

APPLICATION FOR STAND SPACE AND SERVICES
FORM A - TO BE RETURNED BY 28TH JUNE 2019 WITH FULL PAYMENT

Company Name:

Contact Name:

Address: Post Code:

Tel: Mob:

E-mail: Website:

Please reserve space by ✓ the appropriate boxes:

OUTDOOR OPEN SPACE

Please ✓ here if you intend to demonstrate at Forestry Expo. Demonstration spaces are available on blocks 2, 3, 4, and 5. Please send a covering note detailing your demonstration plans.

1. **16 Metre Depth Stands** X Frontage (Minimum of 10 metres) = m² @ £8m² £

BLOCK 1, 3. BLOCK PREFERENCE:

2. **12 Metre Depth Stands** X Frontage (Minimum of 8 metres) = m² @ £10m² £

BLOCK 2, 5, 6, 8. BLOCK PREFERENCE:

3. **8 Metre Depth Stands** X Frontage (Minimum of 5 metres) = m² @ £12m² £

BLOCK 4, 7, 9. BLOCK PREFERENCE:

INDOOR MARQUEE SPACE

1. **Modular Unit (Walls and Carpet) 3 Metre Depth Stands** X Frontage (Minimum of 3 metres) = m² @ £60m² £

2. **Open Space (Carpet only) 3 Metre Depth Stands** X Frontage (Minimum of 3 metres) = m² @ £40m² £

ADDITIONAL REQUIREMENTS From Form B £

Cheques should be made payable to 'Forestry Expo' and crossed "A/c Payee". Please post to: Forestry Expo, The Stables, 2 Ingliston Gardens, Edinburgh, EH28 8NB.
Bank Details: Bank of Scotland
Sort Code: 80 46 33
Account Number: 11830863

Return this form with full payment by 28th June 2019. Space sold on a first come first served basis.

NET TOTAL	£.....
AddVAT @ 20%	£.....
TOTAL DUE	£.....

I/we confirm that I/we have public and products liability insurance cover noting a minimum indemnity of £5 million including an indemnity to the event organisers.

I/we hereby make application for space at Forestry Expo 2019 and I/we agree to abide by all the Terms and Conditions which I/we have read and understood.

Signed: Date:

APPLICATION FOR ADDITIONAL SERVICES
FORM B - TO BE RETURNED BY 28TH JUNE 2019 WITH FULL PAYMENT

TRANSFER THE TOTAL TO FORM A

1. ELECTRICAL – If necessary please use a separate sheet to indicate where you want your sockets to be positioned.

Description of Fittings	Unit Price	Number	Total Price
PowerSockets ^Ø 13 amp socket (single) (Internal use only)	£99.00		£
13 amp socket (twin) (Internal use only)	£120.00		£
16 amp (Cee form) (Single Phase)	£199.00		£
32 amp (Cee form) (Single Phase)	£220.00		£
LED Strip Light (Marquee Only)	£75.00		£

Ø The above charges include cost of labour, erecting and dismantling, hire of fittings and electricity consumed during the period of the show. For any additional requirements, please tick this box and we will advise you of the charges.

2. MARQUEE HIRE

Description	m ² price	Total Price
Standard (Roof and walls only) Length in multiple of 3 metres (e.g 3m x 9m) or 5 metres (e.g 10m x 15m) width X depth	£15.00	£
Bespoke (Roof, walls, floor and carpet) Length in multiple of 3 metres (e.g 3m x 9m) or 5 metres (e.g 10m x 15m) width X depth	£20.00	£

3. STAND FURNISHINGS

Description	Unit Price	Total Price
Chair 1 x plastic chair	£2.00	£
Table 1 x plastic trestle table 180cm by 60cm.	£6.00	£

4. EXHIBITOR PASSES

The following staff passes are included in your stand rental:

- Indoor Marquee Modular Unit = 2
- Outdoor Open Space; 8m depth stands = 4
12m depth stands = 5
16m depth stands = 6

Additional passes (for staff only) can be purchased for @ £10.00

Add staff passes to my order.

5. BANNER DISPLAYS – (Maximum size 4m x 1m – should your banner exceed this size please email info@forestryexpo.co.uk with details in advance)

The location of banners will be placed at the Organiser's discretion. Please deliver banners to the Organiser's Office on arrival.

Please reserve sites @ £60

6. WIFI	Unit Price	Add to order	Total Price
Option 1: 20GB Data - 1 Wireless Connection - 5mb/s Speed	£30.00	<input type="checkbox"/>	£
Option 2: 35GB Data - 2 Wireless Connections - 7mb/s Speed	£40.00	<input type="checkbox"/>	£
Option 3: 50GB Data - 4 Wireless Connections - 10mb/s Speed	£50.00	<input type="checkbox"/>	£

Data top up and additional connections will be available to purchase at the event.

7. Timber

Timber is available for demonstrations or display purposes. If you would like to receive pricing please tick the box and state your requirements :

Net TOTAL IF submitting separately from Form A

Add VAT @ 20% IF submitting separately from Form A

TOTAL

A 10% surcharge will apply for orders placed after the 15th August.

CATALOGUE AND BUYERS GUIDE TO BE PUBLISHED IN THE FORESTRY JOURNAL
FORM C - TO BE RETURNED BY 29TH JUNE 2019

Company Name:

Enter contact details IF DIFFERENT to those in Form A

Contact Name:.....

Address:

..... Post Code:

Tel: Mob:

E-mail: Website:

To ensure a free listing in the Exhibition Catalogue & Buyer's Guide describe your exhibit or services here in not more than 60 words. Please write your entry using capital letters only where appropriate. A maximum of 60 words will be printed.

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The catalogue will be published in Forestry Journal, with further copies available to visitors to Forestry Expo. If you wish to advertise in the official catalogue complete Form D or contact: Forestry Journal, 200 Renfield Street, Glasgow G2 3QB. Tel: 0141 302 7759.

Products and Services Categories

- | | | |
|--|---|--------------------------------------|
| 1 Chainsaw Sales, Services & Repair | 11 Harvesting Contractor | 21 Safety Equipment Suppliers |
| 2 Conservation Organisations | 12 Health & Safety Products | 22 Sawmiller |
| 3 Consultants | 13 Horse Logger | 23 Student |
| 4 Coppice worker | 14 Machinery Sales, Service & Repair | 24 Timber Engineers |
| 5 Environmental Engineers | 15 Manufacturer/Trade | 25 Timber Haulier |
| 6 Establishment Contractors | 16 Other | 26 Trainer |
| 7 Firewood Suppliers | 17 Processor | 27 Tree Surgeons |
| 8 Forest Owner | 18 Protective Equipment | 28 Woodfuel Processor |
| 9 Forestry Advisers | 19 Ropes & Cables | 29 Woodland Manager |
| 10 Forestry Authorities | 20 Safety Advisers & Technicians | |

Please enter the number of up to 4 categories that apply to your products or services.

**CATALOGUE AND BUYERS GUIDE TO BE PUBLISHED IN THE FORESTRY JOURNAL
FORM D - TO BE RETURNED TO dali.dahmane@forestryjournal.co.uk**



Forestry Expo 2019
Official A4 Catalogue & Buyer's Guide
*Distributed through The Forestry Journal,
 August Issue and at the event.*



Ensure that your business is seen in this valuable Guide to the companies who supply the industry.
 Space is sold on a first come first served basis for positions and pages

SIZE	EXHIBITORS'S RATE COLOUR
Cover Pages	£1700
Full Page	£1100
Half Page	£640
Quarter Page	£475

Please remember when you are designing your advertisement that all readers of Forestry Journal as well as every visitor to the event will see it. We can help you to design and create an advertisement that will work for you free of charge.

As an advertiser, you will qualify for your colour logo to be included in the list of trade stands, free of charge.

In the weeks running up to the event, Forestry Journal, as official media partner, will be featuring the event, encouraging its readers to attend, and giving you the opportunity to advertise/promote your company and the services you offer. To be involved in one of these features just tick this box and a Forestry Journal representative will contact you.

Book your advertising space by 8th July 2019 by calling 0141 302 7759
 IT COULD NOT BE EASIER.

or email your interest/requirements to: dali.dahmane@forestryjournal.co.uk
 (subject line "Forestry Expo")

Alternatively fill in your details below and post it to Forestry Journal, 200 Renfield Street, Glasgow, G2 3QB

Company Name:

Address:

Post Code:

Tel: Mob:

Fax: E-mail:

Size of advertisement required:

Order No: Ordered by:

If you would like further information or help with the design of your advertisement
 please call on 0141 302 7759

RISK ASSESSMENT FORM
 FURTHER INFO CAN BE FOUND IN THE GUIDELINES DOCUMENT

Please complete using **BLOCK CAPITALS**

Company Name:	
Responsible Person:	
Signature of Assessor:	
Date Assessment Undertaken:	

If submitting application by email then a typed signature is acceptable. Applications returned by post should include a hand written signature.

Hazard	Persons at Risk	Controls to minimise risk

Fire Assessment

RISK ASSESSMENT FORM TO BE USED TO COMPLETE THE RISK ASSESSMENT FORM

Guidelines for Trade Stand Exhibitors. All exhibitors must complete the Risk Assessment Form.

Using the guidelines shown below please consider what risk there is to those building up trade stands and to visitors during the show. Outline the steps you propose to take to minimise that risk in the table on the Form.

Hazard	Who might be harmed	Is more needed to control the risk
<p>Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:</p>	<p>There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected, e.g:</p>	<p>For the hazards listed, do the precautions already taken:</p>
<ul style="list-style-type: none"> • Slipping/tripping hazards • Chemicals (e.g. battery acid) • Moving parts of machinery (e.g. blades) • Working at height • Pressure systems • Vehicles (e.g. fork-lift trucks) • Electricity • Dust (e.g. from grinding) • Fumes (e.g. vehicle engines) • Manual handling • Noise 	<ul style="list-style-type: none"> • Staff • Maintenance personnel • Contractors • People sharing your event space • Operators • Visitors <p>Pay particular attention to:</p> <ul style="list-style-type: none"> • Staff with disabilities • Inexperienced staff • Lone workers - they may be more vulnerable • Visitors with disabilities 	<ul style="list-style-type: none"> • Meet the standards set by a legal requirement? • Comply with a recognised industry standard? • Represent good practice? • Reduce risk as far as reasonably practicable? <p>Have you provided:</p> <ul style="list-style-type: none"> • Adequate information, instruction or training? • Adequate systems or procedures? <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place.</p> <p>Where the risk is not adequately controlled, indicate what more you need to do (the 'action list').</p>
<p>Fire Hazard e.g. combustible materials (rubbish, flammable substances, etc) and ignition sources (flames, smoking etc)</p>	<p>As above</p>	<ul style="list-style-type: none"> • Means of escape; fire detection and alarms. Fire fighting equipment and fire evacuation plan.