 **ROYAL ISLE OF WIGHT COUNTY SHOW**

**Sunday 30th June 2019**

**Garden and Outdoor Living**

**Sponsored by**

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**Show Garden Application**

This area will feature a selection of prestigious Show Gardens that are offered free of charge to garden designers, garden centres, local charities and outdoor living businesses. The Show Gardens were a highlight for visitors last year and we are keen to see Garden and Outdoor Living become an integral part of the attraction for visitors.

Each garden will be 4m x 4m. Area sponsor Jewsons, will provide all new\* hard landscaping materials required, free of charge. (To be sold off on their behalf at the end of the show).

**There is no charge for our Show Gardens but applications must be submitted with your outline design.**

Show Gardens in this area will be eligible for our awards scheme. We will be awarding **Gold, Silver** and **Bronze** certificates as well as one award for **Best in Show.**

Guidelines

Marks will be awarded for use of native plants and locally sourced materials; planting for pollinators and homes and hibernation for wildlife; as well as how well the space demonstrates that living in harmony with wildlife is both achievable and desirable.

Please send your planned design and title with your application.

Should your application be approved, you will be notified by 28th April. If you have ordered extras you will be invoiced once accepted. Any invoices issued must be settled 30 days prior to show date.

Nearer the time, you will be sent an Exhibitor’s Pack with details of your stand, your tickets and vehicle passes.

You will be able to access the showground from Monday 18th June to start laying out and constructing your design. Access must be pre booked with the show office.

Please complete all sections of this form and return it to [riwas@naturalenterprise.co.uk](mailto:riwas@naturalenterprise.co.uk)

**Closing date for application: 24th April 2019**



**Terms & Conditions for Traders and Exhibitors**

1. The Show organisers reserve the right to accept or decline applications for Trade or Exhibition space and also determine the allocation of tent and site positions. The Chairman’s decision on all matters shall be final and binding. Bookings will not be accepted until full payment is received (no post-dated cheques please).

2. There can be no unauthorised raffles, collections, or games of chance. No flyers or advertising material to be distributed around the showground or put on vehicles.

3. All Traders and Exhibitors are responsible for the security of their property at all times.

4. All Traders, Exhibitors, and their staff must be in possession of a valid entry pass for the Show.

5. No part of the stand or exhibit should extend beyond the front of the allocated area. If you bring your own tent, you should apply for enough space to accommodate this. Please keep to the marked areas allocated to you.

6. All vehicles belonging to Traders, Exhibitors, and their staff must parked in the allocated parking area adjoining the main entrance.

7. No part of the stand or exhibit should extend beyond the front of the allocated area. If you bring your own tent, you should apply for enough space to accommodate this.

8. Setting up may take place from Monday 18th June 2019 (by arrangement with the Show organisers) and must be completed by 08:00 hrs on Sunday 30th June.

9. **There will be no vehicle movement allowed on the site between 08:00 and 17:30 hrs on the day of the Show.**

10. Taking down may not begin before 17:30 hrs on Sunday 30th June..

11. Traders and Exhibitors must at all times have due regard for public safety. All thoroughfares must be kept clear of obstructions. ALL exhibitors must comply with the relevant Health and Safety requirements. Completed general and fire risk assessment forms should be submitted by 23rd May 2019, at the latest.

12. **Traders are not permitted to use their own generators.** Electricity can be requested at an additional charge. If you request electricity on the day of the show without pre-booking you will be charged £50 which will be collected by the Electrician on the day.

13. Please note that there must be NO SMOKING in any enclosure to which the public is admitted, including tents, marquees, toilets, etc. Your co-operation in this is appreciated.

14. All traders and exhibitors are required to have full third party and public liability insurance - please supply copy certificate with your application.

15. Cancellations notified up to 30 days prior to the Show will be subject to a charge of 50% of the fee paid. There will be no refund for cancellations after this date. Should the Organisers cancel or curtail the Show, for reasons beyond their control, no refunds will be made.

16. Please remember that the officials are unpaid volunteers and also wish to enjoy the Show. The Committee will fully support the officials in carrying out their duties, and any person not complying with these conditions will be ordered to leave without compensation.

\* ‘new’ refers to hard landscaping required to complete your design that you do not already own. Please do not ask other garden Centres or Builders to supply landscaping unless Jewsons cannot supply what you require.

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| **ROYAL ISLE OF WIGHT COUNTY SHOW 2019**  **GARDEN & OUTDOOR LIVING SHOW GARDEN BOOKING FORM** | | |
| **Company name** | | |
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|  |  | |
| **Postcode** |  | |
| **Contact name** |  | **Phone number** |
| **Contact email address** |  | |
| **Lead name attending on Show day** |  | |
| **Mobile phone number for Show day** |  | |
| **PROPOSED GARDEN TITLE:** | | |
| **PLEASE INCLUDE A PLAN OF YOUR PROPOSED GARDEN DESIGN WITH THIS APPLICATION.** | | |

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| --- | --- | --- | --- | --- | --- |
| **Item** | **Size** | **Rate** | | **No. Required** | **Total** |
| **Open Space** | 4m x 4m. Includes 2 x Day Tickets for Show Day. | **FOC** | |  |  |
| **Additional tickets** | We will not issue tickets over the above allocation. If you require further tickets for staff you can purchase them in advance at a discounted price of £6. | **£6** | |  |  |
| **Electricity** | Please complete this box if you require electricity  (\*Additional units of £40 can be added if required) | **\*£40.00 per 16 amp (= 1 double socket)** | |  |  |
| **Banners** | Display of one banner in the Main Ring | **£50** | |  |  |
|  | |  | | |  |
| **\* Please note the above prices do not include electricity – if you require electricity please complete the relevant box above** | |  | **TOTAL AMOUNT PAYABLE** | |  |

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| **YOUR CHECKLIST** | |
| **Copy of Garden Design ( email acceptable)** | **🞏** |
| **Application form** | **🞏** |
| **Risk assessment** | **🞏** |
| **Copy of insurance certificate**  (Please ensure it is valid for the date of the Show) | **🞏** |

**All exhibitors are required to have full Third Party & Public Liability Insurance and must enclose copy of their current certificate. Completed risk assessments / your own risk assessment, must also be submitted as indicated.**

**I / We agree to abide by the Terms and Conditions of the Show as set out on page 2.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For all booking enquiries please telephone 0845 226 9098 or email [**riwas@naturalenterprise.co.uk**](mailto:riwas@naturalenterprise.co.uk)

**Please return completed forms to RIWAS Shide Meadows Centre Shide Road Newport Isle of Wight PO30 1HR**

**OR EMAIL TO riwas@naturalenterprise.co.uk**

For Terms and Conditions please see page 2.