



Arable Scotland

EXHIBITOR INFORMATION PACK 2024



INFORMATION FOR EXHIBITORS



Social media

Help us promote the event by tweeting using #ArableScotland



Event location

The James Hutton Institute's
Balruddery Farm,
Dundee DD2 5LJ



Time of event

9am to 4.30pm
Tuesday 2 July 2024

BOOKING DEADLINES

Submit booking forms and treatment forms for spring plots **12 February 2024**

Deliver seed for spring sowing **4 March 2024**

Deadline for marquee, outdoor exhibitor and machinery spaces **31 March 2024**

Submit risk assessment **26 May 2024**

Register staff attending the event **26 June 2024**

To ensure smooth event running late entries may not be accepted.



EXHIBIT OPTIONS

Field Plots

Field plot 1.5m x 12m (2 plot min.)
£330 + VAT

All field plot exhibitors will be asked to complete a standardised sign post document. This document will be used as your field plot sign post.

Should you identify extra requirements for your plot after you have submitted your booking and field treatment forms, please email your requirements to us as soon as possible - events@hutton.ac.uk. The James Hutton Institute will take no responsibility for discrepancies in requirements if instructions are not received in writing and acknowledged by James Hutton Institute staff. You will be invoiced separately for any additional requirements post-harvest.

Gazebo on Field Plot

Gazebo on field plot (3 x 3m space)
£170 + VAT

If you wish to erect your own gazebo or similar beside your plot (maximum size 3m x 3m), this must be booked by 31 March 2024. An additional charge of £170 + VAT will be levied.

Each booking comes with a 6' x 2.5' trestle table and two x folding chairs. If you require more please order these on your booking form.

Under no circumstances will marquees larger than 3m x 3m be permitted unless pre-approved.

Gazebos must be industrial and fit for purpose. This is for health and safety reasons as the field plot site has been carefully laid out to allow sufficient room for visitors to walk round the plots.

The Events Manager in conjunction with the health and safety team will monitor the weather forecast and should the wind speed increase to an unsafe limit, a decision will be taken to either reduce all temporary demountable fabric structures and or equipment where practicable, or to close the event.



EXHIBIT OPTIONS

Outside Space

**Outside space (3m x 3m)
£380 + VAT**

If you wish to erect a gazebo (maximum size 3m x 3m), this must be booked by 31 March 2024. If you require a larger outside gazebo space please select further measurements on the booking form. Each booking comes with a 6' x 2.5' trestle table and two x folding chairs. If you require more please order these on your booking form.

Gazebos must be industrial and fit for purpose. This is for health and safety reasons as the field plot site has been carefully laid out to allow sufficient room for visitors to walk round the plots.

The Events Manager in conjunction with the health and safety team will monitor the weather forecast and should the wind speed increase to an unsafe limit, a decision will be taken to either reduce all temporary demountable fabric structures and or equipment where practicable, or to close the event.

Static Machinery

**Static machinery (4m x 8m)
£390 + VAT**

Should your company wish an outdoor display area for static machinery or similar then the fee will be £390 + VAT per unit space.

All machinery must be pre-authorized by the James Hutton Institute prior to the event and will be charged per unit, in multiples of 4m by 8m.

The location of your exhibit will be provided prior to the event. Any machinery not pre-authorized may be refused admittance or will attract a surcharge.

If you wish to book a machinery space, please submit your online booking form before 31 March 2024.



EXHIBIT OPTIONS

Electricity

If you would like to have electricity supplied to your gazebo/ outdoor space then please add this on your booking form. This comes at a cost of £65 plus VAT. One 13amp, single double socket electricity point will be provided. **No additional sockets / extension** leads will be permitted for use. You must adhere to all electrical and health and safety requirements associated with the use of any electrical equipment you intend to use.

The James Hutton Institute requires evidence of your organisation's inspection and testing regimes for any portable electrical appliances or equipment you intend to use at this event. This must be submitted with the risk assessments prior to the event. Should you not have P.A.T certification available, you must provide documented evidence of how your organisation inspects your electrical equipment. If any electrical is not fit for purpose on the day of inspection by the James Hutton Institute Health and Safety team, you will not be permitted to use it.

Banners/Feather Flags

Banners may be erected free of charge within a booked field plot or machinery exhibit space. Additional banners can be displayed on the 1m high barriers around the site at a charge of £45 + VAT per 3m length. This space will be allocated on a strictly first come first served basis. If you have not already requested banner space but would like to bring a banner, please advise events staff on the day and we will invoice you after the event.

Feather flags or similar are permitted on site - again, free of charge if located on your booked field plot or machinery exhibit space. If you bring feather flags with you on the day and would like to locate them around the site, you will be charged £35 + VAT per flag or, if all located within a 3m area, a flat charge of £70 + VAT will be levied.

Stand Setup and Dismantle Arrangements

The site will be available for setting up from 12noon–6pm on Monday 1 July and all stands and exhibits must be onsite and completed before 9am on event day. You will be able to access the site on event day from 8am. If ground conditions allow, we will make it as easy as possible for you to drop kit at your plot on event day but under no circumstances will vehicles be allowed to stay within the event site during the day. All vehicles must be parked in the designated car park between 9am and 4.30pm.

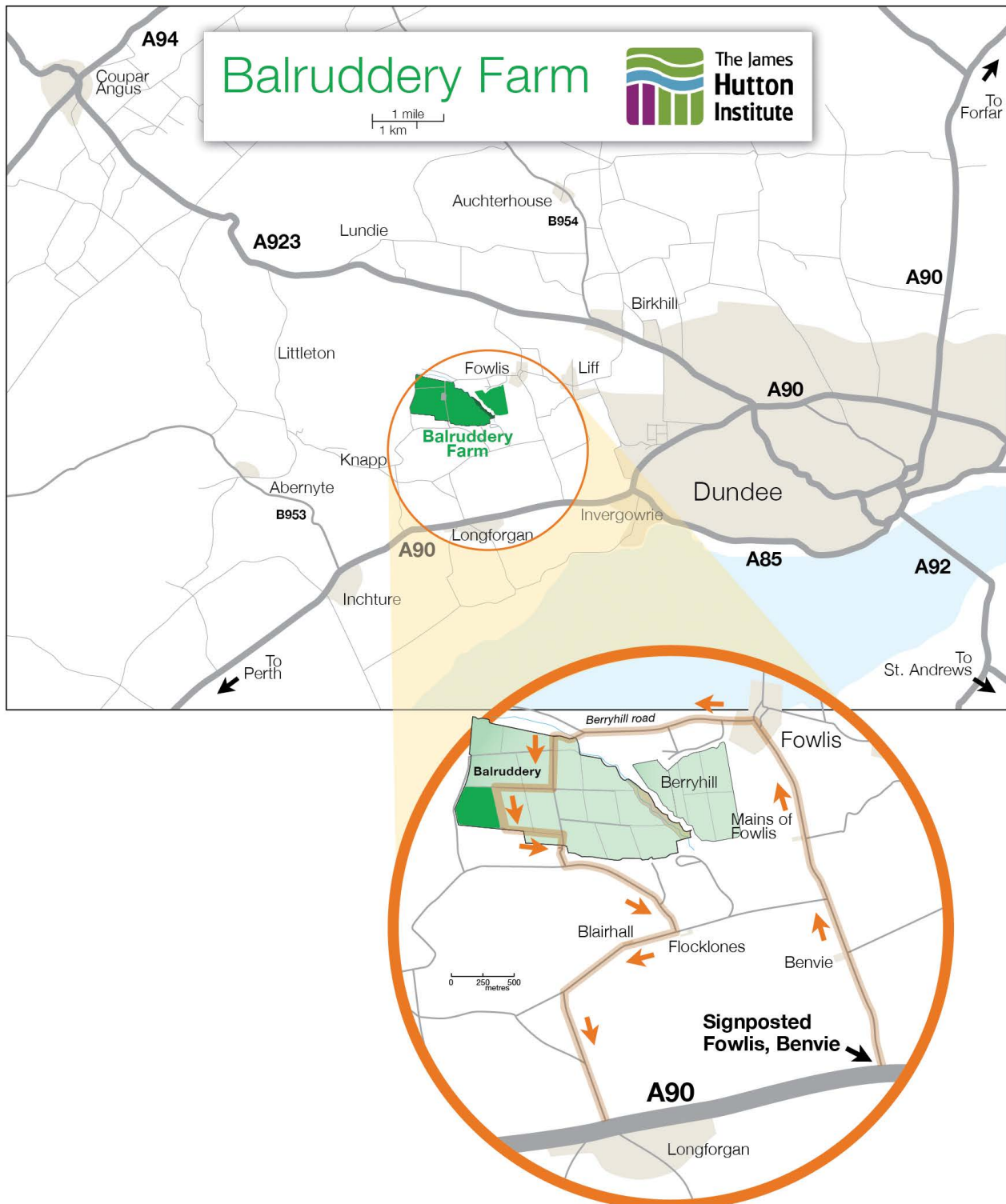
Overnight security will be in place on Monday 1 July.

N.B. For safety reasons, stands and exhibits must not be dismantled until after the close of the event at 4.30pm.

INFORMATION FOR EXHIBITORS

Directions to Site

AA signs will be erected a day or two before the event. Please ensure you follow these signs and don't rely on your satnav. The circular one-way route has been carefully planned to minimise disruption and traffic build up through the village.



INFORMATION FOR EXHIBITORS

Vehicle access during set up and take down period

If the site is affected by adverse weather conditions, it may not be possible to unload exhibits or machinery close to the marquee or field plots. As well as health and safety reasons, this ensures that the site is in as good a condition as possible for the event.

If an area is blocked off by barriers, this means the access point is closed off and you need to go around the barriers. Please do not move these barriers for any reason.

Catering

Catering will be provided throughout the day. While we make an effort to cater for all, if you have any special dietary requirements it may be advisable to take your own food to the event.

Contact Details



Your main contact for the event is Lucy Mitchell, Events and Engagement Manager who can be contacted on 01382 568 850 or by emailing events@hutton.ac.uk



For queries relating to the plots please contact David Young by emailing david.young@hutton.ac.uk

More information about the event and set up day will be released nearer the time.