

Floral Marquee Exhibitors (Including Specialist Societies)

Welcome to the Floral Marquee exhibitor information, here you can find all the specific information covering the Floral Marquee (including Specialist Societies).

The event timetable covering the build-up, assessment and breakdown times can be found below.

Further general information about the show and venue (such as facilities, deliveries, exhibitor passes etc.) can be found in the main manual attached.

If you do have any questions, please do not hesitate to get in touch!

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Build Up & Show Open

Date	<u>Floral Marquee</u> (Including Specialist Societies)
Sunday 14 June	No access
Monday 15 June	0800 - 1900
Tuesday 16 June	0730 - 2000
Wednesday 17 June	0730 – 1315 (Assessment to begin at 1230)

Date	Show Open Times	Floral Marquee Access Times
Thursday 18 June	0900 - 1800	0700 - 1900
Friday 19 June	0900 - 1800	0700 - 1900
Saturday 20 June	0900 - 1800	0700 - 1900
Sunday 21 June	0900 - 1700	0700 -2200

Floral Marquee

Each exhibitor within the Floral Marquee will receive their staging and sales tables (if applicable) with their stand space. Staging will be built as specified on your returned booking form, should you have any changes to your staging please get in touch with **Melissa Poole** and we will try to accommodate these. Any changes made less than 28 days before the show opening date may incur a charge.

Storage will be allocated by Melissa Poole. This will be designated and marked out for you when you arrive onsite.

Should you require any services such as electricity these can be ordered on the the Order Forms attached.

Further information on the Floral Marquee Rules & Regulations, Awards and Judging Criteria can be found below.

Rules And Regulations

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

These regulations apply to all Floral Marquee Exhibitors. Exhibits should be staged to effectively display good quality, well grown plant material, provide show visitors with engaging content and encourage sales.

ALTERATION OF EXHIBITS & REPLACEMENT OF FLOWERS

After assessment has taken place, nothing exhibited may be altered, added or removed until the close of the show, except by permission of Melissa Poole. This does not apply to cut flowers which must be replaced as necessary during re-stocking times to ensure the exhibit remains of the highest quality throughout the show.

BACKGROUND SITES

Background sites will have a back rail built to a height of 2.4m (7'10") and will be provided by the Organisers unless the exhibitor is planning a special structure which has been brought to the attention of Melissa Poole and confirmed.

BUILD-UP

During build-up period the following must be adhered to:

- High visibility vests must be worn at all times during build-up.
- Robust footwear must be worn during build and show open.
- Under no circumstances will any vehicles be permitted into the halls to unload during build-up. In exceptional circumstances a forklift can be made available if required for specific application. In which case please make arrangements with Melissa Poole in advance.
- Children under the age of 16 are not allowed on site during build-up, restocking and breakdown.
- Robust footwear must be worn eg no open toed sandals.

Further information on the specific access and assessment times can be found within the Timetable section.

CANCELLATIONS

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

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

CONDUCT AND SELLING TECHNIQUES

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 show. Exhibitors must not smoke or consume food or drink on their stands in view of show 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 show exhibitors are expected to maintain a clean, tidy and acceptable appearance.

When using mobile phones exhibitors are asked to do so in a quiet manner causing no disturbance to visitors or neighbouring exhibitors.

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 may not canvas for business or undertake any form of promotion outside the showground (including the car parks and surrounding areas. Exhibitors are required to respect the show site and neighbour's stands or sites.

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 Melissa Poole at least two months prior to the show.

DISPLAY

The majority, if not all, of plants offered for sale must strongly relate to and be represented in, the display exhibit. As a guide, please take 'the majority' to mean around 75% of sales plants. Any exceptions to this must be agreed with Melissa Poole no less than 28 days before the show opens.

DRAPES

Tables and staging provided by the Organisers in the marquees will be covered with black covering. We encourage exhibitors to use their own draping and background in an innovative manner providing that they are fire proof, neatly applied and do not extend above the top rail of the background. Exhibitors' own draping material and plans for its use in relation to the rest of the display must be approved by Melissa Poole in advance.

EXHIBITOR CATALOGUES

Exhibitors must make current catalogues and price lists available or display their website address.

GRAPHICS, MURALS & PAINTED BACKGROUNDS

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

LIGHTING

Spotlights must be directed at items within the display and should not be directed externally. Melissa Poole'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 assessment, except with permission from Melissa Poole. No exhibitor may undertake any operation which is likely to create dust causing detriment to exhibits 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 assessment. 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 Melissa Poole.

PATHS FOR PUBLIC ACCESS ON EXHIBITS

Paths for public access must have a minimum width of 1.5m (one-way flow). Marquee exhibitors proposing to lay out their sites with internal paths to which the public has access must obtain permission from Melissa Poole in advance. Plans drawn to scale must be approved in advance.

PROPS

Props may be used to enhance and highlight the plant material in the display, which must remain dominant. Props should be in keeping with the display. Artificial plant material is not permitted; however, artificial grass is permitted as a walking surface.

BIO SECURITY AND PLANT HEALTH

All plants brought into the show must comply with the latest DEFRA guidelines regarding the following: -

Xylella plant host list

Non-native invasive restricted sales

Sudden oak death restrictive movements

Ash dieback restrictive movements

Oak processionary moth bio security measures

Please follow this link to find out more about [Plant Risks and Regulations](#)

Sale of Plant Material

- Any plant on the Xylella Plant Host List must have been in the UK for 12 months and exhibitors are required to confirm in writing that this is the case. (<https://planthealthportal.defra.gov.uk/pests-and-diseases/high-profile-pests-and-diseases/xylella/>)
- Trees, shrubs, plants, seeds, bulbs, corms and tubers may be sold provided that the material offered forms part of the exhibitors' regular trade, is strongly related to their display and was entered on their applications.
- The majority, if not all, of plants offered for sale must strongly relate to and be represented in, the display exhibit. As a guide, please take 'the majority' to mean around 75% of sales plants.
- Plants which require special conditions e.g. carnivorous and tropical must have cultural instructions supplied with them when sold.
- Individual plants sold must be clearly labelled, indicating the genus, cultivar and exhibitors are encouraged to include their company name and current website address for future reference. See also Signage: labels on sales plants and offers.
- All plants sold must be healthy, of good quality and in a condition conducive to successful transplanting and establishment. Plants must have well developed root systems that substantially fill the container. Weeds should not be present and plants must not be pot-bound.
- The size of container must be in proportion to the size of the plant with a minimum size of 65mm diameter (round) or 65mm width (square). Any exceptions must be with prior permission of Melissa Poole. Annual bedding plants grown from seed may be sold in trays or units but not be removed and sold loose as individual plants.
- Blister packs or plugs may only be sold with the express permission of Melissa Poole.
- Tall plants must be supported.
- Cut flowers or other cut material may only be offered for the sale from exhibits of cut flowers. All sales must be from an appropriate container in keeping with the display.
- No plants may be sold from displays before sell off.

SALE OF SEEDS AND BULBS

Exhibitors may sell the seed of plants which they are exhibiting and/or seeds from plants which form part of their normal range.

- Seed packets must bear plant name, cultivation advice, name and contact details of the exhibitor and the 'sow by' date.
- Vegetable seed packets should show the above information and the 'sell-by' date.
- All seeds must comply with Plant Breeders Rights under the Plant Varieties Act 1997.
- Bulbs sold must include the bulb name, cultivation advice and name and contact details of the exhibitor either on or within the bag.

SALES AREA

- Exhibitors are not allowed under any circumstances to sell or store sale plant material in public view on any surface other than allocated sales tables or sales area, or to use additional tables or structures other than those allocated to them.
- Sales areas must not exceed the square meterage of the associated display.
- Sales areas must be tidy, well presented and regularly maintained.
- The layout of sales areas must not negatively impact on adjoining exhibitors. Dressed trollies may be used, but these are limited to pre-agreed positions. All exhibitors intending to use dressed trollies must submit the plans of their sales areas when returning their signed booking form.

Seating

Exhibitors may bring a maximum of two stools or chairs for the exhibitor's use, which must be contained within the allocated area.

SHARP/POINTED GOODS

Any sharp or pointed items sold during the show must be protectively wrapped. Supporting canes on plants must be appropriately capped.

SIGNAGE

Name boards

- All exhibitors must provide their own name board.
- Maximum size is A3.

Type of Exhibit	Number of Boards
ISLAND	4 (MAXIMUM)
BACKGROUND	2 (MAXIMUM)

Information Signs

Exhibitors own information signs:

- Exhibitors who wish to include information signs on their display (e.g. educational information) must submit the text for approval in advance to Melissa Poole. Please make sure text is legible and can be read from a distance. Signs should not take dominance over the plants in the display.
- We encourage the availability of cultural information, however general posters and promotional signs are not permitted. It is particularly important that half hardy, tender and annual plants have clear labelling to avoid the possibility of mis-selling.

Signs advertising seed lists, books, catalogues and collections of plants:

- A maximum of two information signs can be displayed.
- Prices quoted on the information sign must be the same as those quoted in catalogue.
- Size of the information sign must be a maximum of A5.

Plant Labels on Display Plants

- Plant labels should be printed or neatly handwritten and should be legible and uncrowded.
- Bright or Day-Glo colours are not permitted.
- Plant name labels must be placed for information and not for advertising and third party branding.
- Cultivar name should be distinguished by single quotes to follow the recommended international code for nomenclature that can be found here; http://www.actahort.org/chronica/pdf/sh_10.pdf

Labels on Bonsai Plants

- The botanical name must be given on all labels. The common name may be added but will not be allowed as a substitute.
- Labels may bear the age, name, parentage and country of origin of the plant.

Labels of Sales Plants and Show Offers

- Individual plants sold must be clearly labelled, indicating both the genus, cultivar, exhibitor name and current contact details.
- Individual plants may be priced and/or included in a show offer.
- Show offer signs showing a previous price crossed out are not permitted.
- The maximum size for sale price labels is A7
- Shows offer signs should be no larger than A5
- To avoid customer confusion and over use of signs please sensibly limit the number of different show offers you operate.
- Bright or Day-Glo colours are not permitted.
- Plant name labels must be placed for information and not for advertising and third party branding.

SELL OFF

Sell off is intended predominantly for the sale of display plants. Plants in sales areas may still be sold during this time, however we discourage volume sales of discounted stock. Plant sell off will begin at 1600 on Sunday 16 June and will end at 1700. **No breaking down of stands can begin until all visitors are off site on the Sunday evening.**

STAGING MATERIAL AND PLANT CONTAINERS

Staging materials must be hidden unless specifically intended to enhance the exhibit. Exhibitors must use their discretion as to whether the exhibit is enhanced by hiding pots or containers, partly hiding them, or leaving them exposed. Plant containers must never obtrude in comparison with the plants they contain, and if visible, must be clean and attractive.

STAGING, TIERING AND EDGING IN THE MARQUEES

- Exhibitors requiring the Organisers' staging, tiering and/or edging must fill in and return the Organisers' staging & tiering forms sent out at allocations by the deadline date on the form.
- Any alterations to your original staging requests made within 28 days of the show opening will incur a charge relative to cost of labour.
- The maximum height of staging and tiering on an island site may not exceed 2.4m (7'10") without prior approval of the Melissa Poole.
- No nails or screws may be driven into the Organisers' staging or tiering.
- Exhibitors who damage the Organisers' staging and/or materials will be invoiced for the full cost of repair or replacement.
- Exhibitors who provide their own staging must submit plans for Melissa Poole's approval in advance.

STORAGE OF PLANTS

Exhibitors will be notified of designated plant storage areas within the show site by Melissa Poole when they arrive. These storage areas will be shared with other exhibitors and exhibitors are asked to be considerate towards their fellow exhibitors.

- Plants, trolleys, trays etc should be clearly labelled with the exhibitor's name. Any found outside the designated areas will be removed.
- To avoid visitors mistaking storage areas for sales areas, exhibitors must not place name boards or information signs in public view on their stored plants.
- Selling may not take place from storage areas.
- Storage areas are strictly limited, if you have any problems with the storage you are allocated onsite please see Melissa Poole.

WATER IN THE MARQUEES

Standpipes or dip tanks are provided for watering in storage areas. Exhibitors may order standpipes to water their displays. Exhibits involving fountains and pools for ornamental purposes must have their plans approved by Melissa Poole in advance. There are no restrictions on the sizes of the pools used for the display of aquatic plants.

Awards

There are also Best in Show categories as follows:

- The Geoff Hamilton Award
 - for the best exhibit in the BBC Gardeners World Live Floral Marquee
 - £500 prizemoney
- The BBC Gardeners World Live New Plant Introduction
 - for the best new plant introduction at the show
 - £500 prizemoney

- **NEW for 2026!** The BBC Gardeners World Live How High Can You Go?
 - We are challenging you to create height in your display and will provide an award for the highest and most attractive display in the Floral Marquee.
 - £250 prizemoney

- The BBC Gardeners World Live Best Retail Area In The Floral Marquee
 - for the best designed sales area in the Floral Marquee
 - £250 prizemoney

- The BBC Gardeners' World Live Best Orchid Show Display
 - for the best Orchid Display
 - £250 prizemoney

Assessment Panels comprise 3 judges and a secretary. The assessors will be assessing plant quality and the display and design of the stand. They will also take into consideration any innovation which enhances the sales area.

Assessment Criteria

	Quality of Plants	Stand Design & Presentation	Finish Labelling Detail
Considerations	<ul style="list-style-type: none"> • Pests and diseases • True to Type • Skill in growing • Range 	<ul style="list-style-type: none"> • Impression – “wow” • Balance • Pleasing to the eye • Choice of material and props 	<ul style="list-style-type: none"> • Pots clearly presented (or hidden) • Legible & accurate labelling • Quality of finishing touches