

REGULATIONS AND FACILITIES FOR ALL EXHIBITORS

ACCOMMODATION

Details of local B&B and Hotels are available from the Show Office and must be booked by exhibitors themselves.

ADVERTISING

To advertise in the official Show Catalogue or for advertising opportunities on the Ayr Flower Show website please call the Show Office on 01292 618395.

ALCOHOL

The event is subject to local licensing restrictions which vary in different parts of the country. Any exhibitor wishing to either sell or offer alcohol from his stand on a complimentary basis is required to advise the organisers and to exhibit a copy of the necessary licence prior to the event. Exhibitors are advised that strict time limits apply for applications to the local licensing authorities and application needs to be made well in advance of the event. It is the exhibitor's individual responsibility to obtain the licence. In the event of a failure to obtain the appropriate licence and subsequently being unable to take up the stand the full stand rental will fall payable to the organisers.

AWARDS

To the most innovative floral exhibit:

..... £650.00 & £350.00

Monetary awards will be presented as follows:

Large Gold Medal £350.00

Gold Medal £250.00

Silver-Gilt Medal £150.00

Silver Medal £100.00

Bronze Medal £50.00



CARAVANS

A designated area for caravans will be provided adjacent to the Showground for the build-up and duration of the Show. Booking Forms will be available from the Trade Stand Manager and must be returned by Friday 23rd July. It is not permissible for exhibitors to sleep within the show site overnight. Please indicate if you require a caravan site on the application form by Friday 23rd July.

CATALOGUES

All Floral Exhibitors should make current catalogues and price lists available and may be asked to submit a sample copy to the Show Manager prior to the Show. An Exhibitor may display a tasteful notice advertising the price of the catalogue.

CATERING

Mobile units will be on site from Wednesday 4th August for the build-up period. Catering services may be provided only by firms and individuals appointed by the Show Manager.

COURIER DELIVERIES

All deliveries should be clearly labelled with Company Name, Stand number, Ayr Flower Show, Rozelle Park, Monument Road, Ayr, KA7 4NQ. Ayr Flower Show cannot take responsibility for any loss or damage of items sent to the showground.

DEFINITIONS AND INTERPRETATIONS

The Committee of 'Ayr Flower Show' reserves the right to refuse any application for space, and preference will generally be given to those who have staged high quality exhibits at Scottish Shows in the past. The allocation of space, area, position or other detail shall be at the Committee's discretion and no part of an exhibit or stand shall extend beyond the allocated space.

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 as outlined in this schedule.

DOGS

Dogs are not permitted on the Showground at any time with the exception of guide dogs.

DRAPING

The Show Organisers are unable to supply draping material for either the staging or sales tables. Exhibitors should provide their own materials.

DUST

Dry peat, cement and any other material likely to cause dust may not be brought into the Marquees after mid-day on the Wednesday before the Show. Dust-causing operations such as stone cutting, etc. must not be carried out either inside these structures or out in the open near to other exhibitors during this time period.

EXHIBITOR RESPONSIBILITIES

All exhibitors and stand holders as well as all persons admitted into the exhibition area shall be subject to the Show regulations and shall obey the instructions of the Stewards and Security Staff. Exhibitors shall be answerable for the conduct of their assistants or representatives.

FIRST AID

During build-up and breakdown, a single First Aid post will operate within the Showground. This is identified on the map overleaf. When the First Aid post is closed contact should be made with the Security Office or the Organiser's Office.

JUDGING

Judging of Floral Exhibits and Show Gardens will commence at 4.00pm on Thursday 5th August by which time all exhibitors must have completed their exhibits and vacated the Marquees. The

Judges' decision shall be final. Any communication with the Judges must be made via the Show Manager by 12 noon Friday 6th August. All other stand holders must respectfully vacate the relevant buildings and marquees during judging.

MARQUEES

Sundries Exhibitors may not use their own tentage without prior permission from the Trade Stand Manager. Permission will only be granted to fire-proofed materials that comply with British Standards (BS5438 or BS3120). Marquees must be erected as stipulated in the manufacturer's instructions. Exhibitors must co-operate with Building Control Officials who will inspect all structures brought on-site.

NAME BOARDS/LABELS (FLORAL EXHIBITORS)

(a) Name Boards. Boards, bearing the name and address of the Exhibitor must be placed on the exhibits. They should not exceed 400mm x 250mm.

(b) Sell-off Notices. Cards up to 250mm x 150mm are permitted to be displayed on the last day of the Show only.

(c) Plant Labels. All Exhibit plants must be labelled. Label sizes should not exceed 100mm x 50mm with the ideal colour of the background black, with white lettering.

NOISE

Exhibitors must not create an unacceptable level of noise from their stand. Any exhibitor in breach of this rule will be invited to reduce the level of noise, and their failure to do so will result in the stand being closed down.

OPENING AND STAFFING OF STANDS

All stands must be open and staffed continuously during the following hours:

Friday 6th August, 9.00am - 6.00pm.

Saturday 7th August, 9.00am - 6.00pm.

Sunday 8th August, 10.00am - 5.00pm.

(Sell-off of plants and flowers in the floral marquee commences at 4.00pm on Sunday).

PLANT STORAGE

Facilities for plant storage will be provided. Exhibitors will be notified of the designated plant storage areas within the show site. Plants in the storage areas are the responsibility of the exhibitor. Plants, trolleys, plant trays etc., found outside the designated areas will be removed. These storage areas are usually shared with a number of exhibitors, and exhibitors found to have taken an excessive amount of space will be asked to remove some of their plants. Selling may not take place from the storage areas.

PUBLIC LIABILITY INSURANCE

Unless otherwise agreed, it is each individual exhibitor's responsibility to have public and products liability cover noting a minimum indemnity limit of £5 million, including an indemnity to the Show Organisers.

SALE OF PLANTS

Sale of plants will only be allowed from tables in the floral marquee or in the plant village.

During the open days of the Show, plants may only be sold and removed from the sales areas. No plant material may be removed from the displays themselves but, display plants may be reserved for collection during the 'sell-off' from 4.00pm on Sunday 8th August.

Floral exhibitors who have been allocated Sales Tables will have them located in positions decided by the Trade Stand Manager. Exhibitors are not allowed under any circumstances to sell or store sales plants in public view on any surface other than on the allocated sales tables or to use additional tables or structures other than those allocated to them, unless by agreement with the Trade Stand Manager.

SECURITY

A 24 hour security presence will be maintained at the show from 7.00am Tuesday 3rd August until 9.00am Tuesday 10th August. Exhibitors are advised to take appropriate precautions for the security of their stands and monetary takings at all times. Stewards will monitor all areas of the Showground during the hours of the Show and are the first point of contact in reporting any matter requiring investigation or action.

Exhibitors are solely responsible for the safety of their goods before, during and after the Show.

SERVICES

a. Water Facilities. Standpipes will be provided at various points throughout the Exhibition Area.

b. Electrical Supply. If you require electrical supply contact the Trade Stand Manager.

c. Plumbing. An official plumber will be nominated by the Show Manager.

d. Refuse Disposal/Collection. Exhibitors or their contractors are themselves responsible for the removal from the Exhibition Area of any refuse, grass cuttings or other material resulting from the construction of stands or preparation of sites. Grass cuttings etc., must be placed in disposable sacks which may be obtained from the Organiser's Office. Skips for rubbish and cages for cardboard will be located on the Showground.

On the days of the show the Organisers will be responsible for maintaining the cleanliness of the public areas between stands, but exhibitors are responsible for the maintenance of tidy and hygienic conditions in the immediate area of their stands and for the removal of all waste materials. A collection of refuse will be made early each morning, and exhibitors wishing to avail themselves of this service must place the sacks where directed.

TRADE EXHIBITOR PACK



Ayr Flower Show August 2010

50th Anniversary

Fri 6th, Sat 7th & Sun 8th August 2010
at Rozelle Estate, Ayr



EventScotland™

FOR TRADE STAND ENQUIRIES CONTACT

JIM JERMYN - TRADE STAND MANAGER

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Tel: 0845 300 5550

ALISON JERMYN - ASSISTANT TO TRADE STAND MANAGER

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Tel: 0845 300 5550

MARTIN DARE - ORGANISER

RURAL PROJECTS

e-mail: martin@ruralprojects.co.uk

Tel: 0131 333 0969 Fax: 0131 333 0960

CONTACT ADDRESS: **RURAL PROJECTS, THE STABLES, 2 INGLISTON GARDENS, INGLISTON, NEWBRIDGE, MIDLOTHIAN EH28 8NB**

FOR ALL OTHER ENQUIRIES PLEASE CONTACT

Ayr Flower Show, 60 Dalblair Road, Ayr KA7 1UQ • Tel/Fax: 01292 618395 • E-mail: info@ayrflowershow.org • www.ayrflowershow.org

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Ayr Flower Show

SITE ACCESS TIMES

From Monday 2nd August to Monday 9th August all exhibitors / contractors must display a vehicle pass.

Please note: vehicle passes will not be issued until appropriate risk assessment documentation has been returned (a risk assessment form is enclosed with this pack).

All exhibitor/contractor vehicular access will be via gates 1, 2 and 3. Exhibitors must ensure that everyone connected with their exhibit/work on site is familiar with this information.

There should be no vehicular movement on the Showground after 10.00pm during build up and on show days. If exhibitors wish to work beyond these times, permission must be sought from the Trade Stand Manager.

Access times are as follows:

BUILD-UP

MON 2nd AUGUST TO THURS 5th AUGUST

Courtyard Gardens: (from 31st July).

Floral Exhibitors: 8.00am - 7.00pm

2nd August - 4th August, 8.00am - 4.00pm

5th August. Judging of the Floral Exhibits and

Courtyard Gardens will commence at 4.00pm.

All exhibits must be completed and ready

for judging by 4.00pm on 5th August.

All other Exhibitors: 8.00am - 7.00pm

2nd August - 4th August, 8.00am - 10.00pm

5th August. All Sundries and Craft

Exhibitors must have completed their

stands by 8.00am on Friday 6th August.

SHOW DAYS

FRI 6th TO SUN 8th AUGUST

Opening times:

Friday & Saturday 10.00am to 6.00pm.

Sunday 10.00am to 5.00pm. (sell-off 4.00pm.)

Staffing times:

Friday 6th August, 9.00am - 6.00pm.

Saturday 7th August, 9.00am - 6.00pm.

Sunday 8th August, 10.00am - 5.00pm.

Re-stocking of exhibits may take place

between 7.30am & 8.00am on Friday and

Saturday, 7.30am & 9.00am on Sunday and

between 6.30pm and 7.30pm on show days.

Exhibitor vehicles will only be permitted to

enter the Showground for re-stocking

within these times.

All vehicles must be removed from the Showground by 8.00am on Friday and Saturday and 9.00am on Sunday.

Ayr Flower Show is the trading name of Ayrshire Horticultural Society, a company Limited by Guarantee. Registered in Scotland No: 213864 • Registered Office: 4 Wellington Square, Ayr KA7 1EN Scottish Charity No: SCO31169 • VAT No: 761 898 381



BREAKDOWN

SUN 8th AND MON 9th AUGUST

Breakdown of exhibits will commence when all members of the public have left the Showground.

More detailed breakdown arrangements will be issued to exhibitors along with their exhibitor passes.

Exhibitors should note that, whenever possible, it is essential to dismantle exhibits and remove easily portable/valuable possessions as soon as possible after the Show closes as security cannot be guaranteed.

On Thursday 5th, Friday 6th and Saturday 7th August, the Patron's Marquee may be used for Charity and Volunteer Development evenings during which time there may be an opportunity for visitors to these events to view the Floral Marquee only.

Exhibitors in this area are not required to, but may wish to staff their stands. Stewards will be on duty in the Floral Marquee at such times.

TRADING STANDARDS CONDITIONS

Advice For Exhibitors

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

- Exhibitors should legibly display a notice indicating their Business Name and address in accordance with the Business Names Act 1985
- All goods must indicate a selling price when offered for sale
- All goods, packaging and equipment should comply with any applicable Weights and Measures legislation
- All goods, including display items must comply with current consumer safety legislation

Exhibitors should be aware that Trading Standards Officers from South Ayrshire Council routinely inspect the event to assess compliance with consumer legislation. If you are in any doubt as to your legal obligations you are advised to contact your local Trading Standards Office.

