

Gardening Scotland



Scotland's Garden Festival
29th - 31st May 2020



Trade Exhibitor Pack

Royal Highland Centre, Ingliston, Edinburgh

GARDENING
SCOTLAND

Gardening Scotland is a registered charity.
Charity No. 030353

Site Access Times

From Tuesday 26th May to Monday 1st June an official vehicle pass must be displayed on the windscreen of all exhibitor vehicles indicating the owners stand number.

All exhibitor/contractor vehicular access will be via Gate 6. Exhibitors must ensure that everyone connected with their exhibit/work on site is familiar with this information.

The Showground must be clear of all vehicles (including trailers) by 7.30pm each evening from Tuesday 26th to Sunday 31st May. If Exhibitors wish to work beyond these times, permission must be sought from the Operations Manager by 12 noon on the day concerned.



Event Build-Up

Show Gardens: from Wednesday 20th May.

Floral Exhibitors

7.30am - 7.00pm 26th May - 27th May,
7.30am - 3.00pm 28th May.

Judging of Floral Exhibits and Show Gardens will commence at 4.00pm. All exhibits must be complete and ready for judging by 3.00pm on 28th May.

All Other Exhibitors

12 noon - 7.00pm 27th May,
7.30am - 10.00pm 28th May.

All Exhibitors must have completed their stands by 9.00am on Friday 29th May.



Show Days Opening Times Friday 29th to Sunday 31st May

Friday 9.45am to 5.00pm.
Saturday 9.45am to 5.00pm.
Sunday 9.45am to 5.00pm. (Sell-off 4.00pm.)

Re-Stocking Of Exhibits

Re-stocking of exhibits may take place between 7.30am and 9.00am on Saturday 30th May and Sunday 31st May and between 5.30pm and 6.30pm on Friday 29th May and Saturday 30th May.

Exhibitor Vehicles

Exhibitor vehicles will only be permitted to enter the Showground for restocking within these times. All vehicles must be removed from the Showground by 9.00am on the days of the show.

Breakdown Sunday 31st May & Monday 1st June

Breakdown of exhibits will commence when all members of the public have left the Showground. Detailed breakdown arrangements will be given to each exhibitor during the show. It is essential to dismantle exhibits and remove easily portable/valuable possessions as soon as possible after the show closes on Sunday as their security cannot be guaranteed. All printed material placed on modular panels must also be removed as soon as possible on Sunday evening.

Health & Safety At Work Act

Every Exhibitor is required to complete and return a Risk Assessment in advance of the event. An appropriate form is included with the Exhibitor Pack for completion and return along with other documentation. The Organiser has the right to deny access to the Showground to Exhibitors who fail to do so.

Trading Standards Conditions - Advice For Exhibitors

Exhibitors should ensure that they comply with all relevant Trading Standards legislation. Particular points to note include:

- a Exhibitors should clearly display a notice stating the name of the business and if not a limited company, the names of the owners of the business, and an address at which documents can be served on the business in accordance with the Companies Act 2006.
 - b. All goods must indicate a selling price when offered for sale
 - c. All goods and equipment should comply with the applicable legislation including labelling, Weights and Measures requirements
 - d. All goods, including display items must comply with current consumer safety legislation
- Exhibitors should be aware that Trading Standards Officers from City of Edinburgh Council routinely inspect the event to assess compliance with consumer legislation. If you are in any doubt as to your legal obligations you are advised to contact your local Trading Standards Office.

Local Accommodation For Exhibitors

Gardening Scotland accepts no responsibility for accommodation arrangements made with any of the hotels. Please visit the accommodation page on the Gardening Scotland website for more information:
www.gardeningscotland.com

DoubleTree by Hilton Edinburgh Airport

(Walking distance from Gardening Scotland)

Located within walking distance of the Gardening Scotland venue, the Royal Highland Centre.



Tel: 0131 519 4400

E-mail: reservations@doubletreeedinburghairport.com

www.doubletreeedinburghairport.com

Cottages & Castles



With over 35 years in the business and over 600 places to stay to choose from, Cottages & Castles is the number one choice for self-catering in Scotland.

For more information visit the website:

www.cottages-and-castles.co.uk/edinburgh-cottages

Special Notes For Exhibitors Wishing To Use Their Own Marquee, Canopy Or Gazebo

Outdoor Home & Garden Products Exhibitors may use their own canvas, however, it must be in a clean condition and be of fireproofed materials that comply with British Standards (BS7837 or BS7157). * Exhibitors must co-operate with Public Safety Building Control Surveyors who will inspect all structures brought onsite. Exhibitors should pay special attention to the weather forecast for the event and are advised to consider the following:

- What are the means of securing the marquee or gazebo? (e.g. where 4 holes are located in the footplate of a marquee, four pins are required unless the exhibitor can provide manufacturer's instructions to the contrary.)
- What is the maximum wind speed the structure is designed to withstand?
- What action is to be taken in the event of exposure to severe weather?
- How will entrance flaps be secured?
- What measures will be in place to prevent stakes and ropes from becoming a tripping hazard?

Exhibitors with larger marquees must provide manufacturer's documentation including structural details. The following considerations should be made:

- What is the maximum occupant capacity?
- What exit signage will be deployed?
- Will temporary lighting be required and if so how will it be fixed?

The wind management plan should follow the guidance in the temporary demountable structures publication, guidance on procurement, design and use, fourth edition published by the Institute of Structural Engineers.

** More information is available in the MUTA Code of Practice - www.performancetextiles.org.uk.*

Holiday Inn Express Edinburgh Airport

(Walking distance from Gardening Scotland)



Tel: 0131 333 4331

www.edinburghairporthotel.co.uk

Dalmahoy Hotel & Country Club



Single Occupancy (in a double bedroom) Bed & Breakfast inclusive of a Full Scottish Breakfast @ £99 per room per night (minimum of two nights stay). Double Occupancy (based on 2 people sharing) Bed & Breakfast inclusive of a Full Scottish Breakfast @ £109 per room per night (minimum two nights stay).

Quote GARDSCOT at the time of booking, by calling directly on 0131 333 1845 option 1 or by e-mailing reservations@dalmahoyhotelandcountryclub.co.uk.
www.dalmahoyhotelandcountryclub.co.uk



Payment Details

BACS

Account name: The Gardening Scotland Trading Co Ltd
Sort Code: 60-30-20
Account number: 29229677

Cheques

All cheques should be made payable to Gardening Scotland.

Card

Call 0131 333 0965 to make a card payment.

Contact Details

For Trade Stand Enquiries Contact:

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Email: lotta@ruralprojects.co.uk
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Adam Fleming – Floral Manager
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Martin Dare – Show Organiser
Email: martin@ruralprojects.co.uk

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