HARROGATE FLOWER SHOWS | Spring

Exhibitor Handbook

Spring 2027

22 – 25 April 2027

Great Yorkshire Events Centre
Harrogate, HG2 8NZ

NEHS
NORTH OF ENGLAND HORTICULTURAL SOCIETY

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Show Office Details

Hall 1 Foyer, Great Yorkshire Events Centre, Railway Road, HG2 8NZ

T: 01423 648212
E: info@flowershow.org.uk

SHOW TEAM:	01423 648212 / info@flowershow.org.uk
WEBSITE:	www.flowershow.org.uk
FACEBOOK:	https://www.facebook.com/HarrogateFlowerShow
INSTAGRAM:	harrogateflowershow
TWITTER:	@harrogateflower

The rights to alter, amend, add to, or cancel any of these Conditions, Rules and Regulations and to grant relaxation in any individual case are reserved by the Organiser. All exhibitors will have read, understood, and agreed to all information in this, and other provided documents.

Show Information

Location

Great Yorkshire Events Centre
Railway Road
HG2 8NZ

Opening Times & Ticket Prices

Opening times:		Gate Price	Prebooked Price
Thursday 22 April	9.30am - 5.00pm	£30.00	£25.00
Friday 23 April	9.30am - 5.00pm	£30.00	£25.00
Saturday 24 April	9.30am - 5.00pm	£30.00	£25.00
Sunday 25 April	9.30am – 5.00pm (Sell-off 4.00pm)	£30.00	£25.00

Children under 16 are free of charge if accompanied by an adult. One free carer ticket with a paying adult.

VIP parking (per vehicle) £15.00

Show Office

Located in the entrance of Hall 1 (Grand Floral Hall), the Show Office will assist with exhibitors and all other enquiries. The Show Office will be open from 08:00 to 18:00 each day of the show. Telephone number: 01423 648212.

Security

24-hour security will commence at 07:00 on Monday 19 April and run to 21:00 on Sunday 25 April.

First Aid

A First Aid response team is based next to the bandstand from Wednesday 21 April to the close of show on Sunday 26 April.

Contacts

General Enquiries info@flowershow.org.uk
Jane Robinson, Finance Manager janer@flowershow.org.uk

Exhibitor Checklist

Exhibitors are required to provide proof of Public Liability Insurance (£5 million), valid across the duration of the live event, including the build and breakdown period. E xhibitors are required to complete an up-to-date enhanced Risk Assessment, highlighting considerations and preventative measures to be taken in respect of their own actions and activities in order to maintain the safety of other exhibitors, visitors and show staff. Failure to provide this by the date requested will result in the forfeiture of paid stand space. Further details relating to this can be found within the Risk Assessment document in the online Exhibitor Pack.

Action Required	Return to	Deadline	✓ Complete
Public Liability Insurance Certificate (Minimum £5 million)	info@flowershow.org.uk	26/02/2027	
Stand Risk Assessment	info@flowershow.org.uk	26/02/2027	
Electricity order form	AAC power solutions	02/04/2027	
Read Exhibitor Handbook	N/A	ASAP	

Exhibitor Information

Access and Parking

Vehicle parking permits are not required for staging or breakdown times. However, security staff will check all vehicles requiring access to the site. Exhibitors will be allocated **one parking permit per stand**, and due to limited space, additional permits are not available. Vehicle permits must be clearly displayed with your stand number and mobile phone number visible. No vehicle/trailers (stock or otherwise) will be allowed to park on or near stands during the show. Failure to adhere to this may result in towing of vehicles from site, with associated costs payable by the vehicle owner.

Exhibitor pack

Exhibitor packs are to be collected from the Show Office in the foyer of the Floral Pavilion (Hall 1) at the Great Yorkshire Events Centre between 09:00 – 18:00 on Wednesday 21 April. NB: only those who have submitted a completed risk assessment and shown proof of Public Liability Insurance of £5m are permitted to collect packs, and subsequently exhibit and access the show. Your exhibitor pack will include:

- Exhibitor badges with any additional purchased. Additional badges can be purchased in advance of the show by calling 01423 648211.
- One exhibitor parking permit per stand.
- Show layout plan.
- Stand card number

Any packs not collected will be taken to Grey Gate (Exhibitors entrance) for collection on Thursday 23 April between 06:30 to 09:00.

Exhibitor badges

Exhibitor badges are not required for staging or breakdown times. Exhibitor badges must be worn at all times during the show and are required to enter the show site on show days. If stands have different staff working each day, badges can be left in a marked envelope at the Show Office. The envelope, provided by yourself, should clearly state the company name, stand number and which gate it is to be delivered to, the Main (Blue) or Exhibitor (Grey) Gate.

Deliveries

The Show Team are not permitted to accept/sign for any deliveries.

Breakdown

Exhibitors may commence the removal of their exhibits immediately after the show closes on the last day. However, there can be no vehicle movement until a tannoy announcement is made. Exhibitors must remove not only their exhibits, but all the structures and all materials introduced by them and must leave the site in the same condition as found. Any breach of this provision will render an exhibitor liable to an account from the Organiser for the cost of all reinstatement work. The removal of all exhibits and materials together with any necessary reinstatement must be completed by 21:00 on the last day of the show.

Animals

No animals (except assistance animals) are permitted on the Show site at any time, including left in vehicles.

Forklift Hire

A limited forklift facility is available to assist in the offloading of deliveries. This must be booked and paid for in advance through the Show Office.

Caravans and/or caravan trailer vehicles

Caravans and/or caravan trailer vehicles are strictly prohibited. The Show Organisers retain the right to refuse entry to such, even as a stock vehicle. There is a strictly no sleeping onsite policy which all exhibitors must adhere to.

Alteration of Entries

Prior written notice to the Organiser must be given as soon as possible and any request will be considered. Alterations to entries in the plant nurseries section cannot be made within 14 days of the show date. The Organiser's decision is final.

Cancellation of space

Exhibitors who enter but subsequently find they are unable to attend the show should notify the Organiser as soon as possible in writing, but in any case, no later than **30 working days before the first day of the show**. Prior to this date, exhibitors will be refunded their rent, minus a £100 administrative fee. Cancellations after the stated time will incur a forfeit of all rent paid. Please note that any exhibitor who fails to attend without advising the Organiser beforehand will not be allocated space at subsequent shows.

Allocation of Plant Markets and Selling Tables

Plant markets, or alternatively a 1.8m selling table, are available to all regular plant nursery exhibitors upon request, but those staging first class displays and winning at least a silver award may apply for a 3.8m selling table. Selling space of 5.4m may be available for island stands for those exhibitors who gained a silver gilt or higher award at recent NEHS shows. Selling tables should not be extended by the exhibitor beyond the size ordered and paid for.

Electrical Supplies

Electrical supplies should be requested through AAC power solutions ltd. Order forms can be found in the online exhibitor portal. Generators are not permitted on the showground. The use of kettles, coffee percolators, radios or any other such electrical appliances during the event is strictly forbidden. All electrical equipment must have been PAT tested within the last 12 months of the Show. Random spot checks will be carried out during the show and any electrical equipment found not to have an up-to-date PAT label will be tested and charged at cost. Any exhibitors found using electricity that they have not paid for will be charged the full cost of an electrical supply.

Articles not permitted (excluding show gardens)

Coloured paper, ribbon, balloons or any other item deemed by the Society to have no relevance to horticulture, gardening or floral art (except in certain classes in the Floral Art section) are not permitted.
We reserve the right to ask you to withdraw goods for sale.

Name Boards

Exhibitors must clearly display the name of their trading company. The full trade name and address should be on at least one board. Plant notices should be a maximum size of A5 in colour to match and the exhibitor will be permitted a maximum of two plant name cards.

Card Machines

Wifi is available on the showground however coverage and strength can be unpredictable therefore exhibitors must ensure card machines work with both WIFI and GPRS. An ATM is located at the entrance of the show for those wishing to use cash.

Plant sell off

Cards 225 x 150mm, two for each exhibitor, are permitted to be displayed on the last day of the show only. The sale will commence at 16:00 on Sunday. A bell will be sounded throughout the show at 16:00 to announce the start. **Plants are not, under any circumstance, to be reduced in price until 16:00 on Sunday**. Should any exhibitor be found reducing the price of plants before this time, they will forfeit any award monies presented and not be permitted to exhibit at future NEHS Shows.

Plant Labels

Name cards must be placed on all plants, fruit and vegetables on display and must not contain any advertising. Plants within a landscaped exhibit need not be individually labelled. Label sizes must not exceed 100 x 50mm and the colour of the background should be black, dark green or a muted shade. Plant labels should harmonise with the exhibit. All plants for sale should have labels with contact details for traceability and must include the plant type, variety and hardiness. If plants to be sold are known to cause an allergic reaction this must also be clearly labelled. Price labels should not exceed 125cm². Plant material should be taken from reserve stock and not the display.

Plant Sales

Any plant material sold with canes in pots should have the shortest possible cane and the top of the cane should have a safety cap. Tools, particularly long-handled tools and those with metal or pointed ends, should be adequately packaged and wrapped to make them safe for customers to carry. The minimum size of container for outdoor plant sales must be no less than 1.5ltrs. Any exception must have prior permission from the show organisers. **Please Note: Spot checks will be carried out throughout the show.** Exhibitors are asked, wherever possible, to discourage the promotion of single-use plastic bags to customers when making purchases. The Plant Creche is happy to hold plants for a small donation, whilst visitors enjoy the show.

Demonstration and canvassing

The use of amplification or intermittent lighting equipment is not permitted. Equally, no canvassing for business competition or similar pursuit shall be undertaken outside the space allocated to an exhibitor.

No exhibitor may use a projector, television, video/DVD or music at the show unless prior written permission has been obtained from the Organiser. No exhibitor shall conduct a competition or offer prizes or awards unless application has been made to, and written permission obtained from the Organiser.

Show Map

A show map will be published, highlighting key areas of the event, alongside timetables for stages and other key information. This will be issued free of charge to all visitors. A copy of the show map will be provided within each Exhibitor Pack and can be collected the day before show launch. A list of exhibitors along with their websites will be uploaded onto the Flower Show website a week before the show.

Staffing of stands

Exhibitors are required to staff their stands 15 minutes before the published opening time and should not leave before the show closing. Stands should be staffed at all times during the show and the exhibits kept clean and in good order. Children under the age of 16 are not permitted to operate stands. Any exhibitor leaving their stand before the show closing time or dismantling it before the show closes on the final day, may not be invited to apply for future shows.

Security of Exhibits

All exhibits and exhibitors' goods, including money, shall whilst on site, be the sole responsibility of the owner thereof and exhibitors are advised to ensure the same. The Society cannot under any circumstance, accept any liability for the same, howsoever the loss shall arise. All exhibitors should use money belts and not cash boxes. A security system will be provided by the Organiser to help secure the premises, but this shall in no way place any responsibility on the Organiser for loss or damage.

Vehicle movement with the showground

To assist the flow of traffic, all vehicles should be unloaded and removed to the designated areas as soon as possible. All vehicles entering the showground will be subject to control by the Gate Supervisor and Security Team. Strictly no vehicle movement other than emergency services and show maintenance teams is allowed during show opening hours.

Construction of work onsite

No turf may be removed, or any excavation made in the ground for construction of displays without permission from the Organiser and then only to a maximum depth of 300mm. Exhibitors are not permitted to mix concrete, cement or other materials outside the area allocated to their exhibit. Exhibitors are not permitted to use any cutting machine, angle grinder or similar equipment on the show site unless prior written permission has been obtained from the Organiser. Specific risk assessments will be required. The use of gravel is not permitted on the grassed areas. Exhibitors are not permitted to create any unnecessary noise, dust or dirt on site, or use resin-based products in the marquees or Halls where there is a danger of fumes. All contractors using equipment should be fully trained and using appropriate PPE equipment. Such equipment should be highlighted on the completed risk assessment.

Site Reinstatement

Exhibitors may commence the removal of their exhibits immediately after the show closes on the last day. Exhibitors must remove not only their exhibits but all the structures and all materials introduced by them and must leave the site in the same condition as found. Any breach of this provision will render an exhibitor liable to an account from the Organiser for the cost of all reinstatement work. The removal of all exhibits and materials together with any necessary reinstatement must be completed by 21:00 on the last day of the show.

Fire Precaution

All materials used on stands and displays, including all fabrics, must be fire resistant. Items of an inflammable nature, including gas cylinders, primus stoves or similar equipment, are not permitted. Fire exits should not be obstructed for any reason at any time. Halogen display lighting should be of a type that is totally enclosed or so designed as to provide a suitable and adequate guard to cover the lighting element. The rating of any halogen display lighting should not exceed a maximum of 300 watts. Fire extinguishers will be positioned by the Organiser at selected points on the showground and exhibitors should make themselves aware of the location of the nearest extinguisher. All fire exits should be kept clear and unobstructed throughout the show. Obligations under the Health & Safety at Work Act 1974 IEE Regulations and Shop Acts 1950 – 1965 must be complied with and are the exhibitor's sole responsibility.

Judging and Awards

Judging will take place in the following areas: Plant Nurseries, Plant Societies, Floral Art, Show gardens, creative borders, and general garden shopping. Awards will be made as outlined in the letter of confirmation and at the sole discretion of the Show Organisers. Exhibitors winning trophies shall, before the close of the show, sign an undertaking to return them to the Society before the date of the following show. Plant Nursery display exhibits receiving a bronze medal, or no award will be asked to improve their display for the next show. One more invitation may be given to the exhibitor in anticipation of a higher award. If there is no improvement at the following show, they will not be invited to future shows. Judging criteria for Plant nurseries, plant societies and general trade can be found on pages 18-21 of this handbook.

Requirements of The Great Yorkshire Event Centre

Every exhibitor must immediately comply with any requirements imposed on the Organiser by the Yorkshire Event Centre or any other authority on due notice being given to the exhibitor or their representative. Equally, all exhibitors should comply with all statutory requirements. If your application is felt unsuitable by the Yorkshire Event Centre the Organiser has the right to withdraw acceptance at any time.

Subletting

No exhibitor should use any space other than the area hired nor should they sub-let or encroach into any passage or circulation area.

Other

The decision of the representatives of the Society upon any matter which relates to the proper conduct of the show shall be final and binding upon all exhibitors and their representatives. The Society shall not be responsible for any loss or injury, however arising, incurred by any exhibitor, his servants or agents, nor does it accept any liability to an exhibitor in the event the show has to be cancelled or curtailed due to circumstances beyond its control.

The exhibitor shall indemnify for any liability incurred by the Society to persons because of the act or omission of the exhibitor, their servants or agents. Should any questions arise not provided for in these conditions, the decision of the organiser is final.

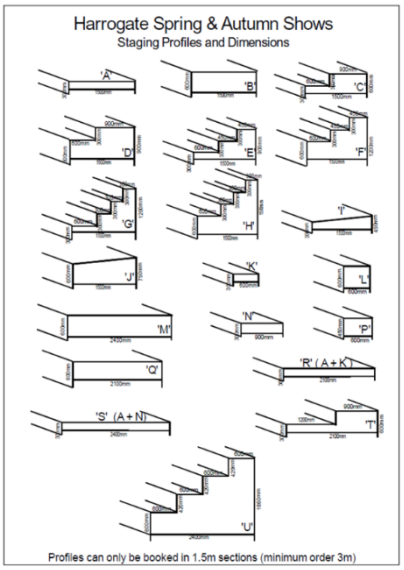
Exhibitor Information

Plant Nurseries & Plant Societies

All staged plant nursery and society exhibitors will be provided with staging and tables as requested on their application form. Changes to this cannot be accommodated after **Fri 19 March**. The staging profiles (opposite) should be used when specifying staging on individual application forms.

Please Note: As Harrogate Flower Shows does not retain any details on file from previous shows, staging requests are required for each show.

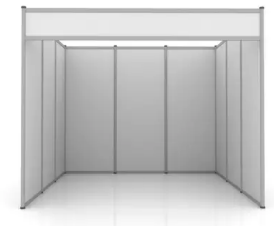
Unless specified otherwise, traditional judging (alongside relevant medals and prize money) will be carried out for staged plant nurseries within this marquee. Judging will be carried out from 3pm on Wednesday 21 April – all stands should be complete and vacated by 2:30pm in anticipation of this. Criteria for Staged Plant Nursery judging will be issued to all exhibitors.



Lifestyle

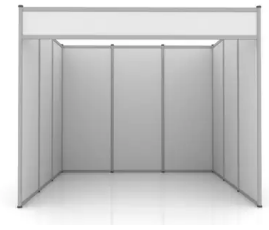
Lifestyle exhibitors are located within a temporary marquee pavilion with solid frame and raised flooring. All stands are space only, with **NO** shell scheme provided, with each stand based against a marquee/internal wall. Spaces will be marked out within the marquee. Any structure/divider and hanging are the responsibility of the exhibitor and should be included within the risk assessment. Stand sizes begin at 3m width and 2m depth. Exhibitors can request additional meterage to the width of their stand but not the depth.

Food & Drink Quarter (Hall 2)



Spaces in the Food Quarter are located within Hall 2 of the showground and are offered as 3m deep and a minimum 3m frontage, with or without shell scheme and the option to purchase additional frontage by the meter.

General Shopping (Indoor)



Indoor spaces are located within Hall 2 of the showground and are offered as 3m deep and a minimum 3m frontage, with the option to purchase additional frontage by the meter. Spaces are provided with full shell scheme, with a limited number of corner opportunities also available.

General shopping (outdoor)

Grass

Hardstanding

Outdoor stands are available for both horticultural and non-horticultural content and are offered as a space only area (minimum of 6m x 6m). These may be on grass or hard standing (block paving/concrete). Please bring appropriate equipment to prepare your stand for both scenarios and for potential adverse weather conditions. Please ensure sufficient weights and anchors are provided on your temporary structure. Outdoor exhibitors must ensure any tented/temporary structures brought onto site are of a quality and standard commensurate with the event.

Please Note: The above images are examples only and marquees are not provided. All stands are space only and marked out prior to staging.

Nearby Facilities

Camping Sites

Harrogate Caravan Park (onsite facility) – Great Yorkshire Events Centre, Harrogate HG2 8NZ. 01423 546145.

Rudding Holiday Park (0.5 mi) – Rudding Lane, Follifoot, Harrogate HG3 1JH. 01423 871350

King Fisher Caravan Park (6.2mi) - Low Moor Lane, Farnham, Knaresborough HG5 9JB. 01423 869411

Knaresborough Caravan and Motorhome club site (4.7mi) - New Road, Scotton, Knaresborough HG5 9HH. 01423 860196

Hotels

Premier Inn Harrogate (1.9 miles) - Address: Hornbeam Park Ave, Harrogate HG2 8RA Phone: 0871 527 8490

The West Park Hotel (2.4 miles) - Address: 19 W Park, Harrogate, HG1 1BJ Phone: 01423 524471

Supermarkets

Sainsburys (0.1 mile) – Wetherby Road, Harrogate, HG2 8QZ Phone: 01423 884622

Morrisons (1.5 miles) – Plumpton Park, Harrogate, HG2 7HW Phone: 01423 887531

Taxis

Blueline Taxis – 01423 530830

Mainline Taxis – 01423 555555

Hospital

Harrogate District Hospital – Lancaster Park Road, Harrogate, HG2 7SX. Phone: 01423 885959

Restaurants

The Travellers Rest Pub & Restaurant (0.7 miles) – Serving traditional home-cooked food until 20:30 Mon – Saturday. Address: Crimple Lane, Follifoot, Harrogate, HG3 1DF. Phone: 01423 883960

Fodder (onsite) – Serving a selection of hot and cold food until 5pm. Phone: 01423 546111

Ask Italian (2.5miles) - Unit 7, Albert Street | Westgate House, Harrogate HG1 1JX, England.
Phone: 01423 506333

Konak Meze Turkish Restaurant (2.7 miles) - 11-13 Mount Parade, Harrogate HG1 1BX, England.
Phone: 01423 500330

How to Get to the Show

Via A1(M):

From the South M1-A1(M)
From the North A1 (M)
From the East M621 – A1(M)
From the West M56 – M62 – A1 (M)

Exit A1(M) at Junction 47 and follow Harrogate A59, then A658 and then A661. From here follow the yellow signs.

From Leeds A61 or Bradford A658:

At the roundabout at the junction of the two routes follow signs for York/A1 along the A658.
At the next roundabout take the A661 signed Harrogate. From here follow the yellow signs.

Health and Safety Policy

It is the policy of Harrogate Flower Show Ltd to provide and maintain safe and healthy working conditions, equipment and systems of work for our employees, volunteers and visitors to our site together with our contractors and exhibitors.

All employees, volunteers, exhibitors and contractors have a duty to co-operate with the systems established within our policy by working safely at all times. This policy will be updated as necessary and reviewed annually.

Harrogate flower shows will continue to monitor the situation surrounding covid 19 and will update the policy in line with Government guidelines at the time of the event.

Date 05/10/2026

Responsibilities of Exhibitors:

To ensure that the Show operates successfully and is enjoyed by our visitors, we must ensure that all our exhibitors are aware of and follow, the health and safety rules we have established. This document outlines the areas that you need to consider and where appropriate, the documentation you need to forward to us with your application form or hold on site. Our Health & Safety advisors, Sentient, will be present on-site pre-show and during show days to ensure these rules are complied with.

Event Organisers:

Harrogate Flower Shows Ltd, The Stables, Newby Hall, Ripon, HG4 5AE
Tel: 01423 648212

Local Authority Contact

North Yorkshire Council (Harrogate area)
PO Box 787
Harrogate
HG1 9RW
Tel: 0300 131 2131

Appointed Health & Safety consultants:

Sentient
8 Airport West,
Lancaster Way,
Leeds, LS197Z
Tel:03456446006

Health and Safety Policy

All exhibitors are subject to the Society's policy statement upon Health and Safety. A Health and Safety Officer will be inspecting the show during staging and each day the show is open and any recommendations made by this officer shall be implemented.

Subject and Requirements

GENERAL

- Whilst the Society has made every effort to cover the problems which might occur during our events there will be situations that arise where exhibitors must take particular precautions.
- It is the responsibility of all exhibitors to ensure that adequate precautions are taken and they comply with all relevant Health & Safety and appropriate legislation.
- Exhibitors are responsible for ensuring their own safety whilst erecting and dismantling their stands, and ensuring that their activities do not adversely affect the health & safety of others on the site.
- Exhibitors are responsible for ensuring the stability and safety of their displays and providing any necessary measures to deal with spillages from their displays.
- Exhibitors will not allow their display areas to encroach into the aisles.
- Exhibitors should report any faults or hazards they identify to the show office as quickly as possible.

ELECTRICITY

- Exhibitors requesting an electricity supply should request this with their application. Exhibitors must agree to accept the amount of electricity the electrical contractor can make available.
- All electrical apparatus brought onto the site must be safe for the purpose for which it is to be used and the right is reserved to have any equipment examined by the society's representative.
- Satisfactory protection should be given to all cables with particular attention being given to the prevention of tripping accidents. The use of adaptors and extension leads will be subject to prior approval.
- Anyone providing electrical apparatus for their own or anyone else's use, demonstrations, etc. must, before it is connected to the electrical supply, ensure it is safe to use. Any such equipment must have been inspected and tested within the last twelve months by a competent electrician and a label affixed giving the date of the test and the name and address of the person carrying out the test. The organisers will not allow any apparatus to be used unless this has been done.
- All portable electrical equipment should be installed and used in accordance with HSE Guidance note PM32 "Safe use of portable electrical apparatus". It should be connected to the supply through RCD of 30mA sensitivity.

ACCIDENT, EMERGENCY & EVACUATION PROCEDURES

- Exhibitors must make themselves aware of the location of the First Aid services.
- Any accidents occurring must be reported immediately to the show office which will take full details and arrange for any necessary further action to be taken.

Exhibitors must ensure they are aware of the nearest emergency exit, are able to recognise show stewards and know how to contact the show office in an emergency.

FIRE PRECAUTIONS

- All roadways and footpaths must be kept clear when visitors are admitted to the show, to allow free passage to the fire brigade and any other emergency vehicles.
- All materials used in the construction of stands and displays, including fabrics, must be fire resistant.
- Items of a flammable nature, including gas cylinders, primus stoves or similar equipment, are not permitted on the show site without prior written permission from the Organiser.
- Smoking and naked flames are prohibited within the marquees and other structures.
- All halogen display lighting should be of a type that is totally enclosed. The rating of any halogen display lighting shall not exceed 300 watts.
- All fire exits and escape routes must be left unobstructed at all times. Fire extinguishers will be positioned at selected points on the showground and exhibitors should make themselves aware of the location of the nearest extinguisher.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

- A written risk assessment of any dangerous substances to be displayed or sold must be available for examination during the show.
- Exhibitors should be aware of any possible allergic reactions which members of the public may be subjected to by the plants they have on display and ensure adequate protective measures are in place to prevent such exposure.
- All equipment must comply with current legislation and be regularly and properly maintained, tested and guarded in compliance with all relevant legislation. Where appropriate current evidence of examination or testing must be held with the equipment.
- Any plant or equipment used prior to, during or after the event must only be operated by an adult possessing the necessary license and full training in its safe use. Use by inexperienced or untrained persons is not permitted.
- Passengers must not be carried on vehicles or machines unless they are designed for that purpose.

PLANT & MACHINERY

- **No vehicles are allowed on the site during show opening hours, or 30 minutes before and after the show.**
- Speed restrictions on site must be complied with. Hazard warning lights must be used when driving on the showground - max speed 5 mph.
- Plant or machinery must only be operated after ensuring that adequate precautions are taken to protect the operator and bystanders. Necessary protective clothing must be worn to ensure compliance with statutory regulations. Unsafe operations will not be allowed and may lead to eviction from the site and possible legal action by the relevant enforcing authority.
- Machinery should only be operated or demonstrated in areas fenced off from the public. Where additional stewarding is necessary to control the public during any such demonstration this will have to be arranged prior to the event with the Show Director. When positioning ropes, fences and barriers to restrict the access of persons into potential danger areas an adequate safety margin must be observed. In particular account must be taken of the risks to those persons from materials which may be ejected from any machines. Operators will be told to cease their activities should any person encroach into a danger area.
- Demonstrations of materials or equipment may be given, subject to the Society's approval in advance.

Code of Practice for Food Safety

The sale of food for on-site consumption such as sandwiches, hot sausage rolls, etc., is strictly prohibited.

Legislation

Food Safety Act (As Amended) 1990; Food Hygiene (England) Regulations 2006; Regulation (EC) No. 852/2004

All Food Exhibitors

- Prior to the start of business all water, gas, electricity and drainage systems must be connected and operational.
- Wherever possible food for service or display should be held under temperature control. Cold food should be held at below 8°C and hot food above 63oC.

Structure

- The internal surfaces of all food areas must be in sound condition and easy to clean. Any wood must be painted or sealed so that it is washable.

Equipment

- Surfaces of all equipment in contact with food must be in a sound condition, made of non-toxic materials and be easy to clean and disinfect. All food equipment including that which is hired, leased or borrowed should be clean, safe and free of contamination before the start of a work session.

Cleanliness

- All food areas must be kept clean. Food and hand contact surfaces must be regularly cleaned and disinfected using a sanitiser or food safe disinfectant.

Washing Facilities

- Exhibitors must ensure sufficient facilities are provided for the washing of food, utensils and equipment. In addition, a sufficient number of accessible wash hand basins with adequate supplies of soap and towels or other hand drying facilities must also be available for use in identified area by food handlers. Hot and cold water must be provided at all sinks and wash hand basins, within designated areas.

Electrical Facilities

- A sufficient number of electrical power sockets must be provided particularly for refrigeration and freezer equipment. Any electrical water heaters or other equipment sited near water must be installed by a competent electrical engineer. All portable electrical equipment must be regularly tested and proven to be safe for use. Generators are not permitted on the showground.

Refuse Disposal

- Suitable receptacles with close fitting lids must be provided by exhibitors for the temporary storage of waste at each stand, tent marquee or building where food is being stored, prepared and/or served. All refuse must be removed as required and at least on a daily basis.

Personal Hygiene

- Anyone working a food area shall maintain a high degree of personal cleanliness and must wear suitable, clean and where appropriate protective clothing. Food handlers must wash their hands regularly and after touching raw foods, taking a rest break or handling refuse. All cuts and wounds must be covered with a waterproof first aid dressing. Jewellery must not be worn. Smoking is not permitted in any food area.

Illness

- It is the responsibility of food workers to report certain conditions such as diarrhoea, vomiting, infected wounds or skin infections. The employer must then take the necessary action which may be exclusion from work. Businesses should follow the advice contained within the Department of Heath Guidance 'Fitness to Work' document.

Training

- Food handlers must be supervised and instructed and/or trained in food safety matters according to their role in the business and the relative risks involved.

Contamination

- Provision must be made for the separation of raw foods and cooked or ready to eat foods during storage, preparation, display and service in order to prevent the risk of cross contamination.
- Foods must also be protected from other sources of contamination at all times.

Hot Foods

- When cooking food that is likely to be contaminated with harmful bacteria, it is recommended that a core temperature of 75oC or above is reached during reheating or cooking.
- Cooked or reheated food that is to be kept hot, must be kept at 63oC or higher.

Chilled Foods

- High-risk foods must be kept at 8°C or cooler. High risk foods are those which would become unsafe if not refrigerated and include: Cooked meats and fish and their products; Cooked dishes containing egg or cheese; Soft or mould ripened cheeses; Prepared salads and dressings; Smoked or cured fish; Desserts containing fresh cream; Fresh, partly-cooked and uncooked pasta or dough products.

Cooling of foods

- If you are cooking food and then cooling it to be eaten cold or to be subsequently reheated, it must be cooled in an area where it will not be exposed to contamination and the cooling at room temperatures should be limited to less than 11/2 hours. The food should then be stored in the fridge until it is used.

Monitoring

- Temperatures of chilled and hot food should be checked on a regular basis. Documented evidence of these checks should be maintained and be available for inspection.

Food Safety Management System Article 5 (EC) Regulation NO.852/2004

- Proprietors must carry out a written assessment to identify potential hazards present in their operation. Such hazards include harmful bacteria, chemicals or any physical contaminants which may make food unsafe for consumers. Suitable controls must then be put in place to minimise the risk from these hazards.
- Monitoring procedures are needed to ensure the effectiveness of any controls. For example, when cooking chicken there is the potential risk of Salmonella bacteria surviving; the control measure would be to ensure that a core temperature of at least 75oC is reached during cooking. Monitoring this control would involve taking a measurement of the core temperature with a probe thermometer and, if necessary, continuing heating until this temperature is achieved.
- The findings of your assessment must be documented and kept on site. Monitoring records, for example fridge, freezer and cooking or reheating temperatures, must be recorded regularly and records kept on site.
- It is vital that your food safety management system is regularly reviewed as operations and menu items may change over time. The Food Standard Agency's 'Safer Food Better Business' pack is recommended.

Display of Service and Food

- There are allowances within the Regulations that permit cold food on display or for service to be kept at a temperature warmer than 80C, but this must not exceed a single period of up to four hours. After this period, any remaining food must be refrigerated below 8oC until final use or thrown away. Hot food for display or service may be kept at a temperature cooler than 63oC for a single period of up to two hours.

Judging Criteria

Judging Criteria for Outstanding Trade Stand Displays

To maintain a high standard of trade exhibitor space at the Harrogate Flower Shows, up to five general garden shopping stands will be presented with an Outstanding trade stand award.

An exceptional standard of presentation and appearance will be awarded Best in Show. This top award is presented on the second day of the show, with the exhibitor also receiving a complimentary trade stand at the Autumn 2027 show (prize up to the equivalent of a 6m x 6m outdoor trade stand). Those receiving four and five stars will be issued with an award card to display on their stand.

Judges will assess:

- The initial impact and overall impression of the stand.
- The suitability of the stand to the show & visitors.
- If the stand is neat and well planned with clear signage and pricing.
- In keeping with the horticultural nature of the show, stands should, where appropriate, include live plants or cut flowers

Positive Points

- Good design and presentation of the stand, with identifiable products or services.
- A good finish to the display. Any plant material should be fresh and good quality.
- The customer should be able to see and access the display at close range.
- The name of the company and contact details should be displayed on the stand.
- The stand should be tidy and free of any items unrelated to the display
- Any storage areas should be concealed, with boundaries clearly defined.
- Labelling should be clear and neatly printed and not overly obtrusive.
- An original and innovative approach has been adapted to display presentation.
- Staff manning the trade stand are appropriately dressed.

JUDGING CRITERIA & GUIDANCE – PLANT NURSERIES EXHIBITS for points allocation

	Premier Gold	Gold	Silver Gilt	Silver	Bronze	No Award
1. Overall impression	**10 or 9**	**8 or 7**	**6 or 5**	**4 or 3**	**2 or 1**	**0**
(Out of 10) *Impact-creativity* *Interest* *Unity, balance, scale* *Design colour & Texture* *Finish – well filled*	• 'Wow' factor • Immediate impact/creative • Very high interest level • Design well executed with no faults	• Eye catching • Clear impact & creative • High level of interest • Good design slight imperfections	• Appealing • Not high level impact, theatre creativity • Considerable interest • Competent design but failings in the finish	• Pleasant but limited 'wow'/appeal • Impact average no real creativity • Moderate int. • Ordinary design finish and appearance could be improved	• Exhibit totally lacks 'wow' • Little or no impact/not creative, uninspiring • Some interest • Little design and finish poor/weak	• Little care to show exhibit at its best • No effort to impress • Minimal interest for general public • Lack of attention to detail and finish
2. Plants	**10 or 9**	**8 or 7**	**6 or 5**	**4 or 3**	**2 or 1**	**0**
(Out of 10) *Quality, range* *Colour & texture* *Degree of difficulty In growing plants* *Associations* *Health (pests & diseases)* *Nomenclature & Labels*	• Plants/plant material in perfect first class condition • Unusual/rare plants/out of season. • Difficult to grow • Good range, one genus • Associations correct & displayed well • Pest, disease or damage free • Correct /clear nomenclature & labels	• Plants/plant material with only very slight imperfections • Credit for rarity, seasonality, difficulty in growing • Range representative • Associations largely correct/ shown • Pest /disease only slight damage • Nomenclature correct	• Plants/plant material well grown but immature not fresh • May not necessarily be difficult to grow ; plants in season, • Limited range if one genus • Associations/ colours need enhancing • Minimal evidence of P & D • Plant naming generally good	• Plants/plant material immature – not of exhibition quality • Not difficult to propagate and grow. • Few rare plant in the display inadequate range of one genus • Associations some inappropriate • Some pest & disease damage • Some nomenclature errors	• Plants/plant material small mediocre quality. • Very easy to propagate and grow. • Not typical of genera exhibited Poor range if one genus • Associations incorrect • Pests diseases or disorders present • Botanical Plant naming poor	• Plants/plant material of insufficient quality to justify an award. • Nothing of merit everything very easy to grow • Very poor range plants commonly grown • No attempt to create plant associations • Pests & diseases present on plant material • Totally incorrect nomenclature
3. Exhibiting /display	**5**	**4**	**3**	**2**	**1**	**0**
(Out of 5) *Creating the display effort, exhibiting technique* *Originality and innovation* *Props & artefacts* *Use of space*	• Planned, sourced and assembled - not formulaic -unique • Outstanding staging/display • Exhibiting plant material in a state of perfection • Innovative • Excellent use of props/artefacts to show plants at their best	• Carefully planned, sourced and well staged not unique. • An excellent regular display of plants - formulaic • Resourceful but not perfect... • Some innovation • Very good use of props/artefacts to support plants	• Well staged with limited flaws but lacking flair. • A very good display which could be improved. • Exhibiting plants in a traditional manner. • Nothing new • Good use of props & artefacts but some holes /weak areas	• A regular standardised display room for improvement. • Space not well filled or "stuffed" • Some effort in assembling the exhibit • Very ordinary • Props/support plants and artefacts not well placed	• Basic display standard very weak • Staging, and displaying plant material -weak • Minimal effort shown • Room for Improvement/ideas • Props and artefacts weak or overpowering plants	• Very poor, unacceptable display • Very poor staging not a Show display of plants • Little or no effort in design, arrangement – use of plants, props and artefacts • Vast improvement needed • Nothing to warrant consideration for an award

JUDGING CRITERIA & GUIDANCE – EDUCATIONAL and/or SCIENTIFIC EXHIBITS for points allocation

	Premier Gold	Gold	Silver Gilt	Silver	Bronze	No Award
1. Overall impression	**10 or 9**	**8 or 7**	**6 or 5**	**4 or 3**	**2 or 1**	**0**
(Out of 10) *Impact-creativity* *Plant quality, range rarity, difficulty in growing, health* *Unity, balance, Design Finish*	• 'Wow' factor • Immediate impact /creative/theatre • Plant material as to theme- in first class condition free of P & D (unless the theme). • Design/Finish very well executed with no faults or imperfections	• Eye -catching • Clear impact & creative • Plant material with only slight imperfections P & D – damage slight (unless theme) • Well designed High degree of finish.	• Appealing • Not high level Impact. theatre, creativity • Plant material immature not fresh minimal evidence of Pest & Disease damage (unless theme) • Competent design elements of finish lacking	• Pleasant • Little 'wow' Average impact, theatre creativity • Plant material not of exhibition quality. Some pest and disease damage (unless theme) • Ordinary design Finish could be improved	• Uninspiring • Exhibit lacks 'wow' factor. Little impact Not creative, • Plant material small - mediocre quality, affected by pests and diseases • Little or no design. Finish weak	• Little care to Show exhibit at its best • No effort • Plant material of insufficient quality for an award. P & D present on plant material (unless to theme) • Lack of attention detail and finish
2. Information/ Interpretation	**10 or 9**	**8 or 7**	**6 or 5**	**4 or 3**	**2 or 1**	**0**
(Out of 10) *Interest and clear message* *Signage/graphics* *Associations* *Nomenclature & Clear labels* *Photos/leaflets*	• Very high interest level. Message well researched • Easy to read info. signage, graphics etc • Correct associations excellently displayed • Correct nomenclature & clear labels • Large Photos etc. • Leaflets informative	• High level of interest for gardeners Clear message • Signage good overall slight failings • Associations largely correct & displayed • Nomenclature and labelling good • Small photos • Some leaflets	• Considerable interest for gardeners with a message • Signage/graphics needing to be larger & clearer or too much info. • Associations/ groupings need enhancing • Plant naming & labelling just satisfactory. • Photos ??? • Leaflets???	• Moderate interest for gardeners - confusing message. • Signage or graphics poor excessive information • Associations/ groupings inappropriate • Some labelling errors. Improvement needed re: • Photos • Leaflets	• Some interest (limited) for gardeners no clear message • Lettering/font size too small • Little attempt to show associations • Botanical plant naming poor Vast improvement needed re:- • Photos • Leaflets	• Minimal interest for gardeners muddled message • Lettering very poor • No attempt to create plant associations • Totally incorrect nomenclature No, or very poor, illustrative material:- • Photos • Leaflets
3. Exhibiting/display	**5**	**4**	**3**	**2**	**1**	**0**
(Out of 5) *Planning, creating the display, effort, exhibiting technique* *Originality and innovation* *Props and artefacts* *Standard of display*	• Planned, sourced and assembled - unique • Very high standard of exhibiting & staging • Innovation shown. • Excellent use of space/ props/artefacts to show plants at their best • Display of a professional standard	• Evidence of carefully planning • Well staged, though not unique. • 'Eye-catching' exhibit resourceful. • Very good use of space/artefacts etc. • Overall a very good standard display	• Average exhibit in traditional manner/style. • Well staged with limited flaws lacking flair. • A very good display could be improved. • Good use of support plants, artefacts • Not quite of professional standard.	• Just information stand – lacking plants • Display with room for improvement. • Space not well filled or "stuffed". • Props/support plants not well used • No effort shown in assembling the exhibit	• Basic standard re: information • Limited effort shown in staging • Little evidence of plant material grown for the show • Props weak or overpowering plants • Unprofessional	• Poor standard • No effort in design/staging • Arrangement – use of plants very poor. • Information boards/props very poor • Nothing to warrant an award and vast improvement needed