RHS LONDON FLOWER SHOWS MANUAL 2016



Royal Horticultural Society

Sharing the best in Gardening

Including Regulations and the Health & Safety Guide for Horticultural Halls 2016

Registered Charity No. 222879/SC038262

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Royal Horticultural Society

Sharing the best in Gardening

organised by

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Registered Charity No. 222879/SC038262

RHS LONDON FLOWER SHOWS

2016

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Welcome to the RHS London Flower Show Manual, including Regulations and Health & Safety Guide for Horticultural Halls 2016.

This manual is for the benefit of all persons who will be on site at the RHS London Flower Shows in the Horticultural Halls during build-up, shows days and breakdown.

This document is updated every year, so please read it carefully.

Please note that throughout this document the word 'exhibitor' should also be deemed to mean contractor or sub-contractor, or anyone representing (or working on behalf of) any of these organisations, including those working directly for the RHS.

The manual is divided into two sections:

Section A is relevant to the RHS London Flower Shows only and includes details of:

- Dates, times and locations of working on site during build-up, show-days and breakdown.
- Regulations for working on site, including manning of your exhibit, how to dispose of your waste along with details of water, electricity etc.
- Regulations regarding your exhibit.
- Information that you will find useful – judging/assessing guidelines, details of catering, first aid and parking.

Section B contains the Health & Safety Guide for Horticultural Halls 2016

Please be aware that these regulations **must** be adhered to by all exhibitors.

Failure to do so may result in the occurence of a financial penalty and may jeopardise the future success of applications at RHS Shows.

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A1. TERMS & CONDITIONS

See www.rhs.org.uk/tickettermsandconditions for more information.

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 RHS, officers of the RHS, 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.

A1.1 Acceptance of entries & allocation of space

The Royal Horticultural Society, referred to as the 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 RHS regards as appropriate to the show, matters may come to the attention of the RHS 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 RHS 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 RHS or the good name of the RHS. 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. **If an exhibitor pulls out of any Show after the point of signing the acceptance of site contract, the RHS will keep their entry fee (if applicable) unless there are extenuating circumstances.**

In 2016 there will be a £60 charge for one-day shows and £100 charge for two-day shows, per show. This charge includes the use of a single socket electricity point, however you must notify the London Shows Team in advance if you require use of the socket.

If you are a nursery exhibitor you are exempt from this charge.

For the RHS On Tour Shows all exhibitors at these shows must pay £60 per show, there is no electricity available at these shows. Once allocated, payment will be requested via invoice and badges and passes for the show(s) will not be issued until payment has been received.

The funds generated will be used as a contribution towards our significant staging and administration costs for these events. The rest of the costs will be met by the RHS as part of our

charitable objective to promote the art, science and practice of horticulture in the UK, and to support independent nurseries and associated businesses.

A1.2 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 RHS 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.

A1.3 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 only, and all applications are online documents; please do not attempt to print these forms. Any paper copies received will be returned and the exhibitor will be asked to complete the form online. Forms and regulations for each section are available from the RHS Shows Department. The return deadlines are detailed 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, and/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.

A1.4 Contracts (Right Of Third Parties) Act

Acceptance of these regulations is deemed to include an acknowledgement by the exhibitor that, while the RHS aims to bestow rights on or impose obligations in favour of the third party, the relevant third party may directly enforce the rights and/or obligations against the exhibitor pursuant to the contract (Right of Third Parties) Act 1999 notwithstanding that the relevant third party is not a party to the agreement constituted by these regulations.

A1.5 Exhibitors' liability & need for insurance

Exhibitors' Liabilities

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 provision of the appropriate insurance below:

Public and Products Liability insurance for a minimum of £3 million.

Employers 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.

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.

Exhibitor Insurance

Insurance for most overseas exhibitors can be provided by the appointed insurance provider, for more information contact them directly.

A1.6 Show cancellations and Force majeure

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.

A1.7 Health & Safety, Hazard Review, Risk Assessments & Work Method Statements

The Health & Safety Guide for RHS Shows 2016 must be read and its obligations undertaken by each exhibitor. Exhibitors MUST sign and return their Health and Safety form. In signing this form exhibitors are undertaking to adhere to the regulations within *B. Health & Safety Guide for RHS Shows 2016.*

Any exhibitor who, when completing the Health and Safety form, identifies that they will be involved in hazardous activities MUST also provide a set of plans, a Risk Assessment and a Work Method Statement. Full details of these requirements are included in *B5. Health & Safety forms, Risk Assessment, Work Method Statements & Site Plans.*

Failure to provide any of the required Health & Safety information to the RHS will result in site access badges being withheld.

A1.8 Society's authority delegated to the Director of Gardens, Shows & Retail

Where in these regulations, rights and decisions have been reserved to the RHS, the RHS shall exercise those rights and make those decisions in its absolute discretion through the Director of Gardens, Shows & Retail of the RHS or his authorised deputy or deputies, who shall not be obliged to give any reasons for a decision taken and whose decision shall be final.

A2. RHS LONDON FLOWER SHOWS

RHS London Early Spring Plant Fair (Tuesday 16 & Wednesday 17 February)

Kick-start the gardening season with the RHS London Early Spring Plant Fair. The RHS Lindley and Lawrence Halls will play host to a wealth of early spring plants, advice and inspiration. Fresh winter colour and early-flowering plants will be exhibited by some of the UK's best nurserymen and growers, with an abundance of bulbs and plants to buy. We will also celebrate the majesty of potatoes… and more! Visitors can learn about the many different varieties of potatoes, as well as compost, soil science and creatures that live in the soil, and buy a huge variety of seed potatoes and onion sets.

RHS London Botanical Art Show (Friday 26 & Saturday 27 February)

Join us for this show focused entirely on Botanical Art, promoting the world-class Lindley Library collection and showcasing the skills of some of the world's best botanical artists through a display of unseen work. Come and meet the artists working in our pop-up studio. Learn about their processes, watch them work, gain tips and advice, and be inspired! Visitors can also enjoy the opportunity of buying a variety of art products, and can talk to representatives from botanic gardens, florilegia societies, and botanical art and illustration societies about their work and courses.

RHS London Spring Plant Extravaganza & Orchid Show (Friday 1 & Saturday 2 April. Late opening Thursday 31 March)

Be ready to be amazed by a vibrant celebration of spring in the RHS Lawrence Hall, which will be bursting with nurseries and tradestands showing their spring wares. Visitors can stock up on plants and take home top tips and advice from the full programme of talks on spring plants and techniques, given by the growers themselves.

The RHS London Orchid Show will fill the Lindley Hall with large displays from professional growers, orchid societies and botanical gardens from around the world. Visitors can enjoy a spectacular array of exotic orchids, learn about their extraordinary history, wonder at their unique beauty and buy some highly collectible and new species.

Tickets are also available for the exclusive Preview Evening where visitors can be the first to experience all the show has to offer in this special after-hours event, with live entertainment, wine and food.

RHS London Rose Show (Friday 3 & Saturday 4 June)

For the second year and with a growing number of exhibitors, this monograph show will fill the RHS Lawrence Hall, celebrating England's favourite flower and championing specialist rose growers and florists. Visitors can admire stunning rose displays, gain advice and tips on how to grow and take care of roses, and learn about the many different varieties. A wide range of plants and rose-related products will be available to buy.

RHS London Harvest Festival Show (Tuesday 4 & Wednesday 5 October. Late opening Tuesday 4 October)

See, taste and buy mouth-watering produce at the RHS London Harvest Festival Show, a foodie feast celebrating the taste of autumn. Some of the best growers in the UK will exhibit their bounty in the RHS Fruit & Vegetable Competition, including our famous RHS Giant Pumpkin Competition. The show is the perfect place to get ideas and inspiration on late summer gardening and growing fruit and vegetables. This year the show will return to the traditional nature of Harvest, with an emphasis on food saving and sharing. Visitors will be able to talk to a host of community growing organisations and networks, learn about their projects and sample their produce. Celebrate with us at the RHS London Harvest Late, which will take place on 4 October, and will feature fun with fruit and vegetables, as well as natural food and drink from organic producers to sample.

RHS London Shades of Autumn Show (Friday 28 & Saturday 29 October)

This beautiful art and design based show takes place in both the Lindley and Lawrence Halls and is a glorious celebration of autumn colour. The Lawrence Hall will be packed with autumn planting inspiration to extend the gardening season: specialist nurseries from around the UK will be exhibiting and selling colourful plants and top growers will be offering a wealth of advice. The show will also feature the Shades of Autumn ornamental plant competition, and a stunning horticultural photography exhibition.

RHS London Urban Garden Show (Saturday 12 & Sunday 13 November. Late opening Friday 11 November)

New in 2016, RHS London Urban Garden Show will feature tropical and subtropical plants that can be grown indoors. Visitors will have the opportunity to ask the real experts about the best care their house plants need. Stunning house plants and accessories to turn homes into real jungles. The Lindley Hall will be packed with nurseries selling house plants, terrariums, orchids, Japanese kokedama arrangements and many more interesting things.

As part of our campaign Greening Grey Britain, our experts will advise visitors on how to maintain and improve their courtyard gardens, balconies or window boxes. Let's make the urban environment a greener and more pleasant one!

RHS Christmas Show (Saturday 17 & Sunday 18 December. Late opening Friday 16 December)

New in 2016, RHS London Christmas Show is the seasonal spot to purchase interesting plants and sundries which will make the best present for the avid gardeners.

Join us at this festive celebration, combining local, independent food producers, with everything you need to grow your own. For those looking for handy hints and tips, there will be gardening experts on hand providing advice, local and seasonal food, expert tips from top florists, and gardening and craft workshops and talks.

RHS On Tour Shows (March 12, April 30, May 15, June 19, July 16-17, September 11)

These events will see RHS London teaming up with the London Farmers Markets as well as other organisations to bring the work of the RHS and our valued exhibitors out to a whole new audience. We will be featuring at existing events that attract thousands of visitors. Some will combine with local, independent food producers, and will present the public with information on growing their own plants. There will be gardening experts on hand to give advice, and gardening and craft workshops and talks. These events will take place once a month from March to September (excluding August) – For locations please see the RHS website.

A3. SITE ACCESS

A3.1 Build-up/breakdown schedule

Please consult individual show fact sheet paperwork and correspondence for timetables and schedules.

A3.2 Exhibitor badges

Each exhibitor is automatically allocated three badges for the London Shows (two for RHS London On Tour). These will be posted out along with show information paperwork.

Badges should be worn by all exhibitors at all times whilst on site, failure to do so could result in the exhibitor being refused entry to the show, or the exhibitor being asked to leave site.

Overseas exhibitors should collect badges on site from the Show Manager if a UK postal address has not been provided. Badges are only to be worn by those working at the show. Guests or clients of exhibitors will need to purchase tickets. If exhibitors forget to bring their badges, temporary badges can be issued by the Show Manager which will only be valid during the Show build rather than the Show itself. Exhibitors will be expected to collect their forgotten badges before the show opens. See also *A7.3 General Security Details*

A4. SERVICES & INFORMATION

A4.1 Accommodation

There are many hotels and guest houses near Pimlico. There are also several UK hotel chains in the area, which include:

Premier Inn, London County Hall	Tel: 0871 527 8648	premierinn.com
Premier Inn, London Victoria	Tel: 0871 527 8680	premierinn.com
Travelodge, Vauxhall	Tel: 0871 559 1860	travelodge.co.uk
Travelodge, York Road Battersea	Tel: 0871 984 6189	travelodge.co.uk
Holiday Inn Express, Belgrave Road, Victoria	Tel: 0871 423 4896	ihg.com/holidayinnexpress
The Grange Wellington Hotel, Vincent Square	Tel: 020 7834 4740	grangehotels.com
Easyhotel, Victoria	Tel: 020 7834 1379	easyhotel.com

You might also consider using booking.com or airbnb.co.uk.

A4.2 Address of Show Site

For security reasons, letters, parcels and deliveries cannot be accepted on behalf of an exhibitor by the RHS. All such items must be collected directly by the exhibitor from the person making the delivery at the site entrance. Deliveries must be made within site open hours and must not be made when the show is open to the public.

If an exhibitor representative is not present, the item will be returned to sender or deliverer (as appropriate).

Delivery addresses

Contact Name, Exhibitor Name, Mobile Phone Number
Show Name, Lawrence Hall, Greycoat Street, London, SW1P 2QD
Show Name, Lindley Hall, Elverton Street, London, SW1P 2PE

A4.3 Carrier bags

RHS carrier bags are available to order in advance, from the Assistant Show Manager. Exhibitors should collect ordered carrier bags from Show Team on site. Exhibitors are expected to pay for their bags on collection. In order to reduce carrier bag usage in England the Government introduced new regulations in October 2015. Under the regulations, if you're a large retailer the minimum price is 5p for most single-use plastic carrier bags.

If you're a small or medium-sized business you don't have to charge, but you're free to do so voluntarily. If you're already charging 5p or more for bags you don't need to charge an extra 5p.

Further information regarding the charges and relevant exemptions can be found in the Retailers section at https://www.gov.uk/guidance/carrier-bag-charges-retailers-responsibilitiesresponsibilities

A4.4 Catering

There is a restaurant on the lower ground floor of the Lawrence Hall, which will open during show open hours. There is a balcony café in the Lindley Hall that will also open during show open hours.

There are local snack and sandwich shops in the area.

A catering trolley offering tea and coffee operates in the Hall during build-up on the day before the show opens from 10am until 4pm.

A4.5 Central London charges

Congestion charge

There is a congestion charge for entering central London during the working week and the Horticultural Halls are within the congestion charge zone. The charge is £11.50 if paid by midnight on the day of travel and £14 if paid by midnight on the following charging day. This is enforced from 7am to 6pm, Monday to Friday. There is no charge on weekends or Bank Holidays.

Cameras check the number plates of vehicles entering the zone and traffic wardens patrol the charged area. Non-payers are fined £130, discounted to £65 for prompt payment. Payment can be made in advance or on the day of use or on the following day.

How to pay the Congestion charge

Payment can be made by post, phone or online.

Online	By credit or debit card at www.cclondon.com
By phone	UK: 0343 222 2222 International: +44 207 649 9122 Lines open: Monday to Friday: 8am to 10pm; Saturday: 9am to 3pm; Sunday: Closed

Low Emission Zone (LEZ)

Most of Greater London, including the RHS Horticultural Halls, is located within the Low Emission Zone (LEZ). Vehicles entering the zone with unacceptably high emissions will incur a charge from Transport for London. This will affect most older, diesel-engined lorries, buses, coaches and large vans (exceeding 1.205 tonnes unladen weight) and minibuses (over eight seats plus the driver's seat and below 5 tonnes). It will also include other specialist vehicles that are derived from lorries and vans.

The LEZ does not apply to cars, motorcycles or small vans (under 1.205 tonnes unladen weight).

To check whether your vehicle meets the LEZ emissions standards please visit www.tfl.gov.uk/lezlondon and use the vehicle compliance checker or call 0845 607 0009.

It is the responsibility of exhibitors/contractors to ensure they are complying with the emissions standards.

A4.6 Exhibitor meeting

An informal exhibitor meeting might be held at 9.30am in the bar area of the Lawrence Hall on the morning of the second day of the Early Spring Plant Fair, Spring Plant Extravaganza, Shades of Autumn and London Botanical Art Shows. A similar meeting will be held for the Orchid Show, Rose Show and Harvest Festival; timings will be advised. These meetings provide an opportunity to discuss and comment on any aspect of the London Shows and should last no longer than 25 minutes. Coffee is available and attendance is voluntary, but recommended.

A4.7 Judging

Judging of floral exhibits commences on the first day of the larger London Shows. Exhibitors are required to leave the Hall whilst judging is in progress and may return to their stands 10 minutes before the show opens. The restaurant on the lower ground floor of the Lawrence Hall is open for exhibitors to use during judging, with no obligation to buy refreshments. For more information also see *A12 Judging*.

Judging times will be advised in correspondence and exhibitors must leave the hall by the stated time.

A4.8 Liability for loss

All exhibits, whether flowers, fruits, vegetables and plants entered for certificates or for selection for trial within the Hall will be staged and all personal property will be placed within the Hall at the risk of the exhibitors, and the RHS will not be liable for compensation for loss or damage by theft, fire, water, accident, the requirements of the local authority, or any other cause whatsoever.

Should a show be cancelled for any reason, no exhibitor shall have any claim on the RHS or its employees for loss, damage, interest, or compensation. Exhibitors will be wholly responsible for all claims made by their own employees under the Common Law or under any statute for compensation arising out of or in the course of such employment for injury or otherwise. The RHS has no responsibility to any but its own employees and members of the public.

A4.9 Parking

The area around the Halls is patrolled by traffic wardens and parking restrictions operate from 8.30am until 6.30pm on weekdays. Parking restrictions are relaxed on Saturdays, Sundays and Bank Holidays.

Although there are no "permanent" parking facilities in the immediate vicinity of the Hall (with the exception of parking meters in Vincent Square), there are special arrangements for vehicles loading and unloading before and after the show (see below), and we have arranged discounted parking with Battersea Park and the local APCOA car park on Horseferry Road:

	Vehicle Type	Opening Times	Information
Battersea Park	ALL VEHICLES	24 hours	Passes available from Show Organisers £35 per vehicle per calendar day payable in advance on a non-refundable basis.
NCP, Horseferry Road	Height restriction 2.1m	7.30am– Midnight	Discount forms available on request.
Special arrangements apply to RHS exhibitors. Details are advised in correspondence. For more information please visit: www.rhhonline.co.uk/visiting/parking			

Loading & Unloading

Any vehicle genuinely and actively loading or unloading is permitted to remain on a suspended meter bay or single yellow line in the immediate vicinity of the Hall if displaying a Royal Horticultural Halls dispensation permit in the windscreen. Dispensation permits for these areas during the unloading or loading period are available from the uniformed traffic attendant on production of a refundable deposit of £20. If you would like a copy of the terms and conditions attached to the dispensation permit, please contact a member of the London Shows Management Team.

The traffic attendant will be on duty in the Hall for the distribution and return of parking permits as follows:

	Day	Time
Unloading	Day before the show	8am – 6.45pm
	First day of the show	8am – 11am
Loading	Last day of the show	4pm – 6.30pm

After unloading/loading has been completed, the vehicle must be removed to a "permanent" parking area. Exhibitors are reminded that loading/unloading space is at a premium outside the halls, and we ask you to exercise consideration towards your fellow exhibitors by moving off as soon as your loading/unloading is complete.

A4.10 Position of exhibits

A plan showing the layout of exhibits will be emailed to exhibitors the week before the show and displayed at the front of the halls and exhibitors must stage their displays on the stands allocated to them by the Show Manager. Negotiation will not be entered into.

A4.11 Seating

Due to restricted width gangways, exhibitors may not have chairs by their exhibits. Exhibitors with special requirements should contact the Show Manager in advance.

A4.12 Sell-off

At 4.30pm on the last day of the London Shows exhibitors may sell plants and products from their displays. The rest of their stands must not be dismantled until sell-off ceases. Sell-off must cease at close of the show (5pm). Failure to comply with this regulation will delay breakdown.

Visitors will not be re-admitted after the show has closed.

A4.13 Services

Water

There are two water points in the Lawrence Hall (one at either end) and one in the Lindley Hall. Care must be taken not to spill any water on the floor. If any of the RHS's vases are borrowed, they must be emptied into the sinks by the borrower before they are returned. Drinking water is available from both the ladies and gents facilities in the Halls.

Electricity

If you require electricity please contact the Assistant Show Manager in advance of the show. This will cost £60 for a single socket and £90 for a double socket*. Exhibitors must notify the Show Manager of electrical requirements in advance of the deadline specified in correspondence. We will be unable to provide electricity to exhibitors who request this after the specified deadline.

* If you are a Tradestand, under the new charging for space scheme a single socket is included in your exhibit fee, you still need to notify the Assistant Show Manager in advance if you require the use of electricity. See Also A1.1 for more information.

For the RHS On Tour Shows, there is no access to electricity.

Horticultural Hall cleaning and recycling facilities for wood/cardboard/plastic

Large bins are placed in the Halls for rubbish and waste plant material during build-up and breakdown. All materials brought into the Halls by exhibitors must be removed from site during the breakdown. No materials are to be left in the Halls. The large bins are used exclusively for rubbish and are not to be used for any part of the exhibit being left or disposed of. The Halls are

swept by RHS staff before the show opens to the public each day and exhibitors are asked to ensure that the gangways around their exhibits are kept clear during the open hours of the show. Crates or obstructions left in the gangways or blocking exits may be removed without notice.

A4.14 Storage

Exhibitors are expected to store plants and products underneath their stands. There is a small shared storage area for excess trolleys in both Halls. Storage is strictly limited to three Dutch trolleys per exhibitor. The emergency exit passage at the back of the Lawrence Hall must not be used for plant storage. Any plants left in this alley will be destroyed without notification.

A4.15 Venue

The RHS London Flower Shows are held in the RHS Horticultural Halls (see *A13. Horticultural Halls Plan and Location Map*). The Lawrence Hall is on the corner of Elverton Street and Greycoat Street. The Lindley Hall faces Vincent Square and access is via Elverton Street.

Access to halls during build-up/breakdown:

Lawrence Hall:

There is a ramped access to the back of the hall via the alleyway off Elverton Street.

Stepped access is directly off Elverton Street.

Lindley Hall:

There is a lift (which can hold Dutch trolleys) and steps from Elverton Street.

A5. PR & MARKETING

For further information contact the RHS Press Office on pressoffice@rhs.org.uk or 020 7821 3043.

A5.1 Exhibitor PR companies & photographers

Exhibitor appointed PR companies and photographers will require an exhibitor badge, to be requested ahead of the show by the exhibitor, in order to gain entry to the show.

A5.2 Photography

When photographs of the show are published, all reasonable efforts should be made to ensure that the correct credit is given to the exhibitor, the RHS and the show.

Photographers are not entitled to use photographs taken at the show in conjunction with, or containing, the name or any trademark of the RHS for commercial purposes. Anyone wishing to do so must make an application to the Licensing Department at RHS Enterprises Ltd, which will review the application and decide whether to grant such rights on behalf of the RHS under contract. For further information, contact the RHS Licensing Department: licensing@rhs.org.uk.

Please note: The RHS reserves the right to publish photographs of all exhibits.

A5.3 Press Access

All media wishing to cover the show must apply for a press pass in advance of the show. Exhibitor appointed PR representatives and commissioned photographers are not eligible for press passes.

A strict health and safety policy applies during the build-up period. Any exhibitor wanting to invite press on site must contact the RHS Press Office in advance for permission. Any press found on site without prior permission could be escorted off site.

A5.4 Promotional Activity

During show days, live promotional activities and dressing up in costumes to promote products, services or organisations, are only allowed with special permission from the Show Manager. Music, live or recorded, may not be played by exhibitors or on their behalf.

A5.5 Promotional Material

If you would like any leaflets and/or posters to help you promote the shows please contact Nicky Hobin-Bucksey, Shows Marketing Executive nickyhobinbucksey@rhs.org.uk with the amount you require.

A5.6 Social Media

We encourage exhibitors to use their own social media accounts to promote their businesses and activities at our shows. The RHS will send an e-shot to all confirmed exhibitors ahead of a show that can be forwarded on to exhibitors own mailing lists.

Please use the below tags where ever possible:

Twitter:	@The_RHS
Instagram:	The_RHS
Pinterest:	The RHS
All:	#RHSLondon

For more information please see the document 'Social media at RHS Flower Shows', sent to all confirmed exhibitors.

A6. ENVIRONMENTAL RESPONSIBILITY

A6.1 Conservation & the Environment

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

Restricted Materials

- **Surface-stripped 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 as much as possible.
- Timber treated with **creosote** should not be used at Shows. The European commission restricts 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 reserves the right to demand the removal of any plants or other materials which compromise the following RHS policies:

- Exhibitors are not permitted to sell plants, moss, bulbs or corms which have been collected from the wild.
- Exhibitors should ensure they 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
- Exhibitors should ensure they comply with EU regulations for plant importations. There are 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 planthealth.Info@fera.gsi.gov.uk
- 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, is as follows:

  (1) **Non-native invasive species banned from sale or use at RHS shows**
  A small number of species are banned from use or sale at all RHS shows, with no exceptions. These are indicated in the 'Banned Plants' table below.

  (2) **Species banned except where their use can be demonstrated to be an integral part of the exhibit's message/theme**. These are indicated in the 'Allowed with permission from the Show Manager' table below.

(3) Non-native invasive species that may be used or sold at RHS shows

The species listed in the 'Allowed with appropriate explanatory information' table should be avoided if possible but, if essential to the integrity of the exhibit, they may be used or sold as long as suitable advice/explanatory material or labelling is provided.

Banned Plants:

Scientific name	Common name
Azolla filiculoides	Fern, Water
Crassula helmsii	Stonecrop, Australian Swamp; New Zealand Pygmyweed
Hydrocotyle ranunculoides	Pennywort, Floating
Ludwigia grandiflora	Primrose, Water
Ludwigia hexapetala	Primrose, Water
Ludwigia peploides	Primrose, Floating Water
Ludwigia uruguayensis	Primrose, Water
Myriophyllum aquaticum	Parrot's Feather

Allowed with permission from the Show Manager:

Scientific name	Common name
Elodea spp.	Waterweeds
Fallopia japonica	Knotweed, Japanese
Fallopia japonica × *Fallopia sachalinensis [F.× bohemica]*	Knotweed, Hybrid
Fallopia sachalinensis	Knotweed, Giant
Heracleum mantegazzianum	Hogweed, Giant
Impatiens glandulifera	Balsam, Himalayan
Lagarosiphon major	Waterweed, Curly

Allowed with appropriate explanatory information:

Scientific name	Common name
Allium paradoxum	Leek, Few-flowered
Allium triquetrum	Garlic, Three-cornered
Cabomba caroliniana	Fanwort, Carolina Water- Shield
Carpobrotus edulis	Fig, Hottentot
Cotoneaster bullatus	Cotoneaster, Hollyberry
Cotoneaster horizontalis	Cotoneaster
Cotoneaster integrifolius	Cotoneaster, Entire-leaved
Cotoneaster microphyllus	Cotoneaster, Small-leaved
Cotoneaster simonsii	Cotoneaster, Himalayan
Crocosmia × crocosmiiflora	Montbretia
Diphysma crassifolium	Dewplant, Purple
Eichhornia crassipes	Hyacinth, Water
Gunnera tinctoria	Rhubarb, Giant
Lamiastrum galeobdolon subsp. Argentatum	Archangel, Variegated Yellow
Parthenocissus inserta	Creeper, False Virginia
Parthenocissus quinquefolia	Creeper, Virginia
Pistia stratiotes	Lettuce, Water
Rhododendron luteum	Azalea, Yellow
Rhododendron ponticum	Rhododendron
Rhododendron ponticum × Rhododendron maxima	Rhododendron
Rosa rugosa	Rose, Japanese
Sagittaria latifolia	Potato, Duck
Salvinia molesta	Salvinia, Giant

Exhibitors are advised to familiarise themselves with current regulations regarding:

Agapanthus gall midge
http://www.rhs.org.uk/advice/profile?pid=901

Ash dieback (*Chalara Fraxinea*)
http://forestry.gov.uk/chalara

Asian Longhorn beetle
http://www.fera.defra.gov.uk/plants/plantHealth/pestsDiseases/asianLonghornBeetle/index.cfm

Fuchsia Gall Mite (*Aculops fuchsiae*)
http://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:
http://www.fera.defra.gov.uk/plants/publications/documents/factsheets/phytophthoraKernoviaeFactsheet.pdf

Phytophthora lateralis:
http://www.fera.defra.gov.uk/plants/publications/documents/factsheets/phytophthoraLateralis.pdf

Phytophthora ramorum (Sudden oak death):
http://www.fera.defra.gov.uk/plants/publications/documents/factsheets/phytophthoraRamorumFactsheet.pdf

Information about further important pests and diseases can be found here:
http://www.fera.defra.gov.uk/plants/plantHealth/pestsDiseases/index.cfm

A6.2 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.

A6.3 Recycling and 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.

A6.4 Using and Selling Timber

Timber products brought to RHS Shows for sale or display must be proven to be from a sustainable source and, if for sale, the full product range or line must be covered by certification.

Tradestand exhibitors must provide details of all timber products intended for sale at the show, including small timber items such as picture frames, tool handles etc. before allocation of space will be made. Exhibitors must provide a copy of their own timber certificate or, if they do not hold certification themselves, a valid certificate 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 is available via this link: http://bit.ly/1Oym7Zp

FSC certification currently represents the best means of fulfilling the timber policy objectives. However, other certification schemes are accepted and the full list is as follows:

Certification Schemes

Forest Stewardship Council (FSC)	fsc-uk.org
Programme for the Endorsement of Forest Certification Schemes (PEFC)	pefc.org
Sustainable Forestry Initiative (SFI)	sfiprogram.org
Malaysian Timber Certification Council	mtcc.com.my

Third Party Independent Verification

Smartwood Rediscovered	www.rainforest-alliance.org/forestry/certification/rediscovered-wood

Transition Schemes

TFT	www.tft-forests.org
WWF Global Forest & Trade Network (WWF GFTN)	www.gftn.panda.org
Smartwood Smartstep	www.rainforestalliance.org/forestry/certification/services/smart-step

Online search resources

FSC certificate holders	www.fsc-info.org
PEFC certificate holders	www.pefc.org/certification-services/find-certified

A7. SECURITY

A7.1 Bomb warnings

Do not touch or attempt to interfere with any suspect packages.

Any suspect package should be reported immediately to a member of security staff or a safety steward. The immediate area will be evacuated until the police can investigate it further.

Horticultural Halls evacuation procedure

- If the premises are to be evacuated for any reason, the Assisant Halls Operations Manager or Duty Fire Marshall will stop the event and request the public to leave the building as quickly as possible.
- The announcement shall take the form:

"WE ARE REQUIRED TO EVACUATE THE BUILDING IMMEDIATELY: PLEASE PROCEED TO EXIT DOORS"

- This will be repeated twice and then again as necessary.
- The Horticultural Halls staff and their authorised stewards will move immediately to predetermined exits, open doors and announce:

"THIS WAY OUT PLEASE".

- The assembly point will be the pavement at corner of Greycoat and Elverton Streets opposite the Conference Centre entrance of the building.
- Exhibitors are to switch off any and all equipment on their stand, and they are to lead members of the public to the nearest exit. Exhibitors are then to report their stand condition to the Show Organisers at the assembly point.

A7.2 Exhibitors' Property

Exhibitors are solely responsible for the security of their goods before, during and after the show. The RHS will not be liable for any loss or damage howsoever caused. Exhibitors are encouraged to obtain insurance cover for their property.

When the show closes on the final day, exhibitors must clear their exhibits and remove their property from the Horticultural Halls.

A7.3 General security details

Exhibitors should at all times wear RHS exhibitor badges (which are sent prior to the show) showing clearly the name of their exhibit or company. Failure to do so will result in a challenge from security staff. See also *A3.2 Exhibitor Badges*

Although the RHS takes all reasonable measures during the shows, the build-up and breakdown periods, exhibitors are solely responsible for the security of their goods before, during and after the show.

- Please be vigilant at all times.
- Ensure your vehicle is secure or supervised whilst unloading and loading.
- Avoid leaving money in public view. If handling cash keep it on your person.
- Maintain an arrangement with neighbouring exhibitors so that you keep an eye on each other's stands during breaks, etc.

A7.4 Inspection of exhibits

Stands should be checked regularly for unidentified or suspicious objects, particularly following any period when the stand has been left unattended. Any items found near the displays that cannot be identified should be notified to the stewards or police immediately.

Under no circumstances should you touch, move or attempt to open suspicious objects, or do anything to alarm visitors or other exhibitors. The stewards will follow established procedures if action is necessary.

A8. GENERAL REGULATIONS (FOR ALL EXHIBITORS)

A8.1 Allocated space

Exhibits must be confined to their allocated area (this includes overhang – e.g. blinds and umbrellas).

A8.2 Alteration of exhibit content

Any changes to your exhibit from your application form must be notified to the Show Manager in writing.

Only items that are mentioned in the exhibit description on the application form may be exhibited. Items considered to be unsuitable by the RHS must be removed from the Halls.

A8.3 Audio / visual media

The use of audio and visual media on exhibits must be approved by the Show Manager. If, in the opinion of the Society, inconvenience, congestion or annoyance is caused, the exhibitor will be required to switch off or remove the equipment. See also *A8.19 Noise Disturbance*.

A8.4 Cancellation of exhibits

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.

An exhibitor who cancels is not permitted to transfer their allocated space to any other company or person not included on the initial application as a joint exhibitor without the Show Manager's prior written permission.

A8.5 Catalogues, books & DVDs

Exhibitors (other than tradestand exhibitors) are only permitted to display, sell or give away their own horticulturally relevant manual, catalogue or DVD, one title written by or about the exhibitor, or one relevant specialist title.

A8.6 Children

Children under 16 years of age are not allowed on to site during the build-up, re-stocking and breakdown periods. Under 18s are not admitted to the evening events.

See also *B8. Children & Young Adults On Site*.

A8.7 Conduct & selling techniques

- Exhibitors are expected to conduct their business in a polite and courteous manner and in a fashion that promotes a safe and welcoming environment.
- Exhibitors are expected to act lawfully, ethically and in the best interest of all other site users and show visitors at all times.
- Exhibitors must not smoke or consume food or drink on their stands in view of visitors.
- During the open hours of the Show exhibitors are expected to maintain a clean, smart and professional appearance.
- 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) without written permission from the RHS and the relevant authorities. Permission is not normally granted.
- Exhibitors are required to respect the Show site and neighbour's stands or sites.

A8.8 Dogs & other animals

Dogs and other animals are not permitted on site at any time, with the exception of assistance dogs.

Animals are not usually permitted in displays. However, they may be included provided that prior written approval has been given by the Show Manager.

See also *A8.24 Restricted Items*.

A8.9 Equality Act 2010

RHS policy

The RHS has a positive attitude to disability and recognises its legal duty not to discriminate against disabled persons.

Part III of the Equality Act 2010 states that service providers have a duty to make 'reasonable adjustments' in relation to the physical features of their premises to overcome physical barriers to access. See gov.uk/definition-of-disability-under-equality-act-2010 for the Equality Act 2010.

Exhibitor responsibilities

Exhibitors at RHS shows have the same legal obligation to make reasonable adjustments to ensure their services and exhibits are equally available to people with disabilities as well as to people without disabilities.

Sources of information

Equality Act 2010
Available from The Stationery Office Telephone: 0870 600 5522 Fax: 0870 600 5533
Website: www.hmso.gov.uk

Equality & Human Rights Commission Helpline
Telephone: 0808 800 0082 Textphone: 0808 800 0084 Website: www.drc-gb.org

Design of buildings and their approaches to meet the needs of disabled people
Code of practice BS 8300:2009 British Standards Institution
Telephone: 0845 086 9001 Website: www.bsi-global.com

Royal National Institute of the Blind
105 Judd Street, London WC1H 9NE Tel: 0303 123 9999 Website: www.rnib.org.uk

A8.10 Food & drink

Food and drink may only be sold by the official show catering contractors except with prior permission from the Show Manager. During the show open hours the provision of alcoholic drinks is prohibited except by the official catering contractors. Any exhibitor intending to give away food and drink must gain written permission from the Show Manager and must comply with the Environmental Health Regulations.

A8.11 Fundraising

Fundraising activity may only be carried out within the exhibitor's stand. The use of collection containers is strictly prohibited, unless specific written permission is granted by the Show Manager. All collection containers must be fixed and their locations and design must be pre-agreed with the Show Manager.

A8.12 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.

See also *B12. Fire and fire prevention*

A8.13 Importing plants

All plants entering the United Kingdom from outside the European Union (EU), will require a phytosanitary certificate and will be inspected prior to entry. All importer's agents must be registered to make PEACH applications. International exhibitors should note that the RHS does not get involved in any way with the complexities of importing your plants. You are completely and solely responsible for the importation of any plant material into the UK and you must ensure you apply for, complete and return all necessary documentation required by border authorities in good time to ensure your attendance at the Show. Please note you should allow several months for documentation to be finalised and early applications are strongly encouraged.

For all aspects of plant importation please contact Mike Robinson at michael.j.robinson@fera.gsi.gov.uk or 07767 357647 who will be able to give you guidance on certification and importation.

A8.14 Joint exhibits & sub-letting of space

A joint exhibit is one allocated space from which two or more separate companies exhibit or trade. Each one of these companies must complete individual application forms, making clear the wish to combine their exhibits.

Joint exhibits may be staged provided that prior permission from the Show Manager has been obtained.

Any award made will be granted to the principal participant and any name boards used must show the principal participant's name first and state 'in conjunction with' (or similar) followed by the name(s) of the associate(s).

See also *A8.4 Cancellation of exhibits*.

An exhibitor may not sub-let, or otherwise part with any of the space allocated.

Sub-letting would constitute an exhibitor allowing another company to trade from their allocated stand.

See also *A8.23 Product placement*

A8.15 Maintenance of exhibits

Exhibits should be maintained to a high standard at all times. See also *A8.7 Conduct and Selling Technique*.

A8.16 Masonry cutting, dust & small airborne particles

No masonry cutting equipment may be used at any time or anywhere on the show site, except with permission from the Show Manager.

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 halls. Dust causing operations such as stone cutting, etc. may not be carried out inside the halls at any time except with the prior permission of the Show Manager.

A8.17 Mixing of cement, concrete, etc.

Mixing of cement, concrete, mortar, plaster and paint is not permitted inside the halls and an impermeable membrane must be laid under the working area to avoid damage to the site. Emptying and cleaning of concrete mixers into drains is strictly prohibited. The RHS reserves the right to charge exhibitors with the cost of any repair.

A8.18 Noise disturbance

Exhibitors are not permitted to use any amplified sound or music during show days, unless by express permission of the Show Manager.

During build-up/breakdown volumes must not cause disturbance to other exhibitors. The use of microphones and loud hailers is strictly prohibited (except by the show organisers).

Exhibitors are responsible for obtaining their own PPL or PRS licenses as necessary. See also ***A5.5 Promotional activity*** and ***A8.3 Audio / visual media***.

A8.19 Police, fire & local authority requirements

Exhibitors must comply at once with any requirement imposed on the RHS by the police, fire or local authorities. See also ***B. Health and Safety Guide for RHS Shows 2016***

A8.20 Product placement

An acknowledgement on the exhibit may make reference to the contributing company. This should be a maximum of two signs not exceeding 200mm x 150mm each.

Product placement items used for dressing should not be sold.

See also ***A8.16 Joint exhibits and sub-letting of space*** and ***A7.29 Signage***

A8.21 Restricted items

Items not allowed

- Naked flames of any kind, including gas patio heaters
- Balloons
- Feather flags

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

See also *A6. Environmental responsibility*

Items requiring special permission from the Show Manager

- Items deemed by the RHS to have no direct or demonstrable relevance to horticulture or gardening
- Artificial plant material including artificial turf
- Audio & visual media
- Banners
- 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
- Pop-up banners

A8.22 Sharp/pointed goods

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

A8.23 Signage (See also specific regulations for your exhibitor category)

- Signage is an umbrella term for signs, name boards, information signs and labels.
- Signs, notices and labels must be in harmony with the exhibit and in keeping with the ambience of the show as a whole.
- Signage may be taken into account by assessors and judges.
- Crudely handwritten signs, day-glo signs, revolving signs or signs using artificial light, flags or banners are not permitted.
- All signage must be contained within the exhibit.

- Additional name boards, signs or notices may not be added to an exhibit after assessing / judging.
- The Society reserves the right to reject signage considered to be unsuitable and to insist on its replacement with a suitable sign or notice.
- Exhibitors are given guidance on the number and size of signs dependant on size of exhibit. This allocation includes name boards along with sponsorship and product placement credit boards.
- Recommended colour for labels and notices:
    - Background – black, dark green or other dull/muted colours, no bright colours are permitted
    - Lettering – cream, white or silver to contrast with the background colour

Credit card signs

- Exhibitors may display one credit card sign to be no larger than 150mm x 100mm.

Name Boards

- Name boards must be visible on all exhibits. The RHS provides name boards for some exhibits, check specific regulations for confirmation.
- The maximum height for the top of a name board is 2.5m from ground level.
- Signs above 2m in height must not be located on common boundaries.

Information Signs

- Trophies, medals and advertisements of previous awards may not be displayed.
- Notices other than those mentioned in these regulations must not be displayed except with the permission of the Show Manager.

Royal Warrant

- When an exhibitor holds the Royal Warrant, the Royal Arms, together with the words authorised or specified by the Warrant, may appear at the top of a sign.

Sponsorship Boards

- If not supplied by the RHS these must be approved by the Show Manager.
- Sponsorship boards must relate to sponsorship of the exhibit on which they are sited.

A8.24 Smoking

It is against the law to smoke in any 'enclosed' or 'substantially enclosed' public place or workplace. For more information please visit smokefreeengland.co.uk. Smoking is not permitted in the Halls. Exhibitors are asked politely to move a considerate distance away from the Halls when smoking outside.

A8.25 Staffing of stands

Exhibitors must ensure that their exhibits are adequately staffed and open throughout the open hours of the shows (including evening events). They must wear a clearly visible badge bearing the name of their organisation, and preferably the individual's name. These can be worn in conjunction with exhibitor badges, the exhibitor badges must be worn at all times and can not be replaced by the former. See also *A8.7 Conduct & selling techniques* and *A3.2 Exhibitor badges*.

A8.26 Storage areas within exhibits

Space is allocated to exhibitors on the understanding that it is used principally for the attractive display of plants and products.

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 stand. Items and materials must not be stored behind/between stands. Catalogues, leaflets and any other promotional material must not be stored in view of visitors.

Tradestand exhibits may contain an enclosed storage area of up to 20% of the total stand area.

A8.27 Use of combined logos

Exhibitors and their sponsors may use the relevant show composite logo in their own marketing materials relating to their involvement at the show. The logo must be used in its entirety including the headline sponsor. Logos may not be smaller that 20mm wide and any use of the logo must be accompanied by a strapline referring to the nature of the exhibitor's involvement.

Exhibitors and their sponsors may not use the RHS logo (as opposed to the relevant show logo) unless they are licensees of the RHS.

A8.28 Water features

Exhibitors who have water features as part of their display are responsible for any leakages which may occur and repairs that may be necessary.

Under no circumstances should water features be drained onto the hall floor.

See also *A4.13 Services*, *A9.19 Water in the Horticultural Halls* and *B16. Legionellosis.*

A9. FLORAL EXHIBITOR REGULATIONS

These regulations apply to all Nursery and Floral exhibitors and should be read in conjunction with *A8. General Regulations (for all exhibitors)*.

Exhibits should be staged to effectively display good quality, well grown plant material, provide show visitors with engaging content and encourage sales.

A9.1 Alteration of exhibits & replacement of flowers

After judging has taken place, nothing exhibited may be altered, added or removed until the close of the show, except by permission of the Show Manager. 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.

A9.2 Background sites

Background sites will be built and will be provided by the RHS unless the exhibitor is planning a special structure.

A9.3 Display

Display plants must strongly relate to plants offered for sale e.g. of the same genus or type. The aim of this is to create a unified exhibit and make it straightforward for customers to be inspired by a display, then to purchase the plants on show.

A9.4 Drapes and background material

Tables and staging provided by the RHS will be covered with RHS fire-proofed hessian. 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; see also *B. Health & Safety Guide for RHS Shows 2016*. Exhibitors' own draping material and plans for its use in relation to the rest of the display must be approved by the Show Manager in advance.

Exhibitors who deliberately cut the fabrics provided by the RHS will be charged for the cost of replacing the entire length of hessian.

A9.5 Exhibitor catalogues

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

A9.6 Props

Props may be used to enhance and highlight the plant material in the display and the plant material must remain dominant. Artificial plant material including artificial turf is not permitted. Props should be in keeping with the display. See also ***A8.27 Restricted items.***

A9.7 Sale of plant material

- Trees, shrubs, plants, seeds, bulbs, corms and tubers may be sold provided that the material offered forms part of the exhibitor's regular trade and exhibit at the show and was entered on their applications. Alterations to applications must be discussed with the Show Manager at least two weeks prior to arriving on site.
- 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. Where exhibitors do not adhere to this guide they will be required to remove the excess unrelated plants form the sale.
- Plants which require special conditions e.g. carnivorous and tropical must have cultural instructions supplied with them when sold.
- Individual plants sold should be clearly labelled, indicating the genus, cultivar and exhibitor name and current contact details i.e. working phone number, email address and website. See also ***A9.12 Signage***.
- All plants sold must be healthy, of good quality and in a condition conductive 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 minimum 65mm diameter (round) or 65mm width (square). Any exceptions must be with prior permission of the show manager. 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 the Show Manager.
- Tall plants must be supported.
- Cut flowers or other cut material may only be offered for sale from exhibits of cut flowers. All sales must be from an appropriate container to be located on the sale tables (unless agreed with the Show Manager in advance).
- No plants may be sold from displays before sell off and a list of sale prices of individual display plants must be available in writing throughout the show.

A9.8 Sale of seeds & bulbs

Exhibitors may sell the seed of plants which they are exhibiting and/or seeds from plants which form part of their normal range. The RHS from time to time will take seed and bulb samples and arrange for them to be checked for true to type and quality.

- Seed packets must bear the 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 seed 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.

A9.9 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.
- Packing tables will be provided for island sites to prevent public access behind sales tables and for use as a sales service point. They may not be used for the sale of plant material including seeds and bulbs.
- Exhibitors must cover the selling table top(s) or floor space with polythene or cloth and must so arrange and maintain the area so that it does not detract from the appearance of the associated exhibit.
- Where tall plants are sold, sales tables may be folded flat on the floor.
- Sales areas must be tidy, well presented and regularly maintained.

A9.10 Signage

Name boards

- All exhibitors must provide their own name board.
- Maximum size 29.7cm x 42cm (A3).

Size of exhibit	Number of boards
Island sites	
Between 100ft² to 144ft²	4
Between 225ft² and 300ft²	6
Over 400ft²	8
Background sites	
For every 12ft run	2 (one at front and one at back of display)

Information Signs

Exhibitors own information signs:

- Exhibitors who wish to include explanatory notices on their display (e.g. educational information) must submit the text for approval in advance to the Show Manager. Please make sure text is legible and is able to be read from a distance. Signs should not take dominance over the plants in the display.

Signs advertising seed lists, books, catalogues and/or 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 the catalogue.
- Size of the information must be a maximum of 21cm x 14.8cm (A5).

RHS Information Signs:

RHS can provide the following information signs on request. A limited number will be available on site:

Plants of special interest

Plants for sale

These plants are not for sale

A maximum of two of each information sign is permitted per exhibit and must be displayed for the duration of the show.

RHS Award of Garden Merit (AGM Logos):

- Exhibitors are encouraged to use these labels on relevant plants at the Show.
- Exhibitors may include the logo on their printed material. The logo can be downloaded from: https://www.rhs.org.uk/plants/trials-awards/plant-awards/agm-logos-for-the-trade
- For more information about the AGM and to ensure that the logo is only used against plants which have received the AGM check https://www.rhs.org.uk/plants/trials-awards/plant-awards.

A9.11 Plant labels

- Plant labels should be printed or neatly handwritten and should be legible and uncrowded.

- Exhibitors using unsuitable labels will be required to change them.
- Bright or day glo colours are not permitted.
- Plant name labels must be placed for information and not for advertising or third party branding.
- Abbreviations are not permitted.
- 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 10.5cm x 7.4cm (A7).
- Shows offer signs should be no larger than 21cm x 14.8cm (A5).
- To avoid customer confusion and over use of signs please sensibly limit the number of *different* show offers you operate.

A9.12 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.

A9.13 Staging material & 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.

A9.14 Staging, tiering & edging in the Horticultural Halls

- Exhibitors requiring RHS staging, tiering and/or edging must fill in and return the RHS staging & tiering forms sent out at allocations by the deadline date on the form.

- Any alterations to your original staging requests made within 14 days of the show opening will incur a charge relative cost of labor.
- The maximum height of staging and tiering on an island site may not exceed 2.44m (8") without prior approval of the Show Manager.
- No nails, screws or staples may be driven into the RHS staging, tiering or hessian.
- Exhibitors who damage RHS 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 the Show Manager's approval in advance.

A9.15 Storage of plants

Exhibitors will be notified of designated plant storage areas within the show site by the Show Manager 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 notices in public view on their stored plants.
- Selling may not take place from storage areas.

A9.16 Water in the Horticultural Halls

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 the Show Manager in advance. The area of pools for ornamental effect must not exceed one tenth of the total exhibit unless agreed in advance by the Show Manager. There are no restrictions on the sizes of the pools used for the display of aquatic plants. See also *A4.13 Services* and *A8.32 Water features*

A10. GARDEN & FEATURE REGULATIONS

These regulations should be read in conjunction with the *A8. General Regulations (for all exhibitors)*

A10.1 Barriers around gardens

Barriers (fencing, rope and post, etc.) should be used to protect the garden and to act as a barrier to entry. This 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 outside 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.

A10.2 Cancellation of gardens

Cancellation of any garden creates substantial inconvenience and expenditure. If an exhibitor cancels within 20 weeks of the show, the RHS reserves the right to recover its costs from the exhibitor.

See also *A8.4 Cancellation of exhibits*

A10.3 Changes to exhibits

Exhibitors are allocated space on the basis of the design approved by the RHS. No significant changes may be made without prior written agreement from the Show Manager. The RHS reserves the right to refuse to allow any exhibit or part of exhibit to be shown which it considers unsuitable. See also *A8.2 Alteration of exhibit content*.

A10.4 Deliveries

Garden exhibitors are requested to be mindful of neighbouring exhibits' access and site conditions when materials are delivered. Where possible deliveries should be made on a vehicle with its own lifting facilities. Please ensure all deliveries are fully labelled. See also *A4.2 Address of Show Site*.

A10.5 Leaflets

Exhibitors are encouraged to produce a leaflet containing information relevant to the exhibit 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 memoir. The leaflet may be of any format, and must be produced to a high standard.

The content of the leaflet may include:

- On the front cover: the exhibitor's name, the garden's title, site number, the correct name of the Show and the Show's twitter hashtag.
- 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 lists.
- Any other information relevant to the horticultural content of your garden.
- Frequently Asked Questions (FAQs)

Exhibitors must send a draft copy of the leaflet to the Show Manager for approval no less than 6 weeks before the show.

Quantities of leaflets:

For guidance on leaflet quantities, please contact the Show Manager.

Leaflet storage:

Leaflets should be stored out of site during Show open periods. In order to avoid unsightly boxes or mess, all stocks must be concealed during the day (storage may be incorporated into the design of the garden) and re-stocking should take place out of Show opening hours.

See also *A8.7 Conduct and selling techniques*

A10.6 Paths

Written permission must be sought in advance from the Show Manager for public access to a garden. Exhibitors proposing to lay out their sites with internal paths to which the public has access must let the Show Manager have, in advance, a plan of the exhibit drawn to scale, in order to obtain clearance for the path. Paths must have a minimum width of 2m.

A10.7 Signage

All signage must be agreed, in advance, with the Show Manager. Unauthorised signage is not permitted.

A10.8 Staffing of Gardens

Gardens must be staffed at all times during the show opening hours. Gardens that do not have a constant staff presence to answer visitor questions will be asked to remedy the situation immediately.

A11. AWARDS

Judging times will be advised in correspondence.

Exhibitors must leave the area when exhibits are being judged.

Awards are given as shown in the table below:

	London	Cardiff	Malvern Spring	Chelsea	Hampton	Tatton	Malvern Autumn
Gardens	Assess	🏆	🏆	🏆	🏆	🏆	🏆
Floral Marquee/ Great Pavilion	🏆	🏆	🏆 £	🏆 £	🏆 £	🏆 £	🏆 £
Discovery				🏆			
Floral Arrangement			NAFAS £	🏆		🏆 £	NAFAS £
Floristry				🏆	🏆 £	🏆 £	
Floristry College Competition				🏆	🏆	🏆	
Growing Tastes					🏆 £		
Plant Heritage (NCCPG)					🏆		
National Plant Societies			TCAS £			🏆 £	TCAS £
Roses					🏆 £		
National Flower Bed Competition						🏆	
Fruit & Veg exhibits						🏆 £	
Border exhibits					🏆	🏆	
Plant Village		Assess £**	Assess £*		Assess £	Assess £	
Show Features		Assess			Assess	Assess	
Botanical Art	🏆		🏆				
Tradestands	X	Assess	TCAS	Assess	Assess	Assess	TCAS
Photography	🏆						

🏆	RHS Medal - no prize money
🏆£	RHS Medal with prize money
Assess	Exhibits are assessed and the best are given awards
Assess £	Exhibits are assessed and prize money is awarded (* refunds at Malvern Spring, ** best only at Cardiff)
NAFAS £	Judging carried out by NAFAS and prize money is awarded
TCAS	Judging carried out by TCAS
X	Not judged or assessed
	Category not present at the Show

A11.1 Additional medals & award cards

The first time an exhibitor is awarded an RHS Gold medal, the medal is provided by the RHS. Medals for any other or subsequent awards are not provided but may be purchased. Medals and award cards are never sent out unengraved.

One award card per exhibit is provided by the RHS. Additional cards may be ordered from the RHS at a cost of £3 per card. **The below was correct at time of publishing but may be subject to review:**

2016 Medal prices	Cost (including engraving, VAT and p&p)
Gold	£280
Silver-Gilt Flora	£200
Silver Flora	£170
Bronze Flora	£70

A11.2 RHS Show Medals for horticultural exhibits

Four grades of medal grades are available for award for horticultural exhibits at the Show, and these are used by all RHS Show judging panels. The awards are: The Royal Horticultural Society's Gold Medal, Silver-Gilt Medal, Silver Medal and Bronze Medal. If an exhibit is judged to be below Bronze standard, no award will be made.

A medal awarded at one of the shows is awarded for the particular exhibit shown. The award may not be advertised by anyone other than the exhibitor (as listed in the Show Exhibitor List), and the exhibitor may only advertise the award by using the words on the award card together with the year of the award.

A11.3 Discussion with Judges

Exhibitors who are eligible for RHS awards will have the opportunity to discuss their displays or seek advice on how to improve them after the award cards have been distributed. The chairman (or a nominated representative) of the relevant judging panel will visit each exhibit their panel judged, giving all exhibitors the chance to obtain verbal feedback.

A11.4 Prize money

There is no prize money available at the RHS London Flower Shows with the exception of the RHS London Orchid Show where the following prize money is awarded:

Best Orchid Exhibit	£250
Best Hybrid Orchid	£150
Best Specimen Orchid	£150
Most Creative Orchid Exhibit	£150

Correct at time of print, subject to review.

A11.5 RHS Annual Awards

Exhibits at RHS shows may also be nominated by judging panels for RHS Annual Awards. The nominations for these awards are considered annually in the autumn, and the awards are presented at a special ceremony the following year. The awards are made to the best exhibits shown at the RHS's shows during each year in the following categories:

- **Anthony Huxley Trophy** awarded for the best exhibit of plants grown for decorative effect in a protected environment including greenhouses, conservatories or dwelling houses
- **Colin Spires Herb Trophy** awarded for the best exhibit of medicinal and/or culinary herbs
- **E H Trophy** awarded for the best exhibit of cut flowers
- **Eric Young Orchid Trophy** awarded to the exhibitor of the most meritorious group of orchids staged at any RHS show.
- **Farrer Trophy** awarded for the best exhibit of plants suitable for the rock garden or alpine house
- **Gordon-Lennox Trophy** awarded for the best exhibit of vegetables
- **Holford Medal** awarded for the best exhibit of plants and/or flowers (including fruit and vegetables) by an amateur or group of amateurs
- **Lawrence Medal** awarded for the best exhibit seen during the year
- **Stanley Lord Bowl** awarded for the best exhibit of fruit
- **Wigan Cup** awarded for the best exhibit staged by a local authority

- **Williams Memorial Medal** awarded for the best exhibit of a single genus (excluding fruit and vegetables)

A11.6 Use of RHS Show medals in promotional/printed material

The appropriate RHS Show Medal image should be used in the manner explained below.

RHS Show Medals are awarded to exhibitors for the particular exhibit(s) staged. Details are inscribed on the award card and, if awarded and purchased, on the medal itself.

The award may not be advertised by anyone other than the exhibitor, and the exhibitor may only advertise the award in print or digital media by using the appropriate RHS Show Medal image and stating in text, on the same page, the terms of the award as stated on the award card i.e. by quoting the words 'for an exhibit of cyclamen', or 'for a Show Garden', or as the case may be.

If the available space for advertising the award is less than 20mm wide in print and 55px online, then the visual medal cannot be used.

The award can only be mentioned in text using the following template:

(Grade of the medal) medal winner at the (Show at which it was awarded) (Year of show) for (term of award – as stated in the show catalogue)

i.e. Gold medal winner at the RHS Chelsea Flower Show 2014 for an exhibit of cyclamen

If reference is made to more than one medal, at the very least the latest year's medal image should be shown with all others mentioned in text, stating the year(s) in which the medals were won. All versions of the Show Medal images can be requested from the Judging team where applicable.

Suppliers

Suppliers of landscaping services, gardening equipment, buildings, furniture etc. to award-winning exhibits, may reference their product(s) or service(s) being used by a named nursery or Show Garden exhibitor on an award-winning exhibit, on condition that the name of the Show, the date of the award and the exhibitor to whom the award was made are specifically mentioned. Suppliers cannot use the Show Medal image.

Suppliers may not refer to 'their' Gold medal or to 'their' award-winning displays; RHS Show Medals are only awarded at shows to horticultural exhibits, and not to products or services.

Floral exhibits will be judged using the 'General Judging Criteria 2016' and any educational exhibits will be judged using the 'Lindley Judging Criteria 2016'.

All criteria correct at time of publishing, subject to review.

A12.1 General Judging Criteria 2016

	Excellent (4)	Very Good (3)	Good (2)	Satisfactory (1)	Poor (0)
1. Plants Colour & texture Quality Health (pests & disease) Nomenclature/ identification Association & relevance Range	Plants are in first class condition and may involve unusual/rare plants, and/or represent diversity in a single genus as appropriate to the exhibit. Plants are free from pests & diseases.	Plants are almost in first class condition but are not properly developed and/or the representative range of plants could be broader. Plants are free from pests & diseases.	Plants are well grown but are either immature or lack freshness. May be minimal evidence of pests & diseases. Some of the plant associations/ colours/ textures require enhancement.	Plants are immature or of mediocre quality. There may be some evidence of pests & diseases or damage. Inappropriate plant associations.	Plants are of insufficient quality and/or are affected by pests & diseases. Plants require extensive/ considerable husbandry to develop from their current state.
2. Overall Impression Impact (Inc. creativity/ theatre/ artistic effect) Unity, balance & scale Design, colour & texture Finish – pots, edging, labels Stand well-filled/ space well-used	The exhibit has creative wow factor and incorporates well executed design and balance with an accomplished level of details and finish. Creates a very high level of interest for visitors.	The exhibit may have some creative elements and is well designed. A high degree of attention to detail and finish. Creates a high level of interest for visitors.	The exhibit incorporates competent design but does not necessarily have wow factor and/or a balanced feel/creativity. Some elements of finish may be lacking but it is still likely to maintain a reasonable level of interest for visitors.	The exhibit lacks wow factor and/ or overall design and finish. Moderate interest for visitors.	Little care has been taken to design the exhibit or to show the best aspects of the plants. There has been little attention to detail or finish. Little to minimal interest for visitors.

Click here for Contents

	Excellent (4)	Very Good (3)	Good (2)	Satisfactory (1)	Poor (0)
3. Endeavour Levels of difficulty in creating display Props Difficulty in growing plants Originality/ new ideas	The exhibitor has resourcefully planned, scheduled, sourced, and assembled all of the elements. There has been original and careful thought in the use of props and great care taken in presenting and growing plants to a state of perfection taking into account seasonality, degree of difficulty in propagation, rarity of the assembly of a diverse collection	The exhibitor has carefully planned and sourced the elements but it is a regular display which moves between shows/ a formulaic approach. Or a highly original approach but design not fully realised. It is likely that the props have been used/ seen before. The plants are near to perfection taking into account seasonality, degree of difficulty in propagation, rarity of the assembly of a diverse collection	The exhibit is of a competent standard but lacks special or extraordinary effort in the design, assembly or in the growing of the plants for the exhibit. The plants will not necessarily be difficult to propagate and are likely to reflect the season. The collection is unlikely to include diverse or rare plants.	The exhibit is of a basic standard where limited effort appears to have been made in the design, assembly or growing of the plants for the exhibit. The plants are relatively available and easily propagated. There is little diversity or rarity of the plants displayed.	The display has been simply produced and insufficient effort appears to have been made in the design, assembly or growing of the plants.

Award	No Award	Bronze	Silver	Silver-Gilt	Gold
Points	(0-2)	(3-5)	(6-7)	(8-10)	(11-12)

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A12.2 Lindley Judging Criteria 2016

	Excellent (4)	Very Good (3)	Good (2)	Satisfactory (1)	Poor (0)
1. Plants Colour & Texture Quality Health (pests & disease) Nomenclature/identification Association & relevance Range * Except where these are the qualities being exhibited.	Plants are in first class condition and may involve unusual/rare plants, and/or represent diversity in a single genus as appropriate to the exhibit and its theme. Plants are free from pests & diseases*.	Plants are almost in first class condition but are not properly developed and/ or the representative range of plants could be broader. Plants are free from pests & diseases*.	Plants are well grown but are either immature or lack freshness. May be minimal evidence of pests & diseases*. Some of the plant associations/ colours/ textures require enhancement.	Plants are immature or of mediocre quality. There may be some evidence of pests & disease or damage*. Inappropriate plant associations.	Plants are of insufficient quality and/or are affected by pests & diseases*. Plants require extensive/ considerable husbandry to develop from their current state.
2. Information/ Interpretation Knowledgeable portrayal Clarity Well-researched message Signage (comprehensivity, readability & illustrations) Take home message (could include provenance, historical context, scientific background and/or cultural information)	The exhibit very knowledgably portrays a very clear self-explanatory message that is very well presented with superb quality of signage/ handouts/ supporting materials.	The exhibit knowledgably portrays a clear self-explanatory message that is well presented with high quality of signage/ handouts/ supporting materials.	The exhibit portrays an accurate message that may require further explanation or is not well presented with adequate quality of signage/ handouts/ supporting materials.	Message potentially not fully realised, visitor may have to work hard to understand. Basic standard of presentation of information with limited signage/ handouts/ supporting materials.	A missed opportunity for interpretation of message. Rudimentary signage/ handouts/ supporting materials.

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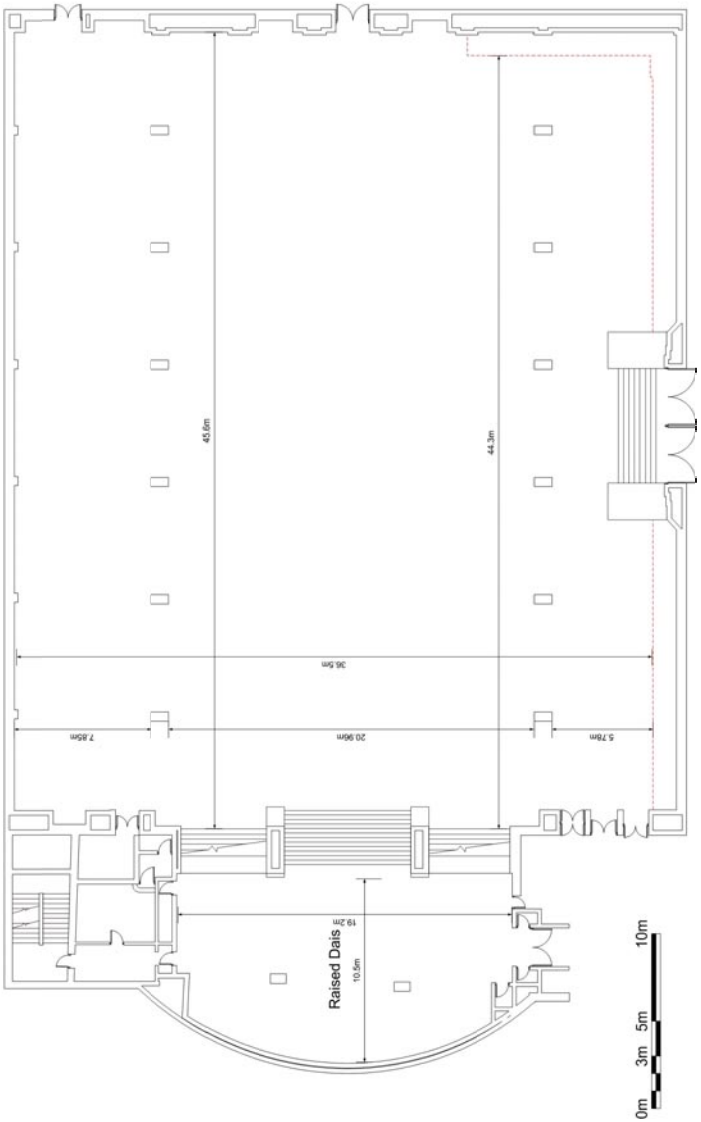
Click here for Contents

	Excellent (4)	Very Good (3)	Good (2)	Satisfactory (1)	Poor (0)
3. Overall Impression Impact (Inc. creativity/theatre/ artistic effect) Unity, balance & scale Design, colour & texture Finish – pots, edging, labels Stand well-filled/space well-used Relationship between horticultural content and interpretation	The exhibit has creative wow factor and incorporates well executed design and balance with an accomplished level of detail and finish. The design strongly enhances the scientific/ education/ conservation message. Creates a very high level of interest for visitors.	The exhibit may have some creative elements and is well designed. A high degree of attention to detail and finish. The design enhances the scientific/eduction/conservation message. Creates a high level of interest for visitors.	The exhibit incorporates competent design but does not necessarily have wow factor and/ or a balanced feel/ creativity/clarity of linage to the scientific/education/conservation message. Some elements of finish may be lacking but likely to maintain a reasonable level of interest for visitors.	The exhibit lacks wow factor and/ or overall design and finish. The link to the scientific/ education/ conservation message may be weak. Moderate interest for visitors.	Little care has been taken to design the exhibit or to show the best aspects of the plants. There has been little attention to detail or finish. Little linkage between plants and the scientific/ education/ conservation message. Little to minimal interest for visitors.
4. Endeavour Levels of difficulty in creating display Props/development of information Difficulty in growing plants Originality / new ideas	The exhibitor has resourcefully planned, scheduled, sourced, and assembled all of the elements. There has been original and careful thought in the use of props and great care taken in presenting and growing plants to a state of perfection taking into account seasonality, degree of difficulty in propagation, rarity of the assembly of a diverse collection	The exhibitor has carefully planned and sourced the elements but it is a regular display which moves between shows/ a formulaic approach. Or a highly original approach but design not fully realised. It is likely that the props have been used/seen before. The plants are near to perfection taking into account seasonality, degree of difficulty in propagation, rarity of the assembly of a diverse collection	The exhibit is of a competent standard but lacks special or extraordinary effort in the design/assembly or in the growing of the plants for the exhibit. The plants will not necessarily be difficult to propagate and are likely to reflect the season. The collection is unlikely to include diverse or rare plants	The exhibit is of a basic standard where limited effort appears to have been made in the design, assembly or growing of the plants for the exhibit. The plants are relatively available and easily propagated. There is little diversity or rarity of the plants displayed	The display has been simply produced and insufficient effort appears to have been made in the design, assembly or growing of the plants.

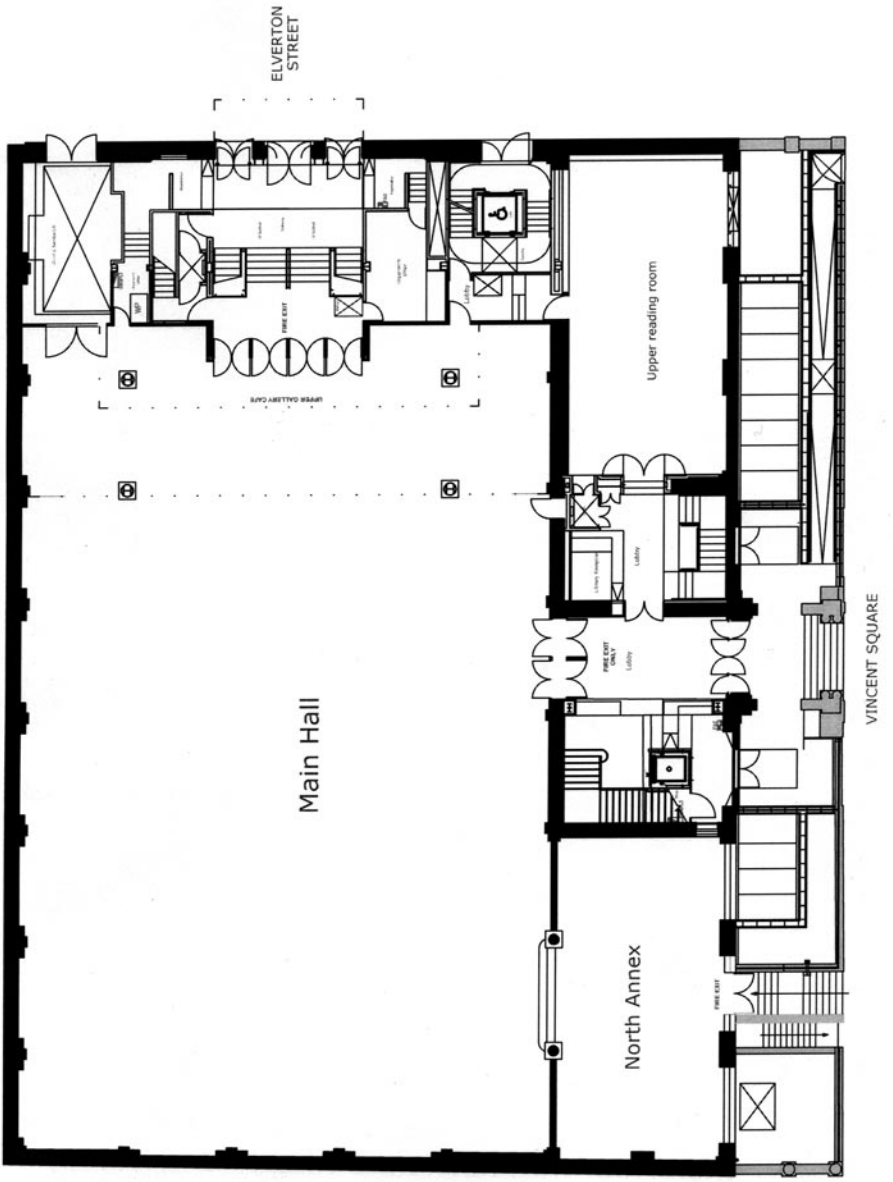
Award	No Award	Bronze	Silver	Silver-Gilt	Gold
Points	(0-3)	(4-6)	(7-10)	(11-13)	(14-16)

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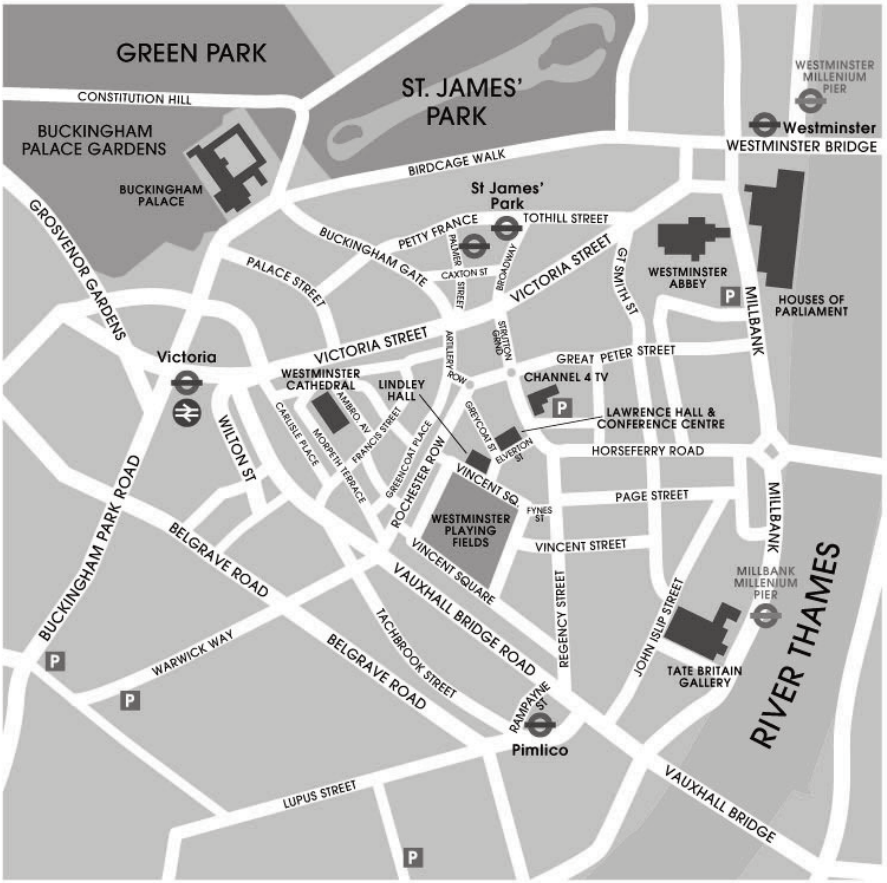
A13.1 Lawrence Hall



A13.2 Lindley Hall



A13.3 Horticultural Halls Location Map



Royal Horticultural Society

Sharing the best in Gardening

organised by

THE ROYAL HORTICULTURAL SOCIETY
SHOWS DEPARTMENT
80 VINCENT SQUARE, LONDON SW1P 2PE

Registered Charity No. 222879/SC038262

SECTION B

HEALTH & SAFETY GUIDE FOR HORTICULTURAL HALLS

2016

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B1. INTRODUCTION

Welcome to the Health & Safety Guide for Horticultural Halls.

This guide is for the benefit of all persons who will be on site at the RHS London Flower Shows. It applies to any time during build-up, show days or breakdown.

PLEASE NOTE: This document is updated every year, so please read it carefully – even if you think you have already read it for previous shows!

All exhibitors and contractors need to ensure that any persons employed on their behalf – including sub-contractors and those responsible for making site deliveries – are made aware of ALL the health & safety issues outlined in this guide.

We have separated the information into two headings:

B1.1 Site Rules

All points under this heading are rules and regulations that MUST be adhered to at all times when on site at the RHS London Flower Shows.

B1.2 Useful Information

This heading contains information on RHS working practices or other guidance. Although these are not directly connected with Health & Safety Guidelines, they are important for exhibitors and contractors to be aware of.

Throughout this guide the word 'Exhibitor' should also be deemed to mean contractor or sub-contractor, supplier, or anyone representing (or working on behalf of) any of these organisations, including those working directly for the RHS.

This guide must be read, and its requirements accepted, by each exhibitor.

Exhibitors MUST complete, sign and return a London Shows Health & Safety Form. In signing this form exhibitors are undertaking to adhere to the regulations within this guide.

B2. THE HEALTH & SAFETY AT WORK ETC. ACT 1974

The Act places a number of duties on all employers and employees. It is the responsibility of all exhibitors to understand these duties and any relevant regulations relating to the work they are engaged upon.

Attention is drawn to other legislation made under this Act, in particular the Management of Health & Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2007.

Exhibitors have a duty to inform, where necessary, the RHS's (and any other sub-contractor's) employees on any specific hazards they are likely to encounter because of their operations.

Exhibitors and contractors are reminded to provide all of their working personnel with information relating to:

- Measures to be employed to protect all personnel and prevent injury.
- Site emergency procedures.
- Their obligations included within this guide.
- Hazards and dangers to their health & safety.

B3. RHS HEALTH & SAFETY POLICY

The Royal Horticultural Society (RHS) recognises its responsibilities under the Health & Safety at Work etc. Act 1974 and other relevant regulations.

The RHS is concerned about and committed to the health, safety and welfare of those working at and visiting its shows and, as far as is reasonably practicable aims to comply with Health & Safety regulations. The RHS will at no time knowingly be in breach of legislation that will render it liable to prosecution.

The RHS is not only committed to the legal requirements but also to embracing the spirit of the Health & Safety at Work etc. Act 1974 and it is the policy of the RHS to actively pursue these matters. For this purpose, the overall responsibility for all health, safety and welfare matters is held by the Director of Gardens, Shows & Retail.

The RHS will so far as is reasonably practicable provide and maintain a working environment and systems of work which do not involve risk to the health & safety of persons on any of its show sites.

The RHS collects and records information on accidents, incidents and near misses; investigating and taking action to prevent any reoccurrence.

The RHS expects all contractors, exhibitors and their visitors to comply with ALL ASPECTS of the Health & Safety at Work etc. Act 1974, the Construction (Design and Management) Regulations 2007, the Management of Health & Safety at Work Regulations 1999 and other relevant legislation.

B4. HEALTH & SAFETY FORMS, RISK ASSESSMENT, METHOD STATEMENT & SITE PLANS

A Health & Safety Form MUST be completed by ALL exhibitors of ALL categories.

Some exhibitors will be required to provide Risk Assessments and Work Method Statements and Food Safety Certificate.

If, in completing the Health & Safety Form, YES is indicated to any hazard, a specific Risk Assessment and Work Method Statement must be completed and returned to the RHS.

Exhibitors must disclose all known hazards and either (preferably) eliminate, or control these hazards to reduce the risk to an acceptable level. The methods of control of identified risks must be included in the Risk Assessment and Work Method Statements sent to the RHS.

Any exhibitors who engage other contractors (i.e. sub-contractors) must obtain Risk Assessments/Work Method Statements from them. Any risks identified by these sub-contractors must similarly be advised to the RHS.

Any self-employed individuals engaged by contractors should be treated as sub-contractors and will be equally bound by these site rules.

All Health & Safety information must be available for inspection on site. Failure to disclose risks or apply appropriate control measures may result in suspension of work leading to significant delays.

B4.1 Work Method Statement

A Work Method Statement is a document detailing how a work operation is to be carried out. It is closely interlinked with a Risk Assessment and provides the RHS with information regarding those who will be doing the work.

The Work Method Statement should include the following:

a) The main exhibitor's details and how they can be contacted if not on site.

b) Who is in charge of the work on site.

c) Who is responsible for the different elements of the work – i.e. employee, contractor or sub-contractor.

d) How the elements of the work are to be undertaken, with special attention to:

- What are the potential hazards;
- What safety equipment is being provided;
- What plant and/or equipment is being used, whether it is owned or hired, and how it is maintained;
- What training and qualifications the operational staff have in using the equipment or plant;
- What certification will be provided relating to structures, scaffolding or walls;
- What other control measures will be applied to prevent injury;
- What arrangements will be in place to deal with serious or imminent danger to the exhibitor's employees and/or other people in or near the construction site.

B4.2 Risk Assessment

The core requirement of the Management of Health & Safety at Work Regulations 1999 is for employers and the self-employed to carry out a suitable and sufficient Risk Assessment. A Risk Assessment is a document that identifies all the hazards inherent in a work activity, and the risks to workers or others who may be affected by the work to be carried out. It should show what measures will be put in place to control the risks and reduce the likelihood of harm to an acceptable level. A format in which we would like exhibitors to write their Site Specific Risk Assessment is shown in the example below although other formats are acceptable provided they contain the relevant information:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Risk level	Risk level	Action by whom?	Action by when?
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	There are no trailing leads or cables. Staff keep work areas/exits clear, e.g. no boxes left in walkways, deliveries stored immediately	Ensure house-keeping is maintained in kitchen, eg on spills	Low ☐ Medium ☐ High ☐	Multiple Death ☐ Single Death ☐ Major Injury ☐ 5 days Injury ☐ Minor Injury ☐ None ☐	All staff, super-visor to monitor	

Key risk level:

High	Has happened before and is very likely to happen on this occasion
Medium	Has been known to occur before and it may happen on this occasion
Low	Has been known to occur before but no reason to suggest that it will happen on this occasion

All exhibitors where relevant are reminded of their duty in law to undertake written Risk Assessments on behalf of their employees and to develop safe working practices arising from this process.

B5. LEGAL REQUIREMENTS

All Exhibitors and contractors are expected to comply fully with all relevant regulations enacted under the Health and Safety at Work etc. Act 1974

Some relevant regulations include:

- Management of Health and Safety At Work
- Work at Height
- Lifting Equipment and Lifting Operations
- Noise at Work
- Provision and Use of Work Equipment
- Reporting of Injuries, Diseases and Dangerous Occurrences
- Manual Handling
- Workplace (Health, Safety and Welfare)
- Control of Substances Hazardous to Health
- Confined Spaces
- Electricity at Work
- Personal Protective Equipment
- First Aid at Work
- Dangerous Substances and Explosive Atmospheres

A vast range of guidance and advice is available via the Health & Safety Executive website.

Go to http://www.hse.gov.uk/index.htm. Most publications are available for free download.

Other relevant regulations relate to employment law, food safety and environmental protection.

Information and advice is also available from certain trade organisations or associations and from the RHS Shows Department – showshs@rhs.org.uk.

- Always work in a safe and responsible manner.
- Take reasonable care for the health & safety of themselves and of other persons who may be affected by their actions or omissions at work.
- Co-operate with their employer as far as is necessary to perform any duty or comply with any requirements imposed as a result of any law in force.
- Not interfere with or misuse anything provided in fulfilment of a legal obligation, and in the interest of health, safety and welfare.
- Comply fully with the requirements and regulations detailed in this manual.
- Ensure correct tools and equipment are used for any job; use equipment in accordance with training and instructions; use safety equipment and protective clothing which should be made available as defined by the Personal Protective Equipment at Work Regulations 1992.
- Report any defects in plant, equipment, materials and vehicles, and any situations and operations, which might give rise to danger to themselves or others.
- Report any dangerous or potentially dangerous practices undertaken by others.
- Develop a positive and pro-active approach towards the health and safety of themselves and others.
- Ensure new personnel are adequately trained and educated.
- Avoid improvisation which entails risk.
- Ensure Risk Assessments and Method Statements are complete and complied with.

Safety in the Horticultural Halls

In the interest of public safety, the following points are to be noted by all exhibitors and their helpers whilst on the Horticultural Hall premises for any public or private function.

- Take note of the position of all exit doors from the building.
- Take note of the position of all fire extinguishers, fire blankets and hose reels. These must not be covered or obstructed at any time.
- Take note of all fire alarm break glass points.
- Ensure that all fire exit doors, gangways, stairways and passages are kept clear of furniture, refuse, packaging, materials, seated persons or any other impediment to passage at all times.
- If the premises are to be evacuated for any reason, the Hall Manager, or Duty Fire Marshall will stop the event and request the public to leave the building as quickly and quietly as possible.
- The announcement shall take the form of: “LADIES AND GENTLEMAN – DUE TO UNFORESEEN CIRCUMSTANCES WE MUST ASK YOU TO LEAVE THE BUILDING BY THE NEAREST EXIT, OR AS DIRECTED BY MEMBERS OF STAFF” this automated message will repeat continuously.

- Horticultural Hall staff and their authorised stewards will move immediately to pre-determined exits, open doors and announce:
- "THIS WAY OUT PLEASE".
- Take note of the assembly points:-
  Lawrence Hall:
  Pavement at corner of Greycoat and Elverton Streets opposite the front entrance of the building by the Lindley Hall.
  Lindley Hall
  Pavement in Vincent Square, opposite the front entrance of the building.
- Exhibitors are to switch off any and all equipment on their stand and then to lead members of the public to the nearest exit.
- Exhibitors are then to report their stand condition to the Organisers at the assembly point.
- On no account must fire equipment be deployed between the public and the nearest fire exit.
- Do not mention the word "fire" in the hearing of the public.
- Exhibitors are reminded that construction equipment and decoration of their stands must be fully in accordance with the City of Westminster standard conditions for exhibitors (available from Shows Department).

B7. ACCIDENTS, INCIDENTS, NEAR MISSES & RIDDOR

Site Rules

All accidents, incidents and near misses by staff, exhibitors, contractors and members of the public must be reported to the Show Manager who will be located on site and can usually be contacted via the Organiser's Office.

All injuries as a result of an accident must be reported to the RHS Halls Manager.

In the event of an injury, the casualty (or a witness) must ensure the completion of an RHS ACCIDENT REPORT FORM, which should include any witness statements.

All staff, exhibitors and contractors must similarly report any accident experienced by a member of the public to the Show Manager or Halls Manager.

Legal Requirements

In the event of an injury the RHS will complete an accident report form along with the casualty or witness. Certain accidents and incidents are required to be reported to the HSE under RIDDOR and the RHS will undertake the reporting.

Health & Safety Guidance

The leaflet 'RIDDOR Explained' is available to download for free, go to **hse.gov.uk/riddor/index.htm** for a copy.

B8. CHILDREN & YOUNG ADULTS ON SITE

Site Rules

Children under 16 years of age are not allowed on to the show site during build-up, breakdown and show open days out of show hours, this includes during re-stocking.

Any young persons (16-17 year olds) working on site during build-up, breakdown or restocking periods will need to advise the Show Manager of their presence prior to arrival.

Adults responsible for any child on site (children under the age of 16) during show open periods must ensure that they are kept supervised at all times.

Site Rules

All exhibitors are reminded that they are bound by the requirements of The Electricity at Work Regulations 1989 including installation and testing by a suitably qualified electrician and by The Electrical Equipment (Safety) Regulations 1994.

All installations are to be carried out in accordance with the IET 17th Edition Wiring Regulations Special Locations Sections 705 (Agriculture and Horticultural Premises) and Section 711 where appropriate (Exhibitions, Shows and Stands). Special attention should be paid to chapters 5, 13, and 16 which pertain to Agricultural and Horticultural Premises, Exhibitions, Shows and Stands and Gardens respectively. Anyone carrying out electrical work on site should do so in accordance with the IET Special Locations Guidance Note 7.

Only 110 volt tools and equipment or battery-powered equipment should be used during the build-up and breakdown periods of the show. All electrical tools and appliances used on site must be fitted with a residual current device.

All electrical equipment (including extension cables, adapters etc.) must be inspected and tested BEFORE it comes on to site. Proof of inspection should accompany the equipment by way of a PAT certificate (Portable Appliance Test Certificate). Exhibitors will not be given permission to use equipment which does not have a current PAT certificate.

Leads (including extension cables), plugs and sockets used outdoors must comply with BS 4343 or BSEN 60309 (construction standards). Domestic 13amp socket outlets are permitted for internal use only.

The exporting of power e.g. with an extension cable from one stand to another or the linking of multiple extension cables (‘daisy-chaining’) is NOT permitted.

Any equipment that becomes damaged or faulty must be withdrawn from use. Particular attention should be paid to leads and equipment casings.

Trailing leads should be kept as short as possible, protected from mechanical damage, and must not cross general traffic routes, either pedestrian or vehicle.

Electrical equipment located under stands and in other enclosed areas must have sufficient ventilation to prevent overheating.

Prior to energising an exhibitor’s installation, the official electrical contractor will provide a Completion Certificate that the exhibitor’s electrician will be required to authenticate. The installation will only be energised once the official electrical contractor has confirmed that the installation complies with British Standards and current IET Regulations. Any re-testing may be charged on a time and material basis. Spot checks will be conducted.

No generators will be allowed in the Horticultural Halls.

Site Rules

Any catering provider will be bound by the requirements of the Food Safety Act 1990, The Food Safety (General Food Hygiene) Regulations 1995 and the Food Safety (Temperature Control) Regulations 1995.

Only authorised exhibitors shall be permitted to serve food at the shows. Exhibitors are not permitted to provide refreshments to show visitors without specific written permission from the Show Manager.

The on-site catering operations will be monitored by the Environmental Health Officers of the relevant local authority. All problems concerning food safety should be referred directly to the Show Manager in the first instance.

B11. EXHIBITORS' & CONTRACTORS' PERSONNEL

Site Rules

All staff must be adequately trained, experienced, competent and authorised for the tasks that they are to perform. Hazardous tasks should only be carried out by trained personnel.

All staff on site must be instructed in show regulations, practices and emergency procedures.

Possession, use or being under the influence of alcohol or non-prescribed drugs is prohibited throughout the show build-up/break down periods and when the show site is open to the public. Anyone suspected or found to be in breach of this regulation may be evicted from the show site, their pass withdrawn and will be refused re-entry.

Abusive or threatening behaviour will not be tolerated and may result in the individuals concerned being evicted from site and accreditation withdrawn.

B12. FIRE & FIRE PREVENTION

Site Rules

Exhibitors must ensure that no activity resulting from their operations can result in fire or explosion.

All personnel are required to minimise potentially hazardous conditions, be aware of the safety procedures, know the location and operation of fire extinguishers, and understand evacuation arrangements for their particular area of work.

Fire points will be located throughout the show site. Ensure staff are aware of the location of extinguishers should they be required.

Blocking fire exits or emergency routes is not permitted; they must remain available for access at all times.

All curtains and drapes should be of durable or inherently flame retardant fabric. Inherently flame retardant fabrics should conform with BS 5867: Part 2 2008 Fabric Type B when tested in accordance with BS 5438:1989. Non-durable fabric is acceptable provided that it is sprayed with flame retardant substance that performs to meet BS 5867: Part 2 2008 Fabric Type B.

Discovery of Fire During Build-up and Breakdown

On discovering a fire during the build-up or breakdown periods, report the incident to a safety steward, a member of the security staff or the Fire Brigade by telephoning 999. You need to give:

- A clear description of the incident.
- The location of the show.
- The actual location of the incident within the Horticultural Halls.
- Only certain entrances can allow access for emergency vehicles. It is therefore important that you give the correct information.
- The fire must then be reported to the Show Manager or one of the site security staff. This will ensure that, on their arrival, the Emergency Services can be quickly directed to the location of the fire.

Discovery of Fire During Show Open Days

On discovering a fire during the show, report the incident immediately to the Fire Brigade by dialling 999 and then to a steward, who will then implement the correct reporting procedure.

B13. FLAMMABLE SUBSTANCES, HAZARDOUS MATERIALS & COSHH

Site Rules

All substances that may be hazardous must be stored safely and controlled as required under COSHH (Control of Substances Hazardous to Health Regulations 2002). Substances include those directly used in work activities (e.g. cement or diesel fuel), substances generated by work activity (e.g. wood or mineral dust) or naturally occurring substances (e.g. toxic plants).

Exhibitors must;

- Produce and submit a Risk Assessment indicating operations which may involve exposure to hazardous substances, how and where these substances will be stored on site, and what safety controls will be put in place to manage the risks involved.
- Ensure safe systems of work are documented and followed in the use, handling, storage and transport of hazardous substances.
- Ensure the amounts of hazardous substances are kept to a minimum.
- Ensure suitable and sufficient materials are available to quickly and effectively deal with any spillage or accidental release that may arise during the use or storage of such substances.
- Maintain and use suitable Personal Protective Equipment where necessary.
- Suitably train staff to deal with hazardous substances and to deal with any emergency that may arise during the use or storage of such substances.

Items of Flammable or Explosive Nature

Items of a flammable or explosive nature (e.g. gas cylinders, paraffin, petrol etc) are strictly prohibited on site.

Highly Flammable Liquids

Wherever possible, substances that are extremely or highly flammable should be avoided. Alternatives to liquids with a flash point below 90°F/32°C must be used wherever possible. Where no alternatives can be used, liquids with low flash points must be safely stored, handled and used by the exhibitor.

Highly flammable liquids must not be stored or decanted within any type of structure.

The exhibitor must control any potential source of ignition including the prohibition of smoking close to storage areas and points of use of low flash point liquids or mixtures.

Special Effects

Any special effects or mechanical installations shall be arranged and stored so as to minimise any risk to the safety of those using the premises. The following special effects will only be used on 28

days prior notice being given to the Licensing Authority where consent has not previously been given.

- Dry ice & cryogenic fog
- Smoke machines & fog generators
- Pyrotechnics including fire works
- Firearms
- Lasers
- Explosives and highly flammable substances
- Real flame
- Strobe lighting

B14. GOOD NEIGHBOUR POLICY FOR THE HORTICULTURAL HALLS

Site Rules

The Royal Horticultural Halls (that includes the Lindley Hall and Lawrence Hall) are located in a residential area and virtually surrounded by residential properties, including some immediately opposite and adjacent to working areas. Please respect the privacy and comfort of all our neighbours and in particular, those who live in surrounding buildings. Whatever the circumstances, the needs of local residents are of paramount importance.

Please would exhibitors observe the following:

- There is a restriction on loading and unloading in the vicinity of the Halls between the hours of 11pm and 7am on weekdays and 10pm and 8am on weekends.
- Vehicle noise should be kept to an absolute minimum, particularly drivers of vehicles operating air brakes or audible warning devices. Engines being started or idling unnecessarily should also be kept to a minimum.
- No radios or similar devices should be operated from any vehicle.
- All vehicle doors should be opened and closed with absolute care to avoid noise.
- No alarm devices should be activated.
- It is absolutely forbidden for any vehicle to obstruct access on the public highway, as is double parking and parking on double yellow lines.
- Wherever possible equipment and materials must be carried, rather than dragged, on to the loading tailgates of vehicles or into the Halls.
- All wheeled or rolling equipment must be maintained and oiled regularly to minimise noise.
- Wherever possible, equipment should be wrapped or padded to minimise noise.
- Due care and consideration must be taken when moving trollies on the public pavement and road. Ensure that trollies are not pushed blind and if necessary have a guide in front.
- Overnight sleeping in vehicles outside the Horticultural Halls is strictly forbidden.

Hot Work or Naked Flames / Hot Work Permits

Hot Work includes the use of blowlamps, gas appliances, heated tar pots, welding, burning and grinding. Naked flames/lights include the use of lit candles, lamps, heaters, barbecues, chimineas and cooking appliances etc.

Any operation involving Hot Work or the use of naked flames will require the exhibitor to supply a detailed risk assessment and apply on-site for a Hot Work Permit to be issued. This will be issued by the Show Manager. **The work must not be started until a Hot Work Permit has been issued.**

The exhibitor must provide a standby 'safety man' whenever Hot Work is to be carried out and this person's name must be supplied to the RHS. They must be suitably trained and understand their role which will include raising the alarm in the case of fire.

B16. LEGIONELLOSIS

Site Rules

Horticultural displays that include water fountains, irrigation systems or recirculated water in aerosol form, are a potential source of the legionella bacteria. Other exhibits may include whirlpool baths or spa pools.

Exhibitors are required to declare the use of such systems on their Health & Safety Form and undertake a risk assessment for their operation outlining how water systems will be managed and the risks will be controlled.

Useful Information

Do not allow water which is intended to be cold to rise above 24˚C, ideally it should be less than 20˚C.

Clean and disinfect equipment containing water immediately before (no more than 24 hours) and after each show, preferably using chlorine based disinfectant or water at 80˚C.

Keep equipment clean and free from scale. If possible completely drain equipment each night and refill with fresh mains water each day.

B17. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Site Rules

Exhibitors & contractors are reminded of their legal obligations under the Personal Protective Equipment at Work Regulations 1992 (PPE) to provide appropriate personal protective equipment for their employees.

Exhibitors must carry out a Risk Assessment to ascertain what PPE may be required for the particular task; this must then be worn by exhibitors and contractors where appropriate. This may include the use of hard hats, safety footwear, high visibility vests, gloves, hearing protection and eye wear.

Dust masks may be appropriate where dust and pollen on site may cause respiratory health problems.

Hearing protection must be worn where noise exceeds levels noted in the regulations.

Safety helmets should be worn during all construction and erection work at a raised level, as well as during lifting operations. Any person working below or close by other people working above them must wear a hard hat.

Any exhibitor not complying with the site rules for use of PPE will be asked to leave the site, and will not be permitted to return.

The wearing of safety helmets is not mandatory but is imposed on a job specific basis for any operations where there is a risk of falling objects.

B18. SUPERVISION, CO-ORDINATION & CO-OPERATION

Site Rules

Exhibitors must ensure that there is always adequate supervision of personnel on site to ensure that the requirements of current legislation, the exhibitor's own Health & Safety Policy, the RHS Health & Safety Guide and the relevant Show Manuals are complied with at all times.

Exhibitors' supervisory staff and representatives must set a good example at all times.

Exhibitors should allow for, and ensure proper cooperation and coordination with other contractors on site where work operations may overlap. Any disputes should be directed via the Show Manager for resolution.

Exhibitors must inform the RHS of any unforeseen dangers that arise out of their own practices or the interaction with other operations. The RHS will in turn alert all other affected parties.

Use of the lift and hoist in the Lindley Hall must be supervised by a member of the Horticultural Halls Staff.

B19. TOOLS & EQUIPMENT

Site Rules

The risks involved in using tools and equipment are to be considered in the Health & Safety Form and in the exhibitor Risk Assessment.

All equipment must comply with British and European safety standards and be in a safe and reliable condition.

All tools and equipment must be properly maintained, suitable for the task, must be fitted with the necessary guards or safety devices, and where applicable, must be supported by the relevant certificate of testing or examination.

All personnel using powered tools and equipment must be trained to do so, and must have their certificate of competence available for inspection where applicable.

Correct operating procedures must be observed at all times. Necessary protective equipment must also be used.

Exhibitors must use appropriate protection to the site surface and/or property to avoid unnecessary damage. The RHS reserves the right to charge offenders with the full cost of repair for any damage caused by such operations.

Site Rules

Exhibitors must keep the show site tidy at all times.

Exhibitors must ensure that they dispose of all waste correctly and safely, especially hazardous substances, e.g. oil, diesel fuel, petrol, solvents, etc, and loose and 'unfriendly' materials such as polystyrene, chippings, packing, plastics.

There are limited waste facilities at the Halls, we ask that exhibitors remove all waste from the Halls for correct disposal.