

# Rules and Regulations

## REGISTERED DESIGNS ACT

There is a 12-month grace period allowing designers to exhibit and market their goods before applying for Design registration after this disclosure. For more information please check the Government website [www.gov.uk/topic/intellectual-property/designs](http://www.gov.uk/topic/intellectual-property/designs)

## DISCLAIMER OF LIABILITY TO EXHIBITORS

The term 'exhibitor' shall include persons taking part in any exhibition or display arranged by the Organiser and any owner of any plant, machinery or any other item involved in any such exhibition or display or otherwise exhibited at the Royal Highland Centre. Save for death or personal injury caused by breach of its duty, the Organiser 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 article, plant, machinery or any other item of whatever nature brought into the Royal Highland Centre by the said exhibitor from whatever cause - death, injury, disease, damage or loss arises. (Save as aforesaid) the exhibitor shall indemnify the Organiser against all claims, damages and expenses whatsoever in any way arising out of the presence of the exhibitor, his servants, agents, exhibits, vehicles or equipment in the Centre and shall assume full responsibility thereof. Acceptance of the foregoing provisions shall be a condition of entry.

## Insurance

Exhibitors must have, and maintain with a reputable insurer, a minimum £2.5 million Public Liability Insurance Cover extended to include an indemnity to Rural Projects Ltd as principle and a minimum £5 million Employers' Liability Cover. Stand reservations are accepted on the understanding that the Exhibitor has the appropriate Insurance cover in force at the time of the event and including any setting up and dismantling period and for a minimum of 3 months thereafter.

Exhibitors are advised to insure against fire and other appropriate risk not only as regards their own property but also against any third party claims.

## APPLICATION FOR STANDS

Applications for exhibition space at AgriScot must be made on the appropriate form accompanied by the appropriate fees. The Organiser is empowered to refuse entries not accompanied by the appropriate fees and certainly if final payment is not made 30 days before the date of the exhibition.

## REFUSING ENTRIES

Applications will be accepted on the strict understanding that the Organiser reserves the right to refuse any application without giving any reason, and to determine the area and position of sites. If an exhibitor cancels his application after space has been allocated any refund of rental will be at the sole discretion of the Organiser. Exhibitors are prohibited from sub-letting space allocated to them.

Stands must be open and manned continuously on the day of the exhibition.

Stand attendants should wear a company badge to identify themselves to exhibition visitors.

## CAR PARKING

There is a car park adjacent to the Exhibition Halls for the exclusive use of exhibitors; space is very limited. An overflow carpark is situated opposite the exhibitor entrance. All parking including visitor parking is free of charge.

## PREPARATION AND RESTORATION OF SITE

In the exhibition halls the surface must not be broken for any purpose whatsoever.

## STAND PREPARATION

**MODULAR UNITS** Where the stand rental includes provision of a basic stand module this will be erected by contractors appointed by the Organiser. Exhibitors must not remove or deface any part of the module or fascia board. Paint or adhesive products must not be applied to the surface of stand modules. Velcro can be used.

**OPEN SPACE** Exhibitors occupying open space sites must not encroach onto nor cause offence to neighbouring exhibitors. If, in the opinion of the Organiser, the appearance of a stand requires improvement, the matter will be discussed with the exhibitor and the matter resolved at the exhibitor's expense.

The Organiser will not undertake any stand fitting - external or internal; - this will be a matter for arrangement between exhibitors and their contractors.

## Access for Erection of Stands

Exhibitors will have access to the site between 8.00am and 6.00pm on the day before the exhibition, but with the permission of the Organiser may have earlier access.

## Access for Delivery of Exhibits

Exhibitors will have access for delivery of exhibits between 8.00am and 6.00pm on the day before the exhibition and until 8.00am on the day of the exhibition.

Exhibitors must arrange for a representative to accept delivery.

## Access for Mobile Exhibition Units

The Organiser will determine the time at which mobile exhibition units or caravans will be admitted to the exhibition halls. Exhibitors must comply with the Organiser's instructions.

## Access for Vehicles

All vehicles must enter the car park by the directed route. No vehicles will be admitted to the exhibition halls after 8.00am on the day of the exhibition, and all vehicles other than those forming part of a stand must be removed from the trade stand areas by that time.

## Height of Stands/Name Boards

Except with the prior permission in writing of the Organiser, no stand,

exhibit or sign may exceed 3 metres in height. All signs, except those on gable ends, must only face the front.

## Arrangements, Description, Price

Exhibitors must arrange their own stands and exhibits within the space allocated to them. Goods displayed must be in accordance with the description given on the catalogue entry form.

## COURIER DELIVERIES

Items sent by courier should be addressed as follows:

Company representative

Company name and stand number

AgriScot, Highland/Central/Lowland/Upland Hall,

Royal Highland Centre, Ingliston, Edinburgh EH28 8NB

AgriScot cannot take responsibility for any loss or damage of items sent to the exhibition venue.

## REMOVAL OF EXHIBITS

No exhibit shall be moved from its stand nor the stand dismantled before the termination of the exhibition. In no case will trade exhibitors' vehicles be permitted to enter or leave the exhibition until instructed to do so by the Organisers. Instructions will be issued on breakdown procedure.

The trade stand areas will be open for the removal of exhibits from approximately 6.00pm. All exhibits must be removed from the exhibition halls by midnight, unless otherwise arranged with the Organiser. Exhibitors are advised to ensure the security of their stands and contents, particularly from the close of the exhibition until their removal from the Hall.

## CATERING ON STANDS

### Exhibition Halls

No catering is permitted within the exhibition halls except by the officially appointed caterers. In this context, catering is defined as the sale of foodstuffs or drinks for consumption on the premises.

### Alcohol

Exhibitors wishing to dispense alcohol refreshments privately on their stands for the purpose of offering to clients must advise the Organiser at least one month prior to the event and agree to certain pre-conditions.

Alcohol must be purchased from the official caterers, Saltire Hospitality who can be contacted on 0131 333 0131.

## CATERING SERVICES

### Refreshment Service

A refreshment service will be available exclusively for exhibitors on the day of the exhibition offering tea, coffee and biscuits.

### 1. Highland Hall - Café

Lower Foyer Café open on the day before and the day of the exhibition.

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### 2. Lowland Hall

The Strathmore Restaurant - open on the day of the exhibition.

### 3. Snack Bar

A Snack bar will operate in the vicinity of the Central Hall from Monday 19 November for Exhibitors.

### 4. Upland Hall

A canteen will operate on Wednesday 21 November.

### All Catering Services

Will open from approximately 8.30am on the day of the exhibition.

### SERVICES

#### Industrial Forklifts and Telescopic Handlers

A 3 ton capacity forklift truck and a telescopic handler will be available for the use of exhibitors under the control of the Organiser's staff from 9.00am on Monday 19 November and from 6.00pm on the day of the exhibition. Exhibitors are required to make their own arrangements for any equipment over 3 tons.

#### Tractors

A tractor will be available to unload equipment under the control of the Organiser's staff from 9.00am on Monday 19 November and from 6.00pm on the day of the exhibition.

#### Electrical Services

All modular units will be fitted with a 1.52m fluorescent light fitting for every 3m frontage. Additional electrical services are available (use Form B).

#### Plumbers

Exhibitors requiring plumbing services should contact the organisers. Advance notice required.

#### Furnishings

Exhibitors wishing to order furniture should complete Form B and all furnishings will be delivered to stands the day before the exhibition.

#### Administration Facilities

In certain circumstances photocopying may be available to exhibitors on the day before and the day of AgriScot.

#### Gas

The use of gas or solid fuel burning appliances within the exhibition is not permitted.

#### Public Address System

The public address system may only be used at the discretion of the Organiser.

#### Advertising

To advertise in the official exhibition catalogue & buyers guide produced by the Scottish Farmer, (complete Form D).

#### Press Office

The press will be kept fully informed of the arrangements for the exhibition and a Press Office will be established within the Highland Hall Upper Foyer for the duration of AgriScot staffed by a Press Officer who will be in regular contact with exhibitors.

### ACCOUNTS

Exhibitors are responsible for payment of accounts for all work executed by the Organiser or by nominated contractors notwithstanding that they may have appointed a contractor or agent to act on their behalf with reference to such work. A surcharge may be applied where a refund is required due to overpayment.

### DISPOSAL OF REFUSE

Exhibitors or their contractors are themselves responsible for the removal of any refuse or other material resulting from the construction of stands or preparation of sites. On the day of AgriScot the Organiser will be responsible for maintaining the cleanliness of the public area between stands but exhibitors are responsible for the maintenance of tidy and hygienic conditions in the immediate area of their stands and for the removal of all waste material. Waste must be placed in skips provided.

### MOTOR VEHICLES

Vehicles conveying exhibits to stands prior to AgriScot must follow the routes indicated and must leave the exhibition halls immediately on completing delivery. The movement of spade-lugged tractors and track-laying vehicles within the exhibition halls is strictly forbidden.

### SECURITY

The Organiser will provide 24hr security from 8.00am 19 November - 6pm 22 November.

### FIRST AID

First aid facilities are available in the Lower Foyer of the Highland Hall.

### RETAIL SALES

Where cash in full payment or where a deposit is taken by exhibitors against goods or services not taken away by the purchaser, the exhibitor shall provide the purchaser with a receipt bearing the exhibitor's trading name, permanent address, telephone number and VAT registration number.

### PROMOTIONAL MATERIAL

#### Posters, Banners, etc.

No bills of any kind other than those of the Organiser or for which prior approval in writing has been obtained may be displayed within the exhibition or car parks or on the approaches thereto.

#### Handbills

Exhibitors are not allowed to distribute or display bills of any kind anywhere in the exhibition halls or car parks except on their own stand; and they must not for this or any other purpose encroach upon the adjacent walkways or open spaces.

### Self-adhesive badges etc.

The distribution of self-adhesive badges, decals, etc, is strictly forbidden in the exhibition halls and car parks.

### EXHIBITORS' RESPONSIBILITY

All exhibitors and other persons in charge of exhibits, and all persons admitted into the exhibition halls, shall be subject to the Rules of the Organiser. Exhibitors shall be answerable for the conduct of their assistants or representatives.

### FIRE PRECAUTIONS

Exhibitors are required to comply with the Fire (Scotland) Act 2005, and associated Regulations, namely the Fire Safety (Scotland) Regulations 2006. Officials representing the Organiser or the Local Authority Fire and Rescue Service may inspect any stand and the Organiser shall have full authority through the stewards or officials to order the immediate removal of any equipment or structure which in their opinion constitutes a danger. Guidance on fire safety law and prevention is provided at the following link: [www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business](http://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business).

If further advice is required, please call Scottish Fire and Rescue Service, Prevention and Protection Directorate on 0131 228 1367.

### In Case of Fire:

In the outbreak of a fire the alarm should be raised and then reported by dialing 999.

### INTERPRETATION OF REGULATIONS

The decision of the Organiser shall in every matter arising in connection with AgriScot be final.

### ADMISSION OF VISITORS

The doors will be open for the admission of visitors during the following hours: 9.00am until 5.30pm ADMISSION IS FREE.

### DOGS

With the exception of guide dogs, dogs will not be admitted to the exhibition halls.

### CLOSING DATE FOR STAND APPLICATIONS

Application forms should be returned by 29 June. Although applications will be considered after that date, those received by 29 June will be given preferential consideration.

### Organisers:

Rural Projects Ltd, The Stables, 2 Ingliston Gardens,  
Ingliston, Newbridge EH28 8NB  
Tel: 0131 333 0969 Fax: 0131 333 0960  
Email: [info@agriscot.co.uk](mailto:info@agriscot.co.uk)

**[www.agriscot.co.uk](http://www.agriscot.co.uk)**