





## Brief

The Discovery marquee is about engaging visitors of all ages, each Discovery exhibit should encourage the public to get involved in extra-curricular pursuits, to find a new passion, learn a new skill or visit a new and exciting place.

Applications are open to affiliated societies, RHS Partner Gardens, plant societies and education/training institutions. All space is allocated free of charge.

Before completing your application form, please read through this document carefully. It contains important information about:

- What happens next
- Updates and new initiative
- Display options
- Inspiration
- Regulations
- Key contacts

## What happens next

Applications must be received no later than **Friday 12 January 2018**. Your completed application along with a plan and/or drawing of your wheelbarrow will then be reviewed.

If your application for space is accepted into the show you will receive confirmation of acceptance via email by early February 2018.

Honeybees have 5 eyes & can see ultraviolet light

Queen Bee can lay up to 2000 eggs a day.

Bees fly at an average of 15 to 15 mph

All worker bees are female.

A colony of honeybees consumes about 1kg of honey

Honeybees are the only type of bee which doesn't hibernate in winter

BBK&N





## Updates and new initiative

### New location & structure

Located in the heart of the showground, for 2018 Discovery will be re-homed in. There will be island display sites internally as well as externally and we will be pushing the community aspect of the area. The Discovery marquee will exude a community vibe whilst encouraging visitors to get involved with horticulture and nature via the various different organisation's housed within.

### Display/stand content

This year the RHS is focusing on Grow, this overarching theme of the show can mean anything from grow yourself, grow your skills, grow you knowledge, grow your hobbies, grow your health, grow your mind, grow a garden...

Our visitors love getting involved in interactive exhibits, learning new skills and picking up plant knowledge.

With this in mind we are encouraging exhibitors to create new and exciting displays. We would like to see applications that are interactive and interesting. Displays can be a real representation of what you do from staging a mini allotment with home grown crops to using upcycled planters to show off your national collections.

Whether you are new to Discovery or have exhibited before it would be great to see some imaginative new ideas to inspire our visitors. If you have an idea in mind but the display options below aren't suitable please contact us to discuss the options. .

### Top tips for your stand/display:

- Consider how to make your stand interactive – could you do a plant ID, a visitor quiz or have a 'have a go' element to your exhibit?
- How can you create a 'wow' factor using plants? You will need to create a display which focuses on planting.. The plants should be in good condition, and you should consider seasonality and durability so that they look their best for the show.
- Consider the layout, height and design of your display so it is neat, well presented and well balanced.
- Make sure any literature or marketing materials tie in to the overall harmony of the design.



# Display options

## Background stands

We can provide 6ft x 3ft tables for exhibitors to stage their displays on which can be covered in RHS green hessian. We also put a hessian backdrop around the internal perimeter of the marquee to allow for exhibitors to attach display boards, literature and information relating to their displays.



Examples of background displays



Examples of island displays

## Island stands

Island sites are placed internally and externally from the marquee, they can be staged on 6ft x 3ft tables (internal) or we can build staging for a display if you require (external). If you decide to stage outside of the marquee, we can also provide an internal table, adjacent to the island site for you to interact with visitors, this table must be suitably attired.



# Inspiration



COMMUNITY



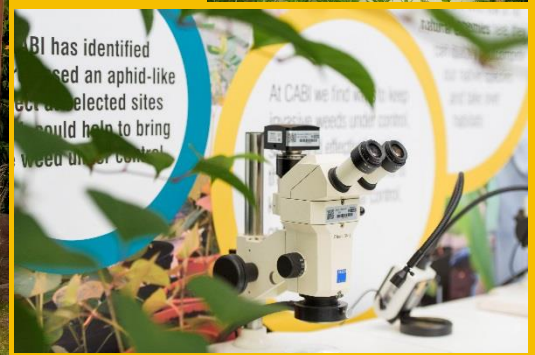
INSPIRING



INFORMATIVE



SCIENCE



INNOVATION



ENTICING





# Regulations

Please read through the following regulations, if you have any questions do not hesitate to be in touch.

## Display Material

Accessories may be used but at least 50 % of the finished design must be plant material or horticulturally relevant.

The use of artificial flowers and plant material is not allowed. The RHS does not permit the use of wild dug plants and moss. The use of cultivated moss will be acceptable.

While some dyed, surface coloured or manipulated (e.g. plaited, stapled, glossed etc.) plant material may be used exhibitors are reminded that the RHS Shows are held to display excellence in plants and all other aspects of horticulture.

No plant material or accessories may extend beyond the limits of the allocated ‘display area’.

Where possible cut stems of all living plant material should be in water, water retaining material or their stems sealed for longevity.

Exhibitors are reminded that fresh flowers/foilage and plant material must last for the duration of the show.

## Items Not Allowed unless agreed with Show Manager

Artificial Plant Material

Gnomes

Feather flags

Pop-up banners

## Maintenance Of Exhibits

Exhibits must be kept tidy and looking their best and they should be manned at all times during show open.

## Acceptance of Site

If the application to exhibit is accepted the RHS will issue an acceptance of site that confirms stand number, size and contact details – a CAD plan showing site location will also be provided. The acceptance of site contract will need to be signed and returned before login details to the online exhibitor zone, manual and forms are issued.

## Online Exhibitor Zone and Risk Assessments

If accepted into the show each exhibitor will be required to submit a risk assessment task (TASK 1 on the exhibitor zone) to the RHS. The RHS will provide guidelines and an example risk assessment with the attendance confirmation. Passes to access the show will only be issued once the risk assessment has been received.

## Staging

Exhibitors must wear appropriate safety gear at all times during build up and breakdown. This includes high visibility vests and steel toe capped shoes.

Rubbish created during build up and breakdown must be removed from site by exhibitors.

Only exhibitors may work on the exhibit.

## Working Access Passes

The RHS uses a secure photographic I.D pass system, each adult attending the show either in staging or in show week must be pre-registered with our pass company D2i. Exhibitors will receive the registration information only once the Acceptance of Site contract and Risk Assessment Form has been submitted.

## Build-up and Breakdown

Start Build (from)	Final Vehicle removal	Completion of exhibit	Start dismantling	Finish clearing
8am Weds 11 Apr	7pm Thurs 12 Apr	8pm Thurs 12 Apr	5pm Sun 15 Apr	12pm Mon 16 Apr





## Key contacts



Show Manager:  
Anna Skibniewski-Ball  
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