

# Regulations and Facilities

## Gardening Scotland 2019

### ACCOMMODATION

Please see website for details. Information on other local B&B and Hotels can be found on the VisitScotland website [www.visitscotland.com](http://www.visitscotland.com)

### ADVERTISING

All exhibitors will be listed in the Show Catalogue free of charge provided that they have completed and returned the electronic form sent out via email by our Trade Stand Manager. Separate advertising rates are available from Metro Multimedia on 07540 432 112. Information on advertising on the official 'Gardening Scotland' website can be found on 'Form A'.

### ALCOHOL

The event is subject to local licensing restrictions which vary in different parts of the country. Any exhibitor wishing to either sell or sample alcohol from their stand on a complimentary basis is required to advise the organisers and to exhibit a copy of the necessary licence prior to the event.

Exhibitors are advised that strict time limits apply for applications to the local licensing authorities and application needs to be made well in advance of the event. It is the exhibitor's individual responsibility to obtain the licence.

In the event of a failure to obtain the appropriate licence and subsequently being unable to take up the stand the full stand rental will fall payable to the Organisers.

### CANCELLATION

Where an Exhibitor withdraws from the Show or cancels any reserved space at any point, all fees paid will be forfeited and the Directors of Gardening Scotland reserve the right to re-let such a space. If the Trade Stand Manager is able to re-let such space a refund will be made less the deposit paid.

### CATALOGUES (FLORAL EXHIBITORS)

All Floral Exhibitors should make current catalogues and price lists available and may be asked to submit a sample copy to the Show Organiser prior to the Show. An Exhibitor may display a tasteful notice advertising the price of their catalogue.

### CATERING

Mobile units will be on site from Wednesday 29 May for the build-up period. Catering services may be provided only by firms and individuals appointed by the Organiser. Exhibitors are not permitted to bring any cooking equipment, including BBQs, on site at any time.

### COURIER DELIVERIES

All deliveries should be clearly addressed as follows:

Company Representative, Company Name, Stand Number, Gardening Scotland, Highland Hall, Royal Highland Centre, Ingliston, Edinburgh, Midlothian, EH28 8NB

Gardening Scotland cannot take responsibility for any loss or damage of items delivered to the venue.

### DEFINITIONS AND INTERPRETATIONS

The Organisers of Gardening Scotland reserve the right to refuse any application for space, and preference will generally be given to those who have staged high quality exhibits at Scottish Shows in the past. The allocation of indoor space as regards area, position or other detail shall be at the Organisers discretion and no part of an exhibit or stand shall extend beyond the allocated space.

Occasionally outdoor exhibitors find that they require additional stand depth after arriving on site. Please note that this space is chargeable and exhibitors must contact the Organisers Office should they wish to extend beyond their allocated stand size.

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 Show as outlined in this schedule.

### DEPOSIT

All deposits are non-refundable. Receipt of an Exhibitor's deposit does not guarantee space at Gardening Scotland. The Organisers reserve the right to cancel or amend any allocation of space up until the event.

### DOGS

Dogs are not permitted on the Showground at any time with the exception of assistance dogs.

### DRAPING (FLORAL EXHIBITORS)

The Show Organisers are unable to supply draping material for either the staging or sales tables. Exhibitors should provide their own materials.

### DUST (FLORAL EXHIBITORS)

Dry peat, cement and any other material likely to cause dust may not be brought into the Floral Halls or Marquees after mid-day on the Wednesday before the Show.

Dust-causing operations such as stone cutting, etc. may not be carried out inside these structures during this time period.

### EXHIBITOR RESPONSIBILITIES

All exhibitors and stand holders as well as all persons admitted into the exhibition area shall be subject to the Show regulations and shall obey the orders of the Stewards and Security Staff. Exhibitors shall be answerable for the conduct of their assistants or representatives.

During build-up and breakdown, a

First Aid post will operate within the Showground. This will be clearly marked on a map which will be sent to all exhibitors prior to arrival.

When the First Aid post is closed contact should be made with the Security Office at Gate 1 or the Organisers Office.

## JUDGING (FLORAL & SHOW GARDENS)

Judging will commence at 4.00pm on Thursday 30<sup>th</sup> May by which time all exhibitors must have completed their exhibits and vacated the Floral Hall and Show Garden area. All other stand holders must respectfully vacate the Floral and Show Garden areas. The Judges' decision shall be final.

A consultation request form will be given to each Floral Exhibitor. If consultation with a member of the judging panel is required, the completed form should be delivered to the Organiser's Office by 12 noon on 31<sup>st</sup> May.

## NAME BOARDS/LABELS (FLORAL EXHIBITORS)

- a. Name Boards. Boards, bearing the name and address of the Exhibitor must be placed on all exhibits. They should not exceed 400mm x 250mm.
- b. Sell-off Notices. Cards up to 250mm x 150mm are permitted to be displayed on the last day of the Show only.
- c. Plant Labels. All Exhibit plants must be labelled. Label sizes should not exceed 100mm x 50mm with the ideal colour of the background black, with white lettering.

## OPENING AND STAFFING OF STANDS

All stands must be open and staffed continuously during the following hours:

**Friday 31<sup>st</sup> May 9.30am - 5.00pm.**

**Saturday 1st June 9.30am - 5.00pm.**

**Sunday 2nd June, 9.30am - 5.00pm.  
(Sell-off commences 4.00pm)**

## PLANT STORAGE (FLORAL EXHIBITORS)

Facilities for plant storage at Gardening Scotland will be provided. Exhibitors will be notified of the designated plant storage areas within the Show site. Plants in the storage areas are the responsibility of the exhibitor.

Plants, trolleys, plant trays etc., found outside the designated areas will be removed. These storage areas are usually shared between a number of exhibitors, and exhibitors found to have taken an excessive amount of space will

be asked to remove some of their plants. Selling may not take place from the storage areas.

## PUBLIC LIABILITY INSURANCE

The Organisers of Gardening Scotland, Rural Projects Ltd., have public liability insurance cover but it is each individual exhibitor's responsibility to have public and products liability cover noting a minimum indemnity limit of £5 million, including an indemnity to the Show Organisers.

## SALE OF PLANTS (FLORAL EXHIBITORS)

During the open days of the Show, plants may only be sold and removed from the sales areas.

No plant material may be removed from the displays themselves but, display plants may be reserved for collection during the 'sell-off' from 4.00pm on Sunday 2nd June.

Floral exhibitors will generally be allocated 2 sales tables each measuring 6ft x 2ft.

The tables will be located in positions decided by the Trade Stand Manager.

Exhibitors are not allowed under any circumstances to sell or store sales plants in public view on any surface other than on the allocated sales tables or to use additional tables or structures other than those allocated to them.

## SECURITY

A 24 hour security presence will be maintained at Gardening Scotland from 7.00am on Monday 27th May until 9.00am on Monday 3rd June.

Exhibitors are advised to take appropriate precautions for the security of their stands and monetary takings at all times.

The Showground will be patrolled overnight by security personnel. Stewards monitor all areas of the Showground during the hours of the Show and are the first point of contact in reporting any matter requiring investigation or action.

Exhibitors are solely responsible for the safety of their goods before, during and after the Show.

## SERVICES

- a. Mains Drainage and Water Facilities. Standpipes will be provided at various points throughout the Exhibition Area.
- b. Electrical Supply. Complete 'Form A'. If you require services other than those listed contact the Show Manager.
- c. Refuse Disposal/Collection. Exhibitors or their contractors are themselves responsible for the removal from the Exhibition Area of any refuse, grass cuttings or other material resulting from the construction of stands or preparation of sites. Grass cuttings etc., must be placed in disposable sacks which may be obtained from the Organisers Office.

On the days of the show the Organisers will be responsible for maintaining the cleanliness of the public areas between stands, but exhibitors are responsible for the maintenance of tidy and hygienic conditions in the immediate area of their stands and for the removal of all waste materials.

A collection of refuse will be made early each morning, and exhibitors wishing to avail themselves of this service must place the sacks where directed.

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Gardening Scotland is organised by Rural Projects Ltd on behalf of the Gardening Scotland Trading Company Limited (Company No SC285816)

Gardening Scotland, The Stables, 2  
Ingliston Gardens, Ingliston, Newbridge,  
Midlothian EH28 8NB  
Tel: 0131 333 0965  
Fax: 0131 333 0960  
Email: [info@gardeningscotland.com](mailto:info@gardeningscotland.com)  
[www.gardeningscotland.com](http://www.gardeningscotland.com)

For Trade Stand enquiries call:  
0131 333 0965 or email:  
[jenna@ruralprojects.co.uk](mailto:jenna@ruralprojects.co.uk)