



Cornwall Garden Society

Spring Flower Show 2020

TRADE EXHIBITOR INFORMATION

Royal Cornwall Showground
Whitecross, Wadebridge, PL27 7JE

Saturday 4th and Sunday 5th April 2020



www.cornwallgardensociety.org.uk

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FROM THE TRADE CO-ORDINATOR

Dear Exhibitor

Welcome to the 2020 CGS Spring Flower Show.

Our reputation as one of the most widely respected flower shows in the UK continues to grow and, taken together with the success of the 2019 show at our new venue, we are confident of an even bigger increase in visitor numbers in 2020.

But as we grow we want to ensure that some things don't change. Firstly, we will retain our trade focus on top quality nurserywomen and men from the south-west, complemented by prestigious/specialist nurseries from elsewhere in the UK. These will be supported by other horticultural traders offering high quality products. Secondly, the CGS Spring Flower Show is known as one of the most friendly and inclusive shows in the country and we are committed to retaining the family-feel that so many exhibitors and visitors value.

NEW for 2020

Plant Display pitches

We plan to enhance the space in the exhibition halls (particularly near the entrance) with a range of Plant Display pitches. These are priced at only £6 per m² (*not the standard £12 per m² for indoor space*) on the basis that a minimum of 50% of the space will be used to create an attractive and eye-catching display.

Focus on the environment and sustainability

A new outdoor area is planned which will be home to a range of exhibitors providing products and information around the specific themes of the environment and sustainability.

Show gardens

A dedicated marquee will be home to a range of innovative, educational and attractive show gardens.

PITCHES AND PRICES

With well-lit indoor space within the showground Exhibition halls and a range of outdoor space on both hardstanding and grass we have lots of trading opportunities on offer.

Our standard pitch prices remain extremely competitive and are based on a standard charge per square metre as follows:

- Exhibition halls trade space - £12 per m²
- Exhibition halls display space - £6 per m²
- Outdoor trade space (on grass or hardstanding) - £6 per m²

HOW TO APPLY

Please apply using the application form provided. **The closing date for applications is FRIDAY 22nd NOVEMBER.** Pitch allocations will be confirmed after this date giving consideration to past trader loyalty and the overall balance of the show.

No payment is required at the application stage and invoices will be issued to successful applicants in the New Year.

Your completed application form should be emailed or posted to me as follows:

Email: trade@cornwallgardensociety.org.uk
Mail: Sue Newton, CGS Trade Co-ordinator, Gardens Cottage, Prideaux,
St Blazey, Cornwall, PL24 2SS

As always don't hesitate to give me a call with any queries.

With very best wishes

Sue

Sue Newton
Trade Co-ordinator
Email: trade@cornwallgardensociety.org.uk
Phone: 07786 367610

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KEY FACTS

- A two-day event described by the Daily Telegraph as one of the best flower shows in the UK.
- Highlight of Cornwall's horticultural calendar and the first major flower show of the gardening year in the UK.
- Run by the Cornwall Garden Society (one of the largest societies in the country with around 1,200 members).
- Over 5,500 visitors in 2019 with numbers expected to rise significantly in 2020.
- Where the real gardeners come for their first major horticultural-related spend of the year.
- Family friendly, with range of childrens activities designed to nurture an interest in gardening, wildlife and the natural world.
- Over 130 trade stands, the majority of which are nurseries, specialist growers and horticultural suppliers.
- Backed by a vigorous marketing campaign aimed at drawing gardening enthusiasts from the whole of the south-west and beyond.
- A range of indoor and outdoor pitch options, including prestigious indoor pitches within the well-lit Exhibition Halls.
- Trader parking on hard standing with easy (and flat) access into the show area.
- Camping facilities, with loos and showers.
- Good Wi-Fi and mobile signal for card transactions.
- Prestigious location which is well known and easy to find and offers convenient parking which is not weather dependent.
- Information on exhibitors will be available on our website and in the printed show programme.
- Runs alongside competitive classes for daffodils, camellia, rhododendrons and "woodies". The camellia show is rated by the International Camellia Society as the best that can be seen anywhere.
- Additional attractions of Floral Art competition, botanical art exhibition, artisan area, childrens competitive classes, photography competition and show gardens.
- Really good (and largely Cornish) food available throughout the showground.

THE VENUE

The show will be held at the Royal Cornwall Showground, near Wadebridge which is well known and accessible to visitors from the south-west and further afield.

TIMINGS FOR SET UP AND BREAKDOWN

Set up will be on Thursday 2nd and Friday 3rd April from 9am till 9pm. Access for display pitches within the exhibition halls can be earlier by arrangement.

Note for indoor traders: A private preview evening within the exhibition halls is currently under consideration. If this goes ahead indoor traders will need to have completed set up by 5pm on Friday 3rd April and will be encouraged to take advantage of the additional trading opportunity during the evening.

Breakdown will commence at 4.30pm on Sunday 5th April. The site must be clear by 4pm on Monday 6th April.

SHOW TIMES

The show will be open from 10am till 5pm on Saturday 4th April and from 10am till 4pm on Sunday 5th April.

PITCH LOCATIONS

Nurseries and horticultural traders will be sited within the exhibition halls, on hard standing outside the Halls or on grass adjacent to the exhibition halls.

NAME SIGNS

All exhibitors must display a name board which is readable at 3 metres.

CONTACTS

For all trade/exhibitor matters contact:

Sue Newton, Trade Co-ordinator

Email: trade@cornwallgardensociety.org.uk

Phone: 07786 367610

For general show matters contact:

Dickie Trant, Show Director:

Email: showdirector@cornwallgardensociety.org.uk

Phone: 07530 920585

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APPLICATION FORM

For nurseries and horticultural traders

Exhibitor information (for use by Trade Co-ordinator)

This is the information we will use to contact you. All communication will be by email or phone unless you request otherwise.

Name of Trade Stand	
Contact name	
Phone number	
Mobile number	
Email address	
Postal address (inc. postcode)	

Exhibitor information (for use on website and in show programme)

This is the information you are happy for us to use on our website and in the show programme.

Name of Trade Stand (f different from above)	
Description (please say how you would like us to describe your trade stand). Max 15 words. <i>(Note: we retain the right to edit this information if necessary)</i>	
Website	
Phone number (if different from above)	
Location (town and county only)	

What type of trade stand space do you require?

Please indicate your requirements below. Please note that exhibitors are responsible for providing appropriate screening/separation from adjoining pitches. If you would like to discuss the best location for your trade stand please contact Sue (contact details on page 5).

Plant Display Pitches @ £6 per m²

A limited number of Plant Display pitches are available in a range of sizes. These are priced at only £6 per m² on the basis that a minimum of 50% of the space is used to create an attractive and eye-catching display. The remainder of the space can be used for sales.

If you are interested in this option please indicate here and Sue will contact you to discuss.

Indoor Trade Pitches @ £12 per m²

Indoor space will primarily be allocated to nurseries. Pitches are available at a depth of 3m or 4m. Please indicate the amount of frontage you require in the appropriate box below.

Frontage	Depth	M ²	Total @ £12 per m ²
	3m		£
	4m		£

Outdoor Trade Pitches @ £6 per m²

The standard outside pitch sizes are shown below. Please indicate your requirements in the appropriate box below.

Note: there are a small number of non-standard pitches available – please contact Sue for details.

Frontage	Depth	M ²	Number required	Price	Total @ £6 per m ²
6m	3m	18 m ²		£108	£
6m	6m	36 m ²		£216	£

For outdoor pitches please indicate here any preference for

Grass or Hardstanding

Do you require an electricity supply?

The Exhibition Halls are very well lit but additional power sockets are available. Power can also be provided in some outside locations. All power supply MUST be reserved in advance.

Price per double	Number required	Type of appliance	Wattage
£30			

Do you require tables?

Approx. 1.8m x 0.75m and MUST be reserved in advance

Price	Number required
£10	

Public liability insurance and risk assessment

By submitting this application form you are certifying that you will have appropriate and current public liability insurance and will have carried out a comprehensive risk assessment for your exhibit. You do not need to send copies but both documents must be available for inspection at the show. Please provide details of your insurance below.

Insurer name	
Policy number	
Policy expiry date	
Amount covered	

Terms and conditions

When a booking is accepted traders are deemed to have accepted our "Terms and Conditions of Trade Stand Bookings" (see later in this pack).

Do you have any press-worthy snippets about your nursery or company?

If you have anything that we could use in our press promotions or on social media in the run up to the show please tell us about it here.

Email your completed application form to:

trade@cornwallgardensociety.org.uk

or post it to:

Sue Newton, Trade Coordinator, Gardens Cottage, Prideaux, St Blazey, Cornwall, PL24 2SS

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TERMS AND CONDITIONS OF TRADE STAND BOOKINGS

Show opening times

Saturday 4th April

10.00am - 5.00pm

Sunday 5th April

10.00am - 4.00pm

SHOW REGULATIONS

1. Definition

The term EXHIBITOR refers to the Company, Firm or person indicated on the application form.

The term EXHIBITION refers to the Cornwall Garden Society Spring Flower Show.

The term ORGANISER refers to the Cornwall Garden Society.

The term VENUE refers to the Royal Cornwall Showground.

2. Duration of Show

The show opening hours are stated above. During these hours stands must be manned by Exhibitors' staff at all times. The stands must be kept in good order throughout the duration of the Show. No part of any stand may be removed before 4.30pm on Sunday 5th April.

3. Non occupation of space

Trade Exhibitors must occupy the whole of their allocated space by 9.00pm on Friday 3rd April. Any exhibitor failing to occupy their space by this time will be deemed to have cancelled their booking. The Organisers may re-allocate any space not occupied by the said time.

4. Prohibition of transfer

Exhibitors may not assign, sublet or part with or share occupation of the space or any part of the space allocated to them, with the exception of companies in the same group of companies as the Exhibitor or otherwise associated with the Exhibitor in business, which may be present on the stand if they are listed on the application for space at the time of booking or if the Organisers otherwise agree.

5. Erection and clearance of stands/exhibits

The Organisers will use all reasonable endeavours to adhere to the schedule for building up and breaking down of the Exhibition. Breakdown must be completed and the site

cleared by 4pm on Monday 6th April. No stand may commence breakdown until 4.30pm on Sunday 5th April.

6. Charges and exemptions

All trade displays will be subject to charge which must be paid in full prior to the show. Cancellations received between 24th January and 1st March 2020 will be subject to a 50% cancellation fee. No refunds will be made for display spaces cancelled after 1st March 2020.

In the event of cancellation of the Show for reasons outside the control of the Organisers, the refund of trade display charges paid by Exhibitors will be at the sole discretion of the Organisers.

7. Pitches

Your exhibiting/trading pitch will be located in the Exhibition Halls, on the hard standing adjacent to the Exhibition Halls, on grass adjacent to the Exhibition Halls or in a dedicated marquee within the show area.

8. Allocation of space

Trade space will be allocated at the organiser's discretion to maintain an appropriate mix of traders for the Show. Whilst every effort will be made to allocate preferred pitches, this cannot be guaranteed.

9. Name board

Exhibitors are required to have a name board on their pitch, readable at 3 metres.

10. Power sockets

Power sockets (where available) must be requested in advance on the application form. Details of the Kw loading of every item of equipment must be provided on the application and associated cables must have passed a PAT test in the 12-month period prior to the date of the show. The organisers reserve the right to disconnect any item of equipment that causes a failure of power supply to other traders.

11. Admissions and badges

The Organiser shall ensure that two non-transferable passes are supplied to admit the Exhibitor and his staff and merchants. The Organisers reserve the right to refuse admission to any person or persons to the Exhibition without assigning any reason and to expel any person whose conduct or presence in the opinion of the Organisers renders such action desirable.

12. Judging and Prize giving

Where judging takes place this will be carried out by independent, professional horticulturalists. The Prize Giving will be held on Sunday 5th April at 3.00pm. The winners are requested to attend the prize giving.

13. Fire precautions

All materials used for buildings, decoration or covering stands must be non-flammable material. Exhibitors must comply with any reasonable instruction given by the Organisers or the Authorities to avoid risk of fire.

14. Public and other liability

Although all reasonable precautions will be taken, the Organisers are not responsible for the safety of any Exhibit or other property of the Exhibitor or other person, or for the loss, damage or destruction by any cause of any property or for the death or injury sustained by an Exhibitor or any other person.

The Exhibitor hereby accepts liability for all acts or omissions by himself, his servants, contractors, agents and visitors and undertakes to indemnify the Organisers and keep it indemnified against all liability in respect thereof and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against the Organisers. This includes any claim which is incurred or becomes payable arising from or in respect of supply by the Exhibitors of samples of any kind whatsoever, whether such samples be sold or given away free, and includes any legal costs and disbursements (on an indemnity basis) paid by the Organisers on the advice of Counsel to settle any such claim.

15. Health and safety

All exhibitors must certify on the application form that they will have current and appropriate public liability insurance and that they have prepared a risk assessment in respect of their stand. Both documents must be available for inspection at the show.

[Food traders only]

Food traders must display hygiene certificates and licences for the sale of food and alcohol as appropriate. A copy of the relevant hygiene certificate must be submitted with the application form.

The local Environmental Health Office will be informed of the event and exhibitors must ensure that stands conform to all relevant regulations. A cold water supply will be available. Traders selling unwrapped goods must provide their own hand washing facilities. Exhibitors selling unwrapped foodstuffs will be required to provide a washable floor covering for their stand space.

16. Dangerous material

The Exhibitor may not bring into the Exhibition (and shall not permit any other person to bring into the Exhibition) any explosives, detonation or fulmination compounds. Primings and fireworks and similar objects can only be exhibited in the form of imitations and on condition that they contain no inflammable matter.

17. Acceptance of terms and conditions

Exhibitors who apply for space are deemed to have read these regulations and agree to abide by them at all times.

18. Amendments to terms and conditions

The Organisers reserve the right to alter, add to, or amend any of these terms and conditions. Should any questions arise, whether provided for in these conditions or not, the decision of the Organisers will be final.

Revised September 2019