



Arable Scotland 2022 Information for Exhibitors

Social media	Help us promote the event be tweeting using #ArableScotland
Event location	The James Hutton Institute's Balruddery Farm, Dundee DD2 5LJ
Time of event	10am to 4.30pm Tuesday 5 July 2022

BOOKING DEADLINES	
Submit booking forms and treatment forms for spring plots	1 February 2022
Deliver seed for spring sowing	20 February 2022
Deadline for marquee and outdoor exhibitor spaces	11 March 2022
Abstract and contact details for online event brochure	11 March 2022
Submit risk assessment	28 May 2022
To ensure smooth event running late entries will not be accepted.	

Field Plots

Field plot 1.5m x 12m (2 plot min.) £100 + 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 – written instructions do not go astray, unlike verbal ones. Please email 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.

Guided plot tours will take place during the day, times will be confirmed closer to the event.

Gazebo on Field Plot

Gazebo on field plot (3 x 3m space) £100 + VAT

If you wish to erect a gazebo or similar on your plot (maximum size 3m x 3m), this must be booked by 1 March 2022. With each booking we will provide you with 6' x 2.5' trestle table and two x folding chairs. If you require more tables and chairs please order these on your booking form at no additional charge.

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 Coordinator 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.

Outside Space

Outside space (3m x 3m) £300 + VAT

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Static Machinery

Static machinery (4m x 8m) £350 + VAT

Should your company wish an outdoor display area for static machinery or similar then the fee will be £350 + VAT per unit space.

All machinery must be pre-authorised by the James Hutton Institute prior to the event and will be charged per unit, in multiples of 4m frontage and defined depth, as ordered.

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

If you wish to book outside space, please submit your online booking form before 11 March 2022.

Electricity

If you would like to have electricity supplied to your outdoor space then please add this on your booking form. This comes at a cost of £50 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. We are unable to provide an electric supply to field plot gazebos.

Hutton 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 Hutton 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 £36 + VAT per 3m length. This space will be allocated on a strictly first come first served basis. If you haven't 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 want to locate them around the site, you will be charged £20 + VAT per flag or, if all located within a 3m area, a flat charge of £50 + VAT will be levied.

Stand setup and dismantle arrangements

The site will be available for setting up from 12noon– 6pm on Monday 4 July and all stands and exhibits must be onsite and completed before 9.30am on event day. You will be able to access the site on event day from 8am. Under no circumstances will vehicles be allowed to on site at anytime. Instead we will have ATV's to help you move equipment from the car park to the site.

Overnight security will be in place on Monday 4 July.

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

Directions to site

AA signs will 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.

Catering

Catering will be provided throughout the day.

Contact Details

Your main contact for the event is Lucy Mitchell, Events Co-ordinator 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 on 07725928964 or by emailing David.young@hutton.ac.uk

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