Exhibitor Manual
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Proud sponsors of the HTA National Plant Show - we look forward to meeting you there!

t: 0115 937 6355

www.hortipak.co.uk
Dear Exhibitor,

The HTA National Plant Show Team warmly welcomes you as an exhibitor to the HTA National Plant Show 2017.

This Exhibitor Manual has been compiled to help you to plan your participation at the HTA National Plant Show and to ensure a smooth run up to the event. Please read the information carefully, passing relevant information to your contractors and returning the forms by their due dates. This year forms 1, 2 and 3 are mandatory, and all other forms can be found and completed online. www.nationalplantshow.co.uk

You will be sent a unique username and password for the exhibitor area and will receive a confirmation email with details of any forms you complete.

Should you have any queries please contact the HTA National Plant Show Team who will be happy to help.

The HTA Organising Team

Alexa Stillwell Show Organiser alexa.stillwell@hta.org.uk
Gill Ormrod HTA Comms Manager gill.ormrod@hta.org.uk
Martin Simmons Operations Manager martin.simmons@hta.org.uk
Media Office media.office@hta.org.uk
HTA Office 0333 0033 550

The Steering Group

Adam Wigglesworth Aylett Nurseries, HTA President
Andy Bunker Alton Garden Centre
David Wales Benary
Geoff Caesar Bransford Webbs
James Buffoni Hortipak
Neil Robertson Farplants
Richard Lawton Hillier Nurseries
Stan Green Growforth

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Checklist

Use the form checklist below to take advantage of all that’s on offer and ensure you make the most of your investment in the show. **PLEASE COMPLETE FORMS NO LATER THAN THE DEADLINES SHOWN BELOW.**

**Please note all forms must be completed online** [www.nationalplantshow.co.uk](http://www.nationalplantshow.co.uk)

**Mandatory Forms – to be completed by all exhibitors**

<table>
<thead>
<tr>
<th>Form No &amp; Name</th>
<th>Details</th>
<th>Deadline</th>
<th>Actioned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Show Insurance*</td>
<td>Exhibitors <strong>MUST</strong> complete this form to declare they have adequate insurance for the Show. <a href="http://www.nationalplantshow.co.uk">Go to form</a></td>
<td>Friday 21 April 2017</td>
<td></td>
</tr>
<tr>
<td>2. Health &amp; Safety (including Risk Assessment) *</td>
<td>Exhibitors carrying out high risk activities <strong>MUST</strong> submit a risk assessment. <a href="http://www.nationalplantshow.co.uk">Go to form</a></td>
<td>Friday 21 April 2017</td>
<td></td>
</tr>
<tr>
<td>3. Show Guide Entry</td>
<td><strong>Go to form</strong></td>
<td>Friday 7 April 2017</td>
<td></td>
</tr>
</tbody>
</table>

*If we do not receive your listing your entry will remain blank bar basic contact details.*

**Recommended Forms**

<table>
<thead>
<tr>
<th>Form No &amp; Name</th>
<th>Details</th>
<th>Deadline</th>
<th>Actioned</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Show Preview Exhibitor News</td>
<td>Spread the word about your presence at the Show by sending us your news and photos to feature in the Show Preview.</td>
<td>Friday 17 March 2017</td>
<td></td>
</tr>
<tr>
<td>5. Marketing Materials</td>
<td>Order free Show marketing materials to give to customers. Pens and postcards.</td>
<td>Friday 3 March 2017</td>
<td></td>
</tr>
<tr>
<td>6. Promotional Opportunities (including Show Guide Advertising)</td>
<td>Ensure you enhance your presence at the Show by ensuring that your brand is promoted prior to and during the Show.</td>
<td>Friday 7 April 2017</td>
<td></td>
</tr>
<tr>
<td>8. Stand Extras (Electric &amp; Carpet)</td>
<td>Order an electric point and/or carpet for your stand.</td>
<td>Friday 26 May 2017</td>
<td></td>
</tr>
<tr>
<td>9. Visitor Data Collection</td>
<td>Order individual visitor data collection scanners.</td>
<td>Friday 26 May 2017</td>
<td></td>
</tr>
<tr>
<td>10. New Plant Awards</td>
<td>Enter your new varieties into the New Plant Awards and the Visitor Vote.</td>
<td>Friday 12 May 2017</td>
<td></td>
</tr>
<tr>
<td>11. Exhibitor Badges</td>
<td>Tell us the number of vehicle passes you need, the names of the staff manning your stand during build, Show days &amp; breakdown.</td>
<td>Friday 26 May 2017</td>
<td></td>
</tr>
</tbody>
</table>

*Failure to provide information by the deadline indicated could prevent you from exhibiting at the Show.*

**Car park passes will be issued the week before the show and will indicate the car park and access area your company has been allocated, these will be sent out by email.**
Show Guidance & Regulations

Please read the information below to ensure you are adhering to the guidance and regulations of the Show.

**Code of Practice**

Please ensure that your stand is staffed at all times during the Show open period and that all exhibits remain displayed during the Show open hours. In order that no discourtesy is shown to last minute visitors, we ask that no maintenance or repair commences before 5pm on Tuesday 20 June and that no dismantling commences before 4pm on Wednesday 21 June.

Products of companies not exhibiting at the show cannot be used on stands displayed without written permission of the organiser.

**Damage & Loss**

Neither the Organisers, the exhibition site owner, nor the sponsors, accept any responsibility for damage or loss of any properties introduced by the exhibitors and/or their agents/contractors. Exhibitors are especially warned that the exhibits are the sole responsibility of the exhibitor to whom they belong. Exhibitors should have their own insurance against all risks. The strongest possible precautions against theft should be taken at all times.

**Dilapidations**

Exhibitors are responsible for all panels, walls, columns, flooring, shell scheme stands, electrics, lighting, hired accessories; etc within their stand area and any damages will be made good at the exhibitor’s own expense. All exhibits and space only stand fitting materials must be cleared from the venue and charges will be levied for the removal of any abandoned articles, including carpet tape. Please note there will be a charge per meter to cover the cost of making good damage to the floor of the exhibition hall.

**Equality Act**

Exhibitors should be aware that they have obligations under the Equality Act 2010 because exhibitors are considered Service Providers.

The HTA is committed to the implementation of the Act and dedicated to the provision of good customer service for all our exhibitors, contractors and visitors. Therefore, it is important that our contractors and exhibitors understand their responsibilities under the Act.

There are three principal duties under the Act:
1. to provide a disabled person with the service that it provides to others
2. the service must be provided on the same terms
3. the service must be provided to the same standard

Changes and adjustments that are made must be ‘reasonable’ and reasons for making, or not making, changes and adjustments must be ‘reasonable’.

**Tips for Exhibitors and Contractors:**

- Access to exhibits must be available to all visitors
- Platforms must have ramps
- If it is ‘unreasonable’ to provide access for disabled visitors, alternative access could be in the form of detailed literature and visuals
* Information and literature must be printed clearly and available in alternative formats such as enlarged, tactile or audio
* Signage must be positioned where it is visible to all visitors
* Staff should be briefed on their responsibilities and trained to assist disabled visitors

This list is not exhaustive and must be used as a guide only; visit the websites below for more information:

Direct Gov - Disability  Disability Rights Commission  Royal National Institute of the Blind

**Distribution of Promotional Materials**

Dispensing of literature and promotional material must be conducted from your stand, as walkways must be kept clear at all times during the show. You are forbidden to hand out leaflets in or around the venue. Materials must not be attached to the structure of the building.

**Gangways**

The gangways within the exhibition are (at minimum) 2.5 metres and are over the minimum permissible by law. **Under no circumstances can any part of your stand, furniture or exhibits project beyond the boundary of your stand.** All gangways must remain unobstructed and accessible at all times. Any exhibitor who has too much stock to fit on to their stand should contact the Organisers Office, as there may be space to store goods.

**Insurance**

Exhibitors are reminded that in accordance with the Rules and Regulations they MUST take out adequate insurance cover and complete **Form 1 – Show Insurance.** Whilst we take every precaution we are not responsible for damage or loss to stand fittings and exhibits. We must also draw your attention to Public Liability cover and the increasing number of claims against exhibitors and service providers for trips and falls. A specialist Exhibition Policy would adequately cover you for your property and Public Liability insurance, which in the event of any loss or claim would not affect any Business Policy.

Cancellation & Abandonment insurance to cover your costs and expenses is also highly advisable should you not be able to attend due to adverse weather for example, or if the Show was to be cancelled or abandoned for any reason. This is a specialist form of Insurance normally only found on a separate Exhibition Policy.

**Security**

Spot checks of vehicles may be carried out at any time during the event period. It is the exhibitor’s responsibility to ensure that all small or high value items are safely and securely stored whenever the stand is unoccupied. There will be 24-hour security cover at the Show. However, exhibitors should ensure that their goods are safeguarded at all times, particularly during build-up and breakdown. If you have any queries, contact HTA National Plant Show Team by emailing events@hta.org.uk or calling 0333 0033 550.

**Security Advice for exhibitors:**

Do not leave cash, handbags, valuables etc, unattended in clothing, drawers or cupboards
Do not ask your neighbours to “Keep an Eye” on your stand
Please check any lockable units before leaving your stand, particularly during lunch 1200 - 1400 hrs
Please report losses immediately to the organisers
Delegate one member of your personnel to be responsible for your company's safety and security
Please note that build-up and breakdown times are high-risk periods. You are recommended to work in pairs so that the stand is manned at all times.

Arrive prior to the event opening and don’t leave your stand before all visitors have left the event.

**Smoking**

No smoking is permitted inside any of the Exhibition Halls. If you wish to smoke, please go to the allocated smoking area in front of Strollers Restaurant. Elsewhere on the site exhibitors are asked to dispose of cigarette ends thoughtfully and use the designated smoking areas.

**Stand Manning**

It is your responsibility to ensure that your stand will be fully staffed for the open periods of the event. Furthermore, for security reasons we would urge exhibitors to ensure that their stand is manned at all times during build-up and break-down.

**Terms and Conditions**

This Exhibitor Manual forms part of the Terms and Conditions that you have agreed to on signing your booking form. Please note that you may be excluded from occupying your stand if full payment has not been made by the opening event.

**Behavioural Conduct**

The Horticultural Trades Association intends to provide its staff with a neutral working environment in which no one feels threatened or intimidated. If at any time our employees or venue staff working on a HTA event feel inappropriate behaviour has taken place we reserve the right to request you to leave the event at any point on reasonable grounds.

The organisers of the Event reserve the right to refuse stand holders admission to the Event in reasonable circumstances.

The organisers of the Event also reserve the right to request that exhibitors or attendees leave the Event at any point on reasonable grounds and may take any appropriate action to enforce this right. By way of example, the Organisers may remove an exhibitor or attendee who:

1. has behaved in the Venue in a manner which, in the reasonable opinion of the Organisers has, or is likely to affect the enjoyment of other visitors; or
2. uses threatening, abusive or insulting words or behaviour or in any way provokes or behaves in a manner which may provoke a breach of the peace; or
3. in the reasonable opinion of the Organisers is acting under the influence of alcohol or drugs

You must comply with instructions and directions given by Organiser and Venue staff and stewards.

No refunds will be given to exhibitors who are refused entry or ejected due to their own behaviour as suggested in, but not limited to, the examples above.
Health & Safety Information

Exhibitors must at all times take every precaution in respect of Health and Safety of employees, contractors and visitors as far as it is reasonably practicable. You should insure that your actions do not give rise to accidents, injuries or unsafe working environments.

Your attention is drawn to the Health and Safety at Work Etc Act 1974 and the regulations made under this act, and are reminded that the duties imposed by these laws are not reduced, regardless of whether an employer is in their own office or participating at an exhibition.

All exhibitors must be able to demonstrate they have established, and will put into practice, effective management of Health and Safety over matters within their control. As employers, they should have produced a health and safety policy, and a copy should be made available on the stand for inspection by the Exhibition Organisers and the relevant authorities.

- **Health and Safety at Work Etc Act 1974** identifies general duties of employers and employees to ensure as far as is reasonably practicable, Health and Safety at the work place.
- **Control Of Substances Hazardous to Health Regulations 2002 (COSHH)** requires the assessment of substances or materials to determine the risk to health and precautions to be adopted for safe usage.
- **Electricity At Work Regulations 1989** identifies precautions to be taken, to prevent, so far as it is reasonably practicable, risk of injury or death when working with electricity. These regulations also require that all electrical equipment including portable appliances such as tools, heaters, kettles etc, are regularly maintained and inspected.
- **The Control of Noise at Work Regulations 2005** requires the assessment of noise levels, to determine actions to be taken to control noise exposure of employees and others who may be affected.
- **The Management Of Health and Safety At Work Regulations 1999** requires the assessment of risk, to health and safety of employees and other persons affected by undertaking. From assessment, preventative measures are to be identified and a management control system to action, monitor and review the measures.
- **The Provision And Use of Work Equipment Regulations 1998 (PUWER)** imposes general duties regarding selection and use of work equipment, which is broadly defined as including hand tools, through to machines of all kinds to a complete plant, such as a refinery. In addition to these duties, there are specific requirements covering guarding, isolation, maintenance and many more.
- **The Manual Handling Operations Regulations 1992** requires the avoidance of manual handling operations where reasonably practicable. Where the operations cannot be avoided, an assessment must be carried out with a view to reducing the risk of injury, so far as is reasonably practicable.
- **The Personal Protective Equipment Regulations (2002) & The Personal Protective Equipment At Work Regulations 1992 (PPE)** identifies the sound principles for selecting, providing, maintaining and using personal protective equipment to ensure that the equipment provided is suitable for the risk(s) involved and the wearer. Personal protective equipment includes most types of protective clothing and equipment such as eye, foot and head protection.

In addition to the above mentioned general regulations, there are many other regulations depending on the type of work. Exhibitors and contractors should ensure they are familiar with the relevant legislation. Hirers shall also be conversant with the Health and Safety Executive Code of Practice for Exhibitions and Shows. A copy is available from Health and Safety Executive offices as are further details on statutory regulations.
Risk Assessment

Every exhibitor must undertake a risk assessment prior to the exhibition, identifying the hazards present on site and the ways you can minimalism and control these hazards. Exhibitors should follow the HSE’s five recommended steps below:

1. Look for hazards
2. Decide who could be harmed and how
3. Evaluate the risk
4. Record the findings
5. Review the findings

The Organisers can stop all work if exhibitors are not in compliance with any Health & Safety regulations.
### Exhibition Timetable

<table>
<thead>
<tr>
<th>Build</th>
<th>Schedule</th>
<th>Timings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 19 June</td>
<td>Exhibitor stand build</td>
<td>From 10.00</td>
</tr>
<tr>
<td></td>
<td>New Plant Awards - entry presentation deadline</td>
<td>15.00</td>
</tr>
<tr>
<td></td>
<td>New Plant Awards – judging commences</td>
<td>16.00</td>
</tr>
<tr>
<td></td>
<td>Stand completion deadline</td>
<td>18.00</td>
</tr>
<tr>
<td></td>
<td>Hall closes</td>
<td>18.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Show Days</th>
<th>Schedule</th>
<th>Timings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 20 June</td>
<td>Hall opens</td>
<td>08.00</td>
</tr>
<tr>
<td></td>
<td>Exhibitor Briefing &amp; Media Preview</td>
<td>08.30</td>
</tr>
<tr>
<td></td>
<td>New Plant Awards - presentation</td>
<td>08.35</td>
</tr>
<tr>
<td></td>
<td>Show opens</td>
<td>09.00</td>
</tr>
<tr>
<td></td>
<td>Visitor Vote Awards - voting opens</td>
<td>09.30</td>
</tr>
<tr>
<td></td>
<td>Seminar – Plant health management system</td>
<td>10.00</td>
</tr>
<tr>
<td></td>
<td>Home Grown retailer Award</td>
<td>10.45</td>
</tr>
<tr>
<td></td>
<td>Seminar – New Plant Award Presentation</td>
<td>11.00</td>
</tr>
<tr>
<td></td>
<td>Grand Opening of Nursery Supply Show</td>
<td>12.30</td>
</tr>
<tr>
<td></td>
<td>Seminar session</td>
<td>15.30</td>
</tr>
<tr>
<td></td>
<td>Show closes</td>
<td>17.00</td>
</tr>
<tr>
<td></td>
<td>Exhibitor drinks reception and invitation to Nursery Supply Show</td>
<td>17.00</td>
</tr>
<tr>
<td></td>
<td>Hall closes</td>
<td>18.00</td>
</tr>
<tr>
<td>Wednesday 21 June</td>
<td>Hall opens</td>
<td>08.00</td>
</tr>
<tr>
<td></td>
<td>Exhibitor Briefing &amp; Media Preview</td>
<td>08.30</td>
</tr>
<tr>
<td></td>
<td>Show opens</td>
<td>09.00</td>
</tr>
<tr>
<td></td>
<td>Plant health management system</td>
<td>10.00</td>
</tr>
<tr>
<td></td>
<td>Seminar – TBC</td>
<td>12.00</td>
</tr>
<tr>
<td></td>
<td>GTN’s The Greatest Awards – Trevor Pfeiffer</td>
<td>14.00</td>
</tr>
<tr>
<td></td>
<td>Visitor Vote Awards – voting closes</td>
<td>15.00</td>
</tr>
<tr>
<td></td>
<td>Visitor Vote Awards – presentation</td>
<td>15.30</td>
</tr>
<tr>
<td></td>
<td>Show closes</td>
<td>16.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Break-down</th>
<th>Schedule</th>
<th>Timings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 22 June</td>
<td>Stand breakdown begins</td>
<td>16.00</td>
</tr>
<tr>
<td></td>
<td>Collection of goods deadline</td>
<td>18.00</td>
</tr>
<tr>
<td></td>
<td>Stand breakdown completion deadline</td>
<td>19.00</td>
</tr>
<tr>
<td></td>
<td>Hall closes</td>
<td>20.00</td>
</tr>
</tbody>
</table>

All goods & products must be removed from stands by **19.00 on Wednesday 21 June 2017**. If this is not possible please inform us as soon as possible so we can try to arrange something with Stoneleigh Park, rather than leaving them on your stand. **We cannot be held responsible for any items left unattended.** All items must be removed from the exhibitor store in the link-way by **18.00 on Wednesday 21 June 2017**. After this time all items will be deemed as rubbish and thrown away. Costs for the removal of all items including floor coverings and stand fittings will be chargeable directly to the exhibitor. **Due to health and safety reasons, Stoneleigh Park do not allow children of 16 years or under in the halls during build-up and breakdown – under any circumstances.**
Floor Plan

**Stand Number**

Your stand number will have been sent out to you in an email, however, if you have any queries about the floor plan or your stand requirements, please contact the HTA National Plant Show Team by calling 0333 0033 550 or emailing events@hta.org.uk.

**Shell Scheme**

Please note stands automatically come with shell scheme and lighting unless you expressly request us not to provide this. If you opt out of the shell scheme you will be placed with other exhibitors who have made the same request. If you put your own walls/backing up, you will need to ensure they are finished on the back to ensure they don’t have a negative effect on the exhibitor behind you.

See pages 16-19 for further information on shell scheme.

**How to get to Stoneleigh Park**

**ADDRESS** – Stoneleigh Park, Warwickshire, CV8 2LZ

**BY ROAD**

**From the North West:** Leave the M6 at J2; follow signs for Warwick (A46). Join the A46 from the A45, then take the exit signposted Stoneleigh National Agricultural Centre.

**From the North:** Leave the M1 at J21; follow signs for Coventry (M69). At the end of the M69, follow signs for Warwick. Join the A46 from the A45, then take the exit signposted Stoneleigh National Agricultural Centre.

**From the South:** Leave the M40 at J15; follow signs for Coventry (A46). After approximately 8 miles on the A46 take the exit signposted Stoneleigh National Agricultural Centre.

Then follow the roadside signage to the Stoneleigh Park Showground.

**BY RAIL** - Royal Leamington Spa, Warwick and Warwick Parkway rail stations are all situated on the main London Marylebone-Birmingham line whilst Coventry is a regular stop for the Virgin West Coast Mainline.

**BY BUS** - Coventry bus station is 6 miles away and Warwick bus station is 9 miles away from Stoneleigh Park.

**BY AIR** - Stoneleigh Park is within 30 minutes’ drive of Birmingham International Airport.

**BY COACH** - Together with Johnsons Coaches, HTA NPS will be running a courtesy shuttle bus on the days of the show. **Schedule available to view on Website—www.nationalplantshow.co.uk**
Emergency Procedures

During this event there is a possibility of an emergency arising in any part of the venue. This could be a fire alarm or a bomb threat. The following action must be taken immediately. It is important that your staff are familiar with these emergency procedures and the location of the nearest hand fire extinguisher and emergency exit from the hall. Be prepared - please brief staff and display the following notices for their reference.

MEDICAL EMERGENCY & FIRST AID

Trained event medical technicians will be in attendance at all times during the exhibition open period. The Medical Centre is situated in the Foyer area of Exhibition Hall 2 and is run by fully trained staff. Please note that First Aid is the point of contact in any medical emergency, including the arranging of ambulances.

Where possible, please also alert the Organisers Office who will assist you. Please alert the organisers of any near misses so they can record this.

FIRE

The Fire Alarm system in Hall 2 is a combination of manual detection and smoke/heat sensors. You will be alerted by a pre-recorded voice announcement (“Staff call 200”). Any person discovering a fire should:

1. Sound the alarm by activating the nearest Alarm Call Point (the following message will be announced “Staff call 200”)
2. Alert the Organisers Office, giving any information on the location/severity of the fire. If you cannot contact the Organisers Office immediately contact the Fire Brigade by dialling 999 or (9)999 if using an internal line giving your location on the postcode CV8 2LZ

Evacuate the building and go to the open air grass area opposite Hall 1 or in the Warwick Car Park, close doors behind you where possible

Fire extinguishers will be set out throughout the halls. Please ensure that you are familiar with their use and are aware of the position of the nearest fire alarm point and exit.

BOMB THREAT

Such an alert will probably be received through the main switchboard. If, however, you take a call, please observe the following procedures:

1. Keep the person talking. Note the time, whether male or female voice and accent. Note exact message, location of caller (if given), and whether the call comes from a public phone box
2. Alert the Organisers Office or dial 999

Nothing should be said to other exhibitors or visitors until specific instructions are issued. If evacuation is considered necessary, further public address announcements will be made instructing people to leave the building. By strict adherence to these instructions, panic and unnecessary alarm can be avoided.

EMERGENCY ANNOUNCEMENTS

In the event of an emergency, there will be a coded Public Address announcements as follows:

“Ladies & Gentlemen Your Attention Please – Due to Circumstances Beyond Our Control It Has Become Necessary To Evacuate the Building”

PLEASE CHECK YOUR STAND BOTH MORNING AND EVENING FOR ANY SUSPICIOUS PACKAGES AND ENSURE THAT BRIEFCASES AND BAGS BELONGING TO YOUR PERSONNEL ARE LOCKED AWAY IN ORDER NOT TO CAUSE CONFUSION TO HALL SECURITY STAFF.
Badges & Passes

**Exhibitor badges** will need to be collected from the registration desk on arrival where you can order any additional badges required.

* **Exhibitor Badges** are valid throughout build-up and Show periods and should be issued only to personnel working on your stand. **These badges should be carried/worn at all times, even if you have a company name badge.** Please register your staff online by visiting [www.nationalplantshow.co.uk](http://www.nationalplantshow.co.uk)

* **Contractor Badges** are valid during build-up/break-down periods only. These are NOT valid during the show-open period. Please indicate the number you require when registering your staff online.

**Exhibitor packs** can be collected from the Organisers Office on arrival at Hall 2, Stoneleigh Park.

**Vehicle passes** will be emailed as a PDF the week before the event.

**Vehicle Passes** are valid throughout the show; these will be sent to you 2 weeks before the show with your parking area on it. Please print off as many as required for the vehicles coming from your company.

**Notification of Own Contractor**

If you are employing an external organisation to build your stand, please email the following details to events@hta.org.uk:

- Contractor company name and address (including post code)
- Contact name at contractor, phone number and mobile number (for build and break down times)
- Email address and whether we need to send them an additional copy of the exhibitor manual to them

**Delivery & Traffic Information**

**Build-Up and Breakdown**

Please note that stands **MUST** be built on **Monday 19 June 2017 between 10am and 6pm**. Please ensure that you have read the build-up and breakdown times detailed on the Exhibition Timetable (see page 10).

All vehicles travelling to the venue for the purpose of build-up or breakdown should kindly note the following:

1. The venue marshals will have full control of traffic flow and parking
2. Vehicles need to display a valid vehicle pass clearly at all times
3. To avoid unnecessary traffic congestion during the build-up and break-down **please move your vehicles from the vicinity of the hall to the exhibitor car park as soon as you finish unloading/loading**

Lorries should be parked towards the back of the car parks to avoid blocking the hall entrances

**Exhibitor Parking**

The car parks at the venue are free to use and are well signed; exhibitors should park in the exhibitor car park indicated on the car park pass.

**Deliveries**

We cannot accept deliveries on your behalf - please ensure deliveries are planned to arrive **after 10am on Monday 19 June 2017** and you have someone on-site to take delivery **otherwise it will be turned away.**
Deliveries for your stand should be addressed as follows:

**Exhibitor Name**

**Exhibitor Contact Name, Mobile Number (for person taking delivery)**

Stand Number
C/O HTA National Plant Show
Stoneleigh Park
Warwickshire
CV8 2LZ

**Collections**

If you are arranging for goods to be collected after the Show closes, please do not leave them unattended on your stand at any time before they are collected. The HTA cannot accept responsibility for damage or loss to any stands or goods in transit to and from the Show. Please ensure all collections are made before 6pm on **Wednesday 21 June 2017**.

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**Accommodation**

**Hotel Name & Contact Details**

**Stoneleigh Park Lodge** - Budget Hotel (on site)
Stoneleigh Park, Nr Coventry
Warwickshire
CV8 2LZ
T: 02476 690123
W: [www.stoneleighparklodge.com](http://www.stoneleighparklodge.com)

**Ramada Warwick** - Midscale Hotel (2.3 Miles)
Chesford Bridge
Kenilworth
Warwickshire
CV8 2LN
T: 01926 858331
W: [www.ramadawarwick.co.uk](http://www.ramadawarwick.co.uk)

**Chesford Grange** - Luxury Hotel (2.3 Miles)
Chesford Bridge
Kenilworth
Warwickshire
CV8 2LD
T: 01926 859331
W: [www.qhotels.co.uk](http://www.qhotels.co.uk)

**Holiday Inn Kenilworth** - Luxury Hotel (3.6 Miles)
212 Abbey End
Kenilworth
Warwickshire
CV8 1ED
T: 0871 423 4896
W: [www.holidayinn.com](http://www.holidayinn.com)
Frequently Asked Questions

General Information

Q: When can I start setting up my stand?
A: You can start building your stand from 10am on Monday 19 June 2017.

Q: When must I finish setting up my stand?
A: You must finish building your stand by 6pm on Monday 19 June 2017.

Q: Will my stand be cleaned?
A: The Halls will be vacuumed each evening. Exhibitors are responsible for their own stands. All rubbish must be in the aisles by 6pm each evening. Access routes to the rubbish skip must be kept clear at all times. On the afternoon of build-up, please keep aisles clear to allow cleaners to circulate in the aisles. If you have any concerns or questions pop into the organisers office.

Q: How do I water the plants on my stand?
A: Two water pipes will be brought up outside the service doors to the Hall 2. Exhibitors must bring watering cans to carry the water to their plants. Please be considerate to all exhibitors around you and for health and safety reasons please ensure there are no spillages or overflows. If any spill please let the organisers know.

Q: Is there internet available at the Show?
A: Yes, there is free wireless internet access available throughout the Show. You do not require a password to connect, simply connect through your normal internet browser via Wi-Fi.

Q: Where can I store my empty trolleys and spare equipment during the Show?
A: Empty trolleys and spare equipment can be stored in the link way between Hall 1 and Hall 2; this can be accessed by double doors by the Organiser’s Office. Please ensure all items are clearly labelled with your company name. The organisers and venue do not take responsibility for any loss/damage - anything left in this area is left at your own risk.

Q: What refreshments will be available during the Show build day and Show days?
A: As an exhibitor you will also receive 2 x packed lunches per stand which you will be able to collect at lunch time. If you wish to order additional lunches, please contact Clare Shamkh by email - clares@stoneleighevents.com - to request this and Stoneleigh will contact you for payment. During Show build days there will be sandwiches and snacks available in Stroller’s Restaurant. During Show days there will also be a trolley moving around the Show twice daily serving refreshments. Stroller’s Restaurant and the Coffee Pod will also be open during Show days. You can also order packed lunches to be delivered to your stand each day from Stoneleigh.

Q: When do exhibitors have access to the Hall on the Show days?
A: Exhibitors will have access to Hall 2 at 8am on both Show days.

Q: When does the nursery supply show open?
A: The event will have a grand opening at 12.30 on Tuesday 20 which will open at the start of the link. It will then remain open until 6pm to allow National Plant Show Exhibitors to visit.

It will open at 9am on Wednesday 21 and close at 4pm.
Frequently Asked Questions cont…

Stand Information

This is a back to basics Show where the plants do the talking so only floor space, plus backing and overhead lighting are included with your stand. **There are no electric points or carpet included on your stand.** There are three different stand layouts; measurements are included in stand plan drawings on pages 18/19.

**Q: Can I opt out of the shell scheme and lighting you provide?**

**A:** Yes. Please note if you opt out of the shell scheme you will be placed with other exhibitors who have made the same request. If you put your own walls/backing up you will need to ensure they are finished on the back to ensure they don’t have a negative effect on the exhibitor behind you. **If you would like to opt out of shell scheme, please let us know as soon as possible by emailing events@hta.org.uk.**

**Q: Is there a maximum height for my stand?**

**A:** Exhibitors are advised that if you have shell scheme the maximum height of a stand is restricted to 2.5m high. However, if you opt out of the shell scheme, the maximum height will be 3m high.

**Q: What if I require lighting or electrics?**

**A:** Lighting is provided with your stand unless you have opted out of the backing. If you require additional lighting or electrics, they are available from Anchor Exhibitions which can be ordered [online here](#).

**Q: What is included in the backing?**

**A:** Simple white back panels (950mm wide by 2500mm high) with 1m supporting panels on each side. There is no ceiling or carpet on stands at this event, however there will be a name board on every stand. To ensure your name board is correct please specify the correct company name you would like on the board. Please complete this on [Form 3: Show Guide Entry](#) to let us know if you have a specific name you would like included on your name board before **Friday 7 April 2017.**

**Q: Do I need to finish the back of my walls?**

**A:** No, unless you have opted out of the backing and lighting provided. If the back of your walls can be seen, then they must be dressed so that no unfinished walls are exposed. If you are backing onto a stand with the backing and lighting, the walls are 2.5m in height.

**Q: Can I attach graphics to my walls?**

**A:** Yes, we recommend using double-sided Velcro. You must not damage the walls. If you are in any doubt, please contact Anchor Exhibitions for advice. Please note you are not allowed to paint or wallpaper walls.

**Q: What happens if I damage the shell scheme?**

**A:** We would be grateful if you would observe the Do’s and Don’ts associated with the shell scheme, as any damage will be charged directly to the exhibitor:

- **Do** use Velcro (hook and loop), double-sided tape, Sellotape and blue tack on the panels.
- **Don’t** use nails, staples, pins or glue on the panels, screw into or paint the panels.
Frequently Asked Questions cont...

Stand Information

Q: Can I hang banners / graphics above my stand?
A: No, exhibitors cannot hang banners above their stand.

Q: Can I bring in my own furniture?
A: Yes, you can bring in furniture from any source as long as it fits within your stand.

Q: What will my stand look like?
A: Please see below and on the following page for full stand dimensions and drawings.

Single Stand

Plan of a single stand – 5m x 2m = 10sqm
Frequently Asked Questions cont...

**Double Stand (Side by Side)**

Plan of a double (side by side) stand – 10m x 2m = 20sqm

**Double Stand (Back to Back)**

Plan of a double (end) stand – 5m x 4m = 20sqm
Awards - Frequently Asked Questions

New Plant Awards

Q: What are the New Plant Awards?
A: As an exhibitor at the HTA National Plant Show, you have the opportunity to enter the New Plant Awards. Entry is unlimited and free and creates a valuable marketing opportunity at the Show.

Q: What categories are there?
A: Exhibitors can enter plants into the following categories:
- Shrubs & Climbers
- Trees & Conifers
- Herbaceous Perennials
- Annuals
- Houseplants

Q: How are the awards judged?
A: Bronze, Silver, Gold and Best in Category will be awarded in each category. Best in Category winners will then go forward for Best in Show. The New Plant Awards will be judged on the evening of Monday 19 June and presented during the Media Preview at 8.30am on Tuesday 20 June.

New Plant Awards

Q: How do I enter the New Plant Awards?
A: Exhibitors can enter the New Plant Awards by completing the online form.

Q: What do I gain from winning the New Plant Awards?
A: An awful lot! You will be given a framed certificate and a trophy to display in your office, you’ll be mentioned in the press release on the Awards and gain coverage in many trade magazines which will raise your profile and the photo of your winning variety will be used in promotional materials for the Show the following year which will make you more prominent as an exhibitor. Add this to the kudos and sales tool of saying you won at the HTA National Plant Show New Plant Awards and it’s certainly worth it! We will also provide you with a winners’ logo which you can use on your promotional materials, website etc.

Q: What information will I need to fill out Form 11?
A: For each entry you will need
- The full name of the plant,
- The category you would like to enter it into
- Your stand number
- Contact details.
- Breeders information including: company name, full address, email address
- Variety owners information including: company name, full address, email address
- If applicable, details including the date and location where the variety is registered for:
  1. variety protection  2. the official list of varieties  3. patented
- Whether the propagation was generative or vegetative
- Detail of any general testing and sample sizes or promotion/featuring in grower catalogues that has taken place prior to the plant being launched. If you can include an idea of testing/sampling amounts, please do.
New Plant Awards

+ A complete description of the new variety including botanical generic name, specific name, variety group, variety designation and synonyms if applicable.
+ Any special qualities (for example special features which relate to the yield, special qualities which benefit the customer, anything which the consumer will need to consider when purchasing)
+ Any additional information you think would be useful to the judges or retailers viewing this at the Show
+ You will also need to email two high resolution digital photographs of the variety for use in the New Plant Area to: events@hta.org.uk. Please email the pictures by Wednesday 24 May.

Visitor Vote

Q: What is the Visitor Vote and how do I enter?
A: The Visitor Vote gives all visitors the chance to vote for the Best In Category and Best In Show during the two Show days. All entries into the New Plant Awards are automatically entered into the Visitor Vote so all you need to do is enter the New Plant Awards!

Q: When does voting close and when is the winner announced?
A: Voting closes at 3pm on Wednesday 21 June 2017. The winners will be announced at 3.30pm on the same day.

Planting the Seed Visitor Vote

Q: What is the Planting the Seed Award?
A: As an exhibitor of the HTA National Plant Show your stand will automatically be entered into the Planting the Seed Award Visitor Vote where visitors will put forward their favourite display to win. The visitors will be looking for many attributes during the show such as an innovative display, clear information and attention attracting ideas

Q: When will the winners be announced?
A: Winners will be announced after the new plant award visitor vote at 3.30pm