



TRADE BOOKING FORM

Royal Highland Centre
Edinburgh, EH28 8NB

Please complete the entire form (Parts 1-7) in BLOCK CAPITALS

Preferably submit the form via the link above or scan/email as an attachment to info@livepromotions.co.uk

If you don't have the facility to send digitally please post to:

MCN SCOTTISH FESTIVAL EXHIBITIONS DEPT, C/O Live Promotions Events Ltd, Riverside Quay, Double Street, Spalding, Lincolnshire, PE11 2AB.

Please visit the website www.mcnscottishfestival.co.uk for all show information.

PART 1 – COMPANY/CONTACT DETAILS

COMPANY NAME <small>AS IT WILL APPEAR IN THE OFFICIAL SHOW GUIDE</small>			
CONTACT NAME		POSITION	
ADDRESS <small>PLEASE NOTE TICKETS ARE SENT TO THIS ADDRESS</small>			
TELEPHONE NO		MOBILE NO	
EMAIL ADDRESS			
INVOICE NAME/ADDRESS <small>IF DIFFERENT TO THE ADDRESS ABOVE</small>			

PART 2 – STAND INFORMATION

UNCOVERED EXHIBITION SITES – INDUSTRY AREA

FRONTAGE – MINIMUM 4M <small>(PLEASE SPECIFY)</small>	DEPTH	COST PER METRE FRONTAGE	AMOUNT DUE
	6M	£55	
	12M	£85	

AUTOJUMBLE AREA

STAND SIZE	COST PER UNIT	NO. OF UNIT(S) REQUIRED	AMOUNT DUE
4X4M UNIT	£50		

Please give exact details of products you will be exhibiting on your stand. The Organisers reserve the right to request the removal of any products not mentioned on this form. Please attach another sheet if necessary.

Please note stand sharing of any kind is NOT PERMITTED without prior consent of the organisers. Anyone found to be stand sharing without permission WILL BE removed from the show.

PART 3 – TICKET ALLOCATION / PERSONNEL AND VEHICLE PASSES

Tickets are dispatched approx. 2/3 weeks prior to the event. Tickets are only dispatched when full payment is received.

INDUSTRY AREA			
STAND SIZE	PERSONNEL	ON STAND VEHICLE	CAR PARK VEHICLE
UP TO 6M FRONTAGE	4	1	1
UP TO 12M FRONTAGE	6	2	2
UP TO 18M FRONTAGE	8	3	3
UP TO 24M FRONTAGE	10	4	4
UP TO 30M FRONTAGE	12	5	5
30M FRONTAGE AND OVER	15	6	6

AUTOJUMBLE AREA			
	PERSONNEL	ON STAND VEHICLE	CAR PARK VEHICLE
PER PLOT	2	1	1

Stands exhibiting a high number of display vehicles will be allocated additional vehicle passes on request. I would like to request a further _____ vehicle passes.

The ticket allocation above shows the maximum number of personnel passes you will get dependant on the size of your stand. You will need to ensure that you have passes for ALL attending on your behalf (staff, customers, contractors etc) Additional personnel passes can be purchased at 50% off the on the day ticket price (plus VAT).

	COST (EACH)	QUANTITY	AMOUNT DUE
1 DAY PERSONNEL PASS	£9		
2 DAY PERSONNEL PASS	£18		

PART 4 – PAYMENT DETAILS

CREDIT/ DEBIT CARD PAYMENT		SUB TOTAL	£
Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Card No: <input type="text"/> / <input type="text"/> / <input type="text"/> / <input type="text"/> Expiry Date: <input type="text"/> / <input type="text"/> Security Code: <input type="text"/> Card Holder Name and Address: Please quote order no if required for invoicing purposes: <input type="text"/> I enclose a cheque for the amount of £ <input type="text"/> PLEASE MAKE CHEQUES PAYABLE TO LIVE PROMOTIONS EVENTS LTD	PLUS VAT £ TOTAL £ 25% DEPOSIT PAID £ REMAINING BALANCE £		

All applications must include a 25% deposit otherwise they will be rejected. Any applications made later than one month prior to the event must include FULL payment.

PART 5 – DECLARATION AND SIGNATURE

By completing this booking form you are entering into a contract with Live Promotions Events Ltd and acknowledge all Terms and Conditions (see www.mcscottishfestival.co.uk for details)

Please tick the box to acknowledge you have read our Terms and Conditions.

SIGNED:	DATE:
PRINT:	POSITION:

FOR OFFICE USE ONLY							
DATE ENTERED	D	D	M	M	Y	PERSONNEL	
INVOICE NUMBER						1	2
WORLDPAY NO						£	
CHEQUE NO						£	
TICKETS SENT	D	D	M	M	Y	VP	ECP

PART 6 – RISK ASSESSMENT FORM

Please consider what risk there is to those building up trade stands and to members of the public during the event. Outline the steps you propose to take to minimize the risk. To enable us to plan and manage the show safely you must fill in the risk assessment form. You will be held fully liable for any loss occurring from any hazards/risks introduced to the show we are unaware of.

Company:	
Responsible Person:	
Date Assessment undertaken:	
Mobile number for onsite contact:	
Signature of assessor:	

Hazards may include: slipping/tripping hazards, moving of machinery, noise, work at height, fumes, LPG on site etc.

Persons at risk: contractors, members of the public, stand staff etc.

Controls to minimize risk: provide adequate training, fire evacuation plan, adequate procedures etc.

Hazard	Persons at risk	Controls to minimize risk

Please continue on a separate spreadsheet or include a copy of your own Risk Assessment with the booking form.

PART 7 – PUBLIC LIABILITY INSURANCE DETAILS

Insurer Name:		Branch:	
Policy number:		Expiry Date:	

STAND SUPPLIES 2018

SHOW: _____
PLEASE PRINT IN BLOCK CAPITALS

For Office Use Only
IND/GEN/AJ/CAT:

A – COMPANY/CONTACT DETAILS

Company Name:.....Contact Name:.....
Address:.....
.....Postcode:.....
Telephone No:.....Mobile No:.....
Email Address:
Invoice Name/Address (if different to the address above):

B - ELECTRIC

Connection	Cost	Quantity required
16A Ceeform Socket	£190	
32A Ceeform Socket	£260	
32A Three Phase	£480	
63A Three Phase	£750	

PLEASE NOTE THERE WILL BE NO ELECTRIC AVAILABLE AT SYWELL AERODROME – YOU MUST PROVIDE YOUR OWN. PLEASE REFER TO OUR TERMS AND CONDITIONS.

Higher Amps are available by request (venue dependant)
Charging period covers live days only. Any additional requirements will be charged at 33.33% of the listed tariff.
In accordance with outdoor electrical regulations, electric is supplied in Ceeform connection.

C– MARQUEES All contracted marquees must be booked by Live Promotions

Clear span Structures	Marquee Only	With Wooden Floor
3m x 3m	£180	£280
6m x 6m	£360	£540
9m x 9m	£570	£780
12m x 12m	£960	£1420

Other sizes available on request. Lining available on request with floor option only.
Please send in a separate diagram explaining where you would like the marquee positioned on your pitch.

D – TABLES AND CHAIRS All furniture must be collected and returned by the exhibitor, please see the organisers for details on this.

Item	Cost (each)	Quantity required
6ft Trestle Table	£8.00	
Patio type chair	£2.50	

E - FENCING

Item	Cost	Quantity required
Heras fencing (3.5m) self-erect	£8.00 per panel	
Pedestrian Barrier (2.3m) self-erect	£4.00 per panel	

F - WATER

Item	Cost	Quantity required
Terminating Tap fixed to post	£140	
Exhibitors own caravan/mobile unit	£140	

All the above is subject to availability. If not booked at least 7 days prior to the event a surcharge of 25% is applicable

SUB TOTAL	£
PLUS VAT	£
TOTAL	£

All applications for stand supplies must include full payment.

CREDIT/ DEBIT CARD PAYMENT

Visa Mastercard
 Card Number: / / /
 Expiry Date: / Security Code:
 Card Holder Name and Address:

I enclose a Cheque for the amount of £.....
PLEASE MAKE CHEQUES PAYABLE TO LIVE PROMOTIONS EVENTS LTD