BROUGHT TO YOU BY

RHS Three Counties 1797

RHS Malvern Spring Festival

Thu 6 - Sun 9 May 2027

All information correct at time of publication and subject to change

Exhibitor Manual 2027



Three Counties Registered Charity No: 511868

Table of Content

Site Arrival Information	2-5
Show Map & General Information	3-8
Site Services	9-11
Key Contacts	12
General Regulations	13-21
Specific Regulations - Floral Marquee	22-27
Specific Regulations - Gardens	28-30
Specific Regulations - Plant Village	31-33
Tradestands - Classifications	34-36
Tradestands - Booking your Tradestands	37-38
Tradestands - Site Services	39-40
Tradestands - Setting Up Your Stand, Show Days & Breakdown	41-45
Tradestands - Health & Safety and Insurance Requirements	46-59
Awards & Judging	60 - 66
Promotion	67-70
Complaint Procedure & Terms and Conditions	71-72
Sustainability Charter	73

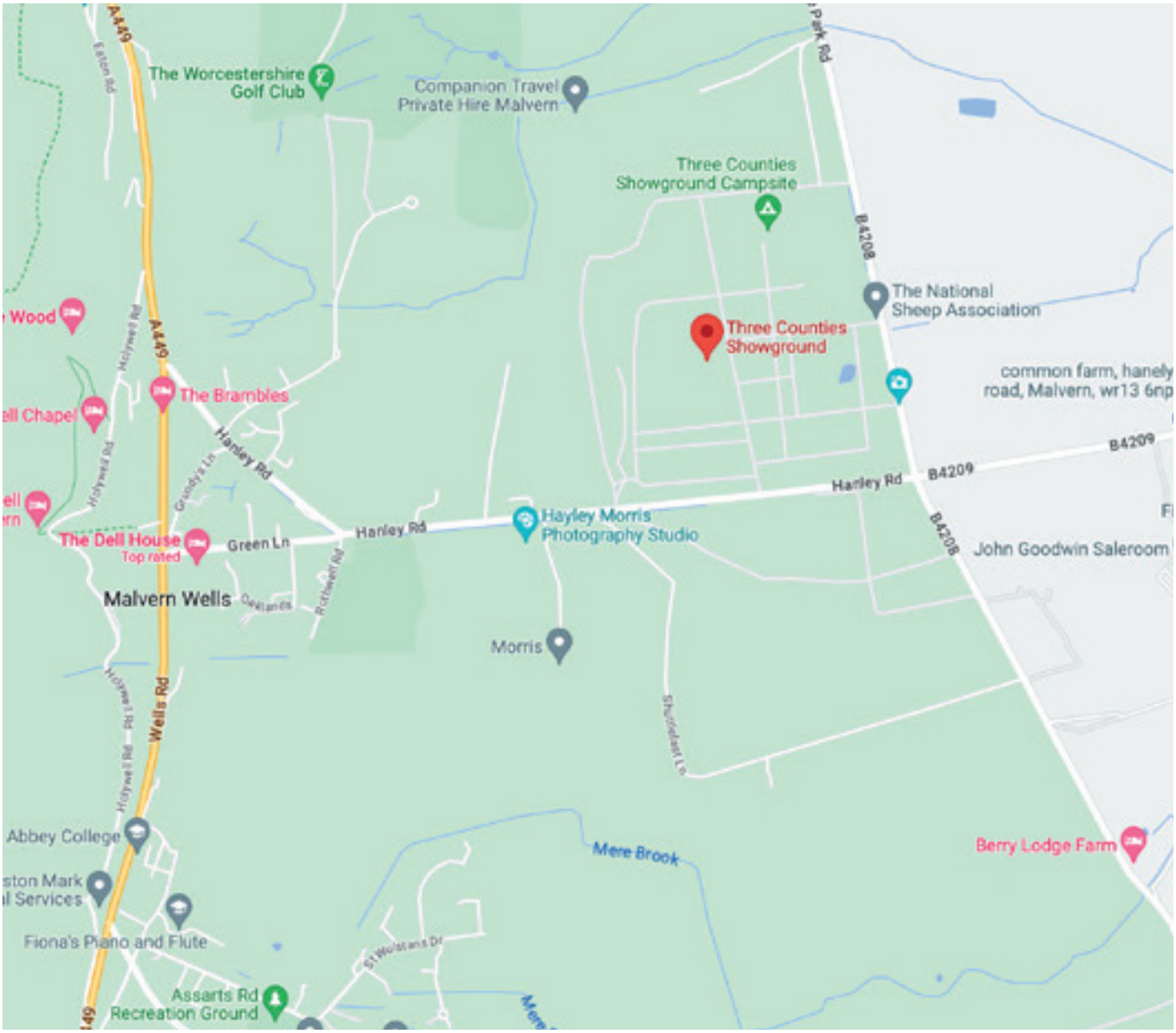


Site Arrival Information

Show Site Address

Three Counties Showground, Malvern, Worcestershire, WR13 6NW.

Please also see Deliveries and Collections.



Exhibitor Gates

The main exhibitor entrances are via Yellow or Brown Gate.

What 3 Words:

Yellow gate ///cute.under.mount

Brown gate ///trying.strutting.slim

Show Gardens Build-up and Breakdown Schedule

Exhibitor	Build-up				Breakdown	
	Start build (earliest)	Assessment & Judging	Completion of exhibit	Final vehicle removal	Start dismantling	Finish clearing
Show Gardens	08:00 Monday 12 April	Assessment Tuesday 4 May Judging Wednesday 5 May	08:00 Tuesday 4 May	07:30 Wednesday 5 May	18:15 Sunday 9 May	18:00 Thursday 12 May

Show Site Open Hours for All Other Exhibitors (Construction, Re-stocking and Breakdown)

Time period	Date	Vehicle Access Opening Times
Build-up	From 08:00 Monday 3 May - Wednesday 5 May	24 hours
Show Days	Thursday 6 May - Sunday 9 May (vehicle access)	Pre-07:30 and from 16:15
Breakdown	On Sunday 9 May from 18:30 the site is open 24 hours until 17:30 on Tuesday 11 May	From 18:15

Getting onto Site

Prior to arriving on site, you will need to have:

- Your Build-up / Breakdown, Re-stocking Pass.
- For all involved in site/stand construction, steel toe capped boots/shoes.
- High Visibility Jacket.
- Completed and submitted all relevant H&S and Insurance forms

Deliveries and Collections

• Deliveries must be made during site opening hours, but not when the show is open to the public.

• Deliveries should be addressed as follows: contact name, exhibitor name, site number, exhibitor mobile phone number (the person on site), The Three Counties Showground, Malvern, Worcestershire WR13 6NW.

• Show Garden/Blooming Border deliveries should be made via the Main Entrance, off the B4208.

• Trade stand deliveries can be left at Yellow Gate who will notify you using the contact details provided on your application. It is your responsibility to collect from the gate.

• Please be mindful of access to neighbouring exhibits when storing materials.

• Small items (including letters and parcels) may be delivered to Reception during office hours and must be collected as soon as possible by the exhibitor. The Showground does not accept any responsibility for these items.

Parking

• During Build-up and Breakdown please do not park so as to restrict access to another stand or roadway.

• Show Garden/Blooming Border build team's vehicles on site must be parked on the western boundary of the Showground, a seperate site plan will be shared.

• If a static vehicle pass has been purchased, the vehicle is to be parked in the relevant compound.

• All other vehicles are to be parked in the Showground Brown or Yellow car parks during show opening times.



Show Visitor Admission Times

Time period	Date	Entry	Exit
Show Days	Thursday 6 May	09:00	18:00
	Friday 7 May	09:00	18:00
	Saturday 8 May	09:00	18:00
	Sunday 9 May	09:00	18:00

General Information



Accommodation

www.visitthemalverns.org

Camping and Caravan Park

The Three Counties Camping and Caravan Site, with toilet/shower facilities, is located in the NE corner of the Showground. Pitches, and a limited number of electric hook-ups, can be purchased at the application stage. Camping is only permitted in this designated area.

Catering for Exhibitors

There are no food and drink outlets open on site until two days before the show opens.

The nearest shop is One Stop, 120A Poolbrook Road, Malvern WR14 3JF.
Turn left out of the Showground main gate, One Stop is approximately 1 mile on the left.

First Aid

Exhibitors working on site during Build-up and Breakdown must make suitable arrangements for first aid in case of an accident. All accidents and near misses must be reported to the Operations Manager in the first instance, they will then be recorded in the Showground Accident Book and/or Incident Book.

In case of emergency call 999 and request ambulance dispatch to:
Three Counties Showground, Malvern WR13 6NW.

During Show Days first aid is supplied by Arley Medical located in Teme Hall adjacent to the main office car park. Exhibitors are asked to familiarise themselves with the location and opening times of this facility.

Ground Conditions and Levels

Ground conditions and levels will vary. Exhibitors should take this into account when planning their exhibit. Please seek advice from the Show Team who can provide you with more information on basic topography data if required.

Lost Property

During Build-up and Breakdown, lost property should be taken to Reception in the main office building. During the show, lost property is handled by the Tradestand Office on Avenue G.

Sell Off

During the Sell-off period, exhibitors may sell plants and products from their exhibit. The rest of the exhibit should remain intact until the show closes. Sell-off will take place from 16:00 to 18.00 on Sunday 9 May. Plants, flowers, fruit and vegetables within displays may not be sold or given away prior to Sell-off.

Toilets

Toilets are situated at various locations around the Showground as per the site map. Accessible facilities will be available during Build, Show Days and Breakdown. Please check with the Show Team. If exhibitors notice any issues regarding the toilets these should be reported to the Operations Office during Build-up and Breakdown and to the Tradestands Office during Show Days.

Tuesday 4 May	
Time	Activity
10:00 – 16:00	Assessment of Show Gardens
18:30	Gardens to be completed

Wednesday 5 May	
Time	Activity
From 08:00	Judging of Show Gardens
	Exhibitors must leave the area when exhibits are being judged
From 10:30	Moderation of Garden awards begins
14:00 - 17:00	Floral Judging
15:00	Presentation of Show Gardens medal cards and awards

Thursday 6 May	
Time	Activity
09:00	Car parks and Showground open to public
	Judging of Plant Shops
10:00 – 11:30	Floral award presentations
From 10:00	Judging of Tradestands



Site Services

Cashpoint Machines

Two cashpoint machines are located at the south end of Severn Hall, their location is marked clearly on the Visitor Show Map. These operate on Show Days only and there is a charge for withdrawals.

Internet and Telephones

A wireless internet access service is available free of charge across the Showground. Connectivity is not guaranteed and we suggest you consider a back-up option; we have Vodafone, O2 and EE masts on site. We have made two separate networks available for exhibitors, which are:

Venue Hire
often preferable if moving around Showground.

Venue Hire (no roam)
usually better if staying in one place.

The password for both is TCSH1lls27

Emergency Telephone

A telephone for emergency use only is available at the Main (Yellow) Gate.

Electricity

General Lighting

General lighting is provided within Showground large marquees and permanent buildings.

Electricity for Build-up and Breakdown

During Build-up and Breakdown, it is the Exhibitor's responsibility to pre-book their electricity requirements. Generators will only be permitted if absolutely necessary and after pre-agreement with the Head of Shows. Only diesel and battery powered generators are permitted, petrol powered generators are not allowed. Any generators used must have undergone a recent safety inspection and all power circuits must incorporate RCD protectors. Exhibitors must declare information on generators with their Health and Safety paperwork.



Electricity for Show Days

All exhibitors should pre-book their required power supply through the online booking form at the application stage. Power will be connected no earlier than the first day of Build-up. Show Gardens should book their power supply via the Exhibitor Requirements Form. Only the Showground appointed electrical contractors can make connections with the main supply and exhibitors must adhere to their guidelines. Fuse boxes must be accessible at all times and any exhibitors who wish to cover their fuse box must consult the electrical contractor prior to building their exhibit.

Please also see the Electricity Section in Health and Safety Guide for RHS Shows 2025.

Flooring

Exhibitors requiring flooring for a Chinese Hat style marquee should order it online when booking their stand.

Forklifts

Exhibitors should ensure that where possible, goods are delivered to site with off-loading devices (e.g. crane, HI-AB or mini forklift). Show Gardens can book forklift and tele-handler slots with the Site Manager. Exhibitors can book forklifts via the online booking form.



Furniture

Sales tables can be added to your order online at the time of making your booking.

Grass Cutting

The Showground Team will mow the grass on site up to two weeks prior to the show as weather permits. Fine cutting thereafter on a stand will be the exhibitor's responsibility.

Shuttle Service

During Show Days a shuttle bus runs between Great Malvern Station and Red Gate entrance from 09:00 to 18:00.

Soil and Turf Removal

Requests for turf removal should be made via the Exhibitor Requirement Form and after liaising with the Head of Operations. The Showground Team will remove all or part of the turf from the allocated space by prior arrangement. Where this is carried out by others, turf should be removed with as little soil as possible. Excavated soil must be incorporated within the construction of the exhibit or removed to a designated soil heap. No soil or turf can be removed from the site.

Water

Drinking Water

Not all water on site is drinking water. Please do not drink from a supply unless it is clearly labelled Drinking Water.

Water Supply to Exhibitors

Access to shared standpipes is available across the Showground for handheld watering containers, to allow watering of exhibits. These must not be used to fill water features, hot tubs etc. Water requirements need to be pre-booked via the online booking form or Exhibitor Requirement Form for Show Gardens.

Please note that water features, spas and ponds must not be drained onto the surrounding ground or roadways. Exhibitors who have water features, ponds, hot tubs etc. are responsible for any leaks that may occur and any repairs or damage necessary.



Show Gardens Ponds and Water Features

Show Gardens requiring ponds or water features to be filled can do so free of charge by contacting the Operations Manager in advance. They must be drained during Breakdown under supervision of the Operations Manager and not drained onto the surrounding ground or roadway. Show Garden Exhibitors who have water features or ponds are responsible for any leaks that may occur and any repairs or damage necessary.

Please also see Water and Legionellosis in Health and Safety Guide for RHS Shows 2025.



Towing of Vehicles

In the event of poor ground conditions, the Organiser may be in a position to offer assistance in moving vehicles and trailers off the Showground. The Organiser accepts no liability for any damage incurred during the course of towing or otherwise assisting moving exhibitors.

Waste Disposal

Exhibitors are responsible for disposing of as much of their waste as is practical and ensuring that their site and the surrounding area is left clear after Breakdown. Any waste that cannot be reused or recycled should be disposed of correctly, responsibly and safely, especially hazardous substances such as oil, diesel fuel, solvents and 'unfriendly' material such as polystyrene, wood chippings, packing and plastics. Exhibitors also need to ensure all metallic materials (nails, screws etc.) are removed from their site.

Exhibitors must remove their own hardware, timber, cement, bricks, concrete, sand and bulk organic horticultural waste (e.g. wood chippings, plants etc.) These materials must not be put in the Showground wheelie bins or skips and any Exhibitor found doing this will be charged accordingly. The Showground will dispose of some bulky waste by prior arrangement, please liaise with the Operations Manager for details.

Show Gardens must leave evacuated areas clear and unfilled for checking by the Showground. Exhibitors should contact the Operations Manager for an inspection of their site and site sign off before departing the Showground.

During Build-up, Show Days and Breakdown, dustcarts will collect light waste only from wheelie bins located around the site.

Ticketing Provider

AXS

Ticket Hotline: 0344 3385400
Group bookings e-mail: ukgroups@axs.com



Key Show Team Contacts

General Enquiries

Three Counties Showground Malvern, Worcestershire WR13 6NW UK
Telephone: 0344 338 5400

Head of Shows & Marketing



Jane Edwards

jane.edwards@threecounties.co.uk

Head of Operations



Ben Russell

ben.russell@threecounties.co.uk

Show Manager



Kate Dufton

kate.dufton@threecounties.co.uk

Deputy Shows Manager



Charlie Gwynne

charlie.gwynne@threecounties.co.uk

Shows Executive



Melinda Goodhew

melinda.goodhew@threecounties.co.uk

Tradestands Manager



Richard Austin

richard.austin@threecounties.co.uk

Sponsorship Manager



Suzi Freely

suzi.freely@threecounties.co.uk



General Regulations

General Regulations

Allocated site

Exhibitors are required to work within the area of the site allocated to them. Exhibits, including any overhang, must not spread beyond the allocated site.

Selling and leafleting (if permitted) must also take place within the allocated site.

Alteration of exhibit content

If exhibitors wish to alter the content of their exhibit from the description provided on the application form, they will need to write to the Show Team in advance with the proposed change(s) for approval.

Animals

Animals are not permitted access to the Showground during Build-up and Breakdown with the exception of assistance dogs. Animals are occasionally permitted in displays but only with the prior written approval of the Show Team.

Dogs

No dogs are allowed unless a permit has been requested from the Tradestand Office in advance of the festival. Walking dogs around the showground during show open hours is not permitted. Dogs must be kept on a lead and please ensure that you clean up after your dog. No dogs are allowed on food catering stands.

DOGS MUST BE KEPT ON A LEAD. WALKING DOGS AROUND THE SHOWGROUND DURING OPEN HOURS IS NOT PERMITTED. NO DOGS ARE ALLOWED ON FOOD CATERING STANDS.

Sunday (Dog Day)

On Sunday, visitors are able to bring well-behaved dogs on short, fixed lead no more than 2 metres can attend the Show on Sunday only. This will be free of charge but **each dog must have a ticket.** There are a limited number of 'dog tickets' available to book in advance. Dog Policy available here.

Behaviour on-site

Everyone associated with the Shows should conduct themselves in a responsible manner that is courteous, respectful and professional to all those around. The RHS and TCAS adopt a zero tolerance towards aggressive behaviour. Any abusive or aggressive behaviour towards anyone at the Show will not be tolerated under any circumstance. Any offenders may be asked to leave the Show and may be suspended or excluded from any part of the Shows or wider Society work.

If you see or are subject to any form of this behaviour then you should raise it as soon as reasonable with the Show Team. If you do not feel comfortable raising it with them, then please email shows@threecounties.co.uk with the details and this will be looked into as a matter of urgency.

Bicycles

The Showground reserves the right to ask cyclists to dismount from their bicycles at any point during Build-up, Breakdown and Show Week.

Use of bicycles during Build-up and Breakdown

Bicycles are permitted on-site during Build-up and Breakdown. Cyclists must be vigilant when riding across the site. The speed limits on and around site must be adhered to at all times and cyclists must go with the traffic flow of

the site, riding on the left side of trackway and paths. Cyclists are reminded to stay alert at all times and assume plant machinery and HGV's cannot see them.

Use of bicycles during Show Week

Bicycles are not permitted on-site during Show Week. Bicycle racks are located at the South Gate and North Gate.

Biosecurity & Plant Health Guidance

You must comply with the RHS Biosecurity Policy Regulations. Please ensure everyone involved in the planning of your exhibit is familiar with the RHS Shows Biosecurity Policy Regulations.

Conduct and selling techniques

Exhibitors are required to:

- Conduct their business in a polite and courteous manner, which promotes a safe and welcoming environment.
- Act lawfully, ethically and in the best interest of other site users and show visitors.
- Maintain a smart, clean and professional appearance during show open hours.
- Respect the show site and its occupants.

Exhibitors are not permitted to:

- Conduct any market-style trading or touting.
- Smoke or consume food or drink on their exhibit in view of show visitors.
- Distribute literature that is not relevant to the exhibit or to the exhibitor's normal business.
- Canvass for business or undertake any form of promotion outside of the show site without the written permission from the Showground and the relevant authorities. Please note that permission is not normally granted.

Construction drawings

Full construction drawings must be supplied of all buildings, walls and load-bearing construction, including conservatories, glasshouses, prefabricated garden buildings and walkways. All construction drawings must be submitted along with application forms.

Damage to site

Exhibitors are expected to be respectful of the infrastructure of the show site (including trees, shrubs, turf, railings, underground services and so on). Exhibitors who cause damage to the show site will be charged for reinstatement costs.

Employment of Children

No child under 13 years of age may be employed at the show. Any exhibitor intending to employ a child between 13-16 y ears of age must apply to Worcestershire Council for the appropriate employee notification form.



Equality

Following guidance from the Equality Act 2010, the RHS and all exhibitors have a duty to make reasonable adjustments to ensure services and exhibits are equally available to people with disabilities as well as people without disabilities.

Excavation

Exhibitors who wish to excavate will need to complete a Breaking Ground Permit in advance from the Operations Manager or Show Team. Details of planned excavations must be made available to the Showground when the application is submitted. The maximum depth of any excavation is 1.5m.

Underground infrastructure

The is a substantial infrastructure under the Showground, consisting of drains, water mains, tanks, telephone lines and electric cables. All exhibitors must seek prior approval from the Showground if they plan to excavate or construct to avoid damage to underground infrastructure. Any damage to services will not only cause inconvenience but will incur costs that will be charged to the exhibitor.

Floral Foam

Exhibitors must abide by RHS policy on floral foam.



Food and drink

Please note the following:

Food and drink may only be sold by official show catering contractors and exhibitors.

• During Show open hours, the provision of alcoholic drinks for consumption on-site is not permitted except by official Show catering contractors.

• Cooking or barbecuing food is not permitted.

Fundraising

Exhibitors are not permitted to carry out charitable cash collections within the Showground. By prior arrangement with the Shows Team, discrete fundraising activities may be carried out within the promotional / engagement area of Show Gardens.

Ground protection

To prevent soil contamination or damage, exhibitors are required to take the following measures:

Materials such as gravel, shingle, chippings, polystyrene, glass, crushed CDs, Postcrete and concrete or any other material likely to contaminate the soil or harm wildlife, must be placed on a thick, strong membrane and not directly onto the ground.

Pre-fabricated fibreglass may be used only with the prior permission of the Operations Manager. Only pre-constructed fibreglass items are permitted. The fabrication of and breaking up of fibreglass on-site is not permitted.

• Glass chippings, crushed CD's etc. and selected waste materials are not permitted.

Items which may not be sold or given away

Plants, flowers, fruit and vegetables within displays may not be sold or given away prior to Sell-off. Visitors may reserve and pay for display plants and products throughout the Show Open Days, at the exhibitor's discretion.

Please see **Sell-off** for further information.

If exhibitors wish to give away samples or branded products, prior permission must be sought from the Showground.

Floral exhibitors: please also see the section **Floral Marquee**.

Plant Village exhibitors: Please also see the section **Plant Village.**

No New Peat Policy

As part of the RHS's commitment to sustainability, all plants exhibited at RHS Shows from 2026 onwards must be 'no new peat' plants. Designers are required to confirm their understanding and compliance with this policy before submitting their application.

Please read the full RHS Peat-Free Policy.

No New Peat plants – Plants grown entirely peat-free, or older plants containing peat extracted before 31/12/25.

Legacy peat - Legacy peat covers any peat that is already in the production system up to 31/12/25. Plants containing no peat at all or only legacy peat are 'no new peat plants'. Legacy peat that was already in the system before 1 January 2026 is not time limited and will not become non-compliant at any future date, so plants grown in legacy peat may be used in RHS Shows for years to come.

Joint exhibits and sub-letting

Joint exhibits

A joint exhibit is where two or more companies share the same site. Each company will have been required to complete individual application forms, making it clear that they are requesting to combine their exhibit. Joint exhibits are subject to approval from the Showground.

Within joint exhibits, one company will need to be appointed the principal participant. Any award made will be granted to the principal participant and any name boards used must show the principal participant's name first and state 'in conjunction with' (or similar) followed by the other company name(s).

Sub-letting

Exhibitors are not permitted to sub-let or otherwise part with any of the space allocated to them. Subletting is an exhibitor allowing another company to trade from their allocated space.

Please also see Product placement.

Maintenance of display

Exhibits should be maintained to a high standard at all times.



Product placement

Product placement items used for dressing should not be sold. Exhibitors who wish to make a reference to a contributing company may display a maximum of two signs not exceeding 200mm x 150mm each. Please note that Show Garden exhibitors are not permitted to display such signs.

Please also see Joint exhibits and sub-letting and Signage.

Restricted items

The following items are not allowed to be incorporated in exhibits:

- Balloons.
- Artificial Plants and Grass.
- Flags (including feather flags).
- Gas patio heaters (the RHS does not permit the sale of these).
- Gnomes or brightly-coloured creatures.
- Materials that exude an unpleasant odour (including spray paints, aerosols and fibres).
- Petrified timber or fossils.
- Any item which, in the opinion of the Showground, detracts from the plants or products displayed, or from the general appearance of the Show.
- Artificial plant material including artificial turf.

The following items require special permission in advance from the Showground to incorporate them into exhibits:

- Audio-visual media. Banners.
- Bunting.
- Candles.
- Food and drink.
- Fruit or flowers that are artificially attached to a plant or spray.
- Live animals.
- Mirrors.
- Music and sound effects (if permitted, exhibitors are responsible for obtaining their own PPL or PRS licences).
- Samples.
- Timber from non-sustainable sources (please refer to the RHS Timber and Sustainability policies).
- Any item deemed by the RHS to have no direct or demonstrable relevance to horticulture or gardening.



Sharp or pointed goods

Any sharp or pointed items that are sold must be protectively wrapped. Supporting canes on plants must be capped. Additionally, the sale of knives including kitchen knives is also strictly prohibited. Knives with a folding blade 3 inches long (7.62cm) or less will be allowed. Exhibitors must adhere to all health & safety and other regulations.



Signage

Signage refers to signs, boards, notices and labels.

Please note the following:

• Signage is required to be in harmony with the exhibit, and in keeping with the ambience of the Show.

• Signage will be taken into account by judges and assessors.

• Crudely handwritten signs, day-glo signs, revolving signs or signs using artificial light are not permitted.

• Flags and banners are not permitted.

• All signage must be contained within the exhibit.

• Additional signage may not be added to an exhibit after assessing/judging has taken place (with the exception of notices in the Floral Marquee).

• The number and size of signs allowed is dependent on the size and type of exhibit. This allocation includes name boards along with sponsorship and product placement credit boards. Please also see **Product placement**.

• If the RHS deems any signage unsuitable the signage will need to be removed and replaced with suitable signage.

Floral Marquee exhibitors: please see the section **Floral Marquee** for further information on signage specific to your exhibit category.

Garden exhibitors: please see the section **Gardens** for further information on signage specific to your exhibit category.

Plant Village exhibitors: please see the section **Plant Village** for further information on signage specific to your exhibit category.

Tradestand exhibitors: please see the section **Tradestands** for further information on signage specific to your exhibit category.



Tickets

Each exhibitor will receive a standard allocation of admission tickets and vehicle passes, provided free of charge for each show day, to support staffing of their stand or exhibit. The allocation is based on the type and size of the stand purchased or the exhibit category entered. Please refer to the application form for details of your standard allocation. Additional tickets can be purchased at a discounted rate during the application process.

Recommended colour scheme for labels and notices

• Background: black, dark green or other dull or muted colours (bright colours are not permitted).

• Lettering: cream, white or silver to contrast with the background colour.

Credit/debit card signs

Exhibitors are permitted to display one credit/debit card sign no larger than 150mm x 100mm.

Name boards

Name boards must be visible on all exhibits. The Showground provides name boards for certain exhibitor categories. The maximum height for the top of the name board is 2.5m from ground level. Signs that are located above 2m in height must not be located on common boundaries.

Information signs

Exhibitors are not permitted to display trophies, medals or advertisements of previous awards won. Notices other than those referred to in these regulations must not be displayed without prior permission from the Showground.

Royal Warrant

Exhibitors who hold the Royal Warrant are permitted to use the Royal Arms, together with any wording specified by the Warrant, at the top of a sign.

Smoking

It is against the law to smoke in any enclosed or substantially enclosed public place or workplace. This includes marquees and other temporary structures. Please also see **Conduct and selling techniques.**



Staffing of exhibits

Exhibitors must ensure that their exhibits are open and adequately staffed throughout the open hours of the Show.

Please see **Show admission times** in the section **Show site access and timings** for further information.

Garden exhibitors: please also see **Staffing of Gardens** in the section **Gardens.**



Storage areas within exhibits

Exhibitors are allocated space on the understanding that it is used principally for the display of plants and products. Exhibitor items (materials, leaflets etc) must not be stored in view of visitors (i.e. between or behind stands). Exhibitors who require storage should incorporate this into the design of their exhibit. This storage should be discreet and in keeping with the exhibit, and exhibits must not be constructed to include private offices.

Structures, buildings, walls and fences

Walls, fences and boundaries

Side walls or fences should be a maximum of 1.2m in height, to a distance of 2.4m from the front of the allocated site. After this, they must not exceed 2m in height. If back walls or fences form a common boundary with another exhibit, they must not exceed 2m in height. If they do not form a common boundary

then, within reason, there is no height limit. Where a side wall serves as a common boundary with another exhibit's back wall, the height of the side wall will take precedence.

Buildings and structures

Within reason, the height of buildings and structures within exhibits that are in the open is not limited.

However, exhibitors should ensure that:

• If a building or structure is to be over 3m in height, that this is clearly shown on plans and submitted to the RHS and TCAS for approval at least three months prior to the Show.

• Buildings and structures exceeding 2m in height must be positioned at least 1m away from any common boundaries with other exhibits. As a general rule, the taller the building or structure, the further away it should be from common boundaries. Please note that this does not apply to conservatories or glasshouses.



Specific Regulations



Floral Marquee

These regulations apply to all Floral Marquee, Flower and Plant Society exhibitors. All exhibitors must abide by the regulations in the section General regulations for all exhibitors and the document Health and Safety guide for RHS Shows as well as those described below. Exhibits should be staged to effectively display good quality, well-grown plant material, provide Show visitors with engaging content and encourage sales.

Alteration of exhibits

After judging has taken place; nothing exhibited may be altered, added or removed until the close of the Show, except by permission of the Showground. This does not apply to cut flowers, which must be replaced as necessary during restocking times to ensure the exhibit remains of the highest quality throughout the Show.

Background sites

Background sites will be built to a height of 2.44m and will be provided by the Showground unless the exhibitor is planning a special structure.

Display

Display plants must strongly relate to plants offered for sale e.g. of the same genus or type. The aim of this is to create a unified exhibit and make it straightforward for customers to be inspired by a display, then to purchase the plants on show.

Display plant labels

Plant labels should be printed and must be legible. Exhibitors using unsuitable labels will be required to change them. Bright or day-glo colours are not permitted.

Plant name labels must be placed for information and not for advertising or third-party branding. Abbreviations are not permitted. Cultivar names should be distinguished by single quotes to follow the recommended international code for nomenclature that can be found here at the following web address: iapt-taxon.org/nomen/main.php

Labels on bonsai plants

The botanical name must be given on all labels. The common name may be added but will not be allowed as a substitute. Labels may bear the age, name, parentage and country of origin of the plant.

Labels on sales plants and catalogues

- Individual plants sold must be clearly labelled indicating both the genus and cultivar, exhibitor name and current contact details.

- Individual plants may be priced and/or included in a Show offer.

- Show offer signs showing a previous price crossed out are not permitted.

- The maximum size for sale price labels is 10.5cm x 7.4cm (A7).

Drapes and background material

Tables and staging provided by the Showground will be covered with black fabric (optional). We encourage exhibitors to use their own draping and background in an innovative manner, providing that it is fire proof, neatly applied and does not extend above the top rail of the background.

For further information, please see Fire and fire prevention in the document Health and safety guide for RHS Shows 2026.

Exhibitor catalogues

Exhibitors are encouraged to have their current catalogues and price lists available and/or display their website address.

Judging

RHS judging criteria (subject to change in 2025) can be found at the following links:

General Floral Judging Criteria
Lindley Judging Criteria

Further details available under Awards and Judging (pages 59-64).



Leaflets

Exhibitors are welcome to produce a leaflet containing information relevant to their display or make the information available to visitors online via a link.

Please see the section Promotion for further information.

Design - website link

If you choose not to produce a leaflet; a website link, or QR code, must be available for visitors to photograph.

The QR code should link back to your nursery page or page about your exhibit at the show and could include:

- A planting plan of your exhibit with details of key plants.
- The inspiration of your exhibit.
- Details of key contributors.

The position of the printed website link / QR code must be subtly incorporated into the perimeter of your exhibit between the edge of your exhibit, and your rope line. It must not be inside your exhibit.

The link may also be:

- Printed on clothing for your staff to wear.
- Printed on a lollipop sign for your staff to share with visitors.
- Printed on a wooden stake (in keeping with your exhibit) and located within the perimeter of the exhibit.
- Included on your name board.

It must be a maximum of 210mm x 297mm (A4 in size).

Handouts containing your website link / QR code, may also be made available for visitors who do not have a smart phone, but can access the internet on a home PC.

Exhibitors must only display the website link / QR code and must not display additional signage or logos etc.

In addition to a QR code that links to the website landing page or show page, exhibitors are also able to add a QR code to:

- Labels on display plants.
- Labels on sales plants.

These labels must link back to the relevant plant on the exhibitor's website and should give visitors an opportunity to check cultural information or / and purchase the plant via the exhibitors website.

The labels must continue to be within the regulations see **Display plant lables** and **labels on sales plants and catalogues**.

Props

Props may be used to enhance plant material in the display, but the plant material must remain dominant.

Artificial plant material including artificial turf is not permitted. Props should be in keeping with the display.

Please also see **Restricted items** in the section **General regulations for all exhibitors.**

Sale of plant material

• Any plant material for sale must form part of the exhibitor's regular trade.

• Plant material may be sold provided it was entered on the application form.

• Alterations to applications must be discussed with the Showground at least two weeks prior to arriving on-site.

• The majority of, if not all, plants offered for sale, must strongly relate to the display. As a guide, please take 'the majority' to mean 75% of sale space. Where exhibitors do not adhere to this guide they will be required to remove the excess unrelated plants from sale.

• Within the 25% exhibitors should respect the specialisms of other nurseries and as far as possible not bring plants which directly compete with them.

• Potentially hazardous plants must be clearly labelled.

• The RHS reserves the right to remove plants which do not form part of the exhibitor's regular trade or agreed 25%.

• Plants which require special conditions e.g. acidic lime loving, marsh/bog area or alpine house must have cultural instructions supplied with them when sold.

• Individual plants sold must be clearly labelled, indicating the genus, cultivar and exhibitor name and current contact details.

• All plants sold must be healthy, of good quality and in a condition conducive to successful transplanting and establishment. Plants must have well-developed root systems that substantially fill the container.

• Weeds should not be present, and plants must not be pot-bound.

• The size of container must be in proportion to the size of the plant, with a minimum size of 65mm diameter (round) or 65mm width (square). Any exceptions must be with prior permission of the.

• RHS Annual bedding plants grown from seed may be sold in trays or units but not be removed and sold loose as individual plants.

Blister packs or plugs may only be sold with advance permission from the RHS.

• Tall plants must be supported and supporting canes on plants must be capped.

• Cut flowers or other cut material may only be offered for sale from exhibits of cut flowers. All sales must be from an appropriate, attractive container located on the sales tables.

• Annual plants must be clearly labelled, and

customers advised before purchase.

• No plants may be sold from displays before Sell-off.

Sale of seeds and bulbs

• Exhibitors may sell the seed of plants which they are exhibiting and/or seeds from plants which form part of their normal range.

• Seed packets must bear plant name, cultivation advice, name and up-to-date contact details of the exhibitor and the 'sow by' date.

• Vegetable seeds packets should show the above information and the 'sell-by' date.

• All seeds must comply with Plant Breeders Rights under the Plant Varieties Act 1997.

• Bulbs sold must include the bulb name, cultivation advice and name and contact details of the exhibitor either on or within the bag.

• National Plant Societies (including those with promotional stands) may only sell seed relating to their specialism which is rare or rarely available in the trade.

Sales area

Exhibitors are not allowed to sell or store plant material for sale in public view on any surface other than their allocated sales area, or to use additional tables or structures other than those allocated to them. If another option is desired this must be detailed on the application form and approved by the Show Team.

Packing tables will be provided for island sites. They may not be used for the sale of plant material including seeds and bulbs. Exhibitors must cover the selling table top(s) or floor space.

Where tall plants are sold, sales tables may be folded flat on the floor. If you have opted for an open ground sales area, tall plants may be placed on a suitable surface or neatly on the ground within your designated area. Sales areas must be tidy, well presented and regularly maintained.

Seating

Exhibitors may bring a maximum of two smart stools or chairs for their use, which must be contained within the allocated area.

Signage

Signage must not be added to the display after judging.

Name boards

All exhibitors must provide their own name board. Maximum size A3 (29.7cm x 42cm).

Size of exhibit	Number of boards
Island sites	
Up to 44m2	4
Between 45m2 and 120m2	6
Over 120m2	8
Background sites	
For every 6m run	2 (one at front and one at back of display)

Exhibitors' own information signs

Exhibitors who wish to include information signs on their display (e.g. educational information) must submit the text for approval in advance to the RHS. Text must be legible and easily read from a distance. Signs should not take dominance over the plants in the display.

Signs advertising seed lists, books, catalogues and/or collections of plants

A maximum of two information signs can be displayed on the sales area. Prices quoted on the information sign must be the same as those quoted in the catalogue. Maximum size A5 (21cm x 14.8cm).

Show offers

Show offer signs showing a previous price crossed out are not permitted. Shows offer signs should be no larger than A4.

RHS Award of Garden Merit (AGM) logos

Exhibitors are encouraged to use AGM logos on relevant plants at the Show. Exhibitors may include the logo on their printed material.

For more information about the AGM and to ensure that the logo is only used against plants which have received the AGM check: https://www.rhs.org.uk/plants/trials-awards/agm-logos

Staging, tiering and edging

Exhibitors requiring Showground staging, tiering and/or edging must complete the Showground staging and tiering section in the online application form. Any alterations to staging requests made **within 14 days** of the Show opening will incur a charge relative to the cost of labour and materials. The maximum height of staging and tiering on an island site may not exceed 2.44m (8ft) without prior permission of the Showground. No nails, screws or staples may be driven into the Showground staging, tiering or hessian. Exhibitors who damage Showground staging and/ or materials will be invoiced for the full cost of repair or replacement. Exhibitors who provide their own staging must submit plans for the Showground's approval in advance.

Storage

Storage areas are located along the East and West of the marquee. These storage areas will be shared, so exhibitors are asked to be considerate towards each other. Plants, trolleys, trays etc should be clearly marked with the exhibitor's name. Any found outside the designated areas will be removed. Selling may not take place from storage areas.

Water in the marquees

Standpipes or dip tanks are provided for watering. Exhibits involving fountains and pools for ornamental purposes must have their plans approved by the Showground in advance.

Please also see **Water** in the section **General information and services** and **Water and legionellosis** in the document Health and safety guide for RHS Shows.

Gardens

All exhibitors must abide by the regulations in the section **General regulations for all exhibitors** and the document **Health and safety guide for RHS Shows** as well as those described below.

Barriers around Gardens

Exhibitors are advised to erect a barrier around their Garden, this should be in keeping with the style of the Garden. The barrier should be placed no more than 0.5m outside the edge of the Garden and must be 0.75m t o 1.25m high. This is the responsibility of the exhibitor and not the RHS. The Garden must be staffed from within the barrier or just outside.

Cancellations

Cancellations cause substantial administration difficulties and can result in adverse publicity for the exhibitor and so cancellations should be avoided whenever possible. See **Cancellation of space** in the document **Terms and conditions**.

Changes to exhibits

Exhibitors are allocated space on the basis of the design approved by the RHS. No significant changes may be made without prior written agreement from the RHS. The RHS reserves the right to refuse to allow any exhibit or part of exhibit to be shown which it considers unsuitable. See also **Alteration of exhibit content** in the section **General regulations for all exhibitors.**

Entertaining

Garden exhibitors should refrain from entertaining their clients and guests on their Gardens during Show open hours. See also **Ticket and hospitality information.**

Heights of Buildings, Structures and Trees

The maximum height of any structure or tree in all Gardens is 6m and should be clearly marked on application plans. Buildings and structures exceeding 2m in height must be positioned at least 1m away from perimeter walls or fences that form a common boundary with a neighbouring exhibit. As a general guideline, the higher the building or structure, the further away it should be from a common boundary. Trees should be an appropriate height for the Garden scheme: trees taller than 6m must be clearly marked on plans at application.

Leaflets

Exhibitors must produce a leaflet containin information relevant to the Garden to distribute to Show visitors or make the information available to. Visitors online via a link and provide access to this link. For sustainability reasons we encourage the digital option over printed leaflets.

Design – Website link

If you choose not to produce a leaflet; a website link, or QR code, must be available for visitors to photograph.

The QR code must link back to a page which is about the garden and is based on the leaflet regulations – see **leaflets regulations.**

The position of the printed website link / QR code must be subtly incorporated into the perimeter of your garden. Between the edge of your garden, and your rope line. It must not be inside the garden.

The link may also be:

• Attached to the uprights of your rope line.

• Printed on clothing for your staff to wear.

• Printed on a lollipop sign for your staff to share with visitors.

• Printed on a wooden stake (in keeping with your garden) and located within the garden perimeter.

It must be a maximum of 210mm x 297mm (A4 in size).

Handouts containing your website link / QR code, may also be made available for visitors who do not have a smart phone, but can access the internet on a home PC.

Exhibitors must only display the website link / QR code and must not display additional signage or logos etc.

Exhibitors must confirm in writing whether they will be using website links / QR codes and, if so, how this will be undertaken. The RHS will need to sign off the webpage/pdf and the use of this by 10 April (please send to your Show contact). Please see the section **Promotion** for further information.

Paths for public access on exhibits

Written permission must be sought in advance from the RHS for public access to a Garden. This is not permissible for Gardens of less than 80sqm. Exhibitors proposing to lay out their sites with internal paths to which the public has access must let the RHS have, in advance, a plan of the Garden drawn to scale in order to obtain clearance for the path.

Paths must have a minimum width of 1.5m for a one way path and 2m for a two way path.

Media Form

Allocated Gardens are required to complete the RHS Media form. This must be filled in as fully as possible and should include a final illustration of the Garden. The final illustration will be used on the RHS website and in the Show Guide so it is essential that this illustration is of a high standard. It may also be picked up by journalists for use in media content. You will be given a link to the RHS Media form on allocation of site.

Signage

The Showground creates signs for Gardens in the following format:

• Top area: includes the Show name, site number and space for the medal card awarded.

• Middle area: includes the Garden name/ FreeForm name (this normally includes the sponsor's name e.g. RHS Garden of Inspiration), the designer's name and a 100 word description of the Show Garden (this is created from information submitted in the RHS Garden media form).

• Lower area: this area is designed by the Garden exhibitor. It normally includes details of the sponsor, designer and contractor along with their logos. A design and images for this area can be uploaded to the signage contractor by completing the Garden Signage form.



Staffing of Gardens

Gardens must be staffed at all times during Show Open Days. Gardens should be staffed by members of the design/construction team as well as the sponsor company, who should be able to inform visitors about the plant and design elements within the Garden. The following staffing level is a minimum at busy times:

- Six staff on a 100 sq m plus garden.
- Four staff on a 55-99 sq m garden.
- Two or three staff for any smaller Garden.

Exhibitors who do not have a constant staff presence to answer visitor questions at their Garden will be asked to remedy the situation immediately.



Soil and turf removal

The Showground will remove all or part of the turf from the allocated space by prior arrangement. Requests for turf removal should be made via the Exhibitor Requirements Form. Where not removed by the Showground team, the existing turf on sites should be removed with as little soil as possible. Excavated soil must be incorporated within the construction of the exhibit where possible, or removed to a designated soil heap. Soil must not be removed from site. Please liaise with the Operations Manager.

Storage areas

There is no storage space available on site during show week. Catalogues, leaflets and any other promotional material must not be stored in view of visitors and will be required to be removed immediately. It is recommended that gardens build discreet storage into their promotional area for such materials. Exhibits may not be constructed to contain private offices. Storage areas may need to be accessed by the RHS and their contractors.

Water

Individual standpipes are available to purchase for all Gardens; standpipes are provided for shared use. These are supplied to enable watering of exhibits and exhibitors must not use standpipes to fill large water features. Please order dedicated water supplies from our official plumbing contractor via the Exhibitor Requirements Form.

Tickets

Each Exhibitor will recieve admission tickets and parking hangers free of charge for each day of the show, the number of each is determined by the type and size of stand purchased.

Welfare

The Site Office is located next to the Ladies toilet by West Gate. The office has facilities for making hot drinks and phone charging.

The nearest garage is: Daniels Vehicle Services, 220-224 Wells Rd, Malvern WR14 4HD . Turn right out of the Showground and right again at the lights. Bear right when the road forks and right again onto the A449. Daniels is approximately 1 mile from the Showground on the right.

Plant Village

All exhibitors must abide by the regulations in the section **General regulations for all exhibitors** and the document as well as those described below.

Display area

• There should be no visitor access into or through the display.

• The display area must contain a quality horticultural display and must be maintained to a high standard throughout the Show.

• Display material must be of mature size to allow visitors to understand the eventual look of the plants offered for sale. Several juvenile plants pushed into a larger pot does not constitute an acceptable display.

• Display plants must strongly relate to plants offered for sale e.g. of the same genus or type. The aim of this is to create a unified exhibit and make it straightforward for customers to be inspired by a display, then to purchase plants on show. See **Sale of plant material**.

• The sale of plant material from the display area is only permitted on the last day, once Sell-off commences at 4pm.

• Exhibitors must not commence breaking down exhibits before the Sell-off ends.

Sales area (tent and open ground site)

• An attractive and tidy sales display must be created and maintained throughout the Show.

• All sales activity must be confined to the allocated sales area and must not extend into the storage or display area or spill over marked boundaries.

• The RHS reserves the right to remove the night screen or cover from any exhibit which should be open during the show open hours and for assessment purposes. The RHS shall not be in any way responsible for any damage or loss arising from such actions.

• An attractive sign or logo may be displayed at the back of your Chinese hat.

Sale of plant material

• Any plant material for sale must form part of the exhibitor's regular trade.

• Plant material may be sold provided it was entered on the application form.

• Alterations to applications must be discussed with the Showground at least two weeks prior to arriving on-site.

• The majority of, if not all, plants offered for sale, must strongly relate to the display. As a guide, please take 'the majority' to mean 75% of sale space. Where exhibitors do not adhere to this guide they will be required to remove the excess unrelated plants from sale.

• Within the 25% exhibitors should respect the specialisms of other nurseries and as far as possible not bring plants which directly compete with them.

• Potentially hazardous plants must be clearly labelled.

• The RHS reserves the right to remove plants which do not form part of the exhibitor's regular trade or agreed 25%.

• Plants which require special conditions e.g. acidic lime loving, marsh/bog area or alpine house must have cultural instructions supplied with them when sold.

• Individual plants sold must be clearly la-

belled, indicating the genus, cultivar and exhibitor name, and current contact details.

• All plants sold must be healthy, of good quality and in a condition conducive to successful transplanting and establishment. Plants must have well developed root systems that substantially fill the container.

Weeds should not be present, and plants must not be pot-bound.

• The size of container must be in proportion to the size of the plant, with a minimum size of 65mm diameter (round) or 65mm width (square). Any exceptions must be with prior permission of the RHS. Annual bedding plants grown from seed may be sold in trays or units but not be removed and sold loose as individual plants.

• Blister packs or plugs may only be sold with advance permission from the RHS.

• Tall plants must be supported.

• Cut flowers or other cut material may only be offered for sale from exhibits of cut flowers. All sales must be from an appropriate, attractive container located on the sales tables.

• Annual plants must be clearly labelled, and customers advised before purchase.

• No plants may be sold from displays before Sell-off.

Sale of seeds and bulbs

• Exhibitors may sell the seed of plants which they are exhibiting and/or seeds from plants which form part of their normal range.

• Seed packets must bear plant name, cultivation advice, name and up-to-date contact details of the exhibitor and the 'sow by' date.

• Vegetable seeds packets should show the above information and the 'sell-by' date.

• All seeds must comply with Plant Breeders Rights under the Plant Varieties Act 1997.

• Bulbs sold must include the bulb name, cultivation advice and name and contact details of the exhibitor either on or within the bag.

Signage

The Showground will provide a name banner for the tented area. Exhibitors are responsible for providing a name board for their display which must not exceed A3 (29.7 x 42cm) in size and must be in harmony with the exhibit. This will be taken into account during assessment.

The display of cultural information is encouraged but general posters and promotional signs are not permitted.

See also **Signage** in the section **General regulations for all exhibitors.**

Signs advertising seed lists, books, catalogues and/or collections of plants

A maximum of two information signs can be displayed on the sales area. Prices quoted on the information sign must be the same as those quoted in the catalogue. Size of the information sign must be a maximum of 21cm x 14.8cm (A5).

RHS Award of Garden Merit (AGM) logos

Exhibitors are encouraged to use AGM logos on relevant plants at the Show. Exhibitors may include the logo on their printed material. The logo can be downloaded from: rhs.org.uk/plants/trials-awards/award-of-garden-merit/agm-logos

For more information about the AGM and to ensure that the logo is only used against plants which have received the AGM check: rhs.org.uk/plants/trialsawards/award-of-garden-merit

Display plant labels

Plant labels should be printed and must be legible. Exhibitors using unsuitable labels will be required to change them. Bright or day-glo colours are not permitted. Plant name labels must be placed for information and not for advertising or third-party branding. Abbreviations are not permitted. Cultivar names should be distinguished by single quotes to follow the recommended international code for nomenclature that can be found here at the following web address: iapt-taxon.org/nomen/main.php

Labels on bonsai plants

The botanical name must be given on all labels. The common name may be added but will not be allowed as a substitute. Labels may bear the age, name, parentage and country of origin of the plant.

Labels on sales plants and catalogues

- Individual plants sold must be clearly labelled indicating both the genus, cultivar, exhibitor name and current contact details.

- Individual plants may be priced and/or included in a Show offer.

- Show offer signs showing a previous price crossed out are not permitted.

- The maximum size for sale price labels is 10.5cm x 7.4cm (A7)

Storage of plants

Exhibitors will be notified of storage areas within the Show site. These storage areas will be shared with other exhibitors and exhibitors are asked to be considerate towards their fellow exhibitors.

- Plants, trolleys, trays etc should be clearly marked with the exhibitor's name. Any found outside the designated areas will be removed.

- To avoid visitors mistaking storage areas for sales areas, exhibitors must not place name boards or information signs in public view on their stored plants.

- Selling may not take place from storage areas.

- The storage area must remain fully screened from the public during the Show open period.



Tradestands

Tradestands

Important Dates

Closing Dates for Applications

Tradestands applications	15 January 2027
Catalogue entries	5 February 2027

Relevant Dates for Show

Tradestands tickets and stand numbers issued	April 2027
Earliest access to set up your stand	09:00, 3 May 2027
Latest date for clear-down	17:30 10 May 2027

Classifications

Members Avenue	Avenue F
Products	For exclusive traders, displaying or making direct sales of garden, outdoor and lifestyle products, to the public at the show. Limited availability by selection only. Additional charge for corner sites.
Surface	Open ground, island site
Frontage	6 metres and upwards in multiples of 3 metre
Depth	6 metres and upwards in multiples of 3 metre
Premium areas	Extra charge for corner sites.
Surface	Chinese hat marquees with optional floor at extra cost, or floored and carpeted 3x3 clearspan marquee with 3x3 covered walkway & fascia
Frontage	3/5 metres

Malvern Parade	Avenue F and Row 5
Products	An exclusive area for bespoke products not related to horticulture. Limited availability, by selection only.
Surface	Open grass
Frontage	6 metres and upwards in multiples of 3 metre
Depth	6 metres and upwards in multiples of 3 metre
Premium Areas	Extra charge for corner sites
Surface	Chinese hat marquee open on all sides with fascia, on grass or with carpeted suspended floor (additional cost)
Frontage	3 metres and upwards in multiples of 3 metre
Depth	3 metres

Spring Boulevard	
Products	For general traders, typically with larger stands, displaying or making direct sales of garden and outdoor products to the public at the show
Surface	Open grass
Frontage	6 metres and upwards in multiples of 3 metre
Depth	6 metres and upwards in multiples of 3 metre
Premium Areas	Extra charge for corner sites

Open Space	
Products	For general traders, displaying or making direct sales of garden and outdoor related products and services at the show
Surface	Open grass
Frontage	6 metres and upwards in multiples of 3 metre
Depth	6 metres and upwards in multiples of 3 metre
Premium Areas	Extra charge for corner sites.

Shopping Hall (Indoor)	Wye Hall, Bay 4
Products	For premium art, craft, jewellery and gifts.
Surface	Carpeted hardstanding space in The Shopping Hall. Includes shell scheme and fascia. Shell walls are 2.4 metre full height, 1.2 metre half height
Frontage	3 metres and upwards in multiples of 3 metre
Depth	3 metres
Premium Areas	Extra charge for corner sites

Food & Drink Hall	Avon Hall
Products	Local produce will take priority regarding allocation of space.
Samples	Companies who wish to sell samples to promote their product may do so but at cost price only.
Location	3x3 metrewhite gazebo space within Avon Hall.
Frontage	3 metres and upwards in multiples of 3 metre
Depth	3 metres
On site consumption	Those stands that wish to sell food/refreshments (hot or cold) for public consumption directly on site must book catering space and provide a detailed product description.
Premium Areas	Extra charge for catering and corner sites
Contact Details	Your details will be passed on to Worcestershire Regulatory Services, who may contact you regarding your registered authority.

Plant Sales

Plants can only be sold from the Floral Marquee or Plant Pavilion areas. Exhibitors wishing to sell plants should contact the Shows Team for a separate application form.

Definitions

The organiser is the Three Counties Agricultural Society and Royal Horticultural Society & their employees.

The exhibitor is the organisation or person and their employees and contractors taking trade stand space from the organiser.

The show is an event held or promoted by the organiser at which the exhibitor takes tradestand space.

The Showground is the area in which the organiser holds the show and includes car parks, access areas, entrances and exits.

For the avoidance of doubt, the organiser does not grant exclusivity to any company, organisation or product for the marketing or selling of goods at the show.

Exhibitors who do not comply with the regulations may be liable for fines, expelled from the Showground without refund of any amounts paid, and refused entry at future events.

Booking Your Tradestand

Tradestand Applications

• Exhibitors apply online through Showing Scene. A link can be found on our website.

• Please check your forms carefully before signing and returning to ensure all information regarding your stand size, etc. has been entered correctly and you have accepted our Terms & Conditions.

• Please note that tradestands are re-numbered every year and as such your tradestand number will change from the previous year.

• Tradestand space is as specified in the classification section.

• A deposit of 50% is due within 2 weeks of your application's acceptance. The remaining balance is due upon site allocation (approximately one month after the closing date).

• Your application must allow sufficient space to accommodate any tow bar, marquee, gazebo, etc. INCLUDING guy ropes and foot plates. Encroachment onto any adjoining stand is not permitted.

You are only allowed to sell/promote the good listed on your application form.

• Caravans and other vehicles ARE NOT ALLOWED to park on any tradestand site. These must either be parked in an official caravan park or in the appropriate vehicle park.



Health & Safety Documentation

All applications must be accompanied by your health and safety documentation; risk assessment, fire risk assessment, food safety management plan (where relevant) and up to date public liability insur ance certificate (if the policy expires before the end of the Show, please share your updated copy).

Applications without complete or satisfactory documentation will not be accepted. The decision of the organiser as to whether a risk assessment is complete or satisfactory is final.

Those attending site to install or remove any stand must be informed of the site rules and regulations, along with the details contained within your own risk assessments and method statements.

Allocation of Sites

The allocation and positioning of tradestand space is at the discretion of the organiser.

• Exhibitors may indicate a preferred position and whilst every endeavour will be make to meet exhibitor requirements, no guarantees will be given.

• Corner sites are at a premium on the Showground. Exhibitors must open both frontages (including marquees) as part of the stand; failure to do so may result in space not being allocated at future events.

• Site boundaries will be marked and in no circumstances will exhibitors be allowed to occupy a larger space than that allocated to them. All activity must be contained within the limits of your own stand unless the organiser gives written permission.

• If an exhibitor uses any part of the Showground outside their site boundary, they will be liable to pay a £100 fine plus VAT and must also pay for the additional space used.

• No exhibitor shall sub-let any portion of space allocated or move to any site other than that allocated. Those found sub-letting space may not be offered space at future events. Those found occupying a sub-let space without the knowledge of the organiser may be removed from the Showground.

• Product exclusivity will NOT be offered to any exhibitor, nor will the organiser be held liable for the existence of any form of competition for any reason.

• Additional space may have be left between and in front of stands to allow more space for easier access. This space must not be filled or obstructed in any manner by standholders and any standholder who sets up a 'pop up' stand in these areas will be removed.

BALANCE OF PAYMENT IS DUE WITHIN 14 DAYS OF ACCEPTING SITE ALLOCATION. SITES ARE NOT CONFIRMED UNTIL COMPLETED ACCEPTANCE FORMS AND FULL PAYMENT IS RECEIVED.



Catalogue Entry and Index by Type

Catalogue entries for each exhibitor are provided free of charge in the official show programme and on our website. Exhibitors are asked to complete the details (not to exceed 5 words) on the application form.
Please tick up to a maximum of 5 categories in the index by type section.

• The closing date for catalogue and index by type entries is shown on the application form.

• Late, incomplete or illegible entries will be excluded from the catalogue.

• The organiser reserves the right to edit entries received.

Cancellation Policy

If you need to cancel your stand please notify the organiser in writing. The organiser reserves the right to re-let any cancelled space. Refunds will apply strictly as follows:-

• Before 29 January 2027, full refund of money paid.

• 31 January to 1 April 2027, 50% refund of money paid.

• From 2 April 2027, no refund will be given.

Refusal of Applications

The organiser reserves the right to reject any application for tradestand space. The organiser also reserves the right to cancel an exhibitor's tradestand booking at any time, without any reason being given.

In the event of refusal or cancellation the organiser will not enter into correspondence on the subject but will refund fees paid in accordance with the cancellation policy.

Services Available

(notes in addition to those within Site services)

The organiser will not be liable, under any circumstances, for any costs or damages arising in the unlikely event of disruption or loss of any or all of the electrical supply, water supply, telephone connections or other communication systems.

Your application must include details of the services required. Failure to submit details by the due date may lead to increased charges or refusal of the service.

Electricity

• The use of generators is not permitted. Any exhibitor found to be using a generator will be prohibited from continuing to do so and asked to book an electrical supply.

• An exhibitor found using another stand's electrical supply will incur a fine of £200 and may be asked to leave the Showground.

• Please ensure you have read the H&S section regarding the regulations relating to electrical equipment.

Water

• Water supply is available at many points on the Showground and connections may be made to individual stands, if paid for in advance.

• Please ensure you have read the H&S section regarding the regulations relating to water supplies and legionella.

• An additional charge will be levied for stands requiring water for filling spas, baths, pools or swimming pools. All vessels of this nature must be dosed with the appropriate chemical treatment and a written record kept of the water analysis tests.



Tickets & Passes

PASSES WILL NOT BE SENT UNTIL FULL PAYMENT & HEALTH & SAFETY DOCUMENTATION ARE RECEIVED

Admission passes are required for Show Days only (not during Build-up or Breakdown). Each Exhibitor will recieve admission tickets and parking hangers free of charge for each day of the show, the number of each is determined by the type and size of stand purchased.

• Requests for additional passes will only be actioned when submitted in writing with full payment.

• A maximum of 20 additional passes per day may be purchased.

• Exhibitors are responsible for ensuring that their staff and contractors are in possession of the appropriate admission passes. Any exhibitors, staff or contractors who do not have the appropriate pass will be charged the ordinary admission charge and the organiser will not refund this.

• Any exhibitor and/or their staff found selling passes or abusing the exhibitor pass system in any way will be removed from the Showground and banned from future events.

• It is the exhibitor's responsibility to ensure that all passes received are correct at the time of receipt. Claims for lost passes or passes not received will be not be considered less than 7 calendar days before the show.



Build-up/restocking vehicle & exhibitor parking passes are supplied free of charge. These passes allow vehicle entrance prior to the show, during restocking hours and access to the exhibitor car park during the show. They do not allow vehicle entrance over the show period. Please ensure all vehicle passes are forwarded to appropriate personnel and contractors. The number of Build-up and exhibitor parking passes will depend on the size of stand booked. Requests for more Build-up and exhibitor parking passes will be considered if required. They may be booked on the following basis:

• Vehicles are only allowed access to stands on Show Days from 6:15pm – 7:30am. Vehicles must be removed from site by 8:00am on Show Days and parked in the relevant car park. A security team will enforce this.

• Vehicles without the correct pass will not be admitted to the Showground. The vehicle pass does not admit the occupants who must have their own admission passes.

Static vehicle passes are available for exhibitors who wish to park a vehicle that is essential for stock or security. **No vehicles are allowed to park on or behind tradestands regardless of whether the vehicle would fit within the space you have booked**. Instead, a number of static vehicle compounds will be available and all vehicles using the compounds must display a static vehicle pass.

There is a charge for a static vehicle pass. Static vehicle passes can be booked within your application form. Please contact the Tradestands Manager if you require a pass after submitting your application.



Camping Permits must be booked in advance at the time of application. Camping is only available in the designated exhibitor caravan park which has full camping facilities.

To enhance our visitor experience, and in line with other RHS Shows, no vehicles are able to park on the Showground. Vehicle Compounds and a caravan park are available within the Showground.



Setting Up Your Stand

Entry times to the Showground

In adverse weather conditions or emergency situations the organiser reserves the right to restrict or refuse vehicular access to the Showground at any time to protect the ground.

• Admission passes are not required during Build-up, but vehicle Build-up passes must be displayed.

• All tradestands are strongly advised to be in place by 6:00pm on the day before the show open.

• Exhibitors are supplied with a stand number which must be displayed on the tradestand in a prominent position.

• Exhibitors will be asked to remove any vehicles without the appropriate pass found on the Showground from 8:00am onwards.

• Heavy exhibits and equipment deliveries should be completed 48 hours before the show opens.

Forklift

If required must be booked in advance and paid with your application, as capacity to assist with loading and unloading during Build-up and Breakdown is limited. Each booking entitles the exhibitor to a maximum use of 1 hour . There is an unloading ramp available by the Red Gate. The organiser accepts no liability for any damage during the course of loading and unloading exhibitors' products. The exhibitor must provide a banksman to assist with the unloading.

Re-letting of unoccupied space

Any stand not occupied by the exhibitor by 7:00pm on the evening before the show, may be re-let by the organiser and all fees paid by the original exhibitor shall be forfeited to the organiser. Any exhibitor who believes they will be arriving after this time must notify the organiser at the earliest opportunity.

Sub-letting

No exhibitor shall sub-let or allow another exhibitor to have part of their stand. Any exhibitor found to be infringing this rule will be expelled from the Showground.

Temporary Structures

Gazebos and Marquees etc – Please ensure you read and understand the rules requirements for erecting structures at the Showground.

Health & Safety

All exhibitors MUST ensure they have passed all relevant information to those attending site to set up/remove a stand. Please ensure you have fully read the Health and Safety documentation. We advise all persons coming onto site during Build-up/Breakdown to wear a hi-vis vest due to number of moving vehicles.



Show Days & Breakdown

STANDS MUST BE OPEN BY 9:00AM AND REMAIN OPEN EACH DAY UNTIL 6:00PM

Food and Drink Exhibitors

Exhibitors in areas designated by the organiser as food and drink exhibits are subject to requirements of the organiser in addition to those in this document.

Water Supplies

Only water in reusable bottles may be sold. No single use plastics are permitted.

Tickets and Passes

Admission to the Showground on Show Days is strictly controlled. Exhibitors should ensure they apply for adequate staff passes, including any contractors, thus avoiding delays at the gate. It is the exhibitor's responsibility to give the appropriate passes to staff and contractors (see tickets and passes section for full details). Any exhibitor found to be selling passes or giving passes away to visitors will be asked to leave the Showground.

Trading Off Stand

Any trading beyond the boundaries of your stand is strictly forbidden. 'Trading' includes:

- Handing out leaflets.
- Placing of signs/boards/advertising materials.
- Going out into the avenues to encourage visitors onto your stand or to make charitable collections, etc. Any infringement of this rule may result in your stand being closed down by the organiser.



Waste and Recycling

Exhibitors are required to maintain their stand space and surrounding area in a clean, tidy and hygienic condition.

The organiser is committed to recycling as much waste as possible. Cardboard will be collected if left at the front of your stand each morning and evening.

Across the Showground there are recycling bins for plastics and cans.

General waste will be collected from the front of stands every morning and evening. Please ensure that all marquee carpeting and empty gas bottles are taken away at the end of the show. If not, a charge will be made to the exhibitor for disposal.

Shopping Bags and Single Use Plastics

The use of single use plastic products is prohibited at the show. Allowable alternatives to plastic include paper, compostable or sustainable fabric bags. Visitors will be encouraged to bring their own bags to the show.

Suggested alternatives which are handed to the customer are biodegradable or wooden cups, cutlery, plates, food containers etc.

Sale of Alcohol

Exhibitors are responsible for ensuring that no alcoholic liquor is obtained from their stand by children or young persons under the age of 18. It is recommended that you adopt the Challenge 25 policy.



Balloons, Flags and Aerial Advertising

Exhibitors can not make gifts of or sell balloons on the grounds of safety. Exhibitors, their agents or manufacturers are forbidden to use any form of aerial advertising. Feather flags are not permitted.

Catering and Refreshments

Stands outside the Food Hall are not permitted to sellany foodstuff or drink, packaged or otherwise, in a form that is readily consumable.

Exhibitors may provide refreshments on their stands for customers free of charge.

Free samples may only be supplied within the boundary of the tradestand. All food samples must be bite-sized, served in single units and offered with suitable single.

use, disposable utensils e.g. wooden cocktail sticks. Any dishes served on a plate and/or that require cutlery to consume are not considered samples.



Disabled Access

Under the Equality Act 2010, everyone has the right to have access to stands. For further information regarding this visit the Equality & Human Rights Commission. www.equalityhumanrights.com 0808 800 0082.

Employment of Children

No child under 13 years of age may be employed at the show. Any exhibitor intending to employ any child between 13-16 years of age should apply to Worcestershire Council for the appropriate employee notification form.

Fire Extinguishers

Every stand must be equipped with firefighting facilities as deemed necessary by your Fire Risk Assessment. They must be easily accessible and maintained in a functional condition.



Exhibitors must provide customers who place orders during the show with the exhibited items or equivalent quality products at prices not exceeding those displayed at the exhibit

All orders taken at the show must be despatched promptly and where the delivery time is more than 3 months after the closing date of the show, customers must be made aware of this at the time of ordering.

Failure to abide by this regulation will mean that future applications for events at this Showground could be jeopardised.

The organiser will forward any complaints from consumers to the Trading Standards Office.

Demonstrations and Audio Equipment

No exhibitor shall call attention to their goods or allow sound to emanate from their stand in such a way as to cause annoyance to other exhibitors or the public. The use of audio equipment as a sales aid or attraction is not permitted without written permission of the organiser. Subject to such written permission, the volume of sound equipment must be controlled to avoid annoyance to other exhibitors or to the public, and in any case must not be at such a level as to exceed 60 decibels at source.

The decision of the organiser shall be final as to the acceptable level of noise emanating from the stand and the organiser may ban the use of audio equipment or remove it from the stand for the period of the show.

The demonstration or use of goods such as tools and utensils will be permitted only in a manner approved by the organiser.

Items and Services Likely to Cause Offence

The organiser reserves the right to decline any exhibit or service it views as unacceptable, or order the removal of any such exhibit already delivered. Any expenses incurred will be the responsibility of the exhibitor. The organiser reserves the right to make judgement on the sale/display of any items likely to cause offence and furthermore to instruct the withdrawal of such goods from sale.

Items such as stink bombs, BB guns, catapults, silly string, snap guns, items displaying offensive language, drug paraphernalia and any other items likely to offend persons visiting the show is strictly forbidden.

The sale or display of guns, including imitation weapons or toys such as peashooters, catapults, or BB guns, is strictly prohibited. Additionally, the sale of knives including kitchen knives is also strictly prohibited. Knives with a folding blade 3 inches long (7.62cm) or less will be allowed. Exhibitors must adhere to all health & safety and other regulations.

Signs, Advertising, etc.

All exhibitors must provide a clear company sign bearing the name of the organisation as entered in the catalogue. Signs must not obscure exhibits or other signs on neighbouring stands.

Except on exhibitors' own stands, no exhibitor or other person shall fix or distribute any placard, leaflet or advertisement in any form on any part of the Showground, its avenues,

car parks, adjoining land or road sides.

No signs shall be erected in such a manner as to project beyond the exhibitor's frontage or obstruct the view of an adjoining stand. Any canvas advertising a company name on the side or rear of the stand will be required to be removed or covered for the duration of the show.



Smoking Policy

Smoking or vaping is not allowed in any building structure or marquee on the Showground.

Two-Way Radio Equipment

Exhibitors wishing to use two-way radios during the show must receive written authority from the show organisers The organiser reserves the right to restrict the number of frequencies and power of the equipment and should the exhibitor's frequency interfere with the organiser's equipment, the exhibitor will be required to change frequencies. This control exists for the benefit of all who require efficient radio communications free of cross-channel interference, but it does not apply to Band 3 cellular equipment.

Vehicles on the Showground

There is a 5mph speed restriction in place across the Showground. Additionally, please remember it is an offence to drive whilst using a mobile phone.

No motor vehicle or caravan other than those specially intended to form part of an exhibit will be permitted to park on hired stand space or elsewhere within the Showground.

Lorries, motors, tractors and any other mobile exhibit SHALL NOT move about any part of the Showground while the show is open to the public.

NO VEHICLE MAY MOVE ON THE SHOWGROUND BEFORE 6:15PM EACH SHOW DAY.

Dismantling of Stands and Breakdown

DISMANTLING OF TRADESTANDS IS STRICTLY NOT PERMITTED BEFORE 6:00PM ON THE LAST DAY OF THE SHOW

- Stands and exhibits must be cleared from the Showground within 2 days of the close of the event unless permission has been sought from the Tradestands Manager.

- Any damage caused to marquees or othe- equipment hired or owned by the organiser will be charged to the exhibitor.



Health And Safety And Insurance

HEALTH AND SAFETY

Exhibitors are reminded that they are responsible for the observance, by themselves, their employees and their contractors, of the Health and Safety at Work Etc Act 1974 and the Management of Health & Safety at Work Regulations 1999 under which it is required to provide a completed risk assessment addressing all the risks associated exhibiting at this show.

This includes its relevant statutory provisions and all associated safety regulations. The Health and Safety Executive and local authority inspectors will enforce these requirements; the organiser will offer advice to exhibitors if requested.

• Exhibitors will be held responsible for the adequate fencing off of all exhibits and erections (including tent pegs, ropes, etc) dangerous to show visitors and staff.

• Those exhibitors bringing machinery exhibits must ensure that these are parked with the handbrake on, with chocks at the wheels if necessary. Any raised hydraulic equipment must be securely locked into position with ram locks or fixings for further security.

• All mechanical and hydraulic devices must be guarded and safely secured against dangerous or unintended operation.

• Where steps/ramps are provided, these must be firm, strong and must have non-slip surfaces and hand rails.

• Storage of flammable liquids on the Showground by exhibitors will not be allowed without prior consent.

• Storage of gas in cylinders above 1kg, on the Showground by exhibitors, will not be allowed without prior consent. Exhibitors with caravans may have, for their own use, two-gas cylinders, but must ensure their satisfactory storage and operation.

• Exhibitors are responsible for ensuring there are no trip hazards on their stand. Any raised platforms or steps should be clearly marked and feature appropriate handrails.

• During the Build-up and Breakdown phases of the event, exhibitors must consider their duties in relations to the Construction (Design and Management) Regulations, and where necessary coordinate with the Showground, organiser and other exhibitors by the virtue of this and other legislation.



Temporary Demountable Structures / Marquees / Gazebos

If you are proposing to erect a gazebo type structure or lightweight marquee as part of your stand, please be advised that the site regularly experiences wind gusts that may damage or move your structure.

Structures should be suitable of withstanding a minimum of 30mph wind. All self-build structures must be of sound construction, assembled in line with manufacturer's instructions and must be suitably braced and anchored.

Thin straight tent pegs (usually supplied with the structures) are prohibited as they are not sufficient for our site. You must use suitable

ground anchors and ratchet straps to the frame (example: https:// groundbolt.co.uk), or where you are proposing to use weights, these must be sufficient and strapped to the structure and not just placed on the foot, as they dislodge if the structure is moved by wind. (As a minimum we would expect to see 3 x 12.5k g weights or equivalent per leg on gazebos).

Lightweight household gazebos are NOT suitable on out site as they are likely to be damaged or blown away, even in light winds during summer months. If we inspect and deem any structure to be unsuitable for the site we will instruct that it is dismantled and removed from site to ensure the safety of all staff and visitors on the site. Traders are wholly responsible for ensuring they supply a structure suitable for the site and conditions.

Electricity

• All electrical equipment must comply with current UK regulations and must have been tested by a qualified person in the previous 12 months and display a test label.

• The appliances must be of an approved type, suitable for the environment in which they are used and guarded where applicable. Where unsafe electrical installations are observed TCAS reserves the right to: a) require re-testing and b) disconnect the user.

• RCDs to be used where possible.

• Where extension leads are used, no more than 3 extension leads can be used in a line (one plugged into another etc.).

• Where one extension lead is in use the total amperage of the appliances connected to it must not exceed 12 Amps.

• Where two extension leads are in use (one plugged in to another) the total amperage of the appliances connected to them must not exceed 10 Amps.

• Where three extension leads are in use (one plugged in to another) the total amperage of the appliances connected to them must not exceed 7 Amps.

• The maximum length of extension leads or multiple leads plugged into each other must not exceed 7 metres in length.

• Where a trade stand is found to have 'tripped' the electrical supply due to faulty equipment or exceeding their allotted amperage TCAS reserves the right not to reconnect or for repeated 'tripping' to disconnect the user.

• Generators on Tradestands are not permitted during show hours.

• An exhibitor found using another stand's electrical supply will incur a fine of £200 and may be asked to leave the Showground.



Water

Please note that where water is used in any features such as pools, fountains, waterfalls or in hot tubs and spas, there must be a written risk assessment that considers bacterial infections and includes a suitable control for the Legionella bacteria. The control, whether this is chemical or other, must be documented and treatment levels/tests recorded throughout the show.

Children

Children should not be brought to site during Buildup and Breakdown of an event, as there is a higher volume of traffic and machinery moving around the site.

Your stand design should consider that safety requirements for children are often different from those for adults, so adequate care needs to be taken. For example, safety guards/ fencing need to be at ground level to prevent small children getting underneath, or they may be likely to pull at objects that may topple onto them.



Risk Assessments

As part of the tradestand application procedure and to conform to health and safety regulations, a risk assessment must be completed and returned. An example document is available on Showing Scene if required.

Passes will not be forwarded, and build onsite will not be permitted unless a suitable and sufficient risk assessment has been returned. Please note that a return stating that no risks have been identified is unacceptable. It is not essential that the form is completed by a professional. In most cases the exhibitor's own examination of risk and description of the measures put in place will be sufficient. They must realistically reflect how you will set up and operate your stand.

When completing the form exhibitors should consider any possible risks brought about by their operations at the show. These risks may be obvious, such as an exhibitor selling sharp objects minimising risks by the correct storage of products, or less obvious, such as the layout of the stand causing a tripping hazard.

A copy of your risk assessment must be available on the stand for possible inspection by officials during the show.

Should any problems arise during Build-up/ Breakdown periods and Show Days, exhibitors should ensure that any risk to health is minimised and all necessary precautions taken.

Fire Risk Assessments

Exhibitors must conform to precautions against fire and provide a fire risk assessment for any space allocated to them and in any stand, exhibit, tent, marquee or any other temporary or moveable structure erected or installed within such allotted space.



Fire Precautions and Emergencies

Exhibitors should have an emergency fire procedure with an appropriate means of raising the alarm. Sufficient fire extinguishers of the correct type should be available and identified with a sign stating 'fire point'.

• Exhibitors must provide at least one suitably sized fire extinguisher on their stand, (water or foam, and/ or CO_2 where electrical appliances are in use).

• Staff on stands should be aware of the operating instructions of any firefighting equipment/extinguishers provided.

• Any temporary structure over 6.5m in length or depth must have a second/alternative fire exit with the appropriate 'Fire Exit' signage displayed overhead.

• Any temporary marquee structure must comply with the recommendations given in Appendix A of BS 7157.

• Consider what materials on your stand could burn if they were ignited, and how they could potentially be ignited – this may be someone discarding a cigarette or a spot lamp getting hot.

• Where combustible materials are essential on your stand they should be appropriately stored away from sources of ignition.

• No cooking or reheating of food is permitted within temporary structures, without prior consent.

• 'No smoking' signage must be displayed in all temporary structures, (unless the building has a minimum of 50% of the sides open). Please display a sign at the main entrance, of at least A5 size; with the no smoking symbol and in characters that can be easily read by persons using the entrance, the words – 'No smoking It is against the law to smoke in these premises'. At each and all other entrances there must be displayed, in a prominent position, at least one no-smoking sign which displays the no smoking symbol.





LPG

Any exhibitor unit fuelled by liquid petroleum gas (LPG) must ensure gas connections and pipes have been tested and certificated by a 'Gas Safe' engineer annually. The certification must be available for inspection.

Installations must comply with UKLPG Code of Practice CoP24 Part 3.

The cylinders are to be disconnected/connected by competent persons only using the correct tools. No smoking signs must be in place and observed.

Unless authorised in writing by your point of contact, no more than two LPG cylinders (totalling 200kg) are permitted per unit.

LPG cylinders must be stored vertically on firm, level ground at least 1 metre from any structure or heat source, in the open air, with no obstructions in the vicinity to impede ventilation. Cylinders must be restrained in a suitably designed cylinder stand.

Propane cylinders must be located only in the open air and must not be used inside marquees, tents or other enclosures. Every LPG storage area should be enclosed in a lockable compound of robust wire mesh or similar to prevent them falling or being knocked over. Cages or surrounds made of wood or other combustible material are not acceptable.

Food Safety Regulations

Pre Event

Those wishing to provide food and drink at TCAS events are required to meet the following food safety requirements. The information must be fully adhered to when onsite.

Food Hygiene

All food stands must:

1. Comply with The General Food Regulations 2004, The Food Safety and Hygiene (England) Regulations 2013, and Regulations (EC) 178/2002 and 852/2004. Packaging and labelling legislation must be followed under Food Information Regulations 2014.

2. Adhere at all times to the TCAS Food Safety Policy and Environmental Health Food Safety Guidelines provided. Any food services operations found operating in contravention of these guidelines will not be permitted to commence trading or service until the guidelines can be complied with.

3. Bring to site and use purpose-built hand washing facilities with hot and cold running water and mixer tap. The event will NOT accept water from a tea urn poured into a bowl as "hand washing facilities". The facility must be in place (with soap, sanitiser and paper towels) and working early during set-up so as to ensure appropriate hand washing facilities are available during the set-up process. Those who come onto site without appropriate hand washing facilities will be closed down and their fee will not be refunded.

4. Have and use appropriate washing up facilities, with hot water and waste-water collection. This is to be separate from the hand wash facility. Disposal points are available around the Showground.

5. Provide details of the local authority where they are registered and their current Food Hygiene Rating Scheme score. No business with a score of less than FHRS 3 will be permitted to trade. A copy of their rating certificate, sticker or confirmation letter must be kept on site at all times.

6. Provide confirmation of the trading name of the business, as it appears on the Food Hygiene Rating Scheme site; this must be stated on the booking form.

7. Provide confirmation of the Food Business Registration details; No food tradestand will be fully confirmed without these details.



Additional documentation

The following is a list of documents required prior to trading approval and to be kept onsite during the event. These documents must be up to date and relevant to the Tradestand being used at that event.

It is recommended that these documents are kept in a folder or laminated and kept in order as listed below to facilitate any audit.

All documents must be relative to the specific activities of the Tradestand at this event.

• Signed Health and Safety Policy.

• Signed Risk Assessment for Food and Health & Safety (including CoViD).

• Signed Fire Risk Assessment.

• Food Safety Management system (SFBB), NCASS Policy (current membership), or HACCP.

• Due diligence records for Event, including- Calibration of thermometer prior to event, food delivery temperatures, fridge/freezer temperature records, cooked food probe temperatures, hot and cold hold time and temperature records. Cleaning records.

• Due diligence records from past event to demonstrate completion of appropriate records (as listed above for this event).

• Local Authority records – FHRS score/date and audit covering letter.

• Staff Medical declaration.

• Allergen chart for products on sale.

• Tradestand training records, Levels 2 and 3 Food Safety and Supervision, Allergen training, Health & Safety.

• Medical statement from Tradestand staff.

• COSHH documents – cleaning products, sanitiser, disinfectants (BS EN 1267 or BS EN 13697).

• Gas test certificate and records.

• Electrical test (if unit has permanent installation within) certificate and records.

• Portable appliance equipment test certificate/records and maintenance records.

• Fire extinguisher and Fire-fighting equipment certification.

• Materials flammability certificate (awnings, gazebo, tents).

• Employer and Public liability insurance certificate.



Document review

General information (H&S policy, records, insurance, etc.) will be reviewed by the Tradestand and H&S Management team and recorded as sufficient where appropriate:

• Food Safety Management Systems, risk assessments and HACCP procedures will be reviewed by the Event Food Safety Consultant and recorded as suitable and sufficient where appropriate.

• Where corrective measure or more information is required, the Trader application will be on hold until appropriate detail is provided within an agreed timescale.

• Failure to provide this information will void the application.

Operating permission

Once food operator documentation has been accepted the operator agrees to follow the below 'Environmental Health Food Safety Guidelines' alongside the general Showground and tradestand regulations.

Environmental Health Food Safety Guidelines

All food operation must be operated in line with the requirements of current food safety regulations.

• Operators must have all members of staff engaged in food handling trained to Level 2 Food Safety or a demonstrably equivalent in-house training package with all management staff trained to Level 3 or above. For all high-risk operators e.g. those handling raw meat/fish or ready to eat products, a manager trained to level 3 "Supervision in Catering" must be on the Tradestand at all times when the Event is operational.

• Copies of all relevant documentation required during the pre-event "acceptance" stage must be bought to site and available on request. It is advised that all regularly viewed certificates or record documents are kept in the order required during the acceptance stage checklist and laminated or in plastic folders to protect them. Only current documents are required, not expired documents.



Responsible Person:

• It is a required standard to have present a Duty Manager of the food operator, and each outlet must have at least one member of staff trained as detailed in a above section.



Cleanliness

• Food operator staff are responsible for ensuring that the front of units, including condiment station, are kept clean and tidy throughout the period of service.

• Prompt attention is to be given to removing any litter, spills or debris from public areas of the facilities at all times before, during and after service.

• The most meticulous standards of cleanliness are to be maintained in the food handling areas. All food contact surfaces are to be clean and disinfected appropriately. Contact times for disinfectants/sanitisers must be known by all staff. Any disinfectant or sanitiser must be a 30 second contact time acting product (BS EN 1276 approved). Ideally, only one brand of disinfectant/sanitiser is be used by the operator.

• Food must be presented and served at an appropriate temperature for food safety and consumption quality.

• Presentation and service must enhance the attractiveness of the food items offered.

Allergens

• Customers by law must be made aware of the contents of the dishes where ingredients might give rise to an allergic reaction (such as nuts, milk, celery, gluten, soya and wheat etc).

• An Allergen Chart must be sent with your documentation but also displayed at the point of service for the consumer to view. On the 13 December 2014, the 'Food Information for Consumers Regulation' (EU FIC) came into force which means information on any of the 14 allergens used as ingredients in your products will need to be provided for the consumer to view.

• All information on the 14 allergens and this legislation can be found at food.gov.uk

• Menu tariffs and priced displayed materials must be shown in a way that is both prominent and attractive but also effective in assisting customers in making their decision.



• With regards to personal hygiene, special attention should be paid to the requirements of the legislation detailed below.

• Fingernails are kept short and clean.

• No nail varnish.

• Regular and thorough washing of hands and forearms.

• Cuts and other skin defects must be covered with a blue waterproof dressing.

• Hair to be tied back, if past the neckline. Facial hair to be clean shaven or well groomed.

• Jewellery must not be worn by food service or food production staff, except for a simple wedding ring. All visible body art is to be covered.

• Smoking is only permitted in the area designated by the Event Organisers. Staff found smoking outside of the designated area will be removed from site.

• All customer facing staff must be fluent in English.

• Uniforms must be kept clean and in good repair and replaced as and when required.

• Clean uniforms must be worn at the start of each day's service with adequate stocks.

• Aprons should be worn.

Fire Safety

• Each Food Operator must ensure they have read and considered the fire safety arrangements to abide by legislation, and for stand holders also as specified in the General Tradestand Regulations.

• A fire risk assessment must have been completed and submitted for their operation/ stand at the show.

• Stand must have the appropriate firefighting equipment in proximity to the catering area. This must have a service and maintenance record of inspection and kept on site as confirmation.

• If deep frying the Operator holder will need a fire blanket, a dry powder extinguisher and a wet chemical extinguisher.



Electrical

• Each Operator unit must have available for inspection a certificate signed by a qualified electrician that their equipment complies with the Electricity at Work Regulations and current IEE Regulations.

• Each Food Tradestand Operator must ensure they have read and considered the general tradestand regulations relating to electrical equipment and safety.

First Aid

• Each Operator unit must have a complete and easily identifiable First Aid Kit which must be properly maintained.

• Operator staff and management must know at all times how to contact a First Aider.

• First Aid kits must be kept clean and well-stocked, include blue (catering) plasters and products to treat burns injuries. A separate "Burns" kit can be provided.

• Any accidents must be recorded with a copy given to TCAS, especially if the accident involved any members of the public.



LPG/Gas Appliances

• Cooking with gas is NOT permitted in any of our permanent buildings.

• Any unit fuelled by liquid petroleum gas (LPG) must ensure gas connections and pipes tested have been certificated by a 'Gas Safe' engineer annually.

• The certification must be available for inspection. Installations must comply with UKLPG Code of Practice CoP24 Part 3.

• The cylinders are to be disconnected/connected by competent persons only using the correct tools. No smoking signs must be in place and observed.

• Unless authorised in writing by the Event/ Tradestand Manager, no more than two LPG cylinders (totalling 200KG) are permitted per unit. Excess LPG cylinders are to be stored in the designated gas storage area and clearly marked with the user's details.

• LPG cylinders must be stored vertically on firm, level ground at least 1 metr e from any structure or heat source, in the open air, with no obstructions in the vicinity to impede ventilation. Cylinders must be restrained in a suitably designed cylinder stand.

• Propane cylinders must be located only in the open air and must not be used inside marquees, tents or other enclosures. Every LPG storage area should be enclosed in a lockable compound of robust wire mesh or similar to prevent them falling or being knocked over. Cages or surrounds made of wood or other combustible material are not acceptable.

• Checks may be made of installation and gas tightness by TCAS approved contractors.



Important Considerations

• All food areas must be kept clean at all times with no excess debris or litter. Following general cleaning, disinfectants/sanitisers must be used as part of the cleaning regime and must be of the 30 second or less contact time type. (BS EN 13697 accreditation and BS EN 1276 "30 Second" product accreditation) – Use of 'Dettol' and products without these accreditations is not permitted.

• All Food Operators must provide a separate hand wash sink with mixed hot and cold running water and a separate washing up sink, also with hot and cold-water provision through a mixer tap. A proprietary system may be advantageous.

• All refrigeration equipment used must conform to the relevant regulations with frozen food being stored below -18°C and cold food stored below +8°C (preferably below +5°C), food delivered to site must be checked and conform to these temperature requirements.

• Refrigeration and freezer temperatures are to be recorded at least twice per day and on arrival on site, after equipment has reached operating status. Consideration must be given to the use of purpose designed, refrigerator trailers. Domestic style units are not permitted.

• Event Records must be maintained, including thermometer calibration prior to event, food storage temperature checks, cooked food probe checks and hot hold checks. (Recent past event records must be brought to site to demonstrate ability to keep required records (Retain records for a minimum of 6 months).

• All cooked and uncooked meats must be kept apart. Raw and ready to eat food products must also be kept separately.

• Food should always be stored at least 100mm from the ground to protect against contamination

• All machinery used for cutting, slicing, mincing, etc should be properly guarded and all people operating such equipment should be properly trained in its use.

• The use of colour-coded knives and boards is required, according to convention.

Red = Raw Meat

Green = Cleaned Fruits & Salad

Blue = Raw Fish

Yellow = Cooked Meats

White = Dairy & Bakery

Brown = Dirty Vegetables

• Different coloured tongs should be used for flipping raw through to cooked meat (e.g. burgers) – red for raw and yellow for cooked.

Hot food can be kept all day as long as it is above 63°C, but must be checked and recorded every 2 hours. The determining factor in retaining food is likely to be condition and presentation of food. Below 63°C any remaining food is to be discarded.

• Cooked food, especially high-risk burgers and chicken must be checked using a probe thermometer regularly to ensure it has achieved a temperature of >75°C . Records must be kept on the event record sheet.

• A minimum of two food standard thermometers must be available in each catering area to check the temperature of all food products. This includes deliveries, fresh, frozen and cooked. The thermometers are to be calibrated prior to each event and recorded on the Event Record sheet. (boiling water/ice test 100°C/0°C with a tolerance of +/- 1°C).

• COSHH safety data sheets for all chemicals to be held on each outlet for use in the case of an emergency.





On-site Set-up

• It is the intention of the Organisers that all Food Operators handling high-risk food products will receive an audit by the Event Food Safety Consultant during their set-up, or early stages of trading/service. The Event Food Safety Consultant is also likely to visit Food Operator at various stages to discuss and approve elements of the set-up. This, together with the pre-event audit process, aims to ensure that no Food Operator can operate onsite without being subjected to stringent checks.

• The Food Safety Event Consultant will agree timescales for any re-inspections or reviews of additional measures.

• After inspection the Food Operator will be informed if they can continue to operate/ trade. They may be issued feedback for any improvements required or they may be prohibited from further trade/service until significant improvements are made.

• If improvements cannot be made by the operator, the Operator will not be permitted to continue at all due to not meeting the checks. Until issued with the “Approval” Food Operators must not serve/trade. No refund will be given to Tradestands.

On-site Event days

• The Event Food Safety Consultant may make periodic inspections of any Food Operator, particularly those where there is high risk activities or concerns for safety. Any issues with remedial measures will be reported and followed up by the Show Management Team.

• The Show Management team will perform ongoing daily checks of units to monitor compliance.



To assist in meeting the food hygiene requirements the following checklist has been provided and should be completed and held on the stand during the show.

The Event Food Safety Team or Environmental Health Officers may ask to see the completed document and they do have the power to stop stands from trading if they deem it necessary. This Food Hygiene Checklist must be read in conjunction with the Show Food

Safety Policy and the Food Safety Regulations.

General Hygiene

• People handling food have been issued with clean and washable over-clothing/aprons.

• People handling food have been issued with clean hairnets or suitable hat/head covering.

• A hand washbasin or bowl with a supply of mixed hot and cold water for the hygienic cleaning of hands is available at/on the stand. Soap dispensers and paper towel dispensers/ Blue paper roll must be made available and kept re-stocked as required. (Do not use scented handwashing or sanitising products as it may taint food).

• Hand sanitiser should also be supplied and will assist with hygiene but is not an adequate replacement for thorough hand-washing with soap and warm water.

• If required, disposable gloves can be provided to ensure that food can be handled in a hygienic manner.

• Catering standard (coloured and waterproof) dressings or similar must be available to cover cuts and other wounds.

• Burn products must also be available on the Tradestand where burns are a risk.

All First Aid or Burns kits must be replenished after use and products checked to ensure they are in date.



Temperature Control

• All refrigeration equipment used must conform to the relevant regulations with frozen food being stored below -18 °C and c old food stored below +8 °C (preferably below +5 °C), food delivered to site must be checked and conform to these temperature requirements.

• A minimum of two food standard thermometers must be available on each mobile catering unit to check the temperature of all food products. This includes deliveries, fresh, frozen and cooked. The thermometers are to be calibrated prior to each event and recorded on the Event Record sheet. (boiling water/ ice test 100°C/0°C with a tolerance of +/- 1 °C).

• Cooked food, especially high-risk burgers and chicken must be checked using a probe thermometer regularly to ensure it has achieved a temperature of >75°C . Records must be kept on the event record sheet.

• Hot food can be kept all day as long as it is above 63°C, but must be checked and recorded every 2 hours. The determining factor in retaining food is likely to be condition and presentation of food. Below 63°C any remaining food is to be discarded.

• If refrigeration is required the temperature must be maintained below the minimum legal requirement of 8°C, (the ideal target being 3° to 5°C).





• Raw and cooked food must be kept apart.

• Protect all food products from cross contamination.

• Wherever possible meat delivered to site should be pre-cooked and ready to eat and/ or pre-cut or processed to size used in cooking.

• Ensure use of clean, lidded (covered) food-safe containers with suitable product and date labelling (if appropriate).

• Ensure dry storage of crockery and utensils.

• Food must be stored off the ground (minimum 100cm).

• All food must be protected from the consequences of extremes of weather e.g. heat, water ingress, mud contamination.

• Deliveries should only take place once sufficient storage facilities have been provided and fridges and freezers have achieved correct storage temperatures.

Cleaning

• All equipment and work surfaces must be regularly cleaned and disinfected.

• Written cleaning schedules must maintained and recorded.

• Disinfectant/Sanitiser products must have a 30 second or less contact time to BS EN 1267 or BS EN 13697.

Health & Safety

• All employees must have received induction training and are also aware of the Organiser's tradestand safety rules.

• All machinery used for cutting, slicing, mincing, etc is properly guarded.

• All people operating equipment have been properly trained in its use.



Sustainable Criteria for Food Event and Hall Exhibitors

The Organiser is committed to improving the sustainability of events and food Tradestand operators / exhibitors have a key role to play. The following sustainable criteria is essential for trading:

Food Sourcing

• All meat products should be sourced from outdoor reared animals at the very least, and preferably certified Organic or Freedom Foods.

• Free range eggs only, preferably Organic and all to be Lion Brand quality and salmonella inoculated flocks.

• Only fish on Marine Conservation Society's 'fish to eat' list.

• All menus should be based on local, seasonal produce where possible. All tea, coffee, hot chocolate, sugar and bananas should be certified Fair Trade.

• All milk should be organic and preferably locally sourced.

• All cleaning products should be non-toxic, biodegradable or environmentally friendly.

Single Use Plastics

Alternatives to the following items should be sought:

• Plastic bottles.

• Plastic drinking straws.

• Plastic bags.

• Plastic stirrers.

• Plastic clothing tags.

• Plastic condiment sachet.

• Plastic milk pots, sticks and jiggers.

Serve-ware and Packaging

All serve-ware, including cups, plates, cutlery and stirrers should be compostable, e.g. made of wood, cardboard or paper. Plastic and polystyrene should be avoided.



Awards & Judging

Awards & Judging

The following information relates to Awards and Judging at RHS Malvern Spring Festival 2027 and should be used as guidance. Information regarding Awards and Judging 2027 will be updated in the coming weeks.

Exhibits are judged at the times given in the Timetable section. Exhibitors must leave the area when exhibits are being judged.

Prize Money

Please find below the categories that are eligible to receive prize money along with their medal:

Category	Award
Nurseries – Floral Marquee	RHS medal with prize money
All Garden categories	RHS medal without prize money
Plant Village	RHS medal without prize money

For those eligible for prize money, the following amounts will be given according to the grade of the medal won:

Prize Money Amounts for Eligible Exhibitors	
Gold	£650
Silver-Gilt	£425
Silver	£250
Bronze	£125

Exhibitors should please check whether they need to declare any prize money for tax purposes with their financial advisor.

RHS Show medals for horticultural exhibits

RHS Show medals are awarded to horticultural exhibits as a mark of excellence. Four grades of medal are awarded. The awards are The Royal Horticultural Society's Gold, Silver-Gilt, Silver and Bronze medal.

Additional medals and medal cards

The RHS provides a complimentary medal to exhibitors who have won their first gold. In order to claim this medal, eligible exhibitors should contact the RHS Judging Team by emailing judging@rhs.org.uk and stating the details of the exhibit (i.e. Exhibitor Name, Site No., RHS Show) along with an appropriate delivery address.

Please note, in the case of gardens, the complimentary gold medal is gifted to the sponsor or sponsoring charity, should this be their first gold at an RHS show. Medals for any other or subsequent awards are not provided free of charge, but may be purchased along with additional medal cards by emailing judging@rhs.org.uk to organise.

Medal/Medal Card Costs and Lead Times

Type	Price Per Unit	Lead Time for Delivery
Gold	£290.00	Up to 4 months
Silver-Gilt Up to 4 months	£250.00	
Silver	£180.00	
Duplicate Medal Card	£6.00	Up to 2 months

Please note, medal cards are printed at our offices by the Judging Team and our medals are made to order and struck, engraved and gilded to the highest standard. This does however mean that lead times may vary during the show season. We appreciate your patience and cooperation.

Feedback from RHS Judges

All exhibitors creating judged exhibits will have the opportunity to receive feedback from the judges.

This is a valuable opportunity to learn from a panel of experts. Garden exhibitors will be given feedback after judging has taken place on Wednesday 5 May. Floral Marquee exhibitors will be given feedback on Thursday 6 May. The Judging Chair of the relevant judging panel, along with an RHS member of staff, will visit each exhibit and provide feedback in relation to the judging criteria.

Client's Brief: applicable to Garden judging only

All Gardens are required to submit a Client's Brief with their application. The Client's Brief will be considered at both the application and judging stage. 6 weeks prior to the show judging date, the RHS Judging team will ask designers to submit a final draft of their Client's Brief, ensuring it reflects the most up to date intentions for the build of the garden. The Client's Brief will be due for submission 4 weeks prior to the show judging date and will be shared with the judging panel to reference before and during the judging process.

Please note, no supporting literature, plant lists or additional plans should be given to judges. Garden exhibits are judged as seen on the day of assessment & judging, with reference to the client's brief only.



Garden Judging

RHS Garden judging is a three-part process: assessment, judging and moderation. Both the assessment and judging process refer to the Client's Brief, which must be submitted to the judging team in advance using the form provided by the Shows Judging Team.



Assessment: Tuesday 4 May

Note: Gardens do not have to be finished for the assessment process, but it is strongly recommended that the assessment day only be used for final touches and dressing, all hard landscaping and planting should be completed.

A team of three assessing judges will visit the garden. A representative from the garden has two minutes to highlight any changes that have occurred since submitting the final Client's Brief.

An approximate time for the presentation will be given ten days in advance. The person giving the presentation can be the designer, sponsor, contractor or whomever the exhibitor thinks most appropriate.

We would advise that the representative speaks positively and enthusiastically. The representative should use this time as an opportunity to draw the assessing judges' attention to anything that is different from the

final submitted Client's Brief, any last minute changes that have occurred on-site or any aspect of the garden that may not be obvious e.g. power sourced from solar energy etc. Try to avoid repeating the information in your Client's Brief.

After the presentation, exhibitors will be asked to vacate the garden while it is being assessed. Exhibitors may be called back during assessment to clarify any further questions from the assessors.

The assessing judges inspect the Garden, systematically determining from the information supplied in the Client's Brief, the presentation and the garden itself, the standard to which the exhibitor has achieved each of the criteria (please see Garden Judging Criteria). This process results in a medal recommendation.

The recommended marks along with the secretary's notes from the assessment process are circulated to the full judging panel ahead of the final judging the following day.



Judging and Moderation: Wednesday 6 May

The judging panel, comprised of the three assessing judges and four additional judges, visit the finished garden. Having reviewed in advance the completed Client's Brief, the assessment notes, and any further information reported on behalf of the exhibitor from the presentation, the panel reviews the garden against the medal recommendation.

If any member of the judging panel does not agree with the standard indicated by the assessing judges, they can call for further discussion and a re-vote during the formal moderation period.

Once the entire panel has agreed on the standard to which the exhibitor has achieved each of the criteria, the number of points achieved is totalled, determining the final medal awarded.

RHS Malvern Spring Festival Awards 2027

- Best Show Garden
- Best Indoor Plant Garden
- RHS Environmental Innovation Award
- Best Construction for a Show Garden
- People's Choice Show Garden
- People's Choice Indoor Plant Garden
- People's Choice Blooming Border
- Best Exhibit in the Floral Marquee
- Best National Plant Society Exhibit
- Best Exhibit in the Festival of Houseplants
- Best School Garden
- The Lyn Downes Award for Best in the Floral Marquee
- Best Plant Village Exhibit
- Best Tradestand
- Best Tradestand in the Food & Drink Hall
- Best Arts & Crafts Tradestand

RHS Annual Awards for Floral Marquee Exhibits

Exhibits in the Floral Marquee across all RHS Shows may also be nominated by the judging panels for the RHS Annual Awards. Nominations for the awards are considered annually in the autumn, and presented at a special ceremony the following spring. The awards are made to the best exhibits shown at the RHS Shows during each year in the following categories:

• **Anthony Huxley Trophy** awarded to the best group exhibit of plants normally grown for decorative effect in a protected environment including greenhouses, conservatories or dwelling houses

• **Lindley Award** for the best Lindley exhibit seen during the year

• **Colin Spires Herb Trophy** awarded for the best exhibit of medicinal and/or culinary herbs

• **E H Trophy** awarded for the best exhibit of cut flowers

• **Eric Young Orchid Trophy** awarded to the exhibitor of the most meritorious group of orchids staged at any RHS Show

• **Farrer Trophy** awarded for the best exhibit of plants suitable for the rock garden or alpine house

• **Gordon-Lennox Trophy** awarded for the best exhibit of vegetables

• **Holford Medal** awarded for the best exhibit of plants and/or flowers (including fruit and vegetables) by an amateur or group of amateurs

• **Lawrence Medal** awarded for the best exhibit seen during the year.

• **Stanley Lord Bowl** awarded for the best exhibit of fruit

• **Wigan Cup** awarded for the best exhibit staged by a local authority

• **Williams Memorial Medal** awarded for the best exhibit of a single genus (excluding fruit and vegetables)



Terms of Use for RHS Show Medals in promotional/printed material

These Terms of Use apply to all RHS Show medals (each a "**Medal**").

Medal Winners: For a Medal winning entry in garden categories only, each of the designer, the primary contractor and the sponsor are Medal Winners. For a Medal winning entry in all other categories, there is only one Medal Winner, being the named person or entity that is the exhibitor of the winning entry.

The physical and/or digital Medal: Each Medal Winner may purchase a physical Medal from the RHS. Where a digital asset of the Medal is available, the RHS will provide it to the Medal Winner. A Medal Winner must not create their own physical, photographic or digital image of the Medal, or anything confusingly similar, or alter any digital asset provided by the RHS.

The Medal Statement: If a Medal Winner wishes to refer to winning a Medal, they must use the Medal Statement, which specifies the grade of the Medal, the description of the Medal as printed on the Medal card, and the name and year of the RHS Show in which the Medal was awarded. For example:

[Gold] Medal winner at the RHS [Chelsea Flower Show] [2025] for [an exhibit of roses].

[Silver] Medal winner at the RHS [Hampton Court Palace Garden Festival] [2025] for [the Peace Charity Garden].

If the Medal Winner is making reference to more than one Medal in a Medal Statement, the details of each Medal must be included. For example:

[Gold] Medal winner at the RHS [Chelsea Flower Show] [2025 & 2025] and Silver-Gilt Medal winner at [RHS Flower Show Tatton Park 2022] for [exhibits of roses].



Use of the Medal and/or the Medal Statement:

No one other than the Medal Winner is permitted to use the Medal and the Medal Statement. The Medal Winner may use the Medal and/or the Medal Statement in its own printed and digital marketing materials related to its business, and in retail displays relating to its business. Examples of prohibited uses include use of the Medal or Medal Statement on products, product labels or packaging, vehicles, uniforms or signage (other than signage within a retail display).

Key Suppliers' Statement for Garden Categories only: In the garden categories only, Key Suppliers to a Medal Winner may refer to their role in providing products or services to the Medal Winner. Examples of **Key Suppliers** include suppliers of specialist services (e.g. dry stone walling, plumbing and tiling) and suppliers of garden products (e.g. buildings and furniture).

To use the Key Suppliers' Statement, they must include the name and year of the Show and the name of the Medal Winner and the grade and description of the Medal Winner's Medal. Key Suppliers may not refer to themselves as winners; or refer to the Medals being their Medals; or their products or services being award-winning. For example:

Water feature provided for the [Silver] medal winning [Peace Charity Garden] at the RHS [Hampton Court Palace Garden Festival] [2025].

A Key Supplier may only use the Key Suppliers' Statement, in the form set out above, in its own printed and digital marketing materials related to its business, and in retail displays relating to its business.

Examples of prohibited uses include use on products, product labels or packaging, vehicles, uniforms or signage (other than signage within a retail display).



All other uses are prohibited: Unless the RHS has given its prior written consent, all other uses of a Medal or Statement are strictly prohibited. A Medal Winner or Key Supplier must not permit, allow or enable any third parties to use a Medal, a Statement or anything confusingly similar to them.

RHS Trade Marks: Use of the RHS' names, logos or trade marks other than as set out in these Terms of Use is strictly prohibited.

Conduct: A Medal Winner or Key Supplier must not do anything that, in RHS's reasonable opinion: (a) does not align with the RHS's current aims, strategy or policies; or (b) may bring the RHS, the Medal or the RHS Show into disrepute, or damage their reputation or goodwill.

Termination of Use: On written notice, the RHS may terminate a Medal Winner's or Key Supplier's rights under these Terms of Use if the RHS reasonably considers that they have not complied with these

Terms of Use, and on receipt of the notice they must immediately cease their use of the Medal and Statement, as applicable.



Amendment: The RHS may amend these Terms of Use from time to time. The RHS will make the current Terms of Use available in the online exhibitor portal each year and on the RHS website. Please check to ensure you comply with the current Terms of Use.



Judging Criterias

Show Garden Judging Critera

Planted Categories Judging Criteria (Blooming Borders)

Lindley Judging Criteria

General Floral Judging Critera

Tradestand Judging Criteria





Promotion

Promotion

RHS Shows offer an invaluable platform to promote your company. This section outlines the press and marketing opportunities that will help you promote your exhibit and make the most of your time at the show.

Press, broadcasting, marketing and social media guidelines

The Showground has a dedicated team who are on hand to provide you with guidance and assistance.

If you have any questions don't hesitate to contact the TCAS Marketing Team.

Show guide

An official Show Guide is compiled and published by the RHS. The Show Guide contains a full list of exhibitors along with plans of the show, indexes, adverts and other relevant information. All exhibitors have their exhibitor name, site number, website address, telephone number or email address and brief description of their exhibit published in the Show Guide.

Show Guides are sold both in advance and at the show.





RHS website

RHS Online (rhs.org.uk) keeps over 20 million gardening enthusiasts updated with essential gardening knowledge as well as information about RHS events, Gardens, Shows, advice, education and publications.

Promotional materials

Exhibitors are encouraged to promote their presence at the show prior to event. Copy, images, hashtags and social media buttons and banners, can be obtained from the TCAS Marketing Team. The Marketing Team is also contactable in the run up to the event and can provide you with official show promotional materials.

To request these materials, or for any other queries about promoting your presence at the show, please contact the Marketing Team.

Logos

Exhibitors are welcome to use the RHS Show Exhibitor logo to promote their attendance at the show.

Dos and don'ts:

- The logo can only be used on exhibitors own marketing materials (i.e. printed posters, flyers and social media assets) and show invitations.

• The logo cannot be used on any products.

• The logo must be used in its entirety and not altered in anyway.

• The logo must be accompanied by a strapline referring to the nature of the exhibitor's involvement in the show.

• When referring to the show in written material the full show name should always be used e.g. 'RHS Malvern Spring Festival'.

• The logo should be scaled accordingly to the size of the format being used. As a guide, for A5 materials the logo should be 30mm in width. Please ensure that the smallest copy, '2027 Show Exhibitor', is always legible when the logo is reduced in size.

• The logo can be used for a maximum of 12 months from signing the Acceptance of Site Contract.

• Only RHS licensees may use the main RHS logo.



Producing a leaflet

Show Gardens must produce a leaflet containing information relevant to the Garden to distribute to show visitors or make the information available to visitors online via a link and provide access to this link.
For sustainability reasons we encourage the digital option over printed leaflets.



Design

Please bear the following in mind when designing your leaflet or web page:

• Leaflets are collected by visitors and are referred to after the show, so should contain images and information to act as an aide memoir.

• The leaflet/page may be of any format, but must be produced to a high standard.

• The front cover should contain the exhibitor name, exhibit title (if applicable), site number, full show name (RHS Malvern Spring Festival).

• At least one third of the leaflet/page must be dedicated to the exhibit itself. The remainder may be used for promotions or information on sponsors.

• Include contact details and other information the company/organisations/sponsors/designers.

• Include images of the exhibit design and featured plants (where applicable) .

• Include plant lists and any other information relevant to the horticultural content of the exhibit.

Leaflet quantities

If leaflets are actively distributed approximately 5,000- 10,000 leaflets are recommended for Show Gardens over 100m2. For Gardens under 100m2 approximately 3,000 - 5,000 leaflets are recommended. If producing a leaflet these should be made of recycled material where possible.



Leaflet storage

Storage areas for leaflets are not provided, and so space for leaflet storage should be built into the Garden exhibit. RHS Shows are outdoor events, so leaflets should be stored in watertight containers where possible. Any storage containers should be kept out of sight during the show open hours. Where possible restocking should take place out of show opening hours.



On-site Press Office

The Press Office is exclusively for use by members of the press only.

Promotional activity (in addition to photocalls)

Live promotional activities (i.e. playing music or dressing up in costumes) are only permitted with prior permission from the Showground.



Photography

When any photographs taken at the show are published, both the full show name (see below) and the exhibitor name (if the image focuses on a single exhibit) should be credited. Photographers are not entitled to use photographs of the show in conjunction with, or containing, the name or trademark of the RHS for commercial purposes without permission from and a contract with the RHS Licensing department. The RHS Licensing department can be contacted at licensing@rhs.org.uk. The RHS reserves the right to publish photographs of all exhibits.

Please use the following full show name in any credits: RHS Malvern Spring Festival



Complaint Procedure

Three Counties is a charity committed to providing a shows programme that meets its charitable objectives and at the same time continues to promote of agriculture, horticulture and arboriculture, apiculture, forestry, rural skills and conservation for the public benefit. In order to do this we encourage our visitors and members to share with us any comments about our shows and to tell us when we get things wrong. We want to help you resolve your complaint as quickly as possible.

The Three Counties Agricultural Society's shows include CountryTastic, RHS Malvern Spring Festival, Three Counties Championship Dog Show, Royal Three Counties Show and Malvern Autumn Show. All other events held at the showground are third-party venue hire events and any complaints regarding these events should be directed to the event organisers.

We interpret as a complaint any expression of dissatisfaction with a show which calls for a response. We listen to your complaints, treat them seriously, and learn from them so that we can continuously improve our shows. We want to help you resolve your complaint as quickly as possible and have set out below our complaints procedure as follows.

- Our standards for handling complaints
- How to complain
- If you remain dissatisfied

Our standards for handling complaints are as follows:

- We treat all complaints seriously, whether they are made by letter or by email
- You will be treated with courtesy and fairness at all times
- We will treat your complaint in confidence
- We will deal with your complaint promptly – we will acknowledge receipt of a written complaint within 5 working days and we will send you a full reply within 20 working days of receipt.

Confidentiality
All complaints received will be dealt with confidentially and in accordance with the Data Protection Act 1998.

How to Complain
You can make a complaint by email or post. You can send an email to info@threecounties.co.uk or in writing to Three Counties Agricultural Society, The Showground, Malvern, Worcestershire WR13 6NW.

We have a 2-stage complaints procedure. At each stage it will help us to resolve your complaint quickly if you can give us as much clear detail as possible stating that you are making a complaint in line with our procedure.

Stage 1

This is the first opportunity for the Three Counties Agricultural Society to resolve a complainant's dissatisfaction, and the majority of complaints will be resolved at this stage. In the first instance, we will try to get your complaint resolved by the Department Head of the area against which the complaint has been made. Upon receipt of your complaint we will contact the relevant Department Head and ask them to deal with your complaint.

Stage 2

If you are dissatisfied with the response you may request a review by the Chief Executive. If your request to a review is accepted then any outcome from this review will be final.



Terms and Conditions

Please refer to the Showgrounds Terms and Conditions.

Three Counties Agricultural Society's

Sustainability Charter

Three Counties Agricultural Society commits to

Integrate sustainable practices
to reduce waste, save energy & lower emissions



Maintain & build on all sustainable activities currently established at The Showground



Work with partners to implement sustainable practices correctly at all times



Educate & engage visitors in sustainable practices & their importance



Champion sustainable practices
through establishing a sustainability working group



Report annually on activity measuring emissions & setting targets



Seek out & promote ways to further reduce emmissions



Ensure the sustainability charter is understood at all levels & its importance



Three Counties

See the full pledge at
www.threecounties.co.uk

SCAN ME