

FLOWER SHOW SCHEDULE AND REGULATIONS



ENTRIES CLOSE: 24 May 2019

JUDGE: Mr Jim Buttress

www.kentshowground.co.uk

01622 633057

meghan@kentshowground.co.uk

Kent County Agricultural Society, Kent Showground, Detling, Maidstone, Kent, ME14 3JF

Patron: HRH The Duke of Kent, KG

President: The Lord Colgrain

Chairman: Mr Kevin Attwood

FLOWER SHOW

ENTRIES CLOSE: 24 May 2019

Judge: Jim Buttress

Kent County Agricultural Society, Kent Showground, Detling, Maidstone, Kent ME14 3JF

Online Entries: www.kentshowground.co.uk Available From: 1 April 2019

Events Assistant: Meghan Rice-Wilson, 01622 633057, meghan@kentshowground.co.uk

FLOWER SHOW GENERAL REGULATIONS

Judge: Mr Jim Buttress

Chief Steward: Mrs R Day

Deputy Steward: Mrs J Poile

1. Space for Exhibits

Space will be provided for judged exhibits of plants, flowers, etc. free of charge to the exhibitor in the Flower Show area.

All sites in the Flower Show have a depth of 3m. Minimum frontage is 6m and can only be increased in multiples of 3m per exhibit. The marquee is approximately 3 metres high to the eaves.

Outdoor Exhibition Garden exhibits will be allocated a set size piece of grass. Consideration should be given to other garden spaces around the exhibition space.

2. Application for space

Application for space must be made on the official form accompanying this schedule. In the event of the Show being oversubscribed with repetitive plants or flowers, the Society reserve the right to limit space accordingly.

To apply online, please visit www.kentshowground.co.uk. You will be able to access this between 1 April 2019 and 24 May 2019. All entries to the Flower Show are **free of charge**.

3. Closing Date

The closing date for entries is **Friday 24 May 2019**. Applications for space will be acknowledged by the Garden Life Department. The Committee will determine the area of the Garden Life Marquee to be allocated to each exhibitor and have the power to reject any entry or to allot less space than that applied for. Every exhibitor will be notified of the space allocated.

4. Marquee Opening Times Prior To, During and After the Show

Prior to the Show - The Garden Life Marquee will be open for the reception of exhibits from 9.00am on Tuesday 2 July. All exhibits to be staged by 8.00am on Friday 5 July (when judging will take place).

All exhibits must be arranged in accordance with the instructions of the Stewards in charge of the Garden Life Marquee.

Garden Exhibits can enter the Showground on Monday 1 July 2019 or earlier with agreement from the Show Manager.

During the Show - The Garden Life Marquee will be open to the public from 10.00am to 6.00pm on Friday 5 July, 8.00am to 6.00pm on Saturday 6 and Sunday 7 July.

After the Show - No exhibits or part thereof may be removed or taken away until 6.00pm on Sunday 7 July with the exception of display sales (see rule 11). Exhibitors' vans, lorries etc. will not be allowed into the Showground until 7.00pm.

5. Standard of exhibit

The Society expects a high standard of plants and presentation to be adhered to at all times, for example, RHS Westminster Halls.

6. Staging

Exhibitors are responsible for arranging their own staging.

Please note: Dutch trolleys should not be used within the Garden Life Marquee.

7. Exhibition Garden Space

Exhibition gardens entered into Class FS3 will all be outside the Garden Life Marquee and will be allocated on grass. Exhibitors can use the space how they see fit, however the ground must be returned to its original state and all equipment and materials removed once the stand space is vacated.

8. Tabling & Seating

Both selling **and** display tabling requirements must be stated on the application form and both **must** be included in the total frontage requested. The number of selling tables allocated is determined by the frontage of your exhibit and Exhibitors must state whether the allocated selling tables will be required on the enclosed application form.

Each exhibit will be provided with one selling table free of charge. Any additional selling tables required (to the total number detailed on the form) will be charged at £20 per selling table. Please include this payment with your signed form. Please note: tables supplied for display purposes are for flat exhibits only (tables will be wooden and approximately 1.8m x 69cm).

Please note that no soil should be placed directly on either display or selling tables and any signs or back cloths should not be secured onto the table with staples.

Chairs must be ordered on the application form (maximum of three chairs per stand).

No tables or chairs will be allocated to Exhibition Gardens in Class FS3.

9. Back Cloth

It is the exhibitor's responsibility to provide their own back cloth in a colour which compliments their exhibit. The back cloth must cover the entire length of the stand backdrop (3m to the eaves). It is recommended for the backdrops to be put up using double sided velcro however safety pins and wire for hanging the backdrop will also be accepted.

The Show will be hiring an alu-framed marquee for the Show. All back cloths must hang with wire from the aluminium pole and cannot be fixed in any way to the marquee or marquee poles which will mark them.

10. Judging

All Judges will be RHS approved. Judging will take place at 8.00am on Friday 5 July. The Garden Life Marquee will be cleared and nobody but the Judges and Stewards in attendance will be allowed inside until judging is completed. The Judge's decision is final. Judging is normally completed by 9.45am. Judges are normally available for comments on judging until 12.00pm.

11. Sale of exhibits

Exhibitors within the Flower Show are encouraged to sell plants throughout the Show. Exhibitors are requested to apply for a selling table on the attached application form (the selling table will be included in their total stand area).

At 4.30pm on Sunday 7 July (or earlier at the stewards' discretion) exhibitors may, if they so desire, sell any plants or flowers from their exhibit. Exhibitors are requested to wrap all plants sold as a safeguard against theft.

A plant crèche is available inside the marquee for purchases made within the Flower Show.

12. Goods Sold

All items sold over the value of £15 should be accompanied with a receipt bearing the Exhibitor's trading address and trading phone number. All orders taken at the Show must be despatched promptly. Where the

delivery time is more than three months after the closing date of the Show, customers must be made aware of this at the time of ordering. Failure to abide by this regulation may result in stands not being invited back in future years.

13. Failure to exhibit

An exhibitor who finds themselves absolutely unable to stage an exhibit already entered must give notice, not later than mid-day on Friday 24 May, addressed to the Garden Life Department, Kent County Agricultural Society, Kent Showground, Maidstone, Kent ME14 3JF or email meghan@kentshowground.co.uk.

With space being limited, it is important that none should be wasted. Those who cancel their entries at the last moment without a valid reason or who neglect to send any notification of their inability to exhibit, cannot expect to be allocated space at any subsequent Show.

In view of the above, new exhibitors will be required to pay a £50 deposit which will be refunded with prize money within one month of the Show.

14. Responsibility for exhibits

Throughout the Show security is provided and every precaution will be taken to ensure the safety of exhibits. However there may be times when this is not possible, the Society will accept no responsibility for the damage done to plants, flowers or any other property or vehicles during the Show nor will the Society be responsible for loss while exhibitors are on site or within the car park areas.

15. Security

Right Guard will once again be providing Security and will be on the main and back gates 24 hours a day from 8.00am on Sunday 31 June to 6.00pm on Wednesday 10 July. Security will be provided specifically for the Garden Life Marquee from Thursday 4 July, 3.00pm to Monday 8 July, 6.00pm.

16. Services

Water will be available on both sides of the Garden Life Marquee for general watering purposes. If you require a standpipe on your stand for a water feature or for other use, please contact Meghan Rice-Wilson in the Show Office on 01622 633057 or email meghan@kentshowground.co.uk. **Deadline: 21 June 2019.**

Electricity must be booked through the Show Office using the attached form. **Deadline: 7 June 2019.**

The Society will keep all grass on the Showground mown up to three weeks prior to the Show (weather permitting). Fine cutting thereafter will be the exhibitors' responsibility.

First Aid points will be situated at various points throughout the Show.

Exhibitors are requested to see that the frontage of stands are kept clean.

17. Catering facilities

The Spitfire Restaurant in the Clive Emson Conference Centre will be open from Thursday 4 July with a restricted service. Breakfast, lunch and dinner will be available during the Show and any exhibitor or assistant on the Showground is entitled to take advantage of this facility.

There are also numerous mobile catering units which will be available on Show days.

18. Excavations

Exhibitors may not make any excavations on their stands without prior permission from the Show Office.

19. Exhibitor Tickets

Each Exhibitor will be issued with three Exhibitor's passes (each valid for all three Show days). Please note that you will be required to show your exhibitor's pass to gain entry on Wednesday 3, Thursday 4, Monday 8 and Tuesday 9 July as well as 24 hours a day on show days.

Additional trade passes can be purchased for staff only. Additional Trade Exhibitor Any One Day Tickets are discounted by 20% to £18.40 each (including VAT). Sets of three Trade Exhibitor Any One Day Tickets are charged at £51.75 per set (including VAT).

Tickets for guests may be purchased at pre-show rates prior to the Show. Please contact the Show Office for details or visit our website www.kentshowground.co.uk.

Exhibitors can become annual Members of the Society if they wish to do so. Prices for individual Show Membership subscriptions start from £45.00 each including VAT. Membership privileges include free admission by badge to the ground throughout the Show, use of the Member's Area containing dining room, buffet and bar and use of the Members' Car Park. Full names and addresses should be included for each additional membership ordered.

To purchase any additional tickets or Memberships please contact Meghan Rice-Wilson in the Show Office on 01622 633057 or meghan@kentshowground.co.uk.

20. Vehicles

Exhibitors are requested to park vehicles in the free public car park if at all possible, prior to and during the Show.

The following are the arrangements for the admission of vehicles to the Showground:

Before the Show

Vehicles must display the pre-show purple vehicle identification label issued with their passes and all drivers and passengers must show their exhibitor's pass valid until 6.00pm on Thursday 4 July.

During the Show

- a) Vehicles with supplies will be admitted to the showground between the following hours and a charge of £100 cash will be made for each admission, which will be refunded provided the vehicle leaves the showground by 8.00am on the same morning:
Between 6.00pm on 4 July and 8.00am on 5 July
Between 6.00pm on 5 July and 8.00am on 6 July
Between 6.00pm on 6 July and 8.00am on 7 July

All drivers and passengers must show their exhibitor's pass.

- b) Exhibitors are asked to ensure that any deliveries that need to be made to their stands take place before 8.00am on the days of the Show. After 8.00am goods may be taken to the main entrance, where exhibitors should request the tractor and trailer service from the security or stewards. The goods will then be delivered to stands by the Society's contractors.
- c) Any vehicles remaining on the Showground after 8.00am must form an integral part of an exhibit and remain in the small restocking car park which is situated behind the Garden Life Marquee. Please note that you will require a stationary vehicle pass to enable your vehicle to gain entry to this area. This rule will be strictly enforced and any unauthorised vehicle found on the showground between 8.00am and 6.00pm is liable to be towed away without any further warning.
- d) There are two available free trade car parks available at various locations around the Show perimeter. The Blue Trade Car Park is nearest to Entrance 1 and the Yellow Trade Car Park is situated between Entrances 3 and 4. Please make a note on the form of the number of passes you require for which free trade car park.

Please note that there is a maximum speed limit of 10 mph on the whole of the Showground at all times.

21. Risk Assessment

Anyone exhibiting at the Kent County Show should be aware of their duties under the Health & Safety at Work etc. Act 1974. In particular, attention is drawn to the requirement under the Management of Health & Safety at Work Regulations 1999 and is required to provide, at the time of booking, a completed risk assessment addressing all the risks associated with attendance at the Show. A template for such an assessment can be found within this schedule or the exhibitor may provide their own.

22. Public, Employers and Product Liability Insurance

All exhibitors must carry public liability insurance with the minimum limit of indemnity required for your business. This insures the exhibitor's liability for damage to third party property and / or injury to third parties arising from the exhibitor's use of their stand. The Show Office must be sent a copy of your public liability insurance prior to the Show.

Exhibitors should also hold the relevant employer's liability insurance where it is required by statute. This insures the exhibitor's legal liability for injury to employees. 'Employees' can be deemed to include volunteers, casual/temporary workers and even 'self-employed' persons.

It is essential that any exhibitor supplying goods or services should maintain this insurance under an annual policy. This liability for damage to third party property and/or injury to third parties arising from goods sold/supplied. The consumer Protection Act 1998 makes the retailer of a defective product strictly liable to any persons injured by it.

23. Data Protection - GDPR

All data given upon entry into classes with the Kent County Agricultural Society may be provided to Horticultural Societies etc for the publication of results. Name, contact details and results will be published in the catalogue and online. Details may also be provided to the press and Horticultural Societies for publication. By making an entry to a class with the Kent County Agricultural Society you are providing consent for the storage and disclosure of information in this way.

23. Fire and Safety Precautions

IN THE EVENT OF FIRE DIAL 999 AND INFORM SOMEONE IN AUTHORITY.

Any queries regarding safety should be made to the Chief Steward of the Garden Life Marquee. Each exhibitor must conform to precautions against fire and provide a fire risk assessment for any space allocated to them and in any stand, exhibit, tent, marquee or any other temporary or moveable structure erected or installed within such allotted space.

The Society reserves the right of inspection by one of its officials or a representative of the Kent Fire and Rescue Service of all tents or stands and the officials shall have full authority to order that the use of any appliances or equipment be discontinued immediately, if in their opinion they constitute a danger. The decision of the Society in this matter must be accepted as final.

ALL EXHIBITORS ARE REQUIRED TO SUPPLY A SUITABLE FIRE EXTINGUISHER OR EXTINGUISHERS IN THE INTEREST OF FIRE PRECAUTIONS.

- Exhibitors are advised to insure against fire as regards their own property.
- Exhibitors will realise that these precautions are necessary to comply with the Fire Safety Order 2005.
- Exhibitors must protect their staff and the general public from contact with moving components of machinery. An inspector from the Health and Safety Executive will be inspecting exhibitors' stands.
- All Liquid Petroleum Gas (LPG) appliances must have a current safety certificate and comply with HSE
- Guidance note CS6.

24. Adverse Weather Conditions

The Society reserves the right to restrict vehicle movement in adverse weather conditions. In the event of poor ground conditions, the organiser may be in a position to offer assistance to move vehicles and trailers on and off the site. The organiser accepts no liability for any damage incurred during the course of towing or otherwise assisting in moving exhibitors' vehicles.

Exhibitors are advised to insure against adverse weather conditions that could affect the running of the Show. The Society and organiser accept no liability for any loss of trade or footfall due to adverse weather and poor ground conditions.

25. Exclusivity

The Society does not grant exclusivity to any company or organisation for the marketing or selling of goods/services at the Show.

26. Rules and Regulations

All exhibitors will be subject to the Rules and Regulations of the Society as interpreted by the Board of Directors, Council, the Stewards and Officials.

Other ways to be involved with the Flower Show at the Kent County Show.

Sundries Stand - Once again we will be offering space within the Flower Show for sundries stands. These will be 6m x 3m in size and will be £150 + VAT for the three days. Services including electricity and furniture will need to be ordered separately. These stands can include any items that are directly related to garden maintenance, ornaments, water features, ornamental fencing, floral art design etc. Please note that due to the size of the stand space these sites are not suitable for garden furniture.

Demonstration on the Stage / Question and Answer session - There will be a stage within the Garden Life Marquee that will run a timetable of events. If you are interested in hosting a section on this stage either with a demonstration or in providing a question and answer session please let Meghan Rice-Wilson in the Show Office know. These sections will be free of charge to both parties.

If you are interested in any of the above areas, please contact Meghan Rice-Wilson, Events Assistant on 01622 633057 or email meghan@kentshowground.co.uk.

The Garden Life Marquee will be approximately 140m x 18m and will include the following:

- Flower Show displays and plant sales.
- NAFAS Floral Art competition.
- Kent Federation of Horticultural Societies – Summer Show.
- Sundries stands.
- Kent Bees and Honey Show.
- Stage including demonstrations and displays.
- WI National Huxley Cup
- Coffee shop selling coffee, tea and cakes.
- Plant crèche for those visitors wishing to leave bought items until later in the day.

Further ways to be involved with the Kent County Show.

Sponsorship - The Society offers various advertising and sponsorship packages starting from £200.00 + VAT. Please contact Rosie Gouldsworthy, Trade and Sponsorship Co-ordinator for more details: Email: rosie@kentshowground.co.uk. Tel: 01622 633051.

Banners - Banner sites are available from £150 + VAT (3m x 1m). Banner sites are strictly limited and applications MUST be received by Monday 10 June 2019. Successful applicants will be allocated one official site (sites will be entirely at the discretion of the Society, although every endeavour will be made to meet any request made by an exhibitor regarding the position of their banner). Please note: any unauthorised banners will be removed and destroyed.

Banners must not be placed on perimeter fencing which borders the A249 without prior permission.

Advertisements - Advertising is available in both the Show Guide and Catalogue. Prices start from £110 + VAT offering a very cost effective way to promote your company's products and services. Contact Jim Skwarek at Geerings Print Ltd on 01233 658611 or email Jim.skwarek@geeringsprint.co.uk for more information.

Press Office - The Press Office welcomes press packs and media information which will be displayed in the Press Office throughout the Show. If you plan to hold a media event it would be helpful if you could email the relevant information to becky@kentshowground.co.uk or phone 01622 633058, including details of stand name/number, timings, potential invitees and general details of the event.

Class FS 1 Flower Show Exhibition Display

Entry criteria: Open Class. All exhibition displays inside the Flower Show will automatically be entered into this class.

Judging criteria: Entries will be judged on the quality of the plants, the overall impression of the stand, the creative nature used to display the plants (appropriate to the type of plant) and the level of interest the display creates for the visitor.
The judge's decision is final.

Prizes:

Top Gold	Award Card	Value	£350
Gold	Award Card	Value	£300
Silver Gilt	Award Card	Value	£260
Silver	Award Card	Value	£200

Trophies:

T19 KCAS Perpetual Challenge Trophy.
Awarded to the best exhibit in FS 1.
Prize value £200.

T17 KCAS Perpetual Challenge Cup.
Awarded to the runner-up best exhibit in FS 1.
Prize value £150.

Class FS 2 Best Landscape or Garden Display Exhibit

Entry criteria: Open Class. Entry to this class is for exhibitors inside the Flower Show only. This class can be entered with the same display entered into Class FS1.

Judging criteria: Entries should only include natural plants and vegetation. No fake or artificial plants or materials should be used. Entries will be judged on the quality of plants and vegetation used, the suitability of the garden/landscape design for the type of plants, the overall display and the level of interest the display creates for the visitor.
The judge's decision is final.

Trophy:

T52 KCAS Perpetual Challenge Cup for the best Landscape or Garden Display Exhibit.
Awarded to the best exhibit in FS 2.
Prize value £200

Class FS 3 Best Show Garden

Entry criteria: Open Class. Entry to this class is for exhibition garden exhibitors based outside the Garden Life Marquee only.

Judging criteria: Entries should only include natural plants and vegetation. No fake or artificial plants or materials should be used. Advertising signage should be kept to a minimum. Entries will be judged on the quality of plants, the overall garden design with appropriate planting and the imaginative use of space which should enhance the visitors appeal to the garden. Garden sizes are flexible.
The judge's decision is final.

Prizes:

Top Gold	Award Card	Value	£350
Gold	Award Card	Value	£300
Silver Gilt	Award Card	Value	£260
Silver	Award Card	Value	£200

Trophy:

T139 The Haynes Perpetual Challenge Trophy.
Awarded to the best exhibit in FS 3.
Prize value £200

FS 4 Best Floral or Garden Display by a Public Authority or those working with Public Organisations.

Entry criteria: Entry to this class is open to all public authorities and any company that is currently working with public authorities. Entries could come from local councils, parish councils, prisons/young offender institutes, hospitals, schools, community projects on public land and contractors that work with any of the above organisations. Displays both inside and outside of the Garden Life Marquee could be entered into this class.

Judging criteria: Entries should only include natural plants and vegetation. No fake or artificial plants or materials should be used. Advertising signage should be kept to a minimum. Entries will be judged on the quality of plants, the overall garden/floral design with appropriate planting and the imaginative use of space which should enhance the visitors appeal to the garden. The judge's decision is final.

Prizes:

Top Gold	Award Card	Value	£350
Gold	Award Card	Value	£300
Silver Gilt	Award Card	Value	£260
Silver	Award Card	Value	£200

Trophy:

T1 Lady Cornwallis Memorial Trophy.
Awarded to the best exhibit in FS 4.
Prize value £200
Each Municipal Authority will receive £100 appearance fee.

FS 5 Hanging Basket and Decorative Pot Competition.

Entry criteria: Open Class. Exhibitors can enter this class separately or in addition to any other class entered. All classes are free of charge to enter and open to all individuals.

Entry staging: Each entrant will be allocated an area 4' square for the pot and facilities will be provided for hanging the basket above. Exhibitors are required to stage their exhibit in their own 14" hanging basket and a matching 14" terrace pot in terracotta or like material.

Judging criteria: Pots and hanging baskets should be planted with suitable summer material, to complement each other. Entries will be judged on the quality of plants and the creativity of the design. The judge's decision is final.

Prizes:

1 st	Award Card	Value	£50.00
2 nd	Award Card	Value	£30.00
3 rd	Award Card	Value	£20.00

Trophy:

T91 The Burrows and Day Perpetual Trophy.
Awarded to the best exhibit in FS 5.
Prize value £50.00

GENERAL JUDGING REGULATIONS

The judge can award as many prize cards in each Class as they see fit. These will be issued immediately after the judging has taken place, and the prize money will be forwarded to the exhibitor within one month of the Show.

The cups to be returned one month before the 2020 Show.

Prize giving will take place at 11.00am on Sunday 7 July 2019. ALL PRIZE WINNERS SHOULD PLEASE MAKE SURE THAT A REPRESENTATIVE IS PRESENT TO RECEIVE YOUR PRIZE.