

## Show Gardens, Showcase Gardens

Welcome to the Garden Exhibitors documentation. Here you can find specific information covering the Show Gardens and Showcase Gardens

### Build up:

Dates	Access Times
Tuesday 27 May – Friday 30 May	0730 - 1900
Saturday 31 May	0730 - 1800
Sunday 1 June	0730 – 1600
Monday 2 – Tuesday 10 June	0730 – 1900
Wednesday 11 June	0730 - 1045

## Show Gardens and Showcase Gardens

All show gardens plots will be excavated to the supplied plans before your arrival onsite, there will also be diggers and dumpers onsite for any alteration once you arrive.

## Gardens Rules & Regulations

These regulations should be read in conjunction with the General Regulations section.

### ALTERATION TO EXHIBIT CONTENT

Any changes to your exhibit from your application form must be notified to Lucy Tremlett in writing. Only items that are mentioned in the exhibit description on the application form may be exhibited. Items considered to be unsuitable by the Organisers must be removed from the exhibit.

### BARRIERS & PERIMETERS AROUND GARDENS

Barriers (fencing, rope and post, etc.) should be used to protect gardens and to act as a barrier to entry. This must be provided by the exhibitor. It is recommended that the materials for the barrier are neutral (e.g. wooden posts and natural rope) or are made from materials in keeping with the design of the garden itself. The barrier should be placed no more than 0.5m outside the edge of the garden and must be a minimum of 1m high. The space between the garden's perimeter and the barrier may be used as circulation space for those who are working on or promoting the garden during the open hours of the Show. If your garden is a walkthrough then please provide clear entry and exit points, if you need signage to do this please contact Lucy Tremlett.

### CANCELLATIONS

We understand that there may be unforeseen circumstances leading to exhibitors having to withdraw from the show. If this occurs, please contact Lucy Tremlett at the earliest convenience.

Please refer to the terms and conditions of your booking for specifics on cancellation fees.

### CHANGES TO EXHIBITS

Exhibitors are allocated space based on the design approved by the Organisers. No significant changes may be made without prior written agreement from Lucy Tremlett.

### CLEARANCE OF SITE

Exhibitors are responsible for the complete clearance of their exhibit/site including litter, mulch, nails, stones, sand, etc. The Show Organisers will request a £400 deposit to cover any extra costs of clearing your site. Once reinstatement has occurred the £400 will be returned, or the remaining amount.

Sites must be left in the same condition as they were found (see below for clarification on excavations). At the end of the show exhibitors must remove all extraneous material (footings, foundations, bricks, mortar, sand, gravel etc) from the site and leave any excavated areas clear and unfilled. It is the exhibitor's responsibility to raise manhole covers during breakdown. It is essential that you order a skip if you are not intending to take all debris with you. Grab lorries can be used but only in certain areas – please contact Lucy Tremlett to check.

Excavations should be left clear and unfilled (the Organisers will reinstate the grounds) and all holes should be fenced off by the exhibitor to ensure they are not a hazard.

Please contact the site office when your site has been cleared and is ready for inspection.

Every effort should be made not to allow any debris from the breakdown of the garden or exhibit to mix with the site soil. Any soil that is deemed by the Organisers to be unusable, or excessive soil that is discarded, must be replaced at the exhibitor's cost.

Marquee exhibitors may deposit light refuse, etc. into the refuse bins provided. Garden and feature exhibits are responsible for own waste.

## **CLIENT'S BRIEF**

All gardens are required to submit a Client's brief with their application. The Client's brief will be considered both during the application process and subsequently the judging process. This may be changed up to three weeks before the date of assessment.

## **CONSTRUCTION DRAWINGS**

Full construction drawings must be supplied of all buildings, walls and of any load-bearing construction, including conservatories, glasshouses, prefabricated garden buildings and walkways. All construction drawings must be submitted to Lucy Tremlett at least two months prior to the show.

## **DELIVERIES**

Garden exhibitors are requested to be mindful of neighbouring exhibits' access and site conditions when materials are delivered. Prior permission should be sought from Lucy Tremlett to store any materials outside of the site allocated. Where possible, large deliveries should be made on a vehicle with its own lifting facilities. Should you require use of the forklift for your deliveries, please make sure the Lucy is aware. Please ensure all deliveries are fully labelled.

## **ENTERTAINING**

Garden exhibitors should refrain from entertaining their clients and guests on their gardens during show open hours. Please contact Lucy if you have any requests relating to this.

## **ENVIRONMENTAL RESPONSIBILITY**

### **Excavation**

Where not removed by the Organisers, 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. Topsoil and subsoil must be separated and deposited in the appropriate heap.

There is a substantial infrastructure under the NEC site, consisting of drains, water mains, tanks, telephone lines 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 Lucy Tremlett. Caution must be exercised to avoid damage to underground infrastructure. Any damage to services should be reported immediately to Lucy.

As exhibitors will not be carrying out any of the excavations themselves, the Organisers will confirm if you have any services underlining your garden plot.

Any discovered items of archaeological or historical interest, such as pottery, coins, bricks etc., are the property of the site owners and must be reported immediately to Lucy Tremlett.

The depths of excavations must be clearly marked on your garden plans.

### **Protection of ground**

Exhibitors must use appropriate protection to avoid damage to the site surface and property.

Fibreglass may only be used under strict supervision and only if pre-agreed with Lucy Tremlett.

Materials such as gravel, shingle, chippings (eg. polystyrene, granite, glass, concrete etc.) or any material likely to pollute or damage the ground or harm wildlife must not be placed directly on the ground. Any such material must be placed on a thick, strong membrane to protect the ground.

In order to prevent contaminants mixing with the site's soil, any concrete footings must be placed on or contained within a strong, non-permeable membrane. This will also facilitate the removal of any footings during breakdown.

All construction vehicles must be fitted with grassland tyres and plant vehicles must have rubber tracks.

### **Damage to Site**

Exhibitors who cause damage to the show site will be required to pay for any such damage caused. Exhibitors are required to respect the site infrastructure including trees, shrubs, turf, railings, underground services, etc.

### **Restricted Materials**

**Surface-stripped limestone** pavement must not be used.

**Peat** must not be used for staging or mulching purposes.

Exhibitors are encouraged to minimise or even exclude **peat** from plant production by seeking to use alternative composts. It is accepted however, that alternatives are not successful or available in every case.

Any timber treated with **creosote** should not be used where it may meet show visitors. The European commission places restrictions on the use of creosote-treated products. For more information see <http://www.hse.gov.uk/biocides/copr/creosote.htm>

### **Restricted Plants & Plant Regulations**

Please follow this link - [Plant Risks and Regulations](#) to find out about current restricted plants and plant regulations.

### **Recycling and Reuse**

Exhibitors are responsible for their own and are encouraged to recycle or reuse products.

Consider whether materials can be re-used or recycled to ensure that as little as possible goes to landfill. Take care not to over order materials for your exhibit. Where surplus materials are unavoidable consider whether they are suitable for reuse.

### **Reuse Scheme**

In partnership with local community regeneration charities, River Street Events and the NEC runs a Reuse Scheme for unwanted materials from the Show for reuse in community landscaping and garden projects. Surplus or unwanted materials in good condition can be collected from exhibitors both during build-up and breakdown. Suitable materials include paving materials, timber, bricks, stone, aggregates, plants, pots, etc. Please consider building your exhibit in such a way that materials can be easily reclaimed for reuse or recycling after the show. Our reuse partner will be in contact with gardens and large exhibits before going on site. They will also be on site during build-up and breakdown to discuss any materials you may have available. Alternatively, you can contact the team directly. Please support this scheme where you can.

### **Using and Selling Timber**

Timber products brought to the show for sale or display must be proven to be from a sustainable source and, if for sale, the full product range or line must be covered by certification.

Garden exhibitors must ensure any timber items on display are certified, including garden buildings, gazebos, sculpture etc.

All exhibitors are encouraged to use sustainably sourced timber in the construction and staging of exhibits.

**FSC certification currently represents the best means of fulfilling the timber policy objectives.**

### **EXCAVATION SERVICES**

Exhibitors must liaise with Derrick Crane on site with regards to excavation. Derrick will be on site during build-up for external sites requiring excavation and turf stripping. Dates will be confirmed before going on site. Please contact the Lucy Tremlett for more details. The existing turf on garden sites will be removed by the Organisers, unless the exhibitor expressly advises otherwise.

### **HEIGHT OF STRUCTURES, WALLS & FENCES**

**Side walls or fences:** Side walls or fences should be a maximum height of 1.2m, to a distance of 2.4m from the front of the allocated site. After this, they must not exceed 2m.

**Back walls or fences:** within reason, these are not limited in height except for exhibits whose back walls or fences form a common boundary with other exhibits. In these cases, back walls and fences must not exceed 2m – ie the same maximum height as the sidewalls or fences. Where a side wall serves as a common boundary with an adjoining exhibitor's back wall, the height of the side wall will take precedence.

**Buildings:** Within reason, the height of buildings on exhibits in the open is not limited. However, exhibitors must ensure that:

1. the height of buildings and structures over 3m high are clearly indicated on plans which must be submitted Lucy Tremlett for approval at least two months prior to the show.
2. buildings and structures exceeding a height of 2m must be positioned at least 1m away from perimeter walls or fences 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.

**Before plans are finalised, exhibitors must contact neighbouring exhibitors with whom they share a common boundary to agree the height, style and finish of dividing walls or fences, buildings and any other items of mutual interest.** 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.

All exhibitors, where sharing a boundary, are required to build their own walls unless they have a prior agreement with their neighbour(s) to share a boundary. If you have any special requirements, written permission must be obtained from Lucy Tremlett.

## LEAFLETS

Exhibitors are encouraged to produce a leaflet containing information relevant to the garden to distribute to Show visitors. Leaflets are collected by visitors and kept after the Show, so they should contain images and information to act as an aide memoir. The leaflet may be of any format and must be produced to a high standard.

The content should include:

On the front cover: the exhibitor's name, the garden's title, site number and the correct name of the Show (BBC Gardeners' World Live) and the Twitter hashtag **#BBCGWLIVE**

At least one third must be dedicated to details about the garden; the remainder may be given over to specific promotions or information about sponsor(s)

Contacts and details of the company/organisation, sponsor(s) or designer(s)

Images of the garden design and the featured plants.

Plant List

Any other information relevant to the horticultural content of your garden

Frequently Asked Question (FAQ's)

Exhibitors must send a draft copy of the leaflet to the Lucy Tremlett for approval no less than six weeks before the show.

### Quantities of leaflets:

If you will be actively distributing leaflets at the show, we recommend approximately 500 leaflets. If you will be leaving leaflets for visitors to pick up, we recommend approximately 250.

### Storage of leaflets:

Leaflets should be stored out of site during the show open period. In order to avoid unsightly boxes or mess, all stocks must be concealed during the day (storage may be incorporated into the design of the garden) and re-stocking should take place out of show opening hours.

See also Conduct and Selling Techniques

## LIGHTING

Spotlights must be directed at items within the display and should not be directed externally. Lucy Tremlett's permission must be sought in advance for the illumination of gardens and floral exhibits.

## **MASONRY CUTTING, DUST & SMALL AIRBORNE PARTICLES**

Only masonry-cutting equipment with water-spray dust suppression kit may be used on site. No masonry cutting equipment may be used in the floral marquee at any time or anywhere on the show site less than five days before judging, except with permission from Lucy Tremlett. No exhibitor may undertake any operation which is likely to create dust causing detriment to exhibit which have already been staged. Materials causing airborne particles (including cement and spray paint) may not be brought into the marquees after midday three days before judging. Dust causing operations such as stone cutting, etc. may not be carried out inside the marquees at any time except with the prior permission of Lucy Tremlett.

## **MIXING OF CEMENT/CONCRETE**

Mixing of cement, concrete, mortar, plaster and paint is not permitted outside the boundaries of the site allocated and an impermeable membrane must be laid under the working area to avoid unnecessary damage to the site. Emptying and cleaning of concrete mixers into drains is strictly prohibited. The Organisers reserve the right to charge exhibitors with the cost of any repair.

## **PATHS**

The following points are offered as guidelines, and any public access will be subject to a site-specific risk assessment and approval by Lucy Tremlett.

- One-way paths are a minimum of 1.5m wide and two-way paths are a minimum of 2m wide.
- The path surface should be solid, structurally sound, non-slip, durable and safe for all footwear types.

## **PRODUCT PLACEMENT**

Acknowledgments on exhibits can reference a contributing company. Acknowledgements should be a maximum of two signs not exceeding 20 cm x 15 cm each. Product placement items used for dressing should not be sold. The acknowledgement should be a maximum of two signs which must not exceed 200mm x 150mm each.

## **SHOWGUIDE ENTRY**

All exhibitors should have received an email regarding their show guide entry. The showguide entry must include a description of the exhibit including an explanation of any special or unique features. The showguide entry should make it clear who has promoted the garden and why; e.g. to promote a product, a corporate profile or a garden designer. The description should include helpful information describing the purpose of the garden and its assumed location. Exhibitors are encouraged to provide an electronic colour visual of publishable quality (i.e. 300 dots per inch), of their garden for publication in the showguide, BBC Gardeners' World Live web site and/or PR purposes.

Exhibitors seeking guidance on the style and format of the showguide entry should get in contact with the show team who will be able to advise you further.

## **SIGNAGE**

Garden and external feature exhibitors will be supplied with a free-standing sign displaying the title of the garden, designer, sponsor and site number and 50-80 words copy about the garden. All signage must be agreed, in advance, with Lucy Tremlett: Unauthorised signage is not permitted. See also Equality Act 2010.

## **Sponsorship Boards**

- These must be approved by Lucy Tremlett.
- Sponsorship boards must relate to sponsorship of the exhibit on which they are sited.

## **SOIL MOVEMENT & GROUND 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 Organisers for the clearance of a garden will be charged to the exhibitor.

## **STAFFING OF GARDENS**

Gardens must always be staffed during show week. Gardens that do not have a constant staff presence to answer visitor questions will be asked to remedy the situation immediately.

The Organisers asks that Show Garden exhibitors refrain from entertaining their clients and guests on their gardens during show open hours.

## **TREES**

Exhibitors must ensure their exhibits do not harm the permanent trees on the show site. If roots are exposed during build, please notify Derrick Crane.

## WATER FEATURES

Pools, ponds and water features must be drained at the end of the show – if you are exhibiting inside this must be done through pre ordered water and waste. Under no circumstances should pools, ponds or water features be drained onto the surrounding ground or roadways. Please contact Lucy Tremlett for more information.

Exhibitors who have water features as part of their display are required to leave contact details in case of leakages and are responsible for any leakages that may occur and repairs that may be necessary.

## Show Gardens Awards

The BBC Gardeners' World Live Best Show Garden

o for the best overall Show garden at the show

- The BBC Gardeners' World Live Best Showcase Garden

o for the best overall Showcase garden at the show

- The BBC Gardeners' World Live Best Construction Landscaper

o for a contractor who demonstrates exceptional ability

- The BBC Gardeners' World Live People's Choice Show Garden

o voted for by our visitors

- The BBC Gardeners' World Live People's Choice Showcase Garden

o voted for by our visitors

- The BBC Gardeners' World Live People's Choice APL Avenue Garden

o voted for by our visitors

## Show Gardens Assessment Criteria

Overall Impression	Design	Planting	Construction
<ul style="list-style-type: none"> <li>• Impact &amp; theatre</li> <li>• Command of space               <ul style="list-style-type: none"> <li>• Convincing</li> <li>• Finish</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Fit for purpose</li> <li>• 2D &amp; 3D proportions</li> <li>• Ethical &amp; environmental               <ul style="list-style-type: none"> <li>• Colour &amp; texture</li> <li>• Use of props &amp; flair</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Plant choice &amp; quality               <ul style="list-style-type: none"> <li>• Planting density</li> <li>• Plant associations</li> <li>• Finish</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Quality of build</li> <li>• Appropriate use and choice of materials</li> <li>• Levels &amp; perpendiculars</li> <li>• Attention to detail &amp; finish</li> </ul>