

Please return completed application form to:  
**tradestands@agriscot.co.uk**  
 VAT Reg. No.: 938 6728 70

# APPLICATION FOR STAND SPACE AND SERVICES

**FORM A**  
 To be returned by:  
**30th JUNE 2017**

Company Name: .....

Contact Name: .....

Address: .....  
 ..... Post Code: .....

Tel: ..... Mob: .....

E-mail: ..... Website: .....

Please reserve the following by ✓ the appropriate boxes:

<b>HIGHLAND HALL</b>	
OPEN SPACE (£47/m <sup>2</sup> ) <input type="checkbox"/> MODULAR UNIT (£60/m <sup>2</sup> ) <input type="checkbox"/>	BLOCK No. <input style="width: 50px;" type="text"/>
<b>LOWLAND MACHINERY HALL</b>	
OPEN SPACE (£30/m <sup>2</sup> ) <input type="checkbox"/>	BLOCK No. <input style="width: 50px;" type="text"/>
<b>UPLAND HALL</b>	
OPEN SPACE (no carpet) (£27/m <sup>2</sup> ) <input type="checkbox"/> MODULAR UNIT (no carpet) (£39/m <sup>2</sup> ) <input type="checkbox"/>	BLOCK No. <input style="width: 50px;" type="text"/>
<b>CENTRAL HALL</b>	
MODULAR UNIT (£44/m <sup>2</sup> ) <input type="checkbox"/>	BLOCK No. <input style="width: 50px;" type="text"/>
<b>SAME SIZE AND SITE AS 2016 PREFERRED</b> <input type="checkbox"/>	

***Return forms - with £250 deposit - by 30 June***

Tick this box if your exhibit is a mobile exhibition unit or caravan

Stand Size = ..... Frontage (metres) X ..... Depth (metres) = ..... m<sup>2</sup> @ £ ..... m<sup>2</sup> £.....

1. ADDITIONAL ELECTRICAL REQUIREMENTS – Form B	£.....
2. AUDIO VISUAL EQUIPMENT – Form B	£.....
3. CATERING REQUIREMENTS – Form B	£.....
4. BANNER ADVERTISING / INVITATIONS – Form B	£.....
5. FURNISHING REQUIREMENTS – Form B	£.....
6. WEB LISTING – Form B	£.....
<b>NET TOTAL</b>	<b>£.....</b>
Add VAT @ 20%	£.....
<b>TOTAL DUE</b>	<b>£.....</b>

Please phone the AgriScot Office on 0131 333 0969 to pay by credit/debit card.  
 Cheques should be made payable to 'AgriScot'.  
 Please post to:  
 AgriScot, The Stables, 2 Ingliston Gardens, Ingliston,  
 Newbridge, Midlothian EH28 8NB.  
 AgriScot Bank Details: Bank of Scotland  
 Address: Castle Terrace Edinburgh Branch, PO Box 1000, BX2 1LB  
 Sort Code: 80-11-30  
 Account Number: 06014224  
 Account Name: AgriScot  
 SWIFT /BIC code: BOFSGB21001  
 IBAN: GB97 BOFS 8011 3006 0142 24

***Balance to be paid by 30th September***  
***Remember to deduct deposit from final payment***

Cheques should be made payable to 'AgriScot' and crossed "A/c Payee".  
 I/we confirm that I/we have public and products liability insurance cover noting a minimum indemnity of £2.5 million including an indemnity to the event organisers.  
 I/we hereby make application for space at AgriScot 2017 and I/we agree to abide by all the Trade Stand Rules and regulations which I/we have read and understood.

Signed: ..... Date: .....

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# APPLICATION FOR ADDITIONAL SERVICES

**FORM B**  
 To be returned by:  
**30th JUNE 2017**

## TRANSFER THE TOTAL FOR EACH SECTION TO FORM A

### 1. ELECTRICAL – If necessary please use a separate sheet to indicate where you want your electrical equipment to be positioned.

Description of Fittings	Unit Price	Number	Total Price
Power Sockets <sup>Ø</sup> 13 amp socket (single)	£67.00		
13 amp socket (twin)	£73.00		
16 amp Cee form connection	£135.00		
32 amp Cee form connection	£168.00		
Fluorescent Fittings 1.52m (5ft)	£57.00		
Spotlights 100 Watt General Purpose	£47.00		
Floodlights 300 Watt (Halogen)	£67.00		

<sup>Ø</sup>If you intend to use a kettle or water heater please tick

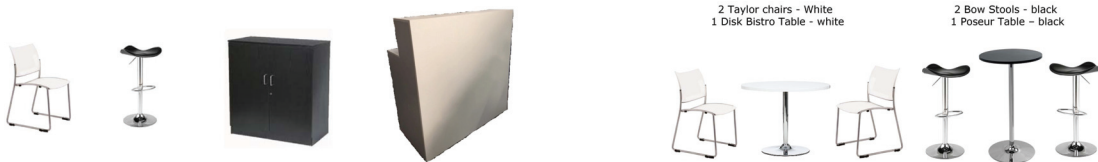
The above charges include cost of labour, erecting and dismantling, hire of fittings and electricity consumed during the period of the show. £  
 Three Phase, 415 volt, 50 cycle AC or Single Phase, 240 volt, 50 cycle AC power for electrical motors can be supplied. If you require this particular service please tick this box  and we will advise you of the charges.

### 2. AUDIO VISUAL EQUIPMENT

	Description	Unit Price
Package A	50" Plasma & Stand	£120.00
<i>Additional: DVD £20 <input type="checkbox"/> Laptop £50 <input type="checkbox"/></i>		

### 3. STAND FURNISHINGS

	Description	Unit Price
Package A	2 x White metal chairs and 1 x white metal table w130cm x h97cm x d40cm	£104.00
Package B	2 x Black metal stools and 1 x black metal poseur table w60cm x d60cm x h100cm	£124.00
<i>Additional: Chair £28 <input type="checkbox"/> Stool £32 <input type="checkbox"/> Cabinet/Cupboard £68 <input type="checkbox"/> Counter £115 <input type="checkbox"/></i>		



If you wish to hire from the full range, please visit [www.3rdelement.co.uk](http://www.3rdelement.co.uk)  
 Tel 02476 457474 Email [info@3rdelement.co.uk](mailto:info@3rdelement.co.uk) with any enquiries.

### 4. CATERING

Packed lunches can be ordered by completing this form. .... packed lunches @ £6.60 £

### 5. BANNER DISPLAYS – (Maximum size 3m x 1m – should your banner exceed this size please telephone the organisers with details in advance)

Enhance your presence at AgriScot by having your company's banners sited prominently inside the venue, giving you the opportunity to bring your products/services to the attention of visitors. The location of the banners will be at the Organiser's discretion. Please deliver banners to the Organiser's Office on arrival.

PLEASE RESERVE ..... SITES @ £60 £

### 6. WEB ENHANCEMENT

We will create a link to your company website from our online exhibitor list £25.00

Net TOTAL IF submitting separately from Form A £

Add VAT @ 20% IF submitting separately from Form A £

TOTAL £

*Orders placed on build-up must be paid for at time of order otherwise a 10% surcharge will apply.*

Please return completed application form to:  
**tradestands@agriscot.co.uk**  
 VAT Reg. No.: 938 6728 70

# CATALOGUE AND BUYER'S GUIDE - FREE ENTRY

**FORM C**  
 To be returned by:  
**30th JUNE 2017**

(To be published in the Scottish Farmer)

Company Name: .....

**ENTER CONTACT DETAILS IF DIFFERENT TO THOSE IN FORM A:**

Contact Name: .....

Address: .....  
 ..... Post Code: .....

Tel: ..... Fax: .....

E-mail: ..... Website: .....

**If you exhibited at AgriScot 2016 and wish to use the same catalogue entry please tick this box.**

**To ensure a free listing** in the Exhibition Catalogue & Buyer's Guide describe your exhibit or services here in not more than 60 words. Please write your entry using capital letters only where appropriate. A maximum of 60 words will be printed.

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

The catalogue will be published in The Scottish Farmer, with further copies available to visitors to AgriScot. If you wish to advertise in the official catalogue complete Form D or contact: The Scottish Farmer, 200 Renfield Street, Glasgow G2 3QB. Tel: 0141 302 7777 Fax: 0141 302 7796 where one of the team will be glad to assist you.

## Products and Services Categories

- |                               |                               |                                      |
|-------------------------------|-------------------------------|--------------------------------------|
| 1. Animal Bedding             | 13. Fertilisers               | 25. Agricultural Trade Organisations |
| 2. Animal Health Products     | 14. Finance                   | 26. Livestock Identification         |
| 3. Breeds Societies           | 15. Insurance                 | 27. Bio-Security                     |
| 4. Buildings and Equipment    | 16. Machinery                 | 28. Conservation & Environment       |
| 5. Cattle Breeding            | 17. Milk Buyers & Marketing   | 29. Livestock Welfare                |
| 6. Information Technology     | 18. Milk Parlours             | 30. Feed Storage/Handling            |
| 7. Consultants/Advisors       | 19. Cattle Handling Equipment | 31. Waste Management                 |
| 8. Dairy Hygiene              | 20. Publications              | 32. Disease Management               |
| 9. Education and Training     | 21. Renewables                | 33. Farm Diversification             |
| 10. Feeding Equipment         | 22. Retailers                 | 34. ATVs                             |
| 11. Feeding Stuffs & Minerals | 23. Seeds                     | 35. Precision Farming                |
| 12. Fencing                   | 24. Silage Additives          | 36. Chemicals                        |

**Please enter the number of up to 4 categories that apply to your products or services.**

**INVITATIONS**  
 Please indicate the number of FREE invitations you require to send to your customers

**ADVERTISING BOOKING FORM**

**AgriScot 2017 Official A4 Catalogue & Buyer's Guide  
Distributed through The Scottish Farmer and at AgriScot**

Ensure that your business is seen in this valuable Guide  
to the companies who supply the industry.  
Space is sold on a first come first served basis for positions and pages.

SIZE	EXHIBITOR'S RATE (COLOUR)
Cover Pages	£1950
Full Page	£1875
Half Page	£1040
Quarter Page	£650

Please remember when you are designing your advertisement that all readers of The Scottish Farmer as well as every visitor to the event will see it. We can help you to design and create an advertisement that will work for you free of charge.

**As a display advertiser, you will qualify for your colour logo to be included in the list of trade stands, at only £30.**

In the weeks running up to the event, The Scottish Farmer, AgriScot's official media partner will be featuring the event, encouraging its readers to attend, and giving you the opportunity to advertise/promote your company and the services you offer. To be involved in one of these features just ✓ this box and a Scottish Farmer representative will contact you. ☐

*Book your advertising space by 20th October by calling 0141 302 7777*

**IT COULD NOT BE EASIER.**

or

**email your interest/requirements to:  
[farmer.sales@thescottishfarmer.co.uk](mailto:farmer.sales@thescottishfarmer.co.uk)  
(subject line "AgriScot")**

Company Name: .....

Address: .....

.....

Tel:..... Fax:..... Email: .....

Size of advertisement required .....

Order No.: ..... Ordered by:.....

If you would like further information or help with the  
design of your advertisement please call on 0141 302 7777

Please return completed application form to:  
tradestands@agriscot.co.uk  
VAT Reg. No.: 938 6728 70



**FORM E**  
To be returned by:  
**6th OCTOBER 2017**

# THE PRODUCT INNOVATION AWARD

Company Name: .....

**ENTER CONTACT DETAILS IF DIFFERENT TO THOSE IN FORM A:**

Contact Name: .....

Address: ..... Post Code: .....

Tel: ..... Fax: .....

E-mail: ..... Website: .....

Representative on Stand: .....

Mobile telephone number for representative: .....

**PRODUCT ENTERED IN COMPETITION**

Product Name: .....

Manufacturer: .....

Retail Price: ..... Product launch date: .....

Describe in no more than 100 words what the new product does:

.....

.....

.....

.....

- Conditions of entry:
- Entries can only be accepted from companies exhibiting at AgriScot 2017.
  - The product must have been introduced to the market since AgriScot 2016.
  - Exhibitors are encouraged to submit a video clip of the product in action where applicable.
  - Please supply contact details for two users/owners of the product entered.
  - Only one entry is permitted per exhibitor.
  - Please note that due to restrictions on judging times only one entry per exhibitor is permitted and only 10 entries will be short listed for judging at the event.
  - Entries will be judged between 3pm and 6pm on Tuesday 14th November on the exhibitors' stand. It is the responsibility of the exhibitor to ensure that a manufacturer's representative, or a responsible person is on the stand to explain the product to the judges.
  - Entries in the competition will be listed in the official catalogue to be published in *The Scottish Farmer* and will receive a product innovation card to be displayed on the product.
  - The winning entry, chosen by the judges appointed by *The Scottish Farmer* and the AgriScot Board of Directors will receive a voucher for £1,000 advertising in *The Scottish Farmer*. There will also be £250 voucher for Second Prize.

**The Judges decision will be final, and no correspondence will be entered into.  
By completing this entry form exhibitors agree to abide by these rules.**

Signed..... Date.....  
If submitting application by email then typed signature is acceptable. Applications returned by post should include a hand written signature.

**Entries can be accepted by e-mail to tradestands@agriscot.co.uk by 6th October**

## RISK ASSESSMENT FORM

(Further information can be found in the 'Risk Assessment Guidelines' document)

Please complete using BLOCK CAPITALS

<b>Company Name:</b>		
<b>Responsible Person:</b>		
<b>Signature of Assessor:</b>		
<b>Date Assessment Undertaken:</b>		
If submitting application by email then typed signature is acceptable. Applications returned by post should include a hand written signature.		
<b>Hazard</b>	<b>Persons at Risk</b>	<b>Controls to minimise risk</b>
<b>Fire Assessment</b>		
<b>NB</b> the use of gas is not permitted within the exhibition halls		

## RISK ASSESSMENT - GUIDELINES

Guidelines for Trade Stand Exhibitors, all of whom must complete the Risk Assessment Form.

Using the guidelines shown below please consider what risk there is to those building up trade stands and to visitors during the show. Outline the steps you propose to take to minimise that risk in the table on the Form.

Hazard	Who might be harmed	Is more needed to control the risk
<p>Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:</p>	<p>There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected, e.g:</p>	<p>For the hazards listed, do the precautions already taken:</p>
<ul style="list-style-type: none"> <li>• Slipping/tripping hazards</li> <li>• Chemicals (e.g. battery acid)</li> <li>• Moving parts of machinery (e.g. blades)</li> <li>• Working at height</li> <li>• Pressure systems</li> <li>• Vehicles (e.g. fork-lift trucks)</li> <li>• Electricity</li> <li>• Dust (e.g. from grinding)</li> <li>• Fumes (e.g. vehicle engines)</li> <li>• Manual handling</li> <li>• Noise</li> <li>• Livestock on stand</li> </ul>	<ul style="list-style-type: none"> <li>• Office staff</li> <li>• Maintenance personnel</li> <li>• Contractors</li> <li>• People sharing your work place</li> <li>• Operators</li> <li>• Cleaners</li> </ul> <p><b>Pay particular attention to:</b></p> <ul style="list-style-type: none"> <li>• Staff with disabilities</li> <li>• Inexperienced staff</li> <li>• Lone workers - they may be more vulnerable</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Meet the standards set by a legal requirement?</li> <li>• Comply with a recognised industry standard?</li> <li>• Represent good practice?</li> <li>• Reduce risk as far as reasonably practicable?</li> </ul> <p><b>Have you provided:</b></p> <ul style="list-style-type: none"> <li>• Adequate information, instruction or training?</li> <li>• Adequate systems or procedures?</li> </ul> <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place.</p> <p>Where the risk is not adequately controlled, indicate what more you need to do (the 'action list').</p>
<p>Fire Hazard e.g. combustible materials (rubbish, flammable substances, etc) and ignition sources (flames, smoking etc)</p>	<p>As above</p>	<ul style="list-style-type: none"> <li>• Means of escape; fire detection and alarms. Fire fighting equipment and fire evacuation plan.</li> </ul>