

## **RULES & REGULATIONS**

**The Society's (hereafter known as the Organiser) purpose in organising the Harrogate Spring and Autumn Flower Shows is to provide space for attractive and educational exhibits of a high standard, which will be both pleasurable and instructive, and to enable exhibitors to promote their plants and products.**

### **1 ELIGIBILITY OF EXHIBITORS**

The Organiser reserves the right to refuse any application for space or cancel any acceptance without assigning any reason therefore and any fee paid shall be refunded less such reasonable expenses as shall be determined by the Organiser in its absolute discretion. Entries in specialised sections of the show may be governed by separate rules and regulations. For any questions, please contact the Organiser in advance of any application.

### **2 DETAILS OF EXHIBITS**

The entry forms must state clearly and fully the nature of the exhibit. Exhibitors who employ trade names differing from the name of their company should state clearly on their form the name under which they wish to exhibit. Only one site will be allocated to each exhibitor for a given purpose and there must be no duplication of exhibits. A site may only be used for the purpose for which it is allocated and no other. An exhibitor may not sub-let, share or otherwise part with the possession of the whole or part of their space. The Organiser reserves the right to call for a plan of the stand. All customers' orders should be provided with a sales dated receipt. Exhibitors may only display goods and produce which have been described in their application form and which have been approved by the Organiser. The Organiser reserves the right to amend items to be exhibited. An exhibitor's display should not obstruct the visitor's vision of other exhibits within the show.

### **3 ALTERATIONS TO ENTRIES**

Prior written notice to the Organiser must be given as soon as possible and any request will be considered. Alterations to entries in the horticultural trade section cannot be made within 14 days of the show date. The Organiser's decision is final.

### **4 CANCELLATION OF ENTRIES**

Exhibitors who enter but subsequently find they are unable to attend should notify the Organiser as soon as possible in writing, but in any case, not later than 28 days in advance of the Show. Prior to the stated date, exhibitors will be refunded their rent, minus a £100 administrative fee. Cancellations after the stated time will incur a forfeit of all rent paid. Please note that any exhibitor who fails to attend without advising the Organiser beforehand will not be allocated space at subsequent shows.

### **5 TIMES OF STAGING**

Staging times vary depending on exhibitor type and location within the show. Staging times are available to successful exhibitors in the Staging Times document, which is uploaded into your secure area.

## **6 COMPLETION OF EXHIBITS**

Horticultural and garden design exhibits must be completed by the designated time stated on the day prior to the show in order to proceed with any judging of exhibits, as identified by the Organiser. All vehicles (including trailers) must be removed to the allocated parking areas prior to the opening of the show on each day.

## **7 OUTSIDE AND INSIDE SUNDRIES**

Exhibits should be completed by 8.00am on the first day. It is expected that exhibitors will present their stands to a high standard and suitably enhanced by floral/plant material. All vehicles (including trailers) must be removed to the allocated parking areas prior to the opening of the show on each day.

## **8 VEHICLE PARKING DURING STAGING**

No exhibitor should park their vehicle on other exhibitor's space whilst staging their exhibits.

## **9 VEHICLE PARKING DURING THE SHOW**

No vehicle (stock or otherwise) including caravans, trailers etc will be allowed to park on or near stands during the show. All vehicles must be removed to the designated exhibitor parking areas. All vehicles must be removed to the allocated parking areas prior to the opening of the show on each day. Vehicles not parked in these areas may be clamped and will only be released after the show closes and payment of a fine.

## **10 ELECTRICITY SUPPLY**

Exhibitors requiring an electricity supply will be issued with an electricity application form upon allocation. This will be processed directly by AAC Electrics, the Organisers approved electrical contractor. Generators are not permitted.

## **11 NAME BOARDS ON HORTICULTURAL EXHIBITS**

For every 6m of stand, one sign at the back and one sign at the front. The front sign may incorporate a catalogue or leaflet dispenser and include a sponsorship sign. The full trade name and address should be clearly displayed on at least one board.

## **12 SELL OFF NOTICES**

Cards 225 x 150mm, two for each exhibitor, are permitted to be displayed on the last day of the show only. The sale should start precisely at 5.00pm and not before in any circumstance. A bell will be sounded at 4.00pm to announce the start of the sell off.

## **13 PLANT LABELS ON HORTICULTURAL NURSERY EXHIBITS**

Name cards must be placed on all plants, fruit and vegetables on display and must not contain any advertising. Plants within a landscaped exhibit need not be individually labelled. Label sizes must not exceed 100 x 50mm and the colour of the background should be black, dark green or a muted

shade with preferably white lettering. Plant labels should harmonise with the exhibit. All plants for sale should have labels with contact details for traceability and must include the plant type, variety and hardiness. If plants to be sold are known to cause an allergic reaction this must also be clearly labelled.

#### **14 SALES DURING THE SHOW**

Price labels should not exceed 125mm. Plant material should be taken from stock and not the display. Any plant material sold with canes in pots should have the shortest possible cane and the top of the cane should have a safety cap. Tools, particularly long-handled tools and those with metal or pointed ends, should be adequately packaged and wrapped in order to make them safe for customers to carry through the show area.

#### **15 DEMONSTRATIONS AND CANVASSING**

Demonstrations of materials and equipment may be given subject to the Organiser's approval. The use of amplification or intermittent lighting equipment is not permitted. Equally, no canvassing for business competition or similar pursuit shall be undertaken outside the space allocated to an exhibitor. No exhibitor may use a cinematograph transparency projector, television, video/DVD or music at the show unless prior written permission has been obtained from the Organiser. No exhibitor shall conduct a competition or offer prizes or awards unless application has been made to, and written permission obtained from, the Organiser. All handbills, printed matter or advertisement of any kind may be distributed only from the exhibit.

#### **16 RE-STOCKING**

This will only be permitted before the show opens and after it closes each day. No vehicle movement, including Dutch trolleys, is allowed during the show opening hours other than emergency services and the show maintenance teams' vehicles.

#### **17 EXHIBITORS' PASSES, BADGES AND STAND NUMBERS**

A maximum of two exhibitor passes per day, one vehicle permit per stand and stand number can be collected before the show. These passes are for the use of people manning the stand during the show and not for exhibitor customers. These should not be surrendered at the gate. Any exhibitor failing to bring their exhibitor passes to the show will need to buy replacements to enter the show. The stand number should be affixed to the stand in a prominent position. Note; An emergency telephone number is shown on this stand number card and this should be the first point of contact should an emergency situation arise.

#### **18 STAFFING OF STANDS**

Exhibitors are requested to man their stands 30 minutes before the published opening times and should not vacate them before the show closing time. Stands should be manned at all times during the show opening times and exhibitors should keep the exhibits clean and in good order at all times. Please note: Children under the age of 16 are not permitted to man stands. Any exhibitor leaving

their stand before 6pm on any day of the live event or dismantling before the show closes on the final day will not be invited to apply for future shows.

### **19 SECURITY OF EXHIBITS**

All exhibits and exhibitor's goods, including money, shall, whilst on site, be the sole responsibility of the owner thereof and exhibitors are advised to insure the same. The Organiser cannot, under any circumstance, accept any liability for the same, howsoever the loss shall arise. All exhibitors should use money belts and not cash boxes. Overnight security will be provided by the Organiser to help secure the site but this shall in no way place any responsibility on the Organiser for loss or damage.

### **20 ADMISSION AND CONTROL OF TRANSPORT VEHICLES**

During show days one service vehicle per exhibit will be allowed on the showground in a specified area (see confirmation letter). Vehicle permits must be displayed on the windscreen at all times. Care must be taken to avoid damage particularly to the grassed areas. To assist the flow of traffic, all vehicles should be unloaded and removed to the designated areas as soon as possible. Cars carrying passengers who are not exhibitors are not permitted on the show site. All vehicles will be subject to control by the security services. No vehicle movement is allowed during show opening hours.

### **21 CLEARING OF THE SHOW**

To avoid congestion, along with the possible danger to pedestrians, vehicles will only be admitted on a controlled basis after 6:30pm on the last day of the show. All exhibitors' equipment must be removed on the last day of the show. Special arrangements can be made with the show office for heavy items such as conservatories, greenhouses and stone items.

### **22 CONSTRUCTION WORK ON SITE**

No turf may be removed or any excavation made in the ground for construction of displays without permission from the Organiser and then only to a maximum depth of 450mm. Exhibitors are not permitted to mix concrete, cement or other materials outside the area allocated to their exhibit. Exhibitors are not permitted to use any cutting machine, angle grinder or similar equipment unless prior written permission has been obtained from the Organiser. The use of gravel is not permitted on the grassed areas. Exhibitors are not permitted to create any unnecessary noise, dust or dirt on site, or use resin based products where there is a danger of fumes.

### **23 CLEARING AWAY AND REINSTATEMENT OF SITE**

Exhibitors may commence the removal of their exhibits immediately the show closes on the last day. Exhibitors must remove not only their exhibits but all the structures and all materials introduced by them and must leave the site in the same condition as found. Any breach of this provision will render an exhibitor liable to an invoice from the Organiser for the cost of all reinstatement work. The removal of all exhibits and materials together with any necessary reinstatement must be completed by midnight on the last day of the show. Any exhibitor unable to comply with this requirement should consult the Organiser to agree a time for removal from site. Any exhibitor leaving items on site after Sunday evening does so at their own risk.

## **24 PRECAUTION AGAINST FIRE**

All materials used in the construction of stands and displays, including all fabrics, must be fire resistant. Items of an inflammable nature, including gas cylinders, primus stoves or similar equipment, are not permitted without prior written permission from the Organiser. No fire exits should be obstructed for any reason at any time. All halogen display lighting should be of a type that is totally enclosed or so designed as to provide a suitable and adequate guard to cover the lighting element. The rating of any halogen display lighting should not exceed a maximum of 300 watts. Fire extinguishers will be positioned by the Organiser at selected points and exhibitors should be aware of the location of the nearest extinguisher.

## **25 HEALTH AND SAFETY**

All exhibitors are subject to the Organiser's policy statement upon Health and Safety, and in particular, regulations relating to the COVID-19 pandemic, details of which are included with the confirmation of space. A Health and Safety Officer will inspect the show during staging and each day the show is open and any recommendations made by this officer shall be implemented.

## **26 FOOD HYGIENE**

All food products must conform to the Organisation's hygiene policy statement. All food outlets will be inspected by the local authority's inspectors and our own Health and Safety Officer and will be subject to their rules and regulations.

## **27 REQUIREMENTS OF VENUE LANDLORD**

Every exhibitor must comply immediately with any requirements imposed on the Organiser by the venue landlord or any other authority on due notice being given to the exhibitor or their representative. Equally, all exhibitors should comply with all statutory requirements. If your application is felt unsuitable by the venue landlord the Organiser has the right to withdraw acceptance.

Animals are not permitted on site at any time, either in the car park areas or on the showground.

## **28 INSURANCE**

Exhibitors will be asked to provide proof of public liability insurance (£5million).

## **29 GENERAL**

The decision of the representative of the Organiser upon any matter which relates to the proper conduct of the show shall be final and binding upon all exhibitors and their representatives. The Organiser shall not be responsible for any loss or injury, however arising, incurred by any exhibitor, his servants or agents, nor does it accept any liability to an exhibitor in the event the show has to be cancelled or curtailed due to circumstances beyond its control. The exhibitor shall indemnify the Society for any liability incurred by the Organiser to persons as a result of the act or omission of the exhibitor, their servants or agents. Should any questions arise not provided for in these conditions,

the decision of the Organiser shall be final. The right to alter, amend, add to or cancel any of these Conditions, Rules and Regulations and to grant relaxation in any individual case is reserved by the Organiser.

Harrogate Flower Show Ltd

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