



Exhibitor Manual & Publicity Guide 2011

The Royal Highland Centre
Edinburgh

2nd and 3rd November 2011

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EXHIBITOR'S CHECKLIST

This checklist is intended to ensure that exhibitors return all necessary paperwork in a timely manner.

CHECK

Return application form to:	Clare Johnson Email: cjohnson@iog.org Tel: 01962 736989	
Book accommodation:	Web: www.hoteloptions.co.uk/Scotsturf Tel: 08707 552201 ASAP	
Send press material, photographs, and new product details for the website to:	Chrissy Allen & Georgie Waite IOG SALTEX Sales Office Laurel House, Station Approach, New Alresford, Hants, SO24 9JH Tel: 01962 733832 Fax: 01962 732032 Email: g.waite@iog.org & callen@iog.org	
Return Health & Safety Declaration to:	Roy Daniels Email: roy.daniels@fife.gov.uk roy.daniels@iogscotsturf.com Tel: 07984 499006	
Order Electricity from:	Kenny Hope from Pratt Bros Tel: 0131 333 3665	
Order carpet (3x3m shell stands are the only areas supplied with carpet)	Hugh Dunlop from Event tech Email: hdunlop@eventtech.co.uk Tel: 01294 312537	
Order shell scheme stand furniture	Paul Scott from JNM Exhibition Services Ltd Email: paul@jnmexhibitions.co.uk Tel: 01423 320777	
Order bar code readers	Online: http://www.onlineregistration.co.uk/cgi-bin/reg.pl?showdir=scotsturf/11&formname=datapens Marc Davies Email: marc@qrs.co.uk Tel: 08451 307751	
Order exhibitor badges	Online: http://www.onlineregistration.co.uk/cgi-bin/reg.pl?showdir=scotsturf/11&formname=standstaff Marc Davies Email: marc@qrs.co.uk Tel: 08451 307751	
Buy Insurance	Brian Kirsch from Event Assured Web: http://www.exhibitor-insurance-online.com/quote?event=IOGCTSTF1	

EXHIBITION CONTACTS

Sales	Clare Johnson Email: cjohnson@iog.org Tel: +44 (0)1962 736989	Jeremy Lord Email: jlord@iog.org Tel: 01268 770 771 Mob: 07967 141 360
General enquiries	Roy Daniels Email: roy@iog.org roy.daniels@fife.gov.uk Tel: +44 (0) 7984 499006	David Samuel Email: david.samuel@btclick.com Tel: +44 (0) 7720 069837
Marketing	Jane Merriman Email: jmerriman@iog.org Tel: +44 (0)7796 447931	
Show Treasurer	Kelvin Copland Tel: +44 (0)138 373 6031	
Accounts:	Tracy Oliver Email: toliver@iog.org Tel: +44 (0) 1908 312 511	
SCOTSTURF Catalogue Advertising:	Sharlene Teo, E:mail s.teo@publishingevents.com Tel: +44 (0)20 7841 5962.	
IOG SCOTSTURF Public Relations Office:	Colin Hoskins IOG SCOTSTURF Press Office Wildish Communications, 36 New Road, Chatham, Kent ME4 4QR Tel: +44 (0) 1634 832221 Fax: +44 (0)1634 832224 Email: colin@wildishpr.com	
Institute of Groundsmanship:	28 Stratford Office Village Walker Avenue, Wolverton Mill East Milton Keynes MK12 5TW Tel: + 44 (0) 1908 312511 Fax: +44 (0) 1908 311140 Email: iog@iog.org	

INFORMATION

Venue:	The Highland Hall, Royal Highland Centre, Ingliston, Edinburgh, EH28 8NB
Date/Times:	Wednesday 2 nd November 2011, 9.00 - 16.30 Thursday 3 rd November 2011, 9.00 - 16.00 Access to the show for exhibitors is 2 hours before opening to the public.
Stand Set Up:	Monday 31 st October, 12 noon - 20.00 Tuesday 1 st November, 8.00 - 20.00
Stand Breakdown:	Thursday 3 rd November, 16.30 - 12.00 midnight. Stands MUST NOT be dismantled until all visitors have vacated the hall at 16.00.
Stand Build:	Stands are available as space only (in some sizes only) or with shell scheme supplied. Special permission is required for stands over 3m high. We recommend JNM Exhibition Services Ltd on 01423 320777 (contact Paul Scott) for competitively priced stand building. Any damage caused to The Highland Hall by glue, tapes, solvents or any other materials will be invoiced to the offending exhibitor by The Institute of Groundsmanship.
Insurance & Security:	All exhibitors are responsible for the insurance and security of their own stand. Interior security will be provided from 7pm until 8am from Monday 31st October to Thursday 3rd November. If you have not got insurance for the event, we recommend Event Assured please visit www.exhibitor-insurance-online.com/cgi-bin/ee/quote.html quoting reference IOGSCTSTF1
Marketing & Publicity:	Inclusion in editorial previews leading trade journals run special IOG SCOTSTURF previews, so the earlier you book the more coverage you'll get.
PR Consultancy:	Use our PR consultants for specialist advice and assistance. To help you get your news into key trade magazines, we'll provide you with a comprehensive publicity guide with advice on creating press releases, closing dates for publications and a list of key media contacts. Be seen on the web. Your company listing on www.iogscotsturf.com with hyperlinks to your company website. Exhibition Flyers - we'll provide you with as many Exhibition Flyers as you need so you can promote the event to your customers to visit your stand. Please e:mail your requirements to callen@iog.org by the 3 rd October 2011
Entry into the IOG SCOTSTURF Catalogue:	If you're in the show, you're in the catalogue - the book that's placed into the hands of around 3000 potential buyers, many of whom use the guide after the show as a year round sourcing directory. You can highlight your catalogue entry or you can show users of the catalogue a sample of your products with a full colour picture. Display advertising can be highly persuasive when grounds men use the catalogue as a product locator throughout the year. All of the above encourages visitors to see you during the show and buy your products. For more details on how the IOG SCOTSTURF Catalogue can help maximise your presence at the show contact Sharlene Teo, s.teo@publishingevents.com , 020 7841 5962.

	VIP passes and lounges: Entertain your best customers hold a press event and give your hottest prospects the VIP treatment with the use of the VIP area.
Post-show publicity:	Various trade journals report on IOG SCOTSTURF
Car parking:	There is limited exhibitor parking on site. 2 x car park passes will be issued per stand. Please contact Donald Young tel: 07984 495509 if you require more.
Overnight Accommodation:	Preferential rates are available for exhibitors through Hotel Options Ltd on 08707 552201 or online at www.iogscotsturf.com
Stand cleaning:	Once the exhibition is open it is the responsibility of the exhibitors to clean their own stand. The aisles will be cleaned each evening. Contained rubbish may be left in the bins in the aisle each evening after the show closes. Rubbish must not be placed in the aisles in the mornings, but taken to the skips provided outside.
Access:	<p>By Air The Royal Highland Centre is literally next door to Edinburgh's International Airport with direct flights to all main cities in UK and Europe.</p> <p>By Car Located just off the A8, which runs between Edinburgh and the Newbridge Interchange linking to the motorway network. Follow the signs for Edinburgh Airport and the Royal Highland Centre.</p>
Catering:	The Official Caterers have the sole right to provide food and & drink for public consumption.
Children:	Exhibitors and their contractors / agents are reminded that children under 16 are not admitted during the set up and breakdown periods, due to the increased risk of accidents while people are working overhead.
Exhibitors' Badges:	Please complete the appropriate form in this exhibitor pack. Badges will be supplied by QRS before the show opens on the afternoon of Tuesday 1st November and Wednesday 2nd November. Please go to the registration desk at the entrance to the show to collect your badges.
Petroleum, Gas and Flammables:	Use of bottled liquefied petroleum gas, petrol and other flammable materials is prohibited in the Exhibition Hall and must be confined to the Central (Demonstration) Hall.
Sub-letting:	The exhibitor shall not assign the contract, share or sublet their stand without agreement from the Organising Committee.

ADVICE AND REGULATIONS

Advice and regulations for exhibitors to be aware of:

Health & Safety at Work Act / Trade description Act

Exhibitors are advised that the Health & Safety at Work Act 1974 requires that any equipment being operated or demonstrated shall be inherently safe and not create a hazard to the demonstrator or visitor. False claims, regarding suitability or safety of use in the UK, or to performance, quality, strength, etc., may be subject to action under the Trade Descriptions Act.

Patents Act / Registered Act

Exhibitors are advised to acquaint themselves with the legislation in respect of these two Acts.

Food Safety Act 1990 and Food Hygiene (Amendment) Regulations 1990

It is important that any stand providing refreshments to persons visiting exhibitions complies with the provisions of the above mentioned legislation. The following are required by law:

- A wash hand basin, together with a supply of hot and cold water at a suitably controlled temperature, a supply of soap, clean towels and a nailbrush.
- A sink together with a supply of hot and cold water. Arrangements may be made to use the facilities on site; by prior arrangement and only if these facilities are accessible.
- In food preparation areas the floor covering must be smooth, impervious and readily cleansable. In this instance carpet is not satisfactory.
- Hot water for sinks and wash hand basins must be provided from an immersion heater or instantaneous heater.
- A first aid kit containing a sufficient supply of suitable bandages and dressings, including waterproof adhesive dressings must be provided.
- All persons engaged in the handling of open food must wear clean washable over-clothing.
- Open food displayed for human consumption must be adequately screened against the risk of contamination by persons visiting the stand.
- It is essential that all raw and cooked foods are separately handled, stored, and prepared, so as to avoid any risk of cross contamination.
- Certain food such as meat, fish, eggs, cheese or vegetables must be kept at controlled temperatures.
- The food hygiene (amendment) Regulations 1990 require foods such as soft cheese, sandwiches and cream cakes to be stored at temperatures not exceeding 8 degrees C. Other cooked foods, like pies, pasties, sausage rolls and smoked or cured fish must be kept at temperature of not less than 63 degrees C.
- From 1 April 1993 a maximum temperature limit of 5 degrees C will be imposed on foods like soft cheeses and pre-cooked products containing meat, fish, eggs and cereals.
- Sandwiches, which contain any of the relevant foods, must be kept at or below 8 degrees C unless they are to be sold within 4 hours of completion of preparation.

Data Protection

Exhibitors are advised to familiarise themselves with the Data Protection Act.

Performing Rights Society Licence Music is not permitted within the show.

SECURITY ADVICE FOR EXHIBITORS

1. Delegate one member of your personnel responsible for your company's safety and security at SCOTSTURF.
2. Do not leave cash, handbags, valuables, etc., in unlocked drawers, cupboards on your stand. Do not leave wallets or purses in unattended garments.
3. Do not ask your neighbour to look after your stand. If he/she gets busy, you might lose items of value.
4. Make sure you arrive prior to the official opening time. Do not leave your exhibition stand before visitors are clear of the show.
5. Check all lockable desks and cupboards before leaving your stand.
6. The period around lunchtime (12.00 - 14.00) requires particular attention. Never leave your stand unattended.
7. Any exhibitor needing to replenish his/her stand should do so in the hour before IOG SCOTSTURF opens.
8. Please note that set up and breakdown times are high risk periods. Exhibitors are recommended to work in pairs so that the stand is manned at all times.
9. Please ensure that any incident involving the loss of property is reported to the Organiser's Office
10. Please check with your Insurance Company prior to set up that your exhibits are adequately covered against loss or damage while they are at IOG SCOTSTURF or in transit.

Whilst every reasonable precaution is taken to ensure the safety and security of personnel and equipment at IOG SCOTSTURF, the Organisers cannot accept any responsibility for any injury, loss or damage which may befall exhibitors and their property.

HEALTH AND SAFETY INFORMATION

Health and Safety at Work Act

The exhibition will be monitored continuously throughout build-up, open hours and breakdown by a Health and Safety Officer. Any Exhibitor or Contractor not complying with the Health and Safety at Work Act may be liable to prosecution by the HSE. The Organisers reserve the right to close down immediately, any area identified by the on-site Health and Safety Officer as 'unsafe'.

IOG Statement of General Policy

Exhibitors will observe all regulations under the Food and Environmental Protection Act 1985. No product subject to the Control of Pesticide regulations is to be brought onto the exhibition site. Empty containers for display are suitable containers. Exhibitors will indemnify the Organisers against all losses, costs and fines incurred by the Organisers in consequence of the presence of such pesticides on the site.

- Drivers of vehicles must pay careful attention when entering or leaving the site.
- Particular care must be exercised when delivering or collecting heavy machinery.
- Dangerous machinery is not to be left unattended.
- Dangerous equipment and materials must be supervised to prevent injury to people and damage to property.

The Management of Health and Safety at Work Regulations (1992) requires all employees and self-employed persons to assess the risk to workers and any others who may be affected either directly or indirectly by their undertaking. This risk assessment should involve identifying the hazards present in any undertaking and evaluation of the extent of the risks involved and taking into account whatever precautions are already being taken – this must be sent in writing to Roy Daniels by **7th October 2011**.

HEALTH AND SAFETY DECLARATION FORM

This form must be completed by all contractors, subcontractors, exhibitors or their appointed agents, and returned to Roy Daniels no later than **7th October 2011**

RISK ASSESSMENT

All contractors, subcontractors, exhibitors or their appointed agents must also provide Roy Daniels with their Risk Assessment no later than **7th October 2011**

OPERATOR PROFICIENCY

All persons operating machinery must hold the appropriate proficiency certificate. These certificates must be produced if requested to the Health and Safety Officer.

SAFETY GUIDELINES

As many exhibitors will be showing potentially dangerous machinery, equipment and materials, the Institute of Groundsmanship suggests the following safety guidelines:

Exhibitors are reminded that they are under a statutory duty to take reasonable care to see that visitors to the exhibition are reasonably safe when visiting stands and using equipment and materials and that other members of the public do not suffer personal injury by reason of dangers created by such equipment or materials.

During build-up and breakdown periods:

Exhibitors are responsible for ensuring that their stands are erected safely and securely. Particular care is to be exercised when heavy machinery is entering or leaving the site. Dangerous machinery and equipment is not to be left unattended.

For the show opening hours:

Stands must be manned throughout.

Dangerous materials and equipment must be supervised so as to prevent injury or damage to property or members of the public and other exhibitors.

Security patrols will be in operation on exhibition open days but Exhibitors will appreciate that they cannot ensure the security of Exhibitors' property at all times.

Exhibitors are responsible for ensuring the on-site security and safety of their equipment and materials at all times. The Institute of Groundsmanship can accept no liability for personal injury or loss sustained by exhibitors arising out of the presence of such equipment and materials on site or arising out of a failure to observe any of the above regulations.

All exhibitors shall indemnify the Institute of Groundsmanship against any loss sustained by the Institute of Groundsmanship as a result or in connection with any claim arising out of the exhibitors failure to adhere to any of the above regulations or to perform its duty under the Occupier' Liability Acts 1957 and 1984.

IOG SCOTSTURF 2011 CATALOGUE DETAILS

Deadline 30th September 2011

Publishing Events will be collecting the information for your company listing in the printed catalogue, and will contact you with details for submitting this.

PRATT BROS LTD

ELECTRICAL ENGINEERS AND EXHIBITION CONTRACTORS

CONTRACTORS TO H.M. GOVERNMENT



EAST GATE, ROYAL HIGHLAND CENTRE, INGLISTON, EDINBURGH, EH28 8NF
 TELEPHONE 0131 -333-3665 FAX 0131 -335-3211
 email : exhibitions@prattbroseidin.co.uk

SCOTSTURF 2011
THE HIGHLAND HALL
2nd - 3rd November 2011

APPLICATION FOR ELECTRICAL SERVICES

COMPANY

STAND NO

QTY	ITEM	UNIT COST	TOTAL
	5ft Fluorescent Fitting	£42.50	
	Spotlight	£28.50	
	4ft Lighting Track c/w 2 Spotlights	£69.50	
	Track Spot (Additional)	£28.50	
	500w T H Floodlight	£58.00	
	13amp Single Switch Socket	£56.00	
	13amp Twin Switch Socket	£63.00	
	500w 24hr Switch Socket (Fridges)	£59.00	
	Connection to own fittings (150w Max)	£32.50	
		SUB TOTAL	
	The above prices include hire of fittings and current consumed but are exclusive of VAT	VAT @ 20%	
		TOTAL DUE	

SIGNATURE :
 COMPANY :

 TEL NO :

CONTACT :
 ADDRESS :
 POST CODE :
 FAX NO :

We accept payment by credit / Debit Card or cheque (made payable to Pratt Bros (Edin) Ltd
 Payment may also be made by BACS Transfer. Details available on request

CARD NO :
 ISSUE NO (Switch Cards Only) :
 THREE DIGIT SECURITY CODE ON REVERSE OF CARD :

EXPIRY DATE :
 START DATE (if Applicable) :

Payment must be received prior to any work being carried out. A Surcharge may apply to applications received after 28th October 2011.

REGISTERED AT EDINBURGH No. 10072

Carpet Order Form



Please complete this order form with your carpet requirements and post with cheque to the address at the bottom of the form. For BACS payments our account details are listed below.

Show:	Scotsturf 2011
Venue:	Ingliston, Edinburgh
Date:	
Stand No.	

Stand Sizes	Prices	Colour	Qty	Total
	Cord carpet, green, blue, grey			
3m x 3m	£41.07			
5m x 5m	£102.69			
8m x 5m	£136.92			
8m x 8m	£219.08			
	Astroturf			
3m x 3m	£61.95			
5m x 5m	£154.87			
8m x 5m	£206.48			
8m x 8m	£330.37			
	Polythene		m2	
L X W	£1.20 per m2			
				Sub Total
				+ vat @ 20%
				Total

Exhibitor Details			
Company			
Address			
			Post code
Contact		Signed	
Tel no		Fax no	
email			

Please Note: Payment: Cheque or BACS required with order. **Credit Cards Not Accepted**
Cheques should be made payable to: Event-tech Exhibition Services Ltd.
BACS Payment: Account No: 00268853 Sort Code: 83-15-26 Bank: R.B.S.
Orders on the day: Cash Only.

Event-tech Exhibition Services Limited
 Drybridge Park, Shewalton Road, Drybridge, Irvine, KA11 5AL.
 Tel. 01294 312537, Fax. 01294 273691



A1 & A2 Tables



A2. Chair



Ella Stools

Available in:

Beech, White, Black Leatherettes

Red, Blue, Black, Grey, Magenta Fabrics



Linking Chair

Available in:



Aluminium Low Café



Zeta Stools

Available in:

Beech, White, Black Leatherettes

Red, Blue, Black, Grey, Magenta Fabrics



**Aluminium High
Café**



Jnm
Exhibition Services

Unit 3, Becklands Close
Bar Lane Industrial Estate
Boroughbridge YO51 9LS
Tel: 01423 320777
Fax: 01423 320789
www.jnmexhibitions.co.uk

FURNITURE & SHELL EXTRA ORDER FORM
IOG SCOTSTURF, Royal Highland Showground, 2nd – 3rd November 2011

PLEASE COMPLETE AND RETURN THIS FORM NO LATER THAN 14th October 2011		
COMPANY & ADDRESS (INCL. POSTCODE):	TEL:	EMAIL:
	CONTACT:	STAND NO:
	SIGNATURE:	DATE:

CODE	DESCRIPTION	QTY	PRICE	TOTAL
A1	1 x high table & 2 x Ella stools		£95.00	
A2	1 x low table & 2 x tulip chairs		£85.00	
B1	1 x high café table & 2 x Zeta stools		£90.00	
B2	1 x café diner & 2 x linking chairs		£80.00	
E1	Storage area @ 1m x 1m with door		£100.00	
E2	Additional shell scheme panel, per linear metre		£15.00	
E4	1 x shelf @ 1m x 300mm		£20.00	
E5	1 x literature holder, A4 wall mount with velcro to attach		£8.00	
E6	1 x 1m length of hook velcro (compatible with shell panels)		£1.00	
E7	1 x counter @ 1m high x 1m x .5, with 1 x stool		£80.00	
Please note there is a minimum order of £1500 otherwise a delivery charge of £200 will apply PLEASE FAX TO 01423 320 789		TOTAL:		
		VAT @ 17.5%		
		INVOICE TOTAL:		

METHOD OF PAYMENT: PAYMENT DUE WITH ORDER, PRIOR TO SHOW BUILD

- A. PLEASE MAKE ALL CHEQUES PAYABLE TO JNM EXHIBITION SERVICES LTD**
- B. BACS/BANK TRANSFER**

BANK NAME: HSBC Bank plc
 Account Number: 51275739 Sort Code: 40 – 12 – 28
Unfortunately we do not accept any form of card payment

BUSINESS BOOKINGS LTD (HOTEL OPTIONS)

* SPECIAL HOTEL RATES*



2nd – 3rd November 2011 | Royal Highland Centre | Edinburgh

Business Bookings Ltd Hotel Options has negotiated special rates at a range of hotels close to **Royal Highland Centre**. The best offers, for quality of service and value for money are listed overleaf. If you would prefer an alternative hotel please let us know. In order to make your reservation, please complete the booking form below and return to us as soon as possible to avoid disappointment. Alternatively please visit www.hoteloptions.co.uk where you can make your request online.

Privacy Statement: Your details will not be passed to any other party other than the hotel you reserve.

CONTACT INFORMATION																																		
Your Name:				Company:																														
Company Address:																																		
Telephone Number:						Fax Number:																												
E-Mail:																																		
CREDIT CARD DETAILS (No switch/delta cards please)																																		
<p>In order to secure your accommodation a deposit for the first night is required for each room. This deposit is non-refundable. Your accommodation must be pre-paid to Business Bookings Ltd. The balance for your accommodation will be debited 10 days prior to the arrival date. In the event of cancellation or amendment thereafter, further charges may apply. Please refer to Business Bookings for more information.</p> <p>*If you supply us with an American Express Card, an administration charge of 3.5% will be added to the total charge.</p>																																		
Card Type:		MASTERCARD / VISA / AMEX / DEDIT CARD																																
Card Number:		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																																
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Cardholders Name:																																		
HOTEL REQUIREMENTS																																		
1 st Choice:						Please check box if you would like us to contact you with an ALTERNATIVE hotel <input type="checkbox"/>																												
2 nd Choice:																																		
	Room 1			Room 2			Room 3																											
Arrival Date:																																		
Departure Date:																																		
Number of Nights:																																		
Room Type (Single/Double/Twin):																																		
Guest Name (1):																																		
Guest Name (2):																																		
If you would like to reserve more than three rooms please continue on a separate piece of paper in the same format.																																		

* SPECIAL HOTEL RATES*

Please note that rates may be subject to change closer to the event and prepayment may be required to take advantage of specially reduced rates. Details will be confirmed at time of booking.



Hotel	Star	Description	Distance to Royal Highland Centre	+ Standard Rates	
				Single	Double
Hilton Edinburgh Airport 	****	Parking, Restaurant & Bar, 24 hour room service, Pool, Leisure facilities. Rates includes Full English Breakfast & VAT	0.62 miles 11 minutes walk	£159.00	£169.00
Quality Hotel Edinburgh Airport 	***	Free WIFI. Parking spaces, Restaurant & Bar, Rate includes Full Scottish Breakfast & VAT	0.28 miles 4 minutes walk	£130.00	£120.00
Dakota Hotel 	****	Full air conditioning, Sony LCD television with 65 channels, Complimentary broadband and WIFI. Bar & Grill, 24 hour room service. Rates include a Full Scottish Breakfast & VAT	6.56 miles 13 minutes drive	£109.00	£119.00
Edinburgh Marriott 	****	LCD TVs, High-speed Internet access, air conditioning, hair dryer, in-room safe and steam iron, modern bathroom, Complimentary tea and coffee-making facilities in room, Parking available. Rates include Full Scottish Breakfast & VAT	3 miles 10 minutes drive	£120.00	£130.00

Business Bookings Ltd
 Freephone: 0800 169 2969 (UK only) Tel: + 44 (0) 845 521 5199 Fax: 0845 521 5198
 Website: www.hoteloptions.co.uk

IOG SCOTSTURF STAND STAFF LIST

All your staff will need to wear individual name badges during the show. The best way to register your staff is online at:

- Online: <http://www.onlineregistration.co.uk/cgi-bin/reg.pl?showdir=scotsturf/11&formname=standstaff>

Contact: **Marc Davies**

Email: marc@qrs.co.uk Tel: 08451 307751

Alternatively, complete this form legibly and send it to arrive by 28th October 2011

either by fax to 01886 887754 or by post to

QRS (IOG SCOTSTURF)

Maylite Business Centre

Martley

Worcester

WR6 6PQ

Please enter the Stand Manager's name in the outlined box. Please collect your badges from the registration desk on the afternoon of build-up day. (If you need further forms, please photocopy this one.)

Company (as it is to appear on the badge)

.....

Address

.....

.....

.....

.....

Town

Postcode

.....

Tel.

E-mail

Stand number

.....

.....

Mr/Mrs.....

etc

Forename or.....

.....

initials.....

.....

Surname Company as it is to appear on the badge
(if different from above)

QRS LTD (IOG SCOTSTURF)

Take down prospect details automatically at IOG Scotsturf 2011

Sales time at a show is precious, and so are the leads you collect. Make the most of your time by recording precious visitor details using the QRS barcode reader service: one scan of the visitor's badge reads your prospect's details.

You can record follow-up actions with each lead, too (salesman to call, add to mailing list, interested in product group A etc.). After the show we provide you with details of visitors to your stand, the menu codes you scanned, and the information they gave us at registration (including product interests as well as contact details) – by e-mail.

Name		Position	
Company			
Address			
Email			Stand number
Tel	Fax	Mobile (for contact on site)	
CONTACT DETAILS FOR RETURN OF YOUR DATA			
SERVICES REQUIRED		Price each	Qty
First barcode reader (<i>incl. data by email post-show</i>)		130.00	
Subsequent readers		75.00	
On-site report (<i>print-out of first day's leads overnight</i>)		30.00	
On-site USB stick (<i>first day's leads on USB stick overnight</i>)		30.00	
		Total net	
		VAT @ 17.5%	
		Total to pay	
PAYMENT DETAILS			✓
I enclose full payment by UK sterling cheque payable to Quality Registration Services Ltd			
Please charge my Visa/MC/Amex/Switch/JCB/Solo card – Card no _____ Expiry date ____/_____ Security no _____ (<i>last 3 digits on signature strip</i>) Issue no (Switch only) _____ Card holder name and billing address (inc postcode) if different from above –			
I wish to make a bank transfer into account:- Sort code: 20-98-61 Account no. 50632228 Swift BIC: BARCGB22 IBAN: GB84 BARC 2098 6150 6322 28 I agree to pay the amount in £ sterling and to pay all charges at the point of transfer.			

Please supply services as above subject to the terms below:

Signed _____ Position _____ Date _____

Terms: FULL PAYMENT MUST ACCOMPANY ORDER. No refunds will be made in respect of cancelled orders. Barcode readers will be available for collection in the day prior to the show, and must be returned within one hour of the final closing of the show, failing which a further rental term will become due. A charge of £100 will be made for any barcode reader not returned or damaged through misuse. Liability in respect of data loss is limited to the amount payable above. Return form to: QRS Ltd (Scotsturf), Maylite Business Centre, Martley, WORCESTER, WR6 6PQ, United Kingdom

HEALTH AND SAFETY DECLARATION

**IOG, 28 Stratford Office Village, Walker Avenue, Wolverton Mill East,
Milton Keynes, MK12 5TW, United Kingdom**
Tel: +44 (0) 1908 312511, Fax: +44 (0) 1908 311140, E-mail: ioq@ioq.org

It is a condition of entry into IOG SCOTSTURF 2011 that every individual, exhibitor, subcontractor, supplier and their agents comply with the Health and Safety at Work Act 1974 and all other Government legislation at all times while on site.

Please complete the following declaration.

We have read and understood our Health and Safety responsibilities as laid out in this exhibitor manual and have taken note of the most common areas of risk. We accept our responsibilities as laid out in the Health and Safety at Work Act 1974 and all other legislation covering exhibitions.

Company:

(Block capitals please)

Address	
Street:	
Town:	
County:	
Postcode:	
Tel no:	
Fax no:	
Email address:	
Signature:	
Our principle Health and Safety representative for the stand is...	
Name:	
Position:	
Mobile No:	

In the event of the principle Health and Safety representative leaving the stand for any reason a temporary Health and Safety representative must be nominated prior to his/her departure. The principle Health and Safety representative for your stand should understand that he/she may need to produce a copy of their own company's Health and Safety Policy and the Health and Safety Policies of their contractors and subcontractors upon request by the appropriate authorities whilst on-site at IOG SCOTSTURF 2011.

Please sign to confirm

	SIGN
I am in possession of my companies Health and Safety Policy.	
I have checked that our principle stand fitting contractor has a suitable and sufficient Health and Safety Policy for the event.	
I have checked that our principle stand contractor has provided sufficient training for his/her employees to carry out their tasks safely whilst at SCOTSTURF.	

Please retain a copy of this form for your records.

Return by 11th October 2011 to:

Roy Daniels
The Institute of Groundsmanship
28 Stratford Office Village, Walker Avenue, Wolverton Mill East, Milton Keynes

GENERAL RULES AND REGULATIONS

1. Applications for Space

All applications for space must be made on the official form provided for the purpose. Payment for such space must be made in accordance with the specified scale of charges and must comply with the timescales outlined on the application form. On signing the application form (after the 30 day cooling off period) an exhibitor will become liable for the full rental charge. All deposits are non-refundable.

2. Balance of Rental

All Stand rental balances must be paid for on or before the specified deadlines. The Organiser will re-let stands not fully paid for by this date and any deposit received will be forfeited. Late bookings must be paid by credit card or Bankers draft.

3. Rejection of Applications

The Organiser reserves the right to reject any application for space and to return the fee, or to deal with such application as may be deemed advisable.

4. Allotment of Space

Space will be allocated according to priority of application and at the discretion of the Organiser as agent for the committee. No space will be deemed as let until the exhibitor has received an allotment notice/invoice for stand rental. All space will be let on the understanding that, should the show be postponed or abandoned the Organiser will not be responsible to any intending Exhibitor for loss incurred either directly or consequentially by reason of such postponement or abandonment. The Organiser reserves the right to relocate any exhibitors stand space should they feel necessary to do so.

5. Sub-letting

It shall be a condition of the letting that no exhibitor will be permitted to sub-let the whole, or any portion, of a stand or stands allotted to him, nor to permit the space to be utilised by anyone else without the consent of the Organiser in writing.

6. Printing in Catalogue

Descriptive matter of exhibits up to a maximum of 100 words will be printed in the catalogue for each exhibitor subject to copy being received before the specified deadline.

7. Non-occupancy of stands

In the event of any exhibitor failing to occupy space by 18.00 hours on Tuesday 1st November, or if such Exhibitor shall commit any breach of these terms contained with the exhibitor pack, or of his contract for space, the Organiser, at their discretion, may fill up or let such space and the exhibitor shall be liable for and shall forfeit the full rent of such space.

8. Objectionable Exhibits

The Organiser and committee reserve the right to refuse or to order the removal of any article or articles brought for exhibition which they may deem unsuitable or objectionable, without assigning any reason for such refusal or order.

9. Objectionable Conduct & Noise

The Organiser and committee reserve the right to stop any noise calculated to cause annoyance to other Exhibitors. Any infringement of this rule will render the offenders liable to be ordered out of the Exhibition premises and to have their goods confiscated by the Organiser.

10. Rejected Display

Exhibitors shall agree that their exhibits shall be admitted and shall remain from day to day solely in strict compliance with the rules herein laid down. The Organiser and committee reserve the right to reject, eject or prohibit an exhibit in whole or in part, or the Exhibitor or their representatives, with or without giving cause. If cause is not given, liability shall not exceed the return to the Exhibitor of the amount or rental unearned at the time of ejection.

11. Consignment of Goods

Exhibitors are hereby notified that their goods must not be consigned to the Organiser, as the Organiser will neither receive them nor be responsible for any freight, carriage or delivery charges in connection with them. Exhibitors must take delivery from the haulage companies of goods consigned to the Exhibition Halls and must arrange for the conveyance of such goods to the Exhibition Hall at their own expense.

12. Staffing

Exhibitors must provide, at their own expense, adequate staffing to receive, unpack, place in position, keep in order, repack and remove their exhibits.

13. Empty Cases

The Organiser does not provide storage space for empty cases.

14. Stands

All stands must be open for display purposes at stated opening times daily and no stand will be covered up before the time fixed by the Organiser for the closing of the show each day. No exhibits shall be removed before the show closes on the afternoon of Thursday 3rd November. All exhibits must be removed from the exhibition hall complex on the evening of Thursday 3rd November no later than 24.00 midnight. Any additional charges will be passed on to exhibitors who fail to comply. Stands should be no more than 3 metres high.

All materials used in the construction of stands must be either non-combustible or painted with a fire-retardant paint to satisfy the requirements of BS.476 Part 7, Class 1 (low) flame spread.

Oil engines, gas engines or equipment the running of which would cause objectionable fumes, noise or heat, will not be accepted for exhibition in the halls. All machinery in motion must be provided with wire guards at the exhibitor's expense.

Exhibitors will not be permitted to store petrol, flammable oils or LPG of any description in the hall and under no circumstances will the exhibition committee allow such petrol,

flammable oils, LPG or such lights or lamps to be used or brought into the exhibition halls. These may be seized by the exhibition committee where permission has not been granted for their use, and their representative using such shall be liable for any damage caused. Machinery on display must have their spark plug leads disconnected at all times.

15. Literature

Only such literature as shall relate to an Exhibitor's own product shall be allowed to be distributed at his or her own stand. Samples and advertising materials should only be distributed on the exhibitors stand, and not in the aisles or any other public places.

16. Canvassing for Orders

Exhibitors may conduct business, canvass for orders, etc. strictly within the confines of the space allotted to them as stand holders. Firms or individuals will not be permitted to solicit orders, or to use the exhibition halls in any way for business purposes unless such firms or individuals are represented in the halls as stand holders.

17. Electrical Contractor

The official contractor is Pratt Bros and they are responsible for all electrical installations in the venue. All electrical appliances, including power tools, being used by Exhibitors or sub-contractors must have the appropriate safety certificates.

18. Posting of Notices

Notices must not be posted or otherwise affixed to any part of the Exhibition Hall structures. Notices or advertisements must not be displayed anywhere in the grounds.

19. Responsibility for protection of Goods

The Organisers will take such precautions as they may consider necessary for the protection of all articles exhibited, but will not, at any time, be responsible for the loss of, damage to, or safety of, any exhibit, empty cases, tools or other property of an exhibitor or any other person, in any circumstances whatsoever.

20. Insurance

Neither the Organiser nor committee will be responsible for the safety of any article of any kind brought into the Exhibition by the Exhibitors, their servants, agents or contractors, members of the public or any person whatsoever. Exhibitors shall fully insure against risks including Public Liability, all Risks on their property and Employer's Liability. The period of liability of the Exhibitor shall be deemed to run from the time the Exhibitor or any of his servants, agents or contractors first enters the halls and to continue until all his exhibits and property have been removed.

An Exhibitor shall produce certificates of insurance to the Organiser or committee if demanded. In addition, Exhibitors may wish to take out insurance for losses and wasted expenditure in the event of the Exhibition being abandoned or curtailed. All Exhibitors will be expected to affect their own insurance against fire and loss.

Each Exhibitor shall indemnify and hold the IOG SCOTSTURF committee and/or Institute of Groundsmanship staff indemnified against any action, suit or claim which may arise out of any damage or injury which may be occasioned during IOG SCOTSTURF to any visitor or other person or to any officer, servant or other person there and then employed by the Organiser, by any machine, implement, or article exhibited and the

exhibitor of such machine, implement or article shall be responsible for such damage or injury.

21. Contractors

Exhibitors employing Contractors will be responsible for such Contractors observing these Rules and Regulations and the Organiser reserves the right to approve the Engagement and admittance of any Contractor and the right to exclude at any time any Contractor from the Exhibition premises without notice and without giving any reason for such exclusion.

22. Charities

Exhibitors are asked to note that charitable organisations are not permitted to be given or sold space. Charities have the facility to negotiate trade space directly with the Organiser.

25. Exclusivity

The Organisers do not grant exclusivity to any company or organisation for the marketing and selling of goods at the show.

26. Decorations, Flags, Banners, etc

PVC banners or similar advertising are not permitted within the exhibition halls. Notices must not be or otherwise affixed to any part of the exhibition halls structure or external walls or fencing without written permission. All decorations, flags etc will be subject to the approval of the Organisers, who may cause to be removed or altered anything which in their opinion may be deemed to be objectionable.

27. Non-responsibility of the Organiser

While the Institute of Groundsmanship, Kevin Duffill and committee reserve to themselves the right of excluding any petroleum or spirit it may deem unsafe, it in no way relieves the Exhibitor from responsibility in the event of accident or fire. The Exhibitors must conform to the regulations of the local authorities in all that relates to the transport of petroleum and the precautions to be adopted against fire.

28. Gangways

Exhibitors must conform to the frontage lines of Stands. Gangways will be kept clear of any obstruction at all times. No part of any stand, exhibit, light fitting or furniture shall project over the boundary of the stand. The boundary of the stand shall be clearly defined and displays so arranged as to maintain uniform gangway width.

No obstruction shall be placed in front of the exit doors. The placing of apparatus in the gangways or exit ways for the purpose of photography, television, etc shall not take place while the display areas are open to the public, except with the consent of the Organising team. Subject to satisfactory precautions, such consent will not normally be withheld.

29. Damage to Stands

Exhibitors will not be permitted to drive any nails, hold-fasts, screws, or anything of like nature, into any part of the walls of the building, stands, floor or structures, and each exhibitor shall make good at his own expenses all damage caused by him or his

employees to such walls, stands, floors or structures. The Royal Highland Centre or stand builders may charge exhibitors for any damage caused.

30. Cleaning of Stands

Exhibitors must have their Stands, and the sections of the gangway immediately adjoining them, swept clean before the stated opening times on each morning of IOG SCOTSTURF. Exhibitors must not deposit any rubbish/packing materials etc in aisles before SCOTSTURF opens to the public each day.

31. Official Contractors

The exhibition committee may appoint persons or firms to be official contractors for the provision of auxiliary services in connection with the exhibition. No persons or firms other than those appointed will be allowed to execute work or business in connection with the exhibition without prior consent in writing of the committee.

33. Regulations

The exhibition reserves to itself the sole and absolute right to, act on or expunge any of these regulations which shall take effect immediately upon being posted on the official notice board in the exhibition hall. The decision of the exhibition committee shall be final on all questions which may rise between the exhibition committee and exhibitors in regard to the interpretation or meaning of these regulations. The exhibition committee also reserves to itself the sole and absolute right to relax such conditions, as it may deem necessary.