



RHS FLOWER SHOW TATTON PARK 2018

Wednesday 18 – Sunday 22 July

BACK TO BACK GARDEN FACTSHEET

Before completing your application pack, please read through this document.

It explains:

- What happens next?
- First time exhibitors
- Contacts
- Back to Back Garden specific information
- General regulations
- Environmental responsibility
- Access, build-up & breakdown
- Judging & awards
- Terms & conditions



WHAT HAPPENS NEXT?

Your completed application form, along with associated drawings and information, will be assessed by a selection panel. The panel's comments will be fed back to you in order that you can reflect upon their recommendations and make any changes as appropriate.

If your application is accepted for the show, a provisional allocation of space will be made. Once all gardens have been selected they will then be sited on the showground plan and given a final allocation of space. Final allocations of space will be sent out with an Acceptance of Site contract. The signed contract must be returned as soon as possible so that a login for the online manual and order forms can be issued. The online manual and order forms provide a booking facility for tickets and services (water, electricity, forklifts, telephones, etc.) and further information about site logistics.

FIRST TIME EXHIBITORS

There is no charge for space and we encourage all exhibitors to contact us to talk through their application before submission. We also host two seminars for new exhibitors which you are welcome to attend. They provide useful opportunities to speak to the team directly and understand how best to make your show garden dream become a reality.

- Annual Show Garden Seminar – Location & date TBC
- Show visit and presentation – Saturday 21 July 2018, RHS Flower Show Tatton Park

Spaces are limited so please email laurenhall@rhs.org.uk to register your interest as soon as possible.

CONTACTS

Garden development



Show Manager: **Isobel Coulter**
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Deputy Show Manager: **Lauren Hall**
Tel: 020 7821 3335
laurenhall@rhs.org.uk

Application forms, contact details, working access passes



Exhibitor Services Coordinator: **Lisa McKeever**
Tel: 020 7821 3123
lisamckeever@rhs.org.uk

Technical details, operations and onsite health & safety



Operations Manager: **Rachel Taylor**
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racheltaylor@rhs.org.uk



Deputy Operations Manager: **Jasmine Hill**
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jasminehill@rhs.org.uk

Press office
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Marketing office
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Accounts office
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Shows health & safety
Tel: 020 7821 3087
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BACK TO BACK GARDEN SPECIFIC INFORMATION

Theme & inspiration

The Back to Back Gardens have no set theme. The Show team would be delighted to talk through any ideas and themes related to your garden. We are looking for REAL gardens that inspire our visitors to get gardening and transform their own gardens.

Garden size

6m x 4m

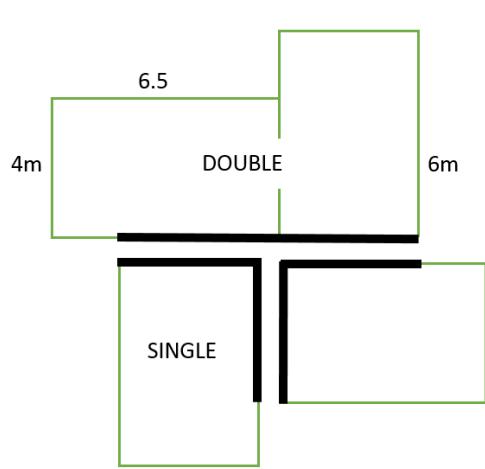
Or

Double Back to Back (see below)

Back to Back Layout

- Please make sure your design includes two boundary walls 4m long – see bold lines on the diagram below. These two 4m boundary walls **must be** 2m high.
- Each designer is responsible for building their own boundary walls. The back of the walls will not be visible to the general public.
- There is a gap of 0.5m between each garden boundary wall to assist with wall construction. Each exposed 0.5m gap behind the gardens should be fenced off to hide the view from the visitors.
- Please note the Show team may ask you to mirror image your layout in order to fit within a cluster of gardens.

— Open frontages to Show visitors
— Walling at 2m height



Brushwood fencing

The RHS can erect brushwood screening and posts as means of creating a backdrop wall, if required, at a cost of £120 incl. VAT for the two closed sides of 4m each. Please note that if selecting to have the RHS Brushwood screening as your backdrop wall it must be appropriate and an integral part of your garden design. Brushwood fencing can be ordered via the online application form.

Sponsorship

See out 'Why Exhibit?' document for full details on benefits and visitor demographics.

Awards

As well as the RHS medals outlined in the factsheet, Back to Back Garden exhibitors will also be eligible for the Best Back to Back Garden and the People's Choice awards.

Key dates

The following dates are specific to the Back to Back Gardens category. They are provisional at this stage and all dates are subject to change and will be confirmed in the manual.

Application process

Application deadline	24 November 2017
Selection Panel feedback	Mid Dec/Early Jan
Resubmissions due (if requested)	Early Jan/Mid Jan
All gardens provisionally allocated	February 2018
Deposit deadline	March 2018
Media form deadline	March 2018
Acceptance of Site contract sent	March/April 2018
Show Guide deadline	April/May 2018

Build-up

Start of build-up	Wednesday 4 July 2018
Garden assessment	Monday 16 July 2018
Judging	Tuesday 17 July 2018
Press Day	Tuesday 17 July 2018

Show open days

Wednesday 18 July – Saturday 21 July	10am – 6.30pm
Sunday 22 July	10am – 5pm

Breakdown

Sunday 22 July	6.30pm – 10pm
Monday 23 July	7am – 8pm
Tuesday 24 July – Friday 27 July	8am – 6pm
Breakdown to be completed	12pm, Friday 27 July

Back to Back Garden deposits

If your garden application is successful and you are selected for the show, you will be required to pay a refundable deposit of £180 incl. VAT. The RHS will process the deposit by invoice and BACS payment following a provisional allocation of space. Acceptance of Site contracts and final locations will not be sent until the deposit has been received, and deposits will not be returned if applications are withdrawn after the end of April 2018. The deposit is fully refundable and will be repaid to you providing that:

- Media, Acceptance of Site and H&S forms have been submitted on time (and late admin charges have not been incurred)
- The garden is built at the show in accordance with the agreed plans and the garden site is cleared to the required standard at the end of the show

Media form

Following acceptance into the show, garden exhibitors are required to complete an RHS Media Form. This is very important as it is used by our Press team, catalogue and web teams. It must be filled in as

fully as possible and should include a final illustration of the garden. This information and image is used for your web and show guide listing. The link to the form will be provided with your allocation paperwork.

Services

We offer a shared water point in the middle of each cluster of Back to Back Gardens. A separate point can still be ordered if you'd like your own dedicated supply.

Services (e.g. electricity, water, refuse, etc.) can be ordered and paid for via the online manual. Please note that when ordering electricity that the connection will not go live until approximately 24 hours before the show opens. Any electricity required during build-up will need to be supplied by a generator.

Working access Passes

It is the responsibility of the coordinator to organise the registration of all members of their team via the Working Access Pass registration account, provided a few months before the show, and the subsequent distribution of passes. They are photo ID passes and must be worn at all times.

Working Access Passes will not be sent out until you have completed the Health & Safety form and have been signed off by our Health & Safety team.

Complimentary tickets will come from See tickets via email a few weeks before the Show.

Working access passes				Vehicle passes			
Build-up	Press Day	Show Day (per day)	Breakdown	Showground Access	Exhibitor Parking	Delivery	Complimentary tickets
6	6	3	6	3	3	5	10



GENERAL REGULATIONS

Barriers / rope & post

Barriers (fencing, rope and post, etc.) can be used to protect gardens and to act as a barrier to entry but are not essential. Any used 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 from 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.

Boundaries & structures

Side walls or fences: Each Back to Back Gardens must have two boundary walls 4m long set a right angle and at 2m in height. Please see Back to Back Specific Information. Any walling or fencing continuing on from the 4m wall should be no higher than 1m in height.

Buildings/Structures/Specimen trees: within reason, the height of buildings on exhibits in the open is not limited. However, exhibitors must ensure that:

- a) The height of buildings, structures and trees over 3m high are clearly indicated on plans, which must be submitted to the Show Manager for approval at least three months prior to the show. Construction details are required.
- b) 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 but the positioning and type of structure must be agreed with the Show Manager in writing.

After acceptance we encourage exhibitors to contact neighbouring exhibitors with whom they share a common boundary to share plans and discuss any items of mutual interest. 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 the Show Manager.

Charges for space

Space is given free of charge. An exhibitor may not sub-let, or otherwise part with the whole or any part of the space allocated.

Drawings

All garden applications must include the following drawings as a minimum in order to be assessed for selection:

1. Master plan – 2D plan showing the garden from above, to scale and annotated with key elements of the design
2. Layout plan – 2D black and white plan showing the main elements of the garden and key dimensions e.g. path widths, spot heights, water dimensions
3. Perspective drawing(s) – showing key views of the garden including the views into the garden that visitors will see
4. Section elevations – showing excavation depths and key heights, including the RHS regulated depths and heights (available from the regulations handbook) shown as a line drawn on the section elevations for comparison
5. Preliminary planting plan with key structural plants accompanied by a separate list of plants – this does not have to be a final definitive list, but needs to be a good indication of plants to be used. You may also include plant mood boards
6. Construction drawings – construction drawings should be supplied at application stage for buildings, walls and any load bearing construction details. Structural engineering drawings will

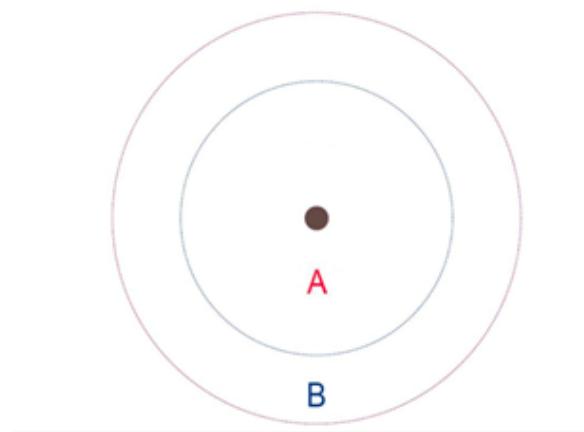
only be required at allocation

7. You may also submit other mood boards such as hard landscaping details or 3D model drawings if you so wish

Excavations

The depth of excavations must be clearly marked on garden plans and the maximum excavation depth is 1.5m.

Throughout the Show site gardens may be located next to existing trees. In order to protect tree roots permission from the Show Manager is needed when excavating within tree Root Protection Areas (RPAs).



A RPA is defined as the circular area around the tree with a radius of four times the circumference of the tree trunk measured at 1.3m high. Within the RPA excavation guidelines are:

- Zone A (two thirds of radius): No excavations
- Zone B (one third of radius): Supervised excavations by hand

Fundraising

Charitable cash collections may not be carried out within the showground.

Graphics, murals, painted backgrounds, etc

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

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-memoire. The leaflet may be of any format, and must be produced to a high standard. Distribution is only permitted by the boundary of the garden.

The content should include:

- On the front cover: the exhibitor's name, the garden's title, site number, the correct name of the show (RHS Flower Show Tatton Park) and the Twitter hashtag **#RHSTatton**
- 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 (FAQs)

Masonry cutting

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 without permission from the Show Manager.

Plant & machinery

Metal tracked equipment of any type is not permitted on site. All vehicles such as forklifts, excavators, dumper trucks and plant must be fitted with grassland tyres otherwise they will not be permitted. All plant must have broadband (white noise) reversing alarms. The weight limit is 40 tonnes. The Show offers forklift services which can be booked and paid for onsite. The charge is per lift.

Restricted items

Items not allowed:

- Balloons
- Flags
- Gnomes or brightly coloured creatures
- Material exuding a foul or unpleasant odour (including spray paints, aerosols and fibres)
- Any item which, in the opinion of the Society, detracts from the presentation of the plants or products on display, or from the general appearance of the show.

Items requiring special permission from the Show Manager:

- Any other item deemed by the RHS to have no direct or demonstrable relevance to horticulture or gardening
- Artificial plant material including artificial turf
- Banners
- Bunting
- Clothing including t-shirts, coats, shirts, sweatshirts and hats (except gardening gloves, gardening aprons, gardening boots and gardening shoes)
- Sale of dormant bulbs and corms
- Food and drink
- Fruit or flowers artificially attached to a plant or spray
- Live animals of any kind
- Mirrors
- Music/sound effects

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. An adequate ground sheet should be used when mixing cement or concrete. Costs incurred by the RHS for the clearance of a garden will be charged to the exhibitor.

Glass chippings, crushed CDs and selected waste metals are not permitted. Please check with the Show Manager. Instructions from the Show Manager must be adhered to regarding the placement and incorporation of such material. Fibreglass may be used only under strict supervision and only if pre-agreed by the Show Manager.

Storage areas within exhibits

Space is allocated to the exhibitor on the understanding that it is used principally to stage the garden. Exhibitors who need storage facilities must design this into the space allocated, but this must be discreet, tasteful and in harmony with the design of the garden. Catalogues, leaflets and any other promotional material must not be stored in view of visitors. Exhibits may not be constructed to contain private offices.

Sub-letting of space

An exhibitor may not sub-let or otherwise part with the whole or any part of the space allocated. Sub-letting would constitute an exhibitor allowing another company to trade from their allocated stand.

ENVIRONMENTAL RESPONSIBILITY

The following regulations have been formulated in accordance with The Royal Horticultural Society's policies on conservation and the environment.

Restricted Materials

- Surface-striped limestone pavement must not be used at any RHS Shows.
- Peat must not be used for staging or mulching purposes.
- Exhibitors are encouraged to minimise or exclude peat from plant production by seeking to use alternative composts. It is accepted, however, that alternatives are not successful in every case.
- Any timber treated with creosote should not be used at shows where it may come into contact with show visitors. The European commission places restrictions the use of creosote-treated products. For more information see <http://www.hse.gov.uk/biocides/copr/creosote.htm>

Restricted plants & plant regulations

- The Society's policy regarding the use or sale at RHS Shows of non-native invasive plants, as detailed in Schedule 9 of the Wildlife & Countryside Act for England and Wales, can be found here: <https://www.rhs.org.uk/shows-events/pdf/restricted-plants-at-rhs-shows>
- The Society reserves the right to demand the removal of any plants or other materials which compromise the following RHS policies:
- The Society does not permit the use or sale of plants, moss, bulbs or corms which have been collected from the wild.
- The Society requires exhibitors to comply with CITES as implemented in the European Union and other conservation legislation designed to protect wild plants and their habitats. For more information see <http://www.cites.org/eng/disc/what.php>
- All plants entering the United Kingdom from outside the European Union (EU) will require a phytosanitary certificate and will be inspected prior to entry. Importers of consignments from outside the EU must notify the Plant Health and Seeds Inspectorate (PHSI) using the PEACH system <http://ehmipeach.defra.gov.uk>. There are also restrictions on the movements of some plants within the EU, for example imports of *Castanea* (sweet chestnut), *Fraxinus* (ash), *Platanus* (plane), *Quercus* (oak) and *Ulmus* (elm) are restricted into the UK (<http://www.gov.uk/guidance/plant-health-controls>). Tel: 0208 026 2399; Email planhealth.info@apha.gsi.gov.uk

Exhibitors are advised to familiarise themselves with current regulations regarding:

- **Ash dieback** (*Chalara Fraxinea*) <http://forestry.gov.uk/chalara>
- **Asian Longhorn beetle**
<https://fera.co.uk/plantClinic/documents/factsheets/anoplophoralLonghornBeetle.pdf>
[anoplophoraLonghornBeetle.pdf](https://fera.co.uk/plantClinic/documents/factsheets/anoplophoraLonghornBeetle.pdf)
- **Fuchsia Gall Mite** (*Aculops fuchsiae*)
<https://fera.co.uk/plantClinic/documents/factsheets/fuchsiaGallMite12.pdf>
- **Oak Processionary Moth** (*Thaumetopoea processionea*)
<http://www.forestry.gov.uk/forestry/INFD-74CE39>
- **Phytophthora** diseases including those caused by:
 - ***Phytophthora kernoviae***
<https://fera.co.uk/plantClinic/documents/factsheets/phytophthoraKernoviaeFactsheet.pdf>
 - ***Phytophthora lateralis***
<https://fera.co.uk/plantClinic/documents/factsheets/phytophthoraLateralis.pdf>
 - ***Phytophthora ramorum* (Sudden oak death)**

<https://fera.co.uk/plantClinic/documents/factsheets/phytophthoraRamorumFactsheet.pdf>

Information about further important pests and diseases can be found here:

<https://fera.co.uk/plantClinic/plantPestDiseaseFactsheets.cfm>

Harmful plants

Most plants do not present any hazard to humans and incidents in the United Kingdom are rare. Nevertheless it is the responsibility of exhibitors to ensure that risks are avoided, e.g. by positioning plants known to have skin or eye irritant qualities away from the front of a stand; and that controls are in place in case of an incident.

Potentially harmful plants must be clearly identified. For further details refer to the Code of Recommended Retail Practice Relating to the Labelling of Potentially Harmful Plants published by the Horticultural Trades Association: http://www.kew.org/science/ecbot/HTA_code_list.pdf

For more information see www.rhs.org.uk/Advice/Profile?PID=524.

Recycling & reuse

Exhibitors are responsible for their own waste but the RHS has taken the following measures to assist and to reduce the environmental impact of your exhibit.

Planning your exhibit to reduce waste

When planning your exhibit 'design out' waste. 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 the Reuse Scheme or can be recycled elsewhere.

Reuse scheme

In partnership with local community regeneration charities the RHS 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 & selling timber

Timber products brought to RHS Shows for sale or display in a garden must be proven to be from a sustainable source. Exhibitors may be asked to provide a copy of timber certificates from their direct supplier accompanied by a recent invoice. All exhibitors are encouraged to use sustainably sourced timber in the construction and staging of exhibits. Independent audits are undertaken at RHS Shows to ensure that exhibitors are complying with the policy.

The full RHS Timber Policy and guide can be found in the online manual.

ACCESS, BUILD-UP & BREAKDOWN

Acceptance of site

Once the application has been accepted the RHS will issue an Acceptance of Site contract that confirms stand number, size and contact details – a CAD plan showing site location and site services will also be provided. The Acceptance of Site contract will need to be signed and returned before login details to the online manual and forms are issued.

Health & safety

When login details for the online show manual have been received, Health & Safety documents should be submitted or returned to the show team before any badges and passes are released. Significant risks associated with the build must be identified in a Risk Assessment and a Work Method Statement must be produced detailing how risks will be controlled, along with the Work Method Statement additional plans may be needed to support the proposed work methods; the shows Health & Safety team can advise about the level of detail required.

Access

Working access passes provide access to the showground for everyone involved in staging and manning the garden, including staff handing out leaflets on show open days.

- Allocation of passes relate to your garden category (see Back to Back Garden Specific Information section)
- Access to the site is not permitted without a valid registered working access pass
- All vehicle occupants must wear a valid working access pass and the vehicle must have a valid vehicle pass

Build-up times

Build-up dates for each garden category are confirmed in the the section Back to Back Garden Specific Information. All dates are subject to change and will be confirmed in the RHS Flower Show Tatton Park Exhibitor Manual.

Breakdown times

All garden exhibitors must complete breakdown by 12pm on Friday 27 July 2018.

Clearance

At the end of the show, exhibitors must clear all extraneous material (footings, foundations, bricks, mortar, sand, grave, etc.) from the site and surrounding area ready for inspection and reinstatement by the RHS. You must obtain a Clearance Certificate from the RHS Show Team before you finally leave the showground. Should the individual garden area not be cleared to a high standard, a surcharge will be levied and invoiced to you.

- Under no circumstances should exhibitors empty ponds, pool etc. directly onto the grass. Arrangements for the disposal of water must be made through the Operations Manager.
- Skips for clearance after the show are the responsibility of the exhibitor. Clearance of any waste left on site at the end of the show will be charged to the exhibitor.
- Exhibitors will be required to provide their own plant and equipment for use in preparation and clearance work and must fulfil RHS regulation regarding type of equipment. See the Plant Machinery section in the General Regulations.

Tickets

Exhibitors can purchase show tickets at a discounted rate. A form to order these tickets will be available in the online manual.

JUDGING & AWARDS

Garden judging

RHS Garden judging is a three part process: assessing, judging and moderation.

Both assessing and judging will reference your Client's Brief, which must be completed and submitted to the Judging team in advance of the show using the appropriate form. The form will be sent to you 6 weeks prior to judging.

Assessing, Monday 16 July 2018: a small team of assessing judges will visit the garden. A representative from the garden will have two minutes to present/highlight any developments to your garden since submitting the final Client's Brief. An approximate time for the presentation will be given in advance.

- The person giving the presentation can be the designer, sponsor, contractor or whomever else you think most appropriate.
- Tip: Speak positively and enthusiastically, do not make excuses or point out things unnecessarily, and do not repeat the information in the Client's Brief. The assessing judges may also have questions or seek further clarification about the Client's Brief or the garden.
- After this presentation, exhibitors will be asked to vacate the garden whilst it is being assessed.
- The assessing judges inspect the garden, systematically determining from the information supplied in the Client's Brief, the presentation, and the garden itself the standard to which the exhibitor has achieved each of the criteria, which results in a medal recommendation. See Garden Judging Criteria 2018 below.
- The notes and marks from the assessing stage are circulated to the judging panel.

Gardens do not have to be finished for assessing, although it is advised that gardens should aim for completion by Sunday evening.

Judging, Tuesday 17 July 2018: the judging panel, comprising of the three assessing judges and four additional judges will visit the finished garden.

- Having reviewed in advance the completed Client's Brief, the assessing judges' notes, and any further information reported on behalf of the exhibitor at the presentation, the panel will review the garden and agree a medal recommendation.
- If any member of the judging panel does not agree with the standard indicated by the assessing judges they can call for further discussion and a revote. Once the entire panel has agreed on the standard to which the exhibitor has achieved each of the criteria, this results in the medal to be awarded.

Moderation, Tuesday 17 July 2018: a moderator, an experienced judge, will also accompany the judging panel to ensure the panel is consistent in their application of the criteria and will confirm the medal awarded.

- The garden with the highest score will automatically win 'Best in' category. Should two or more gardens score the same then the judges will propose and then vote on their 'Best in' category. If there are more than two proposals, the two with the most votes will be re-voted by all judges to reach a clear winner by a majority vote.
- No supporting literature, plant lists or additional plans are to be given to the judges under any circumstances.

RHS Awards

- Gold, Silver-Gilt, Silver and Bronze medal awards can be awarded by the Judges. If an exhibit is considered to be below Bronze standard, no award will be made.
- Exhibitors winning a Gold Medal for the first time will be sent the engraved medal after the show.

- Medals for any other or subsequent exhibits are not provided but may be purchased.
- Award cards will be placed on gardens on the afternoon of Tuesday 17 July 2018. Any additional cards may be ordered from the RHS at a charge of £3 per card.
- Show Garden exhibitors will be eligible for the 'Best Show Garden' award.
- All garden awards are embargoed until medal cards have been distributed on Tuesday 17 July 2018.



	Excellent (4)	Very Good (3)	Good (2)	Poor (1)	Unsatisfactory (0)
1. Realisation of Client's Brief: Clarity, Delivery	First-rate and clear realisation of brief with no apparent discrepancies between brief and completed garden	Strong realisation of brief with minor discrepancies between brief and completed garden	Clear realisation of brief with some discrepancies between brief and completed garden	Ambiguous realisation of brief with some significant discrepancies between brief and completed garden	Limited realisation of brief to completed garden
2. Ambition: Atmosphere, Flair, Originality, Impact, Theatre	Excellent degree of ambition with no apparent issues	Very high degree of ambition with minor issues	Adequate degree of ambition with some noticeable issues	Underlying degree of ambition but with some significant issues	No, or very little evidence of ambition
3. Overall Impression: Attention to detail Choice of materials, Polish & Dressing	Excellent overall impression with no apparent issues of attention to detail	Very good overall impression with minor weak areas lacking attention to detail	Favourable overall impression with some noticeable weak areas requiring attention to detail	Weak overall impression with significant areas requiring greater attention to detail	Low overall impression with little evidence of any attention to detail
4. Design, layout plan of garden: Dimensions, Scale, Unity	Excellent layout plan of garden, with no apparent flaws	Very good layout plan with some minor flaws	Good layout plan with some noticeable flaws	Weak layout plan with some significant flaws	Major flaws with layout plan
5. Design, 3D and spatial composition: Scale, Mass & Void, Volume, Balance	Excellent spatial balance and scale, with no apparent issues	Very good spatial balance and scale, with minor issues	Largely acceptable spatial balance and scale, but with some noticeable issues	Weak spatial balance and scale, with some significant issues	Major design issues of spatial balance and scale
6. Construction: Quality of Build & Finish	Excellent build quality and finish demonstrating craftsmanship, flair and skill with no apparent fault in construction	Very good build quality and finish with minor faults in construction that reflect in the aesthetic finish to work	A generally good finish in build quality with some construction faults that could be improved to enhance the build finish	Variable build quality and finish across garden with notable faults in the construction detail	Substandard build quality and finish across the garden with numerous faults in tolerance and construction detail
7. Planting design: Visual impact, Colour, Texture, Form, Composition	Excellent planting design with no apparent errors in composition	Very good planting design with minor errors in composition	Good planting design with some noticeable errors in composition	Sufficient planting design with some significant errors in composition	Little or no tangible evidence of planting design, lacks composition
8. Planting associations: Relevance, Cultural requirements, Sustainability	Excellent planting associations with no apparent inaccuracies in plant selection	Very good planting associations with, minor inaccuracies in plant selection	Good planting associations with some noticeable inaccuracies in plant selection	Weak planting associations with significant inaccuracies in plant selection	Arbitrary associations with major inaccuracies in plant selection
9. Planting implementation: Quality, Health, Density	Excellent quality plants with no imperfections and appropriate density for design intentions	Very good quality plants with few imperfections and mainly appropriate density for design intentions	Good quality plants with some minor imperfections and/or some inconsistency in density for design intentions	Generally undersized plants of insufficient quality and/or quantity for design intentions	Inferior plants inadequate for purpose. Unsatisfactory on all counts.
Medal	Gold	Silver-Gilt	Silver	Bronze	No Award
Points	(36-28)	(27-23)	(22-19)	(18-15)	(14 - 0)

Amplification of Garden Judging Criteria

Criteria 1 Realisation of Client's Brief: Clarity, Delivery

- Does the completed garden reflect and support the design intentions as stated in the Client's Brief?
- THINK: Happy client

Criteria 2 Ambition: Atmosphere, Flair, Originality, Impact, Theatre

- The garden could have any one, or a combination of the attributes listed.
- THINK: Showmanship

Criteria 3 Overall Impression: Attention to detail, Choice of Materials, Polish & Dressing

- Does the garden work as a whole?
- How relevant and aesthetically pleasing are the choice of materials and the dressing of the garden?
- THINK: Furnished, dressed

Criteria 4 Design, layout plan of garden: Dimensions, Scale, Unity,

- Does the garden function in 2D? Do the spaces work for their supposed purposes?
- THINK: Comfortable, cohesive space

Criteria 5 Design, 3D and spatial composition: Scale, Mass & Void, Volume, Balance

- Does the design work as a whole?
- THINK: Human scale

Criteria 6 Construction: Quality of Build & Finish

- Finish refers to the quality of construction; for example in the width of the joints in the paving, the finish of a rendered edge. It does not refer to the overall completion of the garden.
- What standard of construction is evident in the completed garden?
- THINK: Craftsmanship

Criteria 7 Planting design: Visual Impact, Colour, Texture, Form, Composition

- Do the visual elements of the planting work together?
- What visual impact is there?
- THINK: Overall picture

Criteria 8 Planting associations: Relevance, Cultural requirements, Sustainability

- Will the selected plants live and survive together?
- THINK: Correct horticultural plant associations for design intentions

Criteria 9 Planting implementation: Quality, Health, Density

- Are the selected plants healthy and of suitable size?
- Is the planting density appropriate to the character & atmosphere as stated in the Client's Brief? Is it believable?
- THINK: Appropriate horticultural practice for design intentions

Conceptual Garden Judging Criteria 2018

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	Excellent (4)	Very Good (3)	Good (2)	Poor (1)	Unsatisfactory (0)
1. Realisation of Client's Brief: Clarity, Delivery	First-rate and clear realisation of brief with no apparent discrepancies between brief and completed garden	Strong realisation of brief with minor discrepancies between brief and completed garden	Clear realisation of brief with some discrepancies between brief and completed garden	Ambiguous realisation of brief with some significant discrepancies between brief and completed garden	Limited realisation of brief to completed garden
2. Ambition: Atmosphere, Flair, Originality, Impact, Theatre	Excellent degree of ambition with no apparent issues	Very high degree of ambition with minor issues	Adequate degree of ambition with some noticeable issues	Underlying degree of ambition but with some significant issues	No, or very little evidence of ambition
3. Overall Impression: Attention to detail Choice of materials, Polish & Dressing	Excellent overall impression with no apparent issues of attention to detail	Very good overall impression with minor weak areas lacking attention to detail	Favourable overall impression with some noticeable weak areas requiring attention to detail	Weak overall impression with significant areas requiring greater attention to detail	Low overall impression with little evidence of any attention to detail
4. Concept, Message, Theme: What is the big idea? Is it well-delivered?	Excellent realisation. All elements of the garden clearly communicate the concept, message, theme	Effective realisation. Majority of elements communicate the concept, message, theme but not all, minor confusion	Coherent realisation. Elements generally communicate the concept, message, theme, but with some noticeably weak or confusing elements	Minimal realisation. Elements lack clarity, only communicate the concept, message, theme minimally. Significant confusion	No apparent realisation. Elements do not communicate the concept, message, theme
5. Design, layout plan of garden: Dimensions, Scale, Unity	Excellent layout plan of garden, no apparent flaws	Very good layout plan with some minor flaws	Good layout plan with some noticeable flaws	Weak layout plan with some significant flaws	Major flaws with layout plan
6. Design, 3D and spatial composition: Scale, Mass & Void, Volume, Balance	Excellent spatial balance and scale, with no apparent issues	Very good spatial balance and scale, with minor issues	Largely acceptable spatial balance and scale, but with some noticeable issues	Weak spatial balance and scale, with some significant issues	Major design issues of spatial balance and scale
7. Construction: Quality of Build & Finish	Excellent build quality and finish demonstrating craftsmanship, flair and skill with no apparent fault in construction	Very good build quality and finish with minor faults in construction that reflect in the aesthetic finish to work	A generally good finish in build quality with some construction faults that could be improved to enhance the finish	Variable build quality and finish across garden with notable faults in the construction detail	Substandard build quality and finish across the garden with numerous faults in tolerance and construction detail
8. Planting design: Visual impact, Colour, Texture, Form, Composition	Excellent planting design with no apparent errors in composition	Very good planting design with minor errors in composition	Good planting design with some noticeable errors in composition	Sufficient planting design with some significant errors in composition	Little or no tangible evidence of planting design, lacks composition
9. Planting associations & implementation: Relevance, Cultural requirements, Sustainability & Quality, Health, Density	Excellent planting associations with no apparent inaccuracies in plant selection. Excellent quality plants with no imperfections and appropriate density for design intentions	Very good planting associations with, minor inaccuracies in plant selection. Very good quality plants with few imperfections and mainly appropriate density for design intentions	Good planting associations with some noticeable inaccuracies in plant selection. Good quality plants with some minor imperfections and/or some inconsistency in density for design intentions	Weak planting associations with significant inaccuracies in plant selection. Generally undersized plants of insufficient quality and/or quantity for design intentions	Arbitrary associations with major inaccuracies in plant selection. Inferior plants inadequate for purpose. Unsatisfactory on all counts.
Medal	Gold	Silver-Gilt	Silver	Bronze	No Award
Points	(36-28)	(27-23)	(22-19)	(18-15)	(14 – 0)

Correct at time of print, subject to review

Amplification of Conceptual Garden Judging Criteria

Criteria 1 Realisation of Client's Brief: Clarity, Delivery

- Does the completed garden reflect and support the design intentions as stated in the Client's Briefs
- THINK: Happy client

Criteria 2 Ambition: Atmosphere, Flair, Originality, Impact, Theatre

- The garden could have any one, or a combination of the attributes listed.
- THINK: Showmanship

Criteria 3 Overall Impression: Attention to detail, Choice of Materials, Polish & Dressing

- Does the garden work as a whole?
- How relevant and aesthetically pleasing are the choice of materials and the dressing of the garden?
- THINK: Furnished, dressed

Criteria 4 Concept, Message, Theme: What is the big idea? Is it well delivered?

- Do all elements of the garden support the design intentions?
- Do the elements selected deliver the concept/message/theme of the garden?
- THINK: Is the 'big idea' easy to decipher?

Criteria 5 Design, layout plan of garden: Dimensions, Scale, Unity,

- Does the garden function in 2D? Do the spaces work for their supposed purposes?
- THINK: Comfortable, cohesive space

Criteria 6 Design, 3D and spatial composition: Scale, Mass & Void, Volume, Balance

- Does the design work as a whole?
- THINK: Human scale

Criteria 7 Construction: Quality of Build & Finish

- Finish refers to the quality of construction; for example in the width of the joints in the paving, the finish of a rendered edge. It does not refer to the overall completion of the garden.
- What standard of construction is evident in the completed garden?
- THINK: Craftsmanship

Criteria 8 Planting design: Visual Impact, Colour, Texture, Form, Composition

- Do the visual elements of the planting work together?
- What visual impact is there?
- THINK: Overall picture

Criteria 9 Planting associations & implementation: Relevance, Cultural requirements, Sustainability and Quality, Health, Density

- Will the selected plants live and survive together?
- Are the selected plants healthy and of suitable size?
- Is the planting density appropriate to the character & atmosphere as stated in the Client's Brief? Is it believable?
- THINK: Correct horticultural plant associations for design intentions and appropriate horticultural practice for design intentions

TERMS & CONDITIONS

In these regulations, the following words shall have the meaning ascribed to them below:

‘Public’ shall mean and include members of the general public, members of the Society, officers of the Society, exhibitors, their employees, contractors, agents and all other persons attending the Show.

‘Exhibitor’ shall mean and include any person, business or company or other body making an application for space in accordance with these Regulations.

Where the context so admits, references in these Regulations to the singular shall include the plural.

Where more than one person, business, company or body is understood by the term exhibitor, any liability imposed on the exhibitor by these Regulations shall be a joint and several liability on those people’s businesses, companies and bodies.

Acceptance of entries

The Royal Horticultural Society (RHS) adopts a good faith approach in assessing all applications for space and subsequently in monitoring the conduct and standard of exhibitors to whom space is allocated. However, whilst every effort is made to allocate space to exhibitors whom the Society regards as appropriate to the Show, matters may come to the attention of the Society after allocation which either they were not aware of at the time space was allocated to the particular exhibitor, or which have arisen since the time that space was allocated.

Accordingly, after acceptance and up to the Show, the Society reserves the right to cancel or amend any allocation of space if it considers the attendance of an exhibitor at the Show will be prejudicial to the interests of the general public, members of the Society or the good name of the Society. The RHS reserves, without limitation, the right to remove or alter exhibits and to refuse any application for space and in the event of any such refusal it is not required to give an explanation.

Acceptance of Regulations by exhibitors

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 and to abide by the decisions of the Society in connection with the Show. It will be the responsibility of the exhibitor to ensure that contractors and any third party involved with their exhibit on site comply with these regulations.

Applications for space

Any person or organisation may apply for space to stage an exhibit at the Show. Applications must be made on the official application form. Forms and Regulations for each section are available from the RHS Shows Department. The return deadlines are printed on the application forms. Applications received after the deadline that are of a sufficiently high standard may be placed on a waiting list.

The RHS reserves the right to deny space at the Show to any exhibitor who has consistently failed to provide a high standard and quality of goods or services sold through the Show, or who has failed to adhere to the RHS regulations. The RHS may at its discretion pass information to other exhibition organisers concerning the conduct of such exhibitors.

Cancellation of space

Exhibitors who have been allocated space but subsequently find that they are unable to exhibit must notify the Show Manager as soon as possible in writing. Exhibitors who cancel late or who neglect to send any notification may not be allocated space at subsequent RHS Shows. The RHS reserves the right to recover its reasonable expenses when exhibits are cancelled.

Exhibitors’ liability & need for insurance

- a) The exhibitor shall indemnify the RHS against and from any claim, damage, loss or expense in respect of personal injury, damage to property or any loss (whether caused by negligence or not) which may arise out of or is connected with or in consequences of the carrying out, completion or maintenance of the work, or which may arise from a breach by the exhibitor, their servants or agents (whether or not in the course of their employment or any of the

provisions) of this document, provided nothing herein shall impose any liability upon the exhibitor for negligence on the part of the RHS or its servants or agents.

- b) The exhibitor shall be liable for loss and/or damage to the workplace (which shall include work executed and all material intended for, delivered to a place on or near to the workplace) from any cause whatsoever.
- c) The exhibitor shall insure their liabilities under clauses (a) and (b) above by the provision of the appropriate insurance below:
 - Public and Product Liability Insurance for a minimum of £3 million. (For certain larger scale stands a minimum of 5 million may be required)
 - Employer's Liability Insurance (where the exhibitor has employees who are paid on PAYE working at the show) A copy of your insurance must be sent in with your Health and Safety Form 1 (to be supplied at a later date).
- d) In connection with clause (c) above, the RHS's Insurers may request details of such insurances.

RHS liabilities

The RHS carries third party insurance cover in respect of any such claim through its liability or negligence during the show including the build-up and breakdown periods.

Show cancellation and force majeure

If the Show is not held, or if the completion of the stand contractor's work is not completed through causes beyond the control of the RHS, then the allocation of space will be deemed to be null and void and a refund will only be made from monies paid direct to the Society. If the Show is partially closed through causes beyond the control of the RHS, no refunds will be made of monies paid directly to the RHS. You are strongly urged to take out insurance to cover the possibility that the Show may be cancelled in accordance with this provision.