified as “You”, “Trade Stand” or “Exhibitor”) and the Royal Highland & Agricultural Society of Scotland (also hereafter referred to as “we”, “us”, “RHASS”, “Royal Highland Show”, “RHS”, “Trade Stand Team”) and collectively as the “parties”, regarding the purchase and sale, respectively, of a trade stand space at the RHS 2023.

All terms and conditions in this guide and accompanying application must be fully observed and obeyed at all times. Failure to do so will result in a breach of contract. For the avoidance of doubt or ambiguity, all decisions made by RHASS are final.

- 1.1 All Trade Stands and Exhibitors exhibiting at the Royal Highland Show must appoint a person to be their representative and hold a Membership of the Royal Highland and Agricultural Society of Scotland (RHASS).
- 1.2 If you do not already hold a RHASS Membership, please visit <https://rhass.org.uk/members/> to purchase the appropriate membership. RHASS membership department can also be contacted on: **0131 335 6215** or please email: [membership@rhass.org.uk](mailto:membership@rhass.org.uk)
- 1.3 If you or a member of your organisation is an existing RHASS Member, please note that Membership runs from 1st January to 31st December. Please quote your Membership number on your Trade Stand application form so your current Membership of RHASS can be confirmed.
- 1.4 Membership is on an individual basis and we recommend the member should be onsite stand manager, or appointed company representative who will be in attendance for all 4 show-days.

### 2. Trade Stand Applications

- 2.1 **RETURNING** exhibitors must confirm their stand space by **Monday 23rd January**. Failure to do so will result in your stand being released to new applicants. You can still apply after this date but your original space may not be available.
- 2.2 **New Applicants.** The submission of your online application is NOT a guarantee of your participation at the Royal Highland Show 2023. The Trade Stand team will ONLY communicate your successful application once processed and approved. This will be confirmed to you in writing as soon as practically possible. Unsuccessful applications will be informed in writing.
- 2.3 **ALL** applications for the 2023 show should be submitted by the closing deadline of the **1st of May 2023**.
- 2.4 A **non-refundable 50% deposit** will be required to secure your stand. An invoice will be issued upon confirming your Trade Stand, your 50% deposit should be paid immediately. If we do not receive a deposit your stand will not be confirmed or held.  

The decision to introduce this was a result of stands booking but not making payment which resulted in holes being left throughout the showground.
- 2.5 **Full Payment** must be paid no later than the **1st of May**. A separate invoice will be sent to you for the final payment.  

Please note that until payment is received your stand is not confirmed. If payment is not received by the required date then your stand will be opened up for re-sale.
- 2.6 VAT will be applied at the prevailing rate at the time of booking.



- 2.7** Fees relating to “rental” square meterage costs for trade stands and exhibitors are listed under “Stand Prices 2023”. This table details average footprint costs. In certain circumstances and under special individual arrangements this pricing structure may not apply.
- 2.8** Ancillary costs for any equipment or services requested by trade stand or exhibitor will be detailed on the ENet portal. For the provision of equipment or items not listed, requests must be made in writing to tradestands@rhass.org.uk. RHASS will respond in writing to confirm whether such requests can be met. Remittance terms will be stated as part of the confirmation.
- 2.9** In any discussion as to what constitutes an agricultural or non-agricultural exhibit, the decision of RHASS shall be final.
- 2.10** Applications will be accepted on the strict understanding that the Royal Highland Show and RHASS reserves the right to refuse any application without giving any reason and that RHASS will determine the position and area of sites offered to exhibitors.
- 2.11** The tenancy of “rental” space on Ingliston Showground agreed between you and RHASS expires at 23:00 on **Monday 26th June 2023**.
- 2.12** RHASS will not be liable for loss of trade or ancillary costs to any trade stand, exhibitor, caterer or service provider at any time before, during or after the Royal Highland Show.
- 2.13** Agreement between parties is based on the understanding that RHASS will facilitate the rental of space with pre-agreed cost based on size and location and within confines of the Ingliston Showground (and subsequent grounds) under the remit of RHASS for the period of the Royal Highland Show.
- 2.14** RHASS will endeavour to position a trade stand or exhibitor in a suitable location based on their ‘Exhibitor classification’ (what product/services they provide). This location may not always be possible for various reasons. At the discretion of RHASS - the Trade Stands team will attempt to offer alternative location(s), again, if possible. Trade Stands team will in good faith, attempt to communicate a brief description of an area offered based on previous years’ experience. This should only be used as a guide and the final decision to accept the offer to exhibit is made by the exhibitor. RHASS will not be accountable or liable for any refund out with the Cancellation Terms set out in this Trade Guide.
- The allocation of sites and positioning of trade stand space will be entirely at the discretion of the society, although every endeavour will be made to meet any request by an exhibitor regarding the position of their stand.
- 2.15** RHASS is not bound by any condition to the exhibitor in ensuring attendance numbers have any minimum attendance thresh-hold, in any singular day or total over the 4 Show-days.
- 2.16** Exhibitors are expected to provide a basic **‘build’ schedule** detailing expected arrival on site of yourself (stand management) contractors and key equipment (HGV or large goods, vehicles, etc.). This allows us to forecast busy days and manage site traffic in and around the surrounding road network. Please see your ENet Portal for details.
- 2.17** The same should apply for a **‘break down’ schedule**. This information is important in the strategic planning of the Show and road networks.
- 2.18** The times and dates are correct at time of going to print. RHASS reserves the right to revise and amend key timing or event information. Any alterations, will be communicated in good time to the email address provided in your application. Please ensure any changes to that address are communicated promptly to the Trade Stand Team.

### 3. Risk Assessments

- 3.1** All applications must be accompanied by a fully completed Risk Assessment for your stand and all your operations. The Risk Assessment must include all build up and break down activities/procedures as well as for the operation of the stand over the four days of the Royal Highland Show.
- Please note: RHASS will no longer provide a Risk Assessment template. It is up to the Trade stand holders to organise this independently. For further guidance on how to do this, please follow this link: <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>
- 3.2** Your Risk Assessment should include a description of Stand, design, layout, contents, type of products on display and processes being assessed i.e. Build-up, during Show and Breakdown. It should include the risks from fire and details of your procedure for dealing with conditions such as high wind speeds etc.
- 3.3** Please ensure you keep a copy of the completed Risk Assessment for your own records **and** ensure an accessible **copy is with you**.
- 3.4** On arrival to the showground, before you start to build or place anything on your stand, please inspect your stand space for any safety hazards and report any issues or concerns to the Trade and Contractors Site Office (TaCSO). If necessary, you should review and amend your Risk Assessment to include any additional hazards found or note any further control measures that may be required.
- 3.3** If **penetrating the ground** you **MUST** inform our site team on arrival so that the ground can be scanned. The Royal Highland Centre has many utilities underground so this is extremely important, even if you have exhibited in the same space before.

### 4. Use of Stand Space

- 4.1** Trade applications will be accepted on the strict understanding that space or “pitch” allocated is used solely for the display, promotion or sale of the items or services listed by the exhibitor on the application form. If the Royal Highland Show believe that the use or display of said equipment or material is not in keeping with the Stand / exhibitor's agreed application or within the standards of the Royal Highland Show or RHASS, the trade stand team may request the removal of said equipment, or request a cease of exhibiting until rectified.
- 4.2** Exhibitors and stand personnel must conduct their business only within the space allocated to them. In the event of any exhibitor occupying more space than has been allocated, RHASS reserves the right to demand the exhibitor vacate any or all of the space allocated.
- 4.3** Exhibitors encroaching on other stands will be required to remove the item/marquee immediately and pay any associated costs. In addition if you drive over a neighbouring stand and cause damage to the ground you will be liable for repair costs.
- 4.4** The tenancy of the space is granted for the Royal Highland Show 2023 is up to and inclusive of the time and dates below:
- ↑ 08:00 Monday 5th June 2023 up to and until 23:00 Monday 26th June 2023 unless alternative arrangements are made at time of application and with prior written agreement.
- 4.5** On arrival and entry to the showground you agree to accept and abide by all prevailing site ‘conditions of entry.’ When you first arrive on site you should inspect your area and do so regularly throughout your tenancy and inform the TaCSO immediately of any defects.
- 4.6** In the event of any exhibitor failing to occupy and arrange their stands and exhibits within the space allocated to them to the satisfaction of the Trade Stand Team before 23:59 on **Wednesday 21st June 2023**, the allocation of space may be cancelled by the Trade Stand Team without refund.



## 5. Sub-Letting of Stand Space

The Exhibitor may not sub-let, part with or share occupation of their assigned stand. Nonetheless, with the prior written approval of RHASS requested at the time of application the Exhibitor may share occupation of the stand with other companies that are in the same group as the Exhibitor or which are associated in business with the Exhibitor or for whom the Exhibitor acts as an agent. The Exhibitor warrants that they and any persons organisations who share occupation of their stand will adhere to all applicable rules, regulations and the Society's terms and conditions. The Exhibitor remains responsible for their stand at all times and will be liable for any breach of rules, regulations, terms and conditions by any person or organisation sharing their stand.

## 6. Trading Requirements and Public Safety

- 6.1 All exhibitors must comply with local Trading Standards Legislation and Regulations.
- 6.2 Exhibitors must ensure they hold the appropriate licenses required under Scottish Law.
- 6.3 Environmental Health, Trading Standards and Public Safety Officers for the City of Edinburgh Council will carry out on-site inspections during construction and operating period of the Royal Highland Show.

## Admission Tickets

- a. Please refer to your section in the Trade Guide for the allocation of day tickets per stand size:
  - ▶ **Standard day tickets will allow exhibitors access to the showground from 06:00 to 20:00. Between the hours of 00:00 and 04:30 admission to the showground will be by overnight wristband only.**
- b. If you have informed us that one or more staff are staying on your stand, at any time between 00:00 and 04:30 during the show, they must wear an overnight wristband to facilitate this. Please inform Trade Stands or TACSO as to names and a mobile contact for emergency purposes, on your ENet account. This is a condition of your agreement with us.  
*Please note: Along with your overnight wristbands/passes, you will also receive a 'Live-in vehicle pass' to be displayed on your vehicle over night*
- c. The Trade Stands team strongly advise that **4 day wristbands** should only be given to staff who will be working **all 4 show-days**.
- d. Single admit tickets can be used only once (to admit one person on one day). We would suggest they are given to occasional staff.
- e. Trade exhibitor's wristbands/tickets whether allocated or purchased may not be re-sold. If found doing so will result in a breach of contract.
- f. Trade wristbands/tickets are valid at all public and trade entrances to the Showground.

## 7. Additional Stand Attendant Tickets and Wristbands

- 7.1 Due to legal capacities within the showground we will be restricting the number of attendees on site each day, in order to manage this, you will be allocated a number of day tickets per stand, based on your stand size and you will be required to divide this up amongst the 4 days of the show dependant on staffing requirements. For additional guest tickets these can only be purchased via our online ticket platform and will be sent to you as an E-Ticket. **Additional tickets cannot be purchased via the Trade & Contractors Site Office at the show.**

- 7.2 Exhibitors may purchase if required, single admit guest day tickets at a discounted cost per ticket. If you wish to purchase additional tickets please contact the Trade Stands team.

*Please note a trade stand exhibitor will not be able to purchase more than double the amount of guest passes allocated to them against the amount of staff they have*

- 7.3 No tickets will be issued on a credit or 'good will' basis.

## Vehicle Passes

### 8. Trade Exhibitor Car Park Passes

**Every** Trade Exhibitor will receive an allocation of car park passes for entry to any of the Royal Highland Show car parks, based on stand size as follows:

|                     |          |
|---------------------|----------|
| up to 70sqm         | 1 pass   |
| 71sqm up to 200sqm  | 2 passes |
| 201sqm up to 300sqm | 3 passes |
| 301sqm up to 400sqm | 4 passes |
| 401sqm and over     | 5 passes |

**All public car parks may be used.**

Please note these passes give your access for all 4 show days.

### 9. Small Deliveries Pre and All Deliveries During The Royal Highland Show

- 9.1 The Royal Highland Show is not responsible for loss or damage to any items that are delivered and received in this manner. This condition must be accepted if you are to have any goods delivered from a 3rd party delivery service or courier.
- 9.2 There will be a parcel drop-off point located at **Gate 1**. Exhibitors should ensure that a contact number for the recipient is displayed on the parcel. This drop-off point will be available from the **19th of June**.

### 10. Onsite Support Vehicles

- 10.1 Trade Exhibitors who require 24hr access to a support vehicle which **DOES NOT FIT** within the confines of their stand space **MUST** apply for a **'Vehicle in Showground'** Pass at a charge per vehicle. If you or anyone will be sleeping in this vehicle overnight you must inform the Trade Stands team ahead of arriving onsite and you will be issued with a **'Vehicle in Showground, Live-in'** pass.

Vehicles that **DO FIT** within their stands will be issued with a **'Vehicle on Stand'** pass, please note that there is no additional cost for this as long as this sits within your purchased stand space, anything out with your allocated space will be charged as a 'Vehicle in Showground pass' or removed. If a vehicle(s) is part of your display then you do not require a vehicle pass. If you or anyone working on your stand will be sleeping in the vehicle overnight you must inform the Trade Stands team and you will be issued with a **'Vehicle on stand, Live-in'** pass.

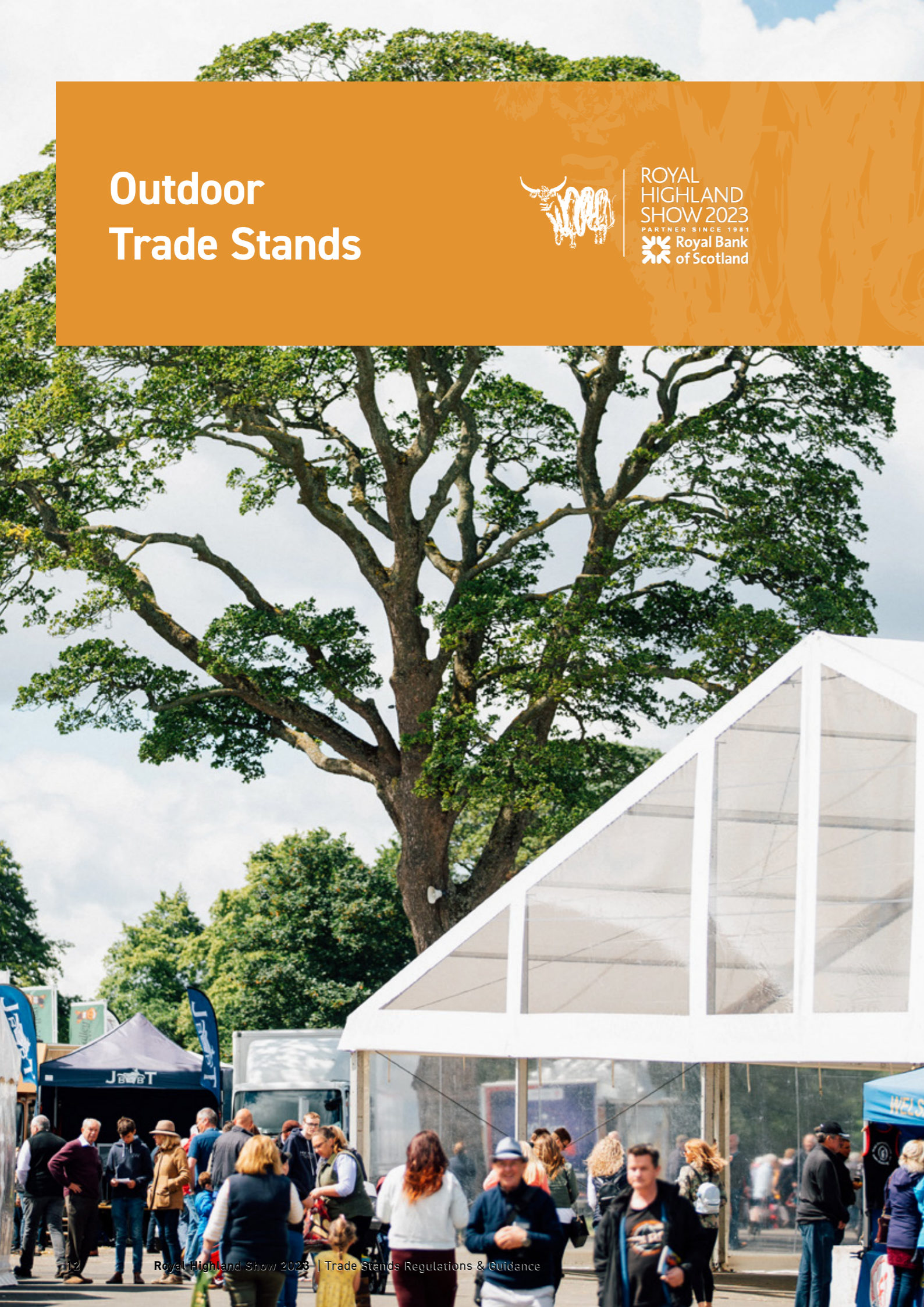


- 10.2** If staying on site you will be required to have an overnight wristband. This will allow you access to the showground during the night and may be used for identification purposes by security. Please apply for the relevant number of overnight wristbands on your ENet account, state the number of people sleeping on site and supply emergency contact details for each person. This is for your own safety and everyone staying on site.
- Please note: an overnight wristband is part of your free allocation and will allow you access to all 4 show days. This wristband must be traded for 4 single day tickets.**
- 10.3** The sole use of the Vehicle in Showground and Vehicle on Stand pass system is for support vehicles containing additional and necessary stock only. Use of Onsite Vehicle Passes will be closely monitored.
- 10.4** The number of passes are very limited and will be allocated according to the greatest need by the Trade Stand Team.
- 10.5** Every effort will be made to locate vehicles as close as possible to the exhibitor's trade stand. This will be at the discretion of the Trade Stand Team and no guarantee can be given to co-locate vehicles adjacent to the trade stand.
- 10.6** Please claim your Vehicle in Showground and Vehicle on Stand passes on your ENet.
- 10.7** There is a designated HGV parking area in the NORTH-WEST car park area. Please discuss with Trade Stands team or TaCSO office on location and parking conditions.
- 10.8** Any vehicle left onsite during the show without a valid Vehicle Pass will be removed. A cost may be re-charged back to offending vehicle owner.
- 10.9** Department of Transport ADR recommend the storage and transport of dangerous goods held within vehicles must be observed at all times. Further information can be obtained from Vehicle Certification Agency (VCA) relating what is considered as dangerous goods.





# Outdoor Trade Stands



## 11. 2023 Trade Stand and Space Prices

Trade Stand space is allocated on a Frontage and Depth area calculation. All spaces are 'Open space' and on a grass base (unless otherwise stated).

A small number of trade stand spaces that do not have a simple 'box' shape will require a more detailed price calculation, based on overall footprint. The Trade Stands team will need to calculate this.

Prices below are displayed exclusive of VAT.

VAT at the prevailing rate, at date of application should be included to the below pricing.

### OUTDOOR TRADE STANDS:

| Description | Stand Rental<br>£ net per square metre |
|-------------|--|
|-------------|--|

#### AGRICULTURAL PRICING

|                        |        |
|------------------------|--------|
| Standard outdoor space | £9.54  |
| Prime outdoor space    | £17.50 |

#### COUNTRYSIDE AREA PRICING

|                        |        |
|------------------------|--------|
| Standard outdoor space | £24.00 |
|------------------------|--------|

#### EQUESTRIAN VILLAGE/FORESTRY/ OUTDOOR LIVING/ LIFESTYLE VILLAGE & FLORAL WALKWAY

|                        |        |
|------------------------|--------|
| Standard outdoor space | £21.10 |
|------------------------|--------|

#### MOTOR ZONE PRICING

|                        |        |
|------------------------|--------|
| Standard outdoor space | £23.03 |
|------------------------|--------|

#### RENEWABLES VILLAGE PRICING

|                        |        |
|------------------------|--------|
| Standard outdoor space | £23.03 |
|------------------------|--------|

#### PRIME NON-AGRI (MAIN RING, 7<sup>TH</sup> & 13<sup>TH</sup> AVE, AVE L&O, THE GREEN)

|                        |        |
|------------------------|--------|
| Standard outdoor space | £38.56 |
|------------------------|--------|

\*\*Please note, if you are allocated space behind or under the Grandstand, then the base will be hard standing and not located on grass.





## 12. Trade Stand Plots

The exhibitor must not use any part of the Showground outside the boundary for the Exhibit (The Exhibitor is reminded to include enough space in the application for Trade Stand Space to accommodate tow bars, pavilion stanchion plates, vehicles etc.)

The Trade Stand number will be displayed on a flag which will be positioned in one of the front corners of the Trade Stand.

## Outdoor Trade Stand Admission Tickets

### 13. Allocation

The tables below indicates your allocation of Trade day tickets. **You will be requested to split your allocation over the 4 days as required.** Speak to a member of Trade if you have any questions.

#### OUTDOOR TRADE STAND:

| Stand Area Sqm <sup>2</sup> | Total Day Tickets |
|-----------------------------|-------------------|
| 1-39                        | 12                |
| 40-59                       | 16                |
| 60-79                       | 20                |
| 80-99                       | 24                |
| 100-119                     | 28                |
| 120-149                     | 32                |
| 150-199                     | 36                |
| 200-249                     | 40                |
| 250-299                     | 44                |
| 300-349                     | 48                |
| 350-399                     | 52                |
| 400-474                     | 56                |
| 475-549                     | 60                |
| 550-624                     | 64                |
| 625-699                     | 68                |
| 700-799                     | 72                |
| 800-899                     | 76                |
| 900-999                     | 80                |
| 1000 and Over               | 84                |



# Home and Gift Hall



## 14. Home and Gift Hall

Trade Stand space is allocated on a frontage and depth area calculation. Prices below are displayed exclusive of VAT. VAT at the prevailing rate, at date of application should be included to the below pricing.

### Home and Gift Hall

| Description                | Stand Rental<br>£ net per square metre |
|----------------------------|--|
| <b>INDOOR SHOPPING</b>     |  |
| Modular Shell Scheme stand | £149.94                                |

## Shell Scheme Package\*\*

To exhibit in the "Home and Gift Hall", the Shell scheme is included in the above pricing. This will include:

- Foga Shell scheme (2.4m height walls, Smooth White walls, White Fascia Panels)
- One name board detailing company name & stand no. (White – with black writing)
- Two spotlights (per 3m frontage) and 1 x 24hr twin socket – installed along back wall.

\*\*For further details on the Shell Scheme please refer to page 16 of the pdf or page 28 of the Trade Guide.



## 15. Height of Stands and Exhibits

The maximum height of exhibits within Home and Gift Hall is 2.5m

Signage or equipment must not be suspended from buildings, trees or any other incumbent structure on the Showground without prior written permission from the Trade Stands Team.



# Home and Gift Hall Admission Tickets

## 16. Allocation

The tables below indicates your allocation of Trade day tickets. **You will be requested to split your allocation over the 4 days as required.** Speak to a member of Trade if you have any questions.

| Stand Area Sqm <sup>2</sup> | Total Day Tickets |
|-----------------------------|-------------------|
| 4-6                         | 12                |
| 7-10                        | 16                |
| 11-19                       | 20                |
| 20-24                       | 24                |
| 25-30                       | 28                |

## Event Build

## 17. Home and Gift Hall

The building which hosts the Home and Gift Hall will be open for stand fitting from the following dates and times:

- ▶ **Tuesday 20th June** 06:00 to 23:00
- ▶ **Wednesday 21st June** 06:00 to 24:00

## 18. 2023 Hall Opening Times

Stands must be open and staffed continuously as detailed below:

- ▶ **Thursday 22nd – Saturday 24th** 09:00 to 18:30
- ▶ **Sunday 25th** 09:00 to 17:30

Restocking times:

**0700 to 0815 (vehicle exit by 0830)** Gate 3, Ingliston Road  
**1830 to 2030 (vehicle exit by 2100)**

*Hard close for staff will be 20:30. The building will be locked and no access will be permitted after this time.*

Home and Gift Hall

Floor  
Plan  
Coming  
Soon



# Scotland's Larder



ROYAL  
HIGHLAND  
SHOW 2023  
PARTNER SINCE 1981  
Royal Bank  
of Scotland



Trade Stand space is allocated on a Frontage and Depth area calculation.

Prices below are displayed exclusive of VAT. VAT at the prevailing rate, at date of application should be included to the below pricing.

## Shell Scheme Package\*\*

To exhibit in the "Scotland's Larder", the Shell scheme is included in the above pricing. This will include:

- Foga Shell scheme (2.4m height walls, Smooth White walls, White Fascia Panels)
- One name board detailing company name & stand no. (White – with black writing)
- Two spotlights (per 3m frontage) and 1 x 24hr twin socket – installed along back wall.

\*\*For further details on the Shell Scheme please refer to page 16 of the pdf or page 28 of the Trade Guide

| Description                | Stand Rental<br>£ net per square metre |
|----------------------------|--|
| Modular Shell Scheme stand | £149.94                                |
| Indoor open space only     | £140.56                                |

## 20. Allocation

The tables below indicates your allocation of Trade day tickets. **You will be requested to split your allocation over the 4 days as required.** Speak to a member of Trade if you have any questions.

| Stand Area Sqm <sup>2</sup> | Total Day Tickets |
|-----------------------------|-------------------|
| 4-6                         | 12                |
| 7-10                        | 16                |
| 11-19                       | 20                |
| 20-24                       | 24                |
| 25-30                       | 28                |



# Event Build

## 21. Scotland's Larder Stand Fitting

The Lowland Hall holds "Scotland's Larder" and will be open ONLY for stand fitting on:

† **Saturday 17th – Sunday 18th June: 07:00 to 19:00**

Stand fitting and deliveries can be made in Scotland's Larder at the following times:

- ▶ **Monday 19th - Tuesday 20th June: 06:00 to 23:00**
- ▶ **Wednesday 21st June: 06:00 to 24:00**

If trading from a **vehicle/trailer**, these MUST be in position no later than **Sunday 18th of June**. Only forklifts will be permitted from Monday 19th of June.

## 22. Height of Stands and Exhibits

The maximum height of exhibits within Scotland's Larder is 6m.

Signage or equipment must not be suspended from buildings, trees or any other incumbent structure on the Showground without prior written permission from the Trade Stands Team.

## 23. 2023 Hall Opening Times

Stands must be open and staffed continuously as detailed below:

- ▶ **Thursday 22nd – Saturday 24th 09:00 to 18:30**
- ▶ **Sunday 25th 09:00 to 17:30**

Scotland's Larder will be cleared of the public at 18:30 and locked at 20:30 Thursday to Saturday.

\*Last public entrance will be 18:00 and we ask you to be on your stand until 18:30.

## 24. Re-stocking of Stands

Restocking times:

**0700 to 0815 (vehicle exit by 0830)**  
**1830 to 2030 (vehicle exit by 2100)**      **Gate 5, Ingliston Road**

*Hard close for staff will be 20:30. The building will be locked and no access will be permitted after this time.*

## 25. Sales of Food for Consumption and Drink

One of the greatest strength of Scotland's Larder has been the fact that it has never given the image of being a fast food hall and at all costs we are keen to ensure that this does not happen. The following guidance is issued to all exhibitors.

**25.1** Exhibitors may sell foodstuffs for immediate consumption within the Scotland's Larder provided:

- You are offering free samples **AND**
- You are not selling a full standard market portion **AND**
- You are not offering a fast food or catering facility e.g. if you sell a meat product you cannot cook and sell it in a roll for immediate consumption (unless you obtain specific written permission from the Society via the Trade Stands Manager)

**25.2** All alcoholic sales are for 'Off' site consumption. Free samples of alcoholic drinks may be provided for over 18s only; provided they are NOT full market sized measures.

**25.3** Exhibitors are encouraged to sell foodstuffs and drinks on an 'off' sales basis for consumers to take away, prepare and enjoy at home.

**25.4** If you are unsure about the sale of food and drink products within Scotland's Larder or anywhere within the site, please do not hesitate to contact the Trade Stands Team for further clarification.

## 26. Food Safety

**26.1** When offering any food or drink the exhibitor has full responsibility for complying with the requirements of the director of environmental health, City of Edinburgh Council (telephone 0131 529 3030) in respect of all foodstuffs and drinks displayed, offered for sale or otherwise provided within the stand. Please contact the head of food safety with any questions.

**26.2** If possible, try to minimise direct hand contact with food by using tongs and utensils. Disposable gloves may be used, however you need to consider that hands should always be washed thoroughly before putting gloves on, damaged gloves must be disposed of, gloves must be changed if they are in contact with items such as money and must not then be used to handle ready to eat foods.

**26.3** Regular and correct handwashing prevents the risk of cross contamination. This requires a wash hand basin (a mobile basin or Teal sink is acceptable), with supplies of hot and cold water, disinfectant soap and single-use, paper towels. These should be available at or in close proximity to the stand (or shared with a neighbouring stand, preferably selling similar products).

**26.4** It is not appropriate to share facilities between stands selling high risk foods (e.g. cooked meats, cheeses) with stands selling raw meat and unwashed vegetables. Refuse facilities must be made available for disposable towels. The handwashing facilities should be checked to ensure they are working correctly.

**26.5** Sanitiser and hygienic hand rubs and disposable hand wipes may be used but are not a replacement for hand washing at stalls selling high risk foods.

## 27. Preparation of Food and Drink

**27.1** Food being prepared in the hall must be prepared on the stand from which it is to be displayed or offered for free sampling or sale. Approved hand washing facilities must be provided by the exhibitor on the stand from which food is to be offered for free sampling or sale. A communal pot wash facility is available within the Scotland's Larder.

**27.2** The following documentation must be available on the unit/stand:

- Records of refrigerator/freezer temperatures
- Records of cooked food temperatures and times
- Records of any hot holding temperatures

**27.3** If food requires to be cooked at the stand for demonstration/sampling purposes the below points must be adhered to:

- the cooking equipment should be adequate to cook food to 75°C for 30 seconds.
- If food requires to be reheated, the equipment used must be adequate to reheat food to at least 82°C. Reheat finished food only once.
- If food is held hot, then it must be held at a temperature above 63°C. It is recommended that temperature checks are recorded at a frequency determined by your food safety management/HACCP system.
- Temperature monitoring equipment such as probe thermometers must be made available where necessary. Any probe thermometer used for monitoring cooking temperatures must be identifiable for use for ready-to-eat food only.



**27.4** Disinfectant wipes should also be made available for cleaning probes for other purposes before and after use. Equipment should be checked regularly to ensure it is working properly.

**27.5** Traders should ensure allergen management in accordance with 'The Food Labelling (Declaration of Allergens) (Scotland) Regulations 2011 and Food Information (Scotland) Amendment Regulations 2021'

Please visit Food Standards Scotland's Online Allergy Training, for further information and training:  
<https://www.foodstandards.gov.scot/business-and-industry/safety-and-regulation>

## 28. Occasional Alcohol Licence

**28.1** Royal Highland Show will apply for an occasional 'Alcohol' license for the entire Scotland's Larder exhibition hall, therefore, if you wish to sample or sell alcohol within the exhibition hall please advise the Trade Stands team, complete the Intent to Sample and Retail Alcohol application form and supply a copy of your personal licence on your ENet account.

**28.2** Exhibitors who are authorized to sample and / or sell alcohol must ensure compliance with the Licensing (Scotland) Act 2005 and comply with the terms of the occasional licence from the City of Edinburgh Council. A copy of these terms will be provided to you by the Trade Stands team.

**28.3** Personal license holders from out with Scotland will be required to complete an online course before they can commence trading unless you can provide a copy of previously completed training.

**28.4** Timings for legal sampling/sales of alcohol in Scotland's Larder:

- **Thursday 22nd - Saturday 24th** 10:00 - 18:30  
- **Sunday 25th** 10:00 - 17:00

Please make all staff aware of these timings as this is under Scottish Law. If selling alcohol out with these times you may be asked to stop trading.

## 29. Free Sampling

Samples should be put into an individual container or have individual containers for service. For liquids, small paper cups can be filled as the customer is sampling.

Keep the prepared beverage in a covered container such as a pitcher or carafe. Have your staff fill the cup for your customers to limit the number of people handling the container. Do not fill them ahead of time but only as requested.

Please instruct your employees to demonstrate great care when handling the samples around your customers. Have them put on a glove or use hand sanitizer before reaching for the pitcher or the container.

Keep the samples in an area where they will not be exposed to everyone.

Place the pitcher or small containers into a larger container that can be kept closed such as a larger clear plastic bin. This may seem like a lot to do but it will reassure your customers you are working to protect their health in every way.

## Single Use Plastics

In line with The Environmental Protection (Single-use Plastics Products) (Scotland) Regulations, it may be classed as an offence if providing items made from single use plastic.

The ban applies to the following single-use items: plastic cutlery (forks, knives, spoons, chopsticks), plates, straws, beverage stirrers and balloon sticks; food containers made of expanded polystyrene; and cups and other beverage containers made of expanded polystyrene, including their covers and lids.

## 30. Edinburgh City Council – Minimum Standards

Exhibitors at food fairs will often wish to provide samples to the public to showcase their product in order to encourage sales. However, this will mean that the operation is no longer just retailing and will require the provision of various facilities depending on the nature of the product.

The following minimum standards will be required, depending on the products involved:

### LOW RISK

This will include products such as jams, oils, biscuits, breads etc.

1. Suitable facilities for hand washing provided at the stall. The minimum acceptable standard would be a bowl with soap, towels and a readily available accessible supply of water at a suitable temperature. The use of gloves, gels and sani wipes should be used in conjunction with hand washing and not a replacement.
2. Access to appropriate washing facilities for knives, cutting boards etc.
3. If any cleaning chemicals are to be used, they must meet the standards of BS EN 1276:1997 or BS EN 13697:2001

### HIGH RISK

Where high risk products such as meat, game and dairy products are to be offered to the public, especially if any of the product is to be cooked or re-heated at the stall, the trader will be required to follow the same standards as those laid out below in the guidance "Hygiene and safety rules for street traders and stalls."

## 31. Other

### PA Systems

Exhibitors must not play music, use PA systems or make any other noise at a level which will cause annoyance to adjoining exhibitors. Microphones can only be used if you have had prior permission from the Tradestand team.

Exhibitors using radio equipment must notify the Tradestands team of the frequency being used to ensure no radio cross over or interference with other equipment.

### Knives

Domestic knives on display should NEVER be left unattended at your trade stand.

Age verification procedures must be in place. Under no circumstance should any knives be given to or sold to a person under the age of 18.

### Wi-Fi

General Wi-fi is a free service. We cannot guarantee in either speed of connection and may from time to time 'drop-off' at peak times. Should you require a robust Wi-Fi connection, we recommend that you have a contingency plan in place.



## For reference:

### HYGIENE AND SAFETY RULES FOR STREET TRADERS AND STALLS

All stalls/vans that handle open foods and/or provide hot food (even if that food is for sampling only) must have the following facilities: -

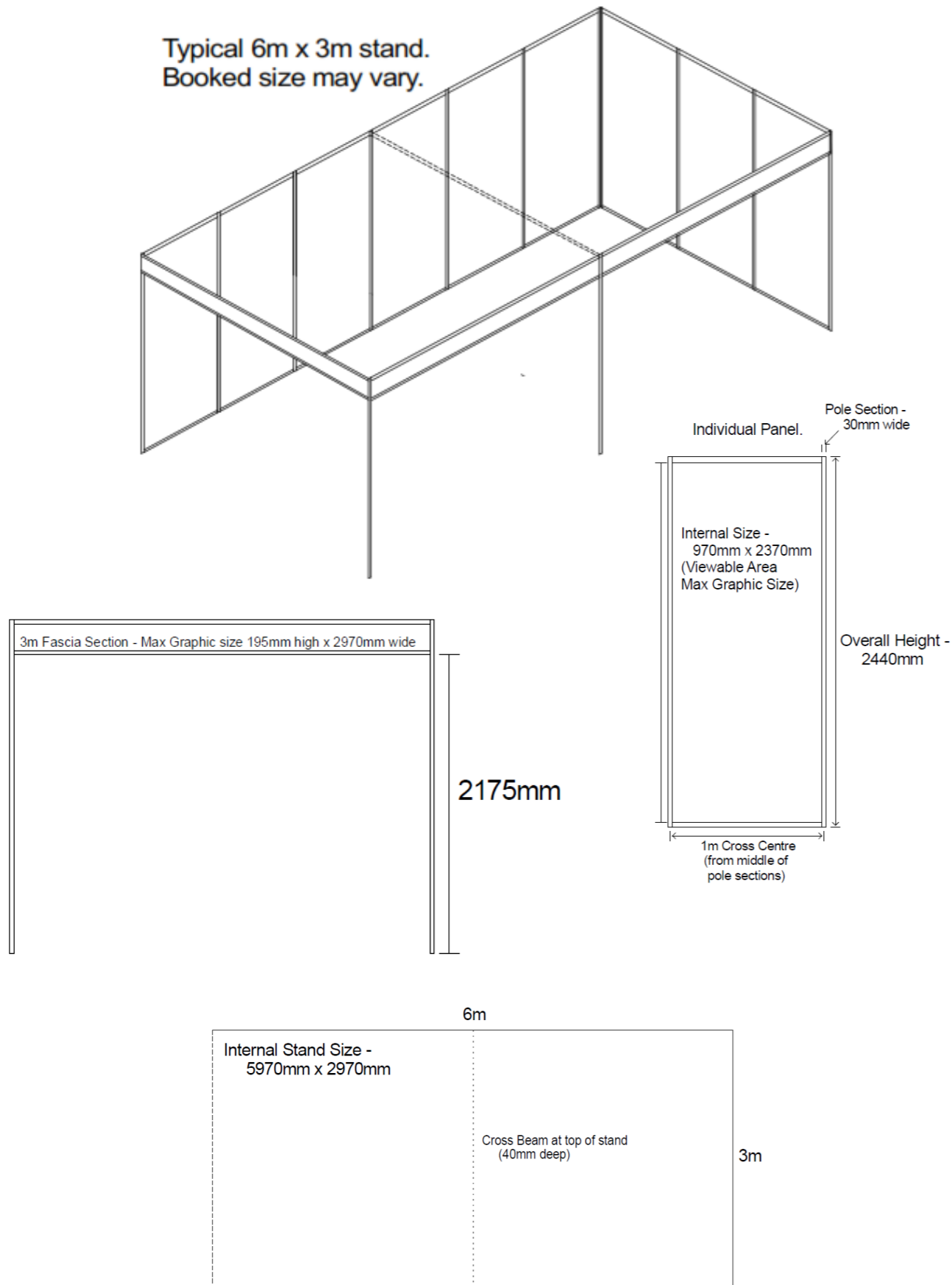
1. Facilities for cleaning equipment including a potable supply of hot and cold water. All equipment coming onto the site should be cleaned before arrival.
2. Facilities for hand washing which must be provided with a supply of hot and cold water and which are separate from facilities for cleaning equipment.
3. Soap and hand towels, or paper towels for washing and drying hands
4. Surfaces must be in good condition and be easy to clean/disinfect
5. Cleaning chemicals i.e. a surface/disinfectant which must be marked with BS EN1276:1997 or BS EN13697:2001
6. Facilities must be provided for keeping foods cool. Fridges or other coolers should keep food at 5°C or below
7. A temperature probe and antibacterial probe wipes for monitoring hot and cold food and equipment temperatures. The temperatures are to be recorded in a suitable way.
8. All hot foods on display for sale must be kept at 63°C or above
9. All re-heated food must be heated to 82°C or above
10. Means to dispose of waste water, food waste and other rubbish
11. An impervious floor covering should be provided in all food handling units. Keep food off the ground. Keep food covered to prevent the food being contaminated
12. A first aid box with waterproof plasters
13. A periodic inspection report (PIR) for an electrical installation should be available and portable electrical testing (PAT) of equipment should have been carried out.
14. "No Smoking" signage must be displayed.

**It is strongly recommended that all food brought onto the site is pre-prepared to reduce the food handling which takes place on the site. It is expected that all food handlers will have been formally trained in Food Hygiene to REHIS Elementary level or equivalent. If food handlers have not received formal training they must be supervised at all times by someone who has.**





# Basic Shell Scheme Dimensions



## 31. Basic Shell Scheme

To Apply graphics/posters, Fixing is permitted by:

### Foamex/Smooth PANELS

- ▶ Double sided sticky tabs
- ▶ Velcro hook and loop
- ▶ Hanging wires/ chains for heavy exhibits

### Nylon Loop Material Covered PANELS

- ▶ Velcro hook
- ▶ Hanging wires/chains for heavy exhibits

### FREQUENTLY ASKED QUESTIONS

- Q. Can I change the colour of the wall panels?**  
**A.** Yes, there is a cost option to have the wall panels covered in Nylon Loop materia in the colour of your choice.
- Q. Can I cover the wall panels with my own Graphics/Poster?**  
**A.** Yes, each individual 1m panel has a visible size of 970mm x 2370mm between the uprights.
- Q. How do I attach lightweight Posters or pictures?**  
**A.** Double sided sticky tabs or Velcro (both Hook & Loop) is the quickest and easiest way.
- Q. I have a heavy glass framed picture, how can I hang this?**  
**A.** With hanging wires/chains hooked (with an 'S' Hook) onto the top of the panel.
- Q. Can I use screws/nails on the Shell Scheme?**  
**A.** No, Any fixing has to be removed without damage to the Shell Scheme.

For any specific requests or questions please contact - [sales@scotpanel.com](mailto:sales@scotpanel.com)  
<https://www.scotpanel.com/>

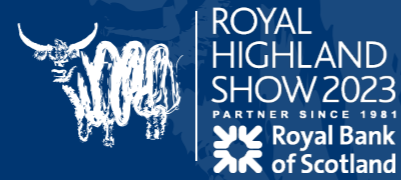




# Floor Plan Coming Soon



# General Information



## Livestock on Stands

### 32. Informing Royal Highland Show & Procedure, Process & Requirements

- 32.1 Regulations and application forms for livestock to be part of an outdoor exhibit are available on request.
- 32.2 If livestock forms part of the exhibit, full details must be given within the application form.
- 32.3 Exhibitors must ensure that they comply with relevant Animal Movement Order and any veterinary or other regulations which apply to animals brought to the Showground. Veterinary Officers will inspect livestock on all trade stands.
- 32.4 Livestock must not be removed from stands before **19:00 on Sunday 25th June.**

## Sponsorship

### 33. Banners & Digital Screens

For banner and digital screen opportunities throughout the showground please contact Emma Herd on 0131 335 6275 or alternatively via email; [sponsorship@rhass.org.uk](mailto:sponsorship@rhass.org.uk)

## General Guidance and Information

### 34. Haybales

Haybales are only permitted for animal feed & bedding.

### 35. Hydraulic Rams

All machinery with hydraulically extended arms must have a safety guard or ram block in place if the arm is extended during the Show.

### 36. Wi-Fi

Is available on site, full terms and conditions will be available from the Trade Stand Team from May. Note: General Wi-fi is a free service. We cannot guarantee in either speed of connection and may from time to time 'drop-off' at peak times. Should you require a robust Wi-Fi connection, we recommend that you have a contingency plan in place.

### 37. Goods Displayed

Exhibitors goods displayed must be in accordance with the description given on the entry form and catalogue. Vendors of 'cheap jack' articles or itinerant vendors who may have gained admission to the ground will be removed. The definition 'cheap jack' shall rest with the Society's Stewards and Officials who shall have the power to remove offending exhibitors and their goods from the Showground. All goods must be clearly exhibited to the public before sale.



## 38. Goods Ordered at the Show

Every exhibitor will be required to furnish to customers placing orders at the show, the articles exhibited by them or others of equal quality at prices not exceeding those displayed on the exhibit. All orders taken at the show must be dispatched promptly and where delivery time is more than 3 months after the **Sunday 25th June 2023**, customers must be made aware of this at the time of ordering. Failure to abide by this regulation will mean that future applications for this event could be jeopardised.

## 39. Stand Admission or Secondary Charging

No additional income may be generated by charging visitors to the Royal Highland Show for any activity, access or entry to your trade stand without written permission from the Trade Stands Team.

## 40. Sleeping on the Stand

You must declare the quantity and names of everyone sleeping on the stand. They must wear an overnight Wristband at all times to avoid being removed from the site between the hours of **0:00 and 04:30**. Security will patrol the Showground overnight. Please inform us on your ENet account of who is sleeping on-site and provide contact phone number in case of emergency.

## 41. Electricity

Exhibitors requiring electricity must complete their order on their ENet account before the date stated. Orders received after the closing date will incur surcharges. This is through our third party supplier, Pratt Bros. Please contact [exhibitions@prattbros.co.uk](mailto:exhibitions@prattbros.co.uk) for queries about electricity.

## 42. Use of Generators

- 42.1** ALL power installations should be requested through Pratt Bros.
- 42.2** The use of your own or hired-in 'silent running' generators within the Showground is only permitted, with prior written arrangement from both the Facilities & Services Manager. All applications must be submitted before 1st June.
- If approved, this will be communicated to you in writing – along with strict conditions regarding the safe and competent install.
- 42.3** Any electrical install, resolving of any issues or disconnection of any electrical equipment, should ONLY be carried out by trained and competent persons. All temporary Electrical Systems must be tested and certified by a competent Electrician as complying to BS 7909.
- 42.4** The use of silent running generators within the caravan park is permitted between the hours of **06:00 and 23:00**. Out with these times the generator must be switched off. The use of any other generator is prohibited. More information and guidance on the use of generators within the caravan park is confirmed on the application form.
- 42.5** Fuel storage containers should be BS standard and containers stored in a secure well ventilated area. Transfer from container to generator must be carried out by competent personnel. Any spillages (however minor) must be immediately cleaned up and the Show Team notified.

# Sale of Dangerous Goods and Weapons

## 43. Fireworks and Explosive Materials

No fireworks, percussive devices or other explosive materials may be used or brought into the Showground.

## 44. Replica Guns, Pistols and Crossbows

- 44.1** Replica firearms and crossbows may only be sold in sealed boxes, which must display a label stating the box cannot be opened within the Showground or car parks.
- 44.2** Age verification procedures must be in place. Under no circumstances should any dangerous weapon/s be given to or sold to a person under the age of 18.

## 45. Knives

- 45.1** The display, sale and distribution of Knives (Non-domestic only) will only be permitted with the appropriate license which must be obtained from Edinburgh Council Licensing. All rules and regulations in accordance with the license conditions must be adhered to.
- 45.2** Age verification procedures must be in place. Under no circumstance should any dangerous weapons be given to or sold a person under the age of 18.

## 46. Firearms

The display, sale and distribution of Firearms is only permitted with the appropriate license which must be obtained from Police Scotland (Tel 0131 311 3297/3298). All rules and regulations in accordance with the license conditions must be adhered to. Under no circumstances should any Firearms be given to or sold to a person under the age of 18, nor without the appropriate license to do so.

## 47. Items that are likely to cause offence or could be a risk to public safety

The term 'Items that are likely to cause offence or could be a risk to public safety' includes, but is not restricted to: stink bombs, BB guns, catapults, silly string, snap guns, knives or garden implements other than those that require to be licensed for sale and anything that could possibly be used as a weapon.

The RHS reserves the right to refuse permission for such items to be displayed or sold, order the removal of such items or require control measures to be put in place. 'Control Measures' may include but are not restricted to, position of items on display, proximity of such items to trade stand staff, access to such items that members of the public may have and recording of details of persons that purchase such items. The trade stand operator will be required to implement any additional control measures at their expense. RHS reserve the right to prevent a trade stand from operating until the control measures are put in place.



## 48. Promotional Events

- 48.1 Demonstrations, promotional events or competitions may be undertaken within the boundaries of your stand.
- 48.2 Full details of any proposed demonstration or promotional event, including the equipment to be used must be provided with the application. Written permission must be obtained from the Trade Stands Team.
- 48.3 Space for people watching a demonstration or promotional event should be considered and provided within the stand boundaries. Promotional activities likely to draw a large crowd, which, may affect surrounding, trade stands or walkways, must have consent from the Trade Stands team. This may involve further discussion with the Safety Manager.
- 48.4 Safety is paramount. Any kind of activity or display must be accompanied by a detailed risk assessment and plan before consent is granted and approved from the Trade Stands Manager. If you are unsure – ASK the Trade Stands Manager!

## 49. Charitable Organisations

- 49.1 Collections, appeals and competitions are permitted however, they must be within the limits of the exhibitors own stand. No charity or similar organizations will be permitted to operate from a stand of another exhibitor. **If planning to have a collection on stand please ask the Trade Stand manager for prior permission - tradestands@rhass.org.uk**
- 49.2 No organisation is permitted to collect donations or canvass around the Showground, gates, or in the immediate vicinity of the Showground, car parks, pedestrian routes or road network.
- 49.3 Charitable organisations must abide by and meet the requirements of the Scottish Charity Law. The OSCR can encourage and assist charities in meeting the requirements. Please visit <https://www.oscr.org.uk/> for more information.

Governed by *Charities and Trustee Investment (Scotland) Act 2005*

## 50. Activities Causing Hazard or Inconvenience

- 50.1 Exhibitors are not permitted to conduct activities that pose a hazard to themselves, other exhibitors, visitors or livestock nor undue inconvenience to other exhibitors or visitors.
- 50.2 The Trade Stands Team have the authority to take any action, including the removal of an exhibit without refund, to ensure compliance.
- 50.3 Exhibitors planning activities which, might fall into these categories, are advised to seek prior written approval at time of submission of the Trade application form.

## 51. Posters, Banners and Promotional Material

- 51.1 Posters or banners are permitted within the boundaries of your stand. No posters or banners of any kind may be displayed within the Showground, car parks or on the approaches there to, without prior written permission of the Sponsorship Manager.
- 51.2 Sponsorship and banner space may be purchased around the Showground. Please contact: [sponsorship@rhass.org.uk](mailto:sponsorship@rhass.org.uk)
- 51.3 Stand exhibitor. Any large quantity not removed may require a separate uplift with any associated costs being recharged to the exhibitor.

## 52. Newspapers and Handbills

Distribution of newspapers and handbills are only permitted from within stand boundaries.

## 53. Overhead Advertising

All advertising banners and flags must be within the maximum **height restriction of 10m**.

## 54. Drones

Due to the proximity of Edinburgh Airport, the use of any aircraft, drones or captive balloons of any description for any purpose is **strictly prohibited**.

## 55. Balloons

Un-inflated Balloons are permitted as giveaways, however, in view of our proximity to Edinburgh Airport the sale or distribution of helium filled or metallic balloons is **strictly forbidden**.

## 56. Selling by Auction and Noisy Behaviour

The selling of goods by auction, shouting, or other loud activity to the annoyance of other exhibitors is forbidden. Any noise produced within a stand must be contained within the boundaries of the individual stand and meet the National Noise Pollution guidelines.

## 57. Contractors

- 57.1 If using a contractor, you are required to provide them with all information and passes they require to enable them to do their job safely and in accordance with the Royal Highland Show's rules and regulations. Contractors should not make direct contact with the Royal Highland Show for passes, as they will be refused.
- 57.2 The Trade Stand Team require full details of all appointed contractors on your ENet portal.
- 57.3 For the avoidance of doubt, contractors are engaged by the Trade Stand exhibitor and not by the Royal Highland Show. A contractor's conduct is the sole responsibility of the exhibitor. As such, breaches of any conditions listed in this Trade Guide, may result in the removal of Contractor and or Exhibitor from the Showground. In severe circumstances a 'breach of contract' may be enforced with Cancellation of Contract as an appropriate response.
- 57.4 You should include copies of your contractors Health and Safety policies and Risk Assessment paperwork with all of your own Contractors are required to follow all guidelines and rules, for example: requiring a completed 'Permit to Break the Ground' before erecting any temporary structures.

## 58. Dogs on Trade Stands

- 58.1 Dogs must be kept on a leash at all times and are not permitted within the food hall, home & gift hall and certain other marquees and catering establishments.
- 58.2 Notices will be displayed where dogs are not permitted. Guide dogs excepted.



# Risk Assessment Procedure

## 59. Introduction

- 59.1 Health and Safety is important to us. Information is provided to help when completing your own Risk Assessment documentation.
- 59.3 Exhibitors should tailor the approach described here to match their own needs, taking into account the nature of their work and the seriousness and complexity of their risks
- 59.4 The law says that you must do what is reasonably practicable to keep your workplace safe. Improving Health and Safety need not necessarily cost a lot.
- 59.5 The legal requirement is to record the significant findings of a Risk Assessment or a Fire Risk Assessment. Consider if you have done everything that the law says you have to and have you achieved industry standards?
- 59.5 These will include a list of hazards identified in the assessment, highlighting the types of people who may be at risk. Existing control measures should be identified, if they are in place and recorded within the risk assessment.

## 60. Identifying Risks

- 60.1 The Management of Health and Safety at Work Regulations 1999 supplements the requirements of the Health and Safety at Work Act 1974 by extending the employer's obligations to develop a general framework for safety management and enhance any control measures provided.
- 60.2 The main provision of the Regulations is the need for an employer to conduct Risk Assessments of their work activities and to identify the action required to control the Health and Safety risks in the workplace.
- 60.3 For guidance on how to complete a Risk Assessment, please visit: <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>
- 60.4 If the HSE website does not help when filling out your own Risk Assessment, we recommend reaching out to a competent person. The Trade Stand team can answer general queries regarding the submission on your ENet but cannot give Risk Assessment advice.



## 61. Risk Assessment Process

61.1 The following steps must be completed on your ENet account:

- Step 1** - Complete a declaration of conformity which will be available on your ENet account.
- Step 2** - Complete a RHS 2023 Risk Assessment Checklist (please note this is NOT a Risk Assessment).
- Step 3** - Complete a RHS 2023 Fire Risk Assessment Checklist (please note this is NOT a Fire Risk Assessment).
- Step 4** - Upload your Risk Assessments, your particulars should be true and accurate.

Only once you have completed the 4-step process will your passes be allocated and access granted to the Show ground (please note this is for the safety of all involved with the Royal Highland Show).





# Terms and Conditions

## 68. Responsibility of Accounts

Exhibitors are responsible for payment of accounts for any work undertaken on their behalf by RHASS or by our nominated contractors in advance of the Show-days, even if you have appointed a sub-contractor or agent to act on your behalf. Remittance terms are set out in conditions of application and will also be on invoices.

## 69. Trading Standards

- 69.1 It is the responsibility of all exhibitors to comply with all relevant Trading Standards and Environmental Health legislation in respect of their stands, exhibits and merchandise. Environmental Health and Trading Standards Officers will be on site.
- 69.2 Details of local authority requirements can be found on the City of Edinburgh Council website: [www.edinburgh.gov.uk](http://www.edinburgh.gov.uk)

## 70. Exhibitors Responsibilities

- 70.1 All exhibitors, persons in charge of exhibits, and all persons admitted to the Showground, are subject to the rules of the Show and must follow instructions of the Stewards and other officials of the Show.
- 70.2 Exhibitors shall be answerable for the conduct of their assistants or representatives.
- 70.3 It is the exhibitors and users responsibility to ensure that all portable appliances are safe to be connected into the electrical system and have the appropriate certification. Certification is also required for any outdoor trade stands installing and using L.P.G.
- 70.4 Exhibitors are responsible for completing, signing and returning the checklist enclosed.

## 71. Interpretation of Regulations

The decision of RHASS, in every matter arising in connection with the Royal Highland Show will be final.

## 72. Disclaimer of Liability to Exhibitors

- 72.1 The term Exhibitor shall include persons taking part in any competition, exhibition or display arranged by or for the Royal Highland Show and the owner of any animal, plant, machinery or any other thing involved in any such competition, exhibition or display or otherwise exhibited on the Showground.
- 72.2 Save for death or personal injury caused by breach of its duty, the Royal Highland Show or Royal Highland and Agricultural Society of Scotland (RHASS) will not be responsible for death, injury, disease, damage or loss caused to any Exhibitor or to his or her servants or agents or to any animal, article, plant, machinery or thing of whatever nature brought on to the Showground by the said Exhibitor from whatever cause death, injury, disease, damage or loss arises (Save as aforesaid).

72.3 The Society will not (save for death or personal injury caused by breach of its duty) be held responsible for personal injury (whether fatal or otherwise). The Society will not be responsible for paying any compensation to Exhibitors for any loss of or damage to property or any animal, article, plant, machinery or thing of whatever nature brought on to the Showground by the Exhibitor or any other loss, damage costs and expenses, unless such loss, damage and/or expenses are suffered as a result of the Society's negligence or breach of duty

72.4 The Exhibitor shall be responsible for any and all exhibits, vehicles or equipment brought on to the Showground by the Exhibitor and shall also be responsible for the actions of any of its employees, agents or servants. The Exhibitor shall be liable for any loss or damage suffered by the Society (including damage to the Showground) where such loss or damage was caused by an intentional, reckless or negligent act or omission of the Exhibitor.

## 73. Insurance

- 73.1 Exhibitors are required to provide their own insurance against fire, theft and other appropriate risk not only with regards to their own property but also against any third party claims.
- 73.2 Every exhibitor must have Public Liability Insurance (we recommend a minimum of 5 million GBP cover however independent advice should be sought from your Insurance Broker).
- 73.3 A copy of your certificate of Insurance must be submitted on your ENet Portal plus a copy must be brought to the Royal Highland Show.
- 73.4 RHASS accepts no liability for any loss of income or revenue, loss of business, loss of profits or contracts, loss of anticipated savings, loss of data, waste of management or office time or for any indirect or consequential loss or damage of any kind arising and whether caused by delict (including negligence), breach of contract or otherwise, even if foreseeable. Acceptance of the previous three provisions shall be a condition of entry.

For reference, the time period all Terms and Conditions relate to the Royal Highland Show and covers build, show days and breakdown period, as detailed in this Trade guide.

## Cancellation

- 74.1 Where an Exhibitor cancels a space booked for any reason, written notification must be sent to the Trade Stands Manager as per standard channels of communication. Telephone calls will not be accepted as notice of cancellation and must be confirmed in writing.
- 74.2 The following table indicates the percentage of stand rental which will be refunded, if remittance has been taken by the Royal Highland Show.

| 2023 Dates (inclusive)  | Refund of Stand rental costs            |
|-------------------------|---|
| Prior to 3rd March      | 50% refund                              |
| 3rd March to 30th April | 25% refund (75% of rental fee retained) |
| On or after 1st May     | No refund                               |

74.3 A '7 day' grace (cancellation) period will be considered to new exhibitors who have submitted trade stand applications between the 2nd March and up to 1st May. This grace period applies from date of Trade Stands RECEIVING the completed Application form and remittance. A full refund will be issued if the exhibitor has submitted payment and wishes to cancel and retract their application. After this 7-day grace period, the refund table in Section 117.2 will apply.



- 74.4** Full refund indicates a refund of rental space costs. This is not inclusive of refunds to any other services or equipment that may have been acquired and paid for before cancellation notice.
- 74.5** Refunds will be processed within 30 days of acknowledgement of cancellation. Refunds will be credited back to the same account details from which the original payments were received.
- 74.6** Once a cancellation is applied to a trade stand or exhibitor, they will lose their first refusal basis for the next or any future Royal Highland Show.

## 75. Organiser's Liability – Cancellation of the Show, Force Majeure etc.

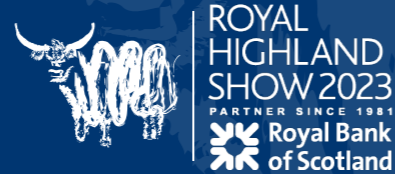
- 75.1** Following Partnership Committee's recommendation, the Board approved in principle to amend the current clauses so that exhibitors would have the option to discuss alternative activation, defer their Tradestand to the next Show or, in the event that neither of the above was appropriate, receive a full refund.
- 75.2** Approval of the revised clauses was delegated to Partnership Committee.
- 75.3** By way of a decision outwith a meeting, the following clauses were approved for use in Tradestand contracts for the Royal Highland Show:
- 75.4** If the Royal Highland Show is cancelled, postponed or curtailed for any reason (including, by reason of an event of Force Majeure, which means any of the following which in each case is beyond the control of the parties: act of God, war, insurrection, riot, civil disturbance, acts of terrorism, fire, explosion, theft, malicious damage, strike, lock-out, third party injunction, outbreak of disease; national defence requirements, acts or regulations of national or local governments; and any other cause beyond the control of the parties) so that there is a restriction in the benefit or value of the exhibitors Rights, RHASS shall notify the exhibitor of the cancellation, postponement or curtailment as soon as possible. Subject to clauses 75.4 and 75.5, the Parties agree to discuss options in good faith including alternative activation, deferral of Tradestand to the next Royal Highland Show or, if required, a full refund.
- 75.5** Any alternative activation, deferral or refund will be offered on a pro rata basis, and will take account of any benefits received in respect of Tradestand recognition and RHS promotional activity.
- 75.6** RHASS reserves the right to deduct all reasonable costs and expenses incurred by RHASS from any refund, deferral or alternative activation.
- 75.7** Save for any liability arising from death or personal injury due to negligence which shall be unlimited, the total liability of each party to the other, whether arising from breach of contract, delict (including negligence) or otherwise in respect of any one event or series of connected events, shall not exceed the total amount of the Tradestand Fees paid by the Exhibitor under this Agreement.
- 75.8** This was considered to be fair to exhibitors whilst protecting the Society as far as possible by reflecting any benefit received ahead of cancellation/postponement/curtailment and any costs associated with any refund/deferral/alternative activation.





# Approved Service Contractors

The following services can only be obtained via the Royal Highland Show's list of approved contractors.



## Electrical Supply

### Pratt Bros. (Exhibitions) Ltd.

East Gate, Royal Highland Centre, Edinburgh EH28 8NF

☎ 0131 333 3665

✉ exhibitions@prattbros.co.uk

Any exhibitor wishing electrical services at their stand must order directly via their ENet Portal or by calling Pratt Bros directly.

## Water and Drainage where available

### Tempsite Installations Ltd.

Woodlands, Balbeggie, Perth PH2 6AU

☎ 01821 650 569

✉ info@tempsite-installations.co.uk

Orders for water connection and main drainage connection should be submitted via your ENet Portal..

The water and drainage connection will be provided to a standpipe or drain at the rear of the stand only. Stand pipes will be provided at each toilet block and food court.

## Trestle Table and Chair Hire

**TRESTLE TABLES (6' x 2'5") AND CHAIRS MAY BE HIRED FROM THE ROYAL HIGHLAND SHOW.**

These may only be ordered via the ENet Portal.

There will be no other opportunities to order at a later date.

All furniture ordered will be distributed to stands from **Saturday 17th June**. If required earlier, please inform the Trade Stand Team by **Monday 30th May**.

## Tradestand Security

Whilst G4S Security is dedicated to general security at the RHS, some trade stands and operators of licensed premises within the Showground may choose to, or be required to, engage additional security to enhance, still further, the safety and security of their premises and patrons.

It is imperative that all security companies at RHS work in partnership and to common standards. With a view to achieving this, RHS ask that all operators consider carefully who they engage.

Whilst the final decision on who should be engaged rests with tradestands or operators we would like to promote Security Scotland as a preferred supplier of additional security. The advantages of engaging Security Scotland are as follows:

- Engagement of a credible organisation that is part of the Security Industry - Authority Approved Contractor Scheme and the UK Crowd Management Association
- Full integration with all Show security through our control room – the Joint Agency Control Centre (JACC)
- On site resilience and back-up

The single point of contact for security Scotland is: **Chris Callaghan**  
[Chris.callaghan@securityscotland.com](mailto:Chris.callaghan@securityscotland.com)

**All tradestands and operators engaging independent security staff must submit detail of the security company, number of staff and times of operation to the Trade Stands Team no less than 30 days before each RHS.**





## Helpful Contacts

The following are a list of mostly local companies that exhibitor's may find useful inclusion in the list is not a recommendation. All arrangements must be made directly with the company.

ROYAL  
HIGHLAND  
SHOW 2023  
PARTNER SINCE 1961  
 Royal Bank  
of Scotland



## Mobile Terminal Hire (Card Machines)

### Adelante

☎ 01628 820 600  
✉ sales@adelante.co.uk  
🌐 www.adelante.co.uk

### iZettle

☎ 0203 699 9934  
✉ partnerships@izettle.com  
🌐 https://www.izettle.com/gb

### 123 Hire Ltd, Making Card Payment Easy

☎ 0800 54 23 123  
✉ sales@123hire.net  
🌐 www.123send.net/royalhighland

## L.P.G. Gas

### Russell Gas

5 Bankhead Crossway N, Edinburgh,  
EH11 4BZ

☎ 0131 453 6500  
🌐 www.russellgas.co.uk

Scottish Fire and Rescue Services and Edinburgh City Council officials will inspect all gas units.

## Portable Office Accommodation

### Qdos.

179 Queens Road,  
Weybridge, Surrey,  
KT13 0AH

☎ 01494675375  
🌐 www.qdoseventhire.co.uk/

### Loc Hire

155-175 Glasgow Road,  
Longcroft, Bonnybridge,  
FK4 1QY

☎ 0843 855 0105  
🌐 info@lochire.co.uk

## Fire Extinguishers

### Cannon Safety Ltd

16 Quarrydale Avenue, Sutton in Ashfield,  
Nottinghamshire NG17 4DS

☎ 01623 465 503

## Courier Services

### Cameron Logistics

1 Tennant Avenue, College Milton South,  
East Kilbride G74 5NA

☎ 01355 238 559  
✉ info@cameronlogistics.co.uk



## Marquee Hire

### ARC Marquees

Algo Business Centre, Glenearn Road,  
Perth PH2 0NJ

☎ 01786 880 578  
✉ enquiries@arcmarquees.com

### Field & Lawn Ltd.

East Mains Industrial Estate, Broxburn,  
West Lothian EH52 5AU

☎ 01506 857 938  
✉ scotland@feldandlawn.com

### Cheviot Rentals

Kilburn House, Netherbyres,  
Eyemouth TD14 5SE

☎ 01890 751 161  
✉ sales@cheviotmarquees.co.uk

### Olympus Marquees

Sandstell Road, Spittal,  
Berwick-upon-Tweed TD15 1RE

☎ 01289 307 264  
✉ olympusmarquees@hotmail.com

### English Marquee Company

Unit 53, Gate 2, Potter Space Business Park,  
Melmerby Green Lane, Ripon, North  
Yorshire, HG4 5HP

☎ 07562 432093 / 01423 638245  
✉ enquiries@englishmarqueecompany.co.uk  
🌐 www.englishmarqueecompany.co.uk

### Purvis Marquees

4b East Mains, Ingliston Road,  
Edinburgh EH28 8NB

☎ 0131 335 3685  
✉ sales@purvis-marquees.co.uk

### Green Field Marquees

42 Ormidale Terrace, Edinburgh, EH12 6EF

☎ 0131 531 0683  
✉ info@greenfieldmarquees.com

## Telephone Line / ISDN Line

To apply for any type of communication line or service, please email the Trade Stands team your request and we can best advise you on availability.

## Mobile Exhibition Trailer Hire

### FMX

Fenwick By-Pass, Fenwick,  
Ayrshire KA3 6AY

☎ 01560 600 271  
✉ enquiries@fmx-limited.com

### Strathmore Exhibition Trailers

342 Strathmore Avenue,  
Dundee DD3 6RX

☎ 01382 816 805  
✉ info@strathmoreexhibitiontrailerhire.com

## Mobile Sink Hire

### The Mobile Sink Company Ltd.

Unit B6 (OYO Business Units), 187 Park Lane,  
Castle Vale, Birmingham B35 6AN

☎ 0121 747 1179  
🌐 www.mobilesink.com

### Event-A-Loo

Kittymuir Farm, Stonehouse,  
By Hamilton ML3 7XN

☎ 01698 791 426  
✉ isobel@event-a-loo.fsbusiness.co.uk

### Bordaloo

Kelso, Scottish Borders

☎ 07876543506  
🌐 www.bordaloo.co.uk  
✉ info@bordaloo.co.uk

## Refrigeration and Catering Equipment Hire

### IMD Refrigeration Hire

1 Sandilands Crescent, Motherwell, ML1 3AX  
Contact: Ian Dyett

☎ 0169 825 2613  
📞 07790 066509  
✉ iandyett@aol.com



## Signs & Graphics

### Baillie Sign Services

184 - 186 Queensferry Road,  
Edinburgh EH4 2BW

☎ 0131 315 2800  
✉ sales@bailliesigns.co.uk

### Sign Plus Ltd.

Bristol House, 15 Ridge Way, Hillend Industrial Estate,  
Dalgety Bay, Fife KY11 9JH

☎ 01383 823 000  
🌐 www.signplus.co.uk

### The Sign Company

Unit 7, Hayfield Place, Hayfield Industrial Estate,  
Kirkcaldy, Fife KY2 5DH

☎ 01592 646 454  
✉ info@thesigncompany.co.uk

### Specialized Signs

60 St John's Road, Edinburgh EH12 8AT

☎ 0131 337 1237  
✉ info@specializedsigns.co.uk

### Service Graphics

☎ 07741 011 565  
✉ laurence.smith@servicegraphics.co.uk  
🌐 www.servicegraphics.co.uk

## Floral and Plant Displays

### Flowers by Rhona

34 Burnside Terrace, Addiewell,  
West Calder EH55 8NE

☎ 07817322002  
✉ flowersbyrhona@hotmail.co.uk  
🌐 www.flowersbyrhona.org.uk

### Benholm Plant Displays

Melons Place, Falkirk FK2 0BT

☎ 08000 724 723  
✉ events@benholm.com

### Poppy Floral Design

Waulkmill, Charlestown, Fife, KY12 8JU

☎ 07779 266620  
✉ Info@poppyfloraldesign.co.uk  
🌐 www.poppyfloraldesign.co.uk

## Programme and Catalogue Advertisement

### Geerings Print

☎ 01233 658 611  
✉ jim.skwarek@geeringsprint.co.uk

## Security Alarms

### PID Systems Ltd

8 Dow Road, International Aerospace Park, Monkton,  
Prestwick KA9 2TU

☎ 0800 141 2543  
✉ info@pid-systems.co.uk

## Flag Poles

### Fuchsia Exhibition & Conference Services

2 Knights Way, Great Dunmow,  
Essex CM6 1UL

☎ 07831 413 430  
✉ info@fuchsiaevents.co.uk

## Furniture Hire

### Cairns Event Hire

55 Causewayside Street,  
Glasgow G32 8LT

☎ 0141 778 8333  
✉ sales@cairnseventhire.scot

### Cameron Event Logistics

1 Tennant Avenue, College Milton  
South, East Kilbride, Glasgow, G74  
5NA

☎ 01355 238559  
✉ info@cameronlogistics.co.uk  
🌐 www.cameronlogistics.co.uk

## Local Accommodation

The Royal Highland Show's appointed travel partner is Field Farm Tours Ltd and can offer great rates on accommodation during the period of the Show.

### Field Farm Tours Ltd.

Field House, 3 Stephenson Court, Stephenson Way,  
Newark NG24 2TQ

☎ 01636 616 060  
✉ info@fieldfarmtours.co.uk  
🌐 www.fieldfarmtours.co.uk

### Visit Scotland Accommodation

☎ 03303 030 154  
🌐 www.visitscotland.com



