



RHS Malvern Spring Festival



Thursday 9 May – Sunday 12 May 2019

SHOW GARDEN FACTSHEET

Before completing your application pack, please read through this document. It explains:

- What happens next
- Key contacts
- Rules and regulations
- Show Garden judging

In October/November your completed application with associated drawings and information will be assessed by the Garden Selection Panel. After an initial review we may come back to you requesting further information such as more detailed plans, signed sponsorship agreements or further planting lists.

If your garden is accepted for the show, a provisional allocation of space will be made. Once all gardens have been accepted they will be positioned on the plan and a final allocation of space will be made.

An overview on how exhibits are judged, and rules and regulations that apply, are given in this document.

We encourage all exhibitors to contact us to talk through their application before submission.

You are invited to attend our annual Show Garden seminar held in November, which will include helpful talks from previous designers, contractors and RHS staff. Please email Nina.Acton@threecounties.co.uk to confirm a place.

CONTACTS

Nina Acton
Shows Development
Tel: 01684 584919
Nina.Acton@threecounties.co.uk

Paul Taylor
Show Garden Site Manager
paul@alchemy-gardens.com

RULES AND REGULATIONS

It is important that you read these regulations thoroughly before completing and submitting your application.

TERMS AND CONDITIONS

In these regulations, the following words shall have the meaning ascribed to them below:

‘Public’ shall mean and include members of the general public, members of the Society, officers of the Society, exhibitors, their employees, contractors, agents and all other persons attending the Festival.

‘Exhibitor’ shall mean and include any person, business or company or other body making an application for space in accordance with these Regulations.

Where the context so admits, references in these Regulations to the singular shall include the plural. Where more than one person, business, company or body is understood by the term exhibitor, any liability imposed on the exhibitor by these Regulations shall be a joint and several liability on those people’s businesses, companies and bodies.

ACCEPTANCE OF ENTRIES AND ALLOCATION OF SPACE

The Royal Horticultural Society and Three Counties Agricultural Society, referred to as the RHS/TCAS, adopts a good faith approach in assessing all applications for space and subsequently in monitoring the conduct and standard of exhibitors to whom space is allocated. However, whilst every effort is made to allocate space to exhibitors whom the RHS/TCAS regards as appropriate to the Festival, matters may come to the attention of the RHS/TCAS after allocation which either they were not aware of at the time space was allocated to the particular exhibitor, or which have arisen since the time that space was allocated.

Accordingly, after acceptance and up to the Festival, the RHS/TCAS reserves the right to cancel or amend any allocation of space if it considers the attendance of an exhibitor at the Festival will be prejudicial to the interests of the general public, members of the RHS/TCAS or the good name of the RHS/TCAS. The RHS/TCAS reserves, without limitation, the right to remove or alter exhibits and to refuse any application for space and in the event of any such refusal it is not required to give an explanation.

ACCEPTANCE OF REGULATIONS BY EXHIBITORS

Application for space by the exhibitor and/or the acceptance of space offered shall mean that the exhibitor agrees to observe and conform to the Rules and Regulations of the Festival and to abide by the decisions of the RHS/TCAS in connection with the Festival. It will be the responsibility of the exhibitor to ensure that contractors and any third party involved with their exhibit on site comply with these regulations.

APPLICATIONS FOR SPACE

Any person or organisation may apply for space to stage an exhibit at the Festival. Applications must be made on the official application form. Forms and Regulations for each section are available from the TCAS Shows Department. The return deadlines are printed on the application forms. Applications received after the deadline that are of a sufficiently high standard may be placed on a waiting list.

The RHS/TCAS, reserves the right to deny space at the Festival to any exhibitor who has consistently failed to provide a high standard and quality of goods or services sold through the Festival, or who has failed to adhere to the RHS/TCAS regulations. The RHS/TCAS may at its discretion pass information to other exhibition organisers concerning the conduct of such exhibitors.

CANCELLATION OF EXHIBITS

Exhibitors who have been allocated space but subsequently find that they are unable to exhibit must notify the Show Development Manager as soon as possible in writing. Exhibitors who cancel late or who neglect to send any notification may not be allocated space at subsequent RHS/TCAS Shows. The RHS/TCAS reserves the right to recover its reasonable expenses when exhibits are cancelled.

Exhibitors who have cancelled are not permitted to transfer any space allocation to any other organisation or person not mentioned on the space allocation form as a Joint Exhibitor without first obtaining written approval from the RHS/TCAS.

EXHIBITORS' LIABILITIES

A) The exhibitor shall indemnify the RHS/TCAS against and from any claim, damage, loss or expense in respect of personal injury, damage to property or any loss (whether caused by negligence or not) which may arise out of or is connected with or in consequences of the carrying out, completion or maintenance of the work, or which may arise from a breach by the exhibitor, their servants or agents (whether or not in the course of their employment or any of the provisions) of this document, provided nothing herein shall impose any liability upon the exhibitor for negligence on the part of the RHS/TCAS or its servants or agents.

B) The exhibitor shall be liable for loss and/or damage to the workplace (which shall include work executed and all material intended for, delivered to a place on or near to the workplace) from any cause whatsoever.

C) The exhibitor shall insure their liabilities under clauses (a) and (b) above by the provision of:

- Employer's Liability Insurance
- Public Liability Insurance for a minimum of £3 million
- Contract Works or Contracts (All Risks) Insurance for the full value of the contract works. (Such insurances shall include an Indemnity from the Insurer to this Society).

D) In connection with clause (c) above, the RHS's/TCAS's Insurers may request details of such insurances.

EXHIBITOR INSURANCE

You are strongly urged to take out insurance cover for: loss and damage, the Show being cancelled, Employers Liability & Public Liability Insurance for a minimum of £3 million. For further advice regarding insuring your personal property at the Festival please refer to the RHS Malvern Spring Festival exhibitor schedule.

HEALTH & SAFETY

All exhibitors who are accepted for the show must read and abide by regulations set out in the RHS Malvern Spring Festival Exhibitor Schedule.

GENERAL REGULATIONS

ALLOCATED SPACE & EXHIBIT BOUNDARIES

Exhibits must be confined to their allocated area during Festival week (this includes overhang, e.g. structures and buildings). Exhibitors will be asked to move items in gangways, and obstructing items may be removed.

ALTERATION OF ENTRIES

Any aspect of an exhibit changed from that on the application form or plans must be notified to the Show Development Manager in writing. Only items that are mentioned in the exhibit description on the application form may be exhibited. The Society reserves the right to refuse any article to be shown which it considers unsuitable and to require its removal from the showground.

CONDUCT AND DISPLAYS

All displays should be maintained to a high standard of all times.

Exhibitors are expected to conduct their business in a polite and courteous manner and in a fashion which is in keeping with the style, status and dignity of the Festival. Exhibitors must not smoke or consume food or drink on their stands in view of Festival visitors. Bottles, cans, glasses, plates of food or wrapping must not be left on stands in view of visitors. During the open hours of the Festival, exhibitors are expected to maintain a clean, tidy and acceptable appearance.

Exhibitors may not canvas for business in any part of the site outside the space allocated to them. The sale or distribution of literature which is not relevant to the exhibit or to the exhibitor's normal business is prohibited. Exhibitors are required to respect the Festival site and neighbour's stands or sites.

Fundraising activity may not be carried out without the prior written permission of the Show Development Manager and within the exhibitor's garden or stand.

CONSTRUCTION DRAWINGS

Construction drawings must be supplied of all buildings, walls and of any load-bearing construction, including conservatories, glasshouses, prefabricated garden buildings and walkways. We will ask for constructional drawings once you have been allocated.

GRAPHICS, MURALS, PAINTED BACKGROUNDS, ETC

The proposed use of graphics, murals, painted backgrounds, etc. must be shown in plans submitted in advance and the Festival Manager's permission sought for their use. In all cases these must be constructed of a fire-retardant material.

PLANT & MACHINERY

Metal tracked equipment with lugged tyres is not permitted on site. All vehicles such as forklifts, excavators, dumper trucks and plant that travel over grassed areas must be fitted with grassland tyres or rubber tracks where appropriate, otherwise they will not be permitted on site. Please be aware there is a restricted weight limit of 7 and half tonnes in the central garden build area. There will digger/dumper and telehandler available on site. Please enquire re cost and booking procedure.

RESTRICTED ITEMS

Items not allowed:

- Balloons
- Flags
- Gnomes or brightly coloured creatures
- Material exuding a foul or unpleasant odour (including spray paints, aerosols and fibres)
- Any item which, in the opinion of the Society, detracts from the presentation of the plants or products on display, or from the general appearance of the Show.

Items requiring special permission from the Show Development Manager:

- Any other item deemed by the Society to have no direct or demonstrable relevance to horticulture or gardening
- Artificial plant material
- Banners
- Bunting
- Clothing including T-shirts, coats, shirts, sweatshirts and hats (except gardening gloves, gardening aprons, gardening boots and gardening shoes)
- Sale of dormant bulbs and corms
- Food and drink
- Fruit or flowers artificially attached to a plant or spray
- Live animals of any kind
- Mirrors
- Music/sound effects

Should an exhibitor intend to include fish in their exhibit, it is essential that the conditions are entirely suitable. Prior written permission is required from the Show Development manager one month in advance of the show.

SUB-LETTING OF SPACE

An exhibitor may not sub-let, or otherwise part with the whole or any part of the space allocated. Sub-letting would constitute an exhibitor allowing another company to trade from their allocated stand.

TENTS, MARQUEES & AWNINGS

Any exhibitor wishing to erect their own structures and/or tentage or awning must obtain prior written permission from the Show Development Manager, supplying a photograph of the structure they intend to erect. All tentage must be able to withstand adverse weather conditions.

USE OF COMBINED LOGOS

Exhibitors and their sponsors may use the Festival composite logo in their own marketing materials relating to their involvement at the Festival. The logo must be used in its entirety. Logos may not be smaller than 20mm wide and any use of the logo must be accompanied by a strapline referring to the nature of the exhibitor's involvement. Exhibitors and their sponsors may not use the RHS logo (as opposed to the Festival logo) unless they are licensees of the RHS.

A. GARDEN STRUCTURE

A1. BOUNDARIES

- Side walls and fences should be a maximum height of 2 metres, except at the front of the garden where they should be a maximum height of 1.2m for the first 2.4m.
- The height of all walls and fences should be clearly marked on the plan of your garden.
- Common boundaries of all gardens must be discussed with the neighbouring exhibitor(s) whose details will be given when space is confirmed. The height, style and finish of adjoining walls or fences, buildings and any other items of mutual interest must be agreed.
- An exhibitor who erects a structure or a boundary partition which is visible from their neighbour's exhibit must finish the structure to the same high standard on both sides. In the event of a dispute, exhibitors should contact the Show Manager.

A2. BUILDINGS

Within reason, the height of buildings in garden exhibits is not limited. However, exhibitors must ensure that:

- The heights of buildings and structures over 3m high are clearly indicated on the plans which must be submitted to the Show Development Manager for approval at least 3 months prior to the Festival.
- Buildings and structures exceeding 2m for gardens, which form a common boundary with neighbouring exhibits: As a general guideline, the higher the building or structure, the further away it should be from a common boundary. This does not apply to conservatories or glasshouses.
- Structural details of any buildings or structures must be submitted.
- Structures of 4m or over will be subject to an engineer's report.

B. BUILD

B1. EXCAVATIONS

There is a substantial infrastructure under the Three Counties Showground site, consisting of drains, water mains and electric cables. All exhibitors should be aware of these services, and those exhibits which involve excavation or construction of any sort must have prior approval for their plans from the Show Development Manager and Show Garden Site Manager. Caution must be exercised to avoid damage to underground infrastructure. Any damage to services will not only cause inconvenience but will incur serious costs, which will be charged to the exhibitor.

Any discovered items of archeological or historical interest, such as pottery, coins, bricks etc., are the property of the site owners and must be reported immediately to the Show Development Manager. The depths of excavations must be clearly marked on your garden plans.

Where not removed by the TCAS, the existing turf on sites should be removed with as little soil as possible. Excavated soil must be incorporated within the construction of the exhibit where possible or removed to designated spoil heaps; it must not be removed from the site. Please liaise with Show Garden Site Manager.

B2. SOIL MOVEMENT & PROTECTION

No sand, gravel, shingle, granite chips or similar materials likely to damage mowing machines or harm wildlife may be placed directly on the ground. Any such material must be placed on a thick membrane to protect the grass and ground. Costs incurred by the TCAS for the clearance of a garden will be charged to the exhibitor.

Glass chippings, crushed CDs, etc., and selected waste metals are not permitted. Please check with the Show Garden Site Manager.

Fibreglass may be used under supervision and only if pre-agreed with the Show Garden Site Manager

Any excavation for ponds, pools, footings, etc., must be lined with a suitable membrane before construction takes place.

B3. SERVICES

The RHS Malvern Spring Festival order forms for tickets and services (water, electricity, etc) can be obtained from Show Garden Site Manager or Show Development Manager.

B4. BUILD TIMES

The following is a guide to when construction can begin. All dates are subject to change and will be confirmed in the schedule.

- **Show Garden** exhibitors may begin construction from 9am on Monday 15 April 2019
- **Green Living Spaces** exhibitors may begin construction from 9am on 22nd April 2019
- All building materials must be cleared from site by 9pm on Tuesday 7 May ready for garden assessment.
- All gardens must be completed by 8am Wednesday 8 May 2019.

B5. BREAKDOWN TIMES

- All Garden exhibitors must complete breakdown by Thursday 16 May.

B6. BREAKDOWN

- Exhibitors must arrange all rubbish and building materials in the pile on their site for grab lorry collection from the showground.
- You must obtain a Clearance authorisation from the Site Manager before you finally leave the showground.

C. ENVIRONMENTAL RESPONSIBILITY

C1. ENVIRONMENTAL RESPONSIBILITY

Exhibitors should note the following regulations which have been formulated in accordance with the Royal Horticultural Society's policy on conservation and the environment. The Society reserves the right to demand the removal of any plants or other materials which compromise the following RHS policies:

- The Society requires exhibitors to comply with CITES and other conservation legislation designed to protect wild plants and their habitats.
- The Society does not permit the use of surface-stripped limestone pavement rock at any of its shows.
- The Society does not permit the sale or display of gas patio heaters.
- The Society does not permit the sale of petrified timber or fossils.
- The Society prohibits the use of peat for staging purposes. Although plants grown in peat are permissible, loose peat should not be used as a staging material. Advice regarding suitable alternatives is available from the Shows Department if required.
- The RHS is currently considering the use of other naturally occurring materials within gardens at RHS Shows and it will be helpful to check with the Show Manager if you are considering using e.g. fossil stone, driftwood or any mature trees/plants which have not been nursery grown.
- The Society does not permit the use or sale of wild dug plants, moss, bulbs or corms which have been collected

from the wild.

- Wood products offered for sale by exhibitors at RHS Shows must be genuinely certified as coming from forests which are well managed with full regard to conservation and the environment. See also the sections of timber products in the RHS Malvern Spring Festival exhibitor schedule 2018.
- The Society operates a Code of Practice to prohibit the use or sale of invasive plants at RHS Shows. The definitive list of invasive plants is available from the RHS Advisory Service.
- Exhibitors are advised to familiarise themselves with current regulations regarding Sudden Oak Death (*Phytophthora ramorum*). Please refer to www.defra.gov.uk/plant/ramorum1.htm for information. Exhibitors showing plants which are susceptible to *Phytophthora ramorum* will be required to provide further information later in the application process.
- The Society requires exhibitors to 'design out waste' and to consider the degree to which the garden or elements from it can be reused or recycled after the Show.

C2. HARMFUL PLANTS

Most plants do not present any hazard to humans and incidents in the United Kingdom are rare. Nevertheless it is the responsibility of exhibitors to see that risks are avoided and potentially harmful plants must be clearly identified e.g. it would clearly be preferable to avoid siting plants known to have skin or eye irritant qualities at the front of a stand. Exhibitors should have regard for the Code of Recommended Retail Practice Relating to the Labelling of Potentially Harmful Plants published by the Horticultural Trades Association. Exhibitors should have controls in place in case of incident.

C3. PLANT IMPORTATION

For all aspects of plant importation, please contact Mike Robinson, Plant Health Office at Fera at michael.j.robinson@fera.gsi.gov.uk who will be able to give you guidance on certification and importation.

C4. TIMBER PRODUCTS

The RHS Policy Statement on 'Trees and Timber Products' endorses the Society's commitment to forest certification. As part of this policy, the RHS Shows Department requires that all exhibitors using timber products at RHS Shows exhibit only products manufactured from certified timber. Independent audits are undertaken at RHS Shows to ensure that exhibitors are complying with the policy.

The RHS encourages exhibitors to pursue their own FSC certification. However, the RHS does accept other certification schemes as an adequate means of complying with policy requirements. Acceptable schemes are:

- Forest Stewardship Council (FSC); Programme for the Endorsement of Forest Certification Schemes (PEFC); Sustainable Forest Initiative (SFI); Canadian Standards Authority (CSA); Malaysian Timber Certification Council
- Formal schemes for forests in transition to certification: There are three schemes that link buyers with products working towards FSC certification. The schemes are: Tropical Forest Trust (TFT) (in particular already has a number of members supplying to the UK); WWF Global Forest and Trade Network Producer Groups; SmartwoodSmartstep Scheme

Full Chain of Custody verification for any timber supplied under one of these schemes must be undertaken by an independent third party.

For further information, please refer to the information sheet 'RHS Timber Policy - Information for Exhibitors at RHS Flower Shows'. For copies of this sheet please contact the RHS Shows Department.

Should you have specific enquiries regarding the sourcing or acceptance of the timber components within your garden, please email elizabethpatterson@rhs.org.uk

D1. CATALOGUE AND WEBSITE ENTRY

- All gardens must complete a catalogue entry and description for the website in the time frame requested by the RHS/TCAS.
- Exhibitors seeking guidance on the style and format should refer to the RHS Malvern Spring Festival 2017 catalogue, copies of which are available on request from the TCAS Shows Department.

D2. GARDEN LITERATURE

Garden exhibitors are advised to produce one leaflet relevant to their exhibit. Other information such as credits to sponsors may be included, providing that one third of the leaflet is devoted to details of the garden, including planting plan or list. A copy of the leaflet should be submitted to the TCAS Shows Development Manager for approval before printing.

D3. SIGNAGE

We will provide each garden with a standard signage board. The signage board will include the name and the title of the garden, brief description and the site number (as listed in the show catalogue.) We will also be able to include details of the sponsor, designer, contractor, logo etc. and we will discuss these details directly with you closer to the Event.

D4. MANNING OF EXHIBITS

Exhibitors must ensure that their stands are manned throughout the open hours of the Festival.

D5. SELLING

- No plants or other items may be sold from the garden during the Festival until the sell-off on Sunday.
- Exhibitors may take orders for plants, products or services during the Festival.

E. SELL-OFF

- On the last day of the Festival (Sunday), exhibitors are permitted to sell the plants and other items from their gardens from 4.00pm if they wish.
- At 6pm the Festival closes and no further selling is permitted.

F. ALTERATION OF EXHIBITS

Exhibitors may not remove or alter anything on the garden after judging has taken place until the close of the Festival on the final day. However, plants should be watered as necessary and the garden tidied on a daily basis.

G. LIABILITY FOR LOSS

Exhibits and exhibitors' property will, at all times, be at the risk of the exhibitor.
The RHS/TCAS will not be liable for compensation for loss or damage from any cause whatsoever.

H. SITE ACCESS

Full information on access to the site is given in the RHS Malvern Spring Festival exhibitors schedule 2018.

JUDGING AND AWARDS

Exhibitors are reminded that the quality, quantity and variety of plant material used in the RHS Malvern Spring Festival gardens has a direct relation to the level of award recommended by the judges. The design and construction are also important factors in the assessment. Overuse of hard landscaping is considered to be a negative factor.

Exhibitors should note that gardens are viewed from the perimeter(s) only and that the public are not permitted access. Gardens should be designed primarily with the public in mind, but exhibitors should take into account the fact that assessors and judges may enter the exhibits. Special permission for public access to be agreed with the Shows Development Manager.

On Tuesday 7 May 2019, a team of highly experienced garden assessors will visit the gardens together with a secretary. Each designer or representative will have a two-minute opportunity to highlight any development to their garden since completion of their final Client's Brief. Each garden is allocated an approximate time when the assessors will be at the garden. The current criteria used by the garden assessors will be sent to successful applicants with their confirmation letter. Gardens do not have to be completely finished for the assessment process, although it is advised that all gardens should aim for completion by Monday evening.

The garden assessors' reports are collated and provide the basis of the Judging Panel's considerations. The assessors are part of the Judging Panel. On Wednesday 8 May judging commences at 8am.

The final stage of the judging process is moderation. There is one moderator for each Show Garden panel but all moderators will view all gardens. Moderators can demand a revote of any garden result, as their role is to ensure consistency.

Exhibitors must vacate their garden while it is being judged.

RHS AWARDS

- Gold, Silver-Gilt, Silver and Bronze medal awards can be awarded by the judges.
- If an exhibit is considered to be below Bronze standard, no award will be made.
- Exhibitors winning a Gold medal for the first time will be sent the medal after the show. Medals for any other or subsequent awards are not provided but may be purchased.
- Award cards will be placed on the exhibits late on the evening of Wednesday 9 May. Any additional cards may be ordered from the RHS at a nominal charge of £3.00 per extra card.
- Show Garden exhibitors will be eligible for the Best Show Garden award. This will also be announced on Wednesday 8 May.
- All garden award results are embargoed until late evening of Wednesday 8 May.