

HOW TO USE THE SHOWING SCENE ONLINE ENTRY SYSTEM

Go to <https://fifeshow.com/exhibitor-information/trade-stands> and click on the Trade Stands & Sponsorship button on the right of the page.

If you have used the system before, **log in** using the same email address and password that you set up previously.

If you have not used the system before, **register** for an account using an email address and password that you will remember.

The email address you use will be used to send you invoices, further information etc. so please input it accurately.

This will then be YOUR account so the name, address etc should only be changed if you move house etc.

To apply for a Trade Stand - once you have logged in, click on the Trade Stands and Products or Sponsorship button, as relevant. Then go to the category of stand/sponsorship that you need e.g. Craft Marquee, General Retail stand, Gold sponsor etc. If you are not sure which category you should be applying for, please contact the Show on secretary@fifeshow.com

For Trade Stands, then select the size of space you need – please make sure you book enough space for your tent/gazebo and anything else you want to have on your pitch.

There will be various questions to answer – your details, your business address etc as well as giving you the options to purchase extra admission wristbands; hire tables, chairs and power if you are in the Craft Marquee; or book the use of a market stall in the Food & Drink Marquee. You **MUST** also upload a copy of your public liability insurance and your risk assessment.

For all Trade Stand products, before you can submit your application you will be asked to confirm that you have read the Trade Stand Rules (the Conditions of Acceptance). The Rules will be there for you to read, or you can read them, in advance, by downloading them from the bottom of the Trade Stands page of the website.

You also have the option to book **banner advertising space or a Catalogue advert** (if these are not included as part of a sponsorship package). **These are shown as part of the Trade Stand section.**

For those of you who are also **Sponsors**, once you have added your stand to your cart, you can go back to the Sponsorship section and go through the same process – your details will already be entered so you only need to add your “product” – it’s the same as online shopping! If the sponsorship level you apply for has varying prices, please simply leave the amount as it shows and I can amend it at this end to show the amount you want to pay, once we have discussed it.

Once your application has been submitted, you will receive a response within 7 days as to whether it has been accepted, the process will move to the next stage and you will receive an invoice for payment within 14 days.

If you have any problems using the system, please don’t give up - just get in touch and I shall try to help.