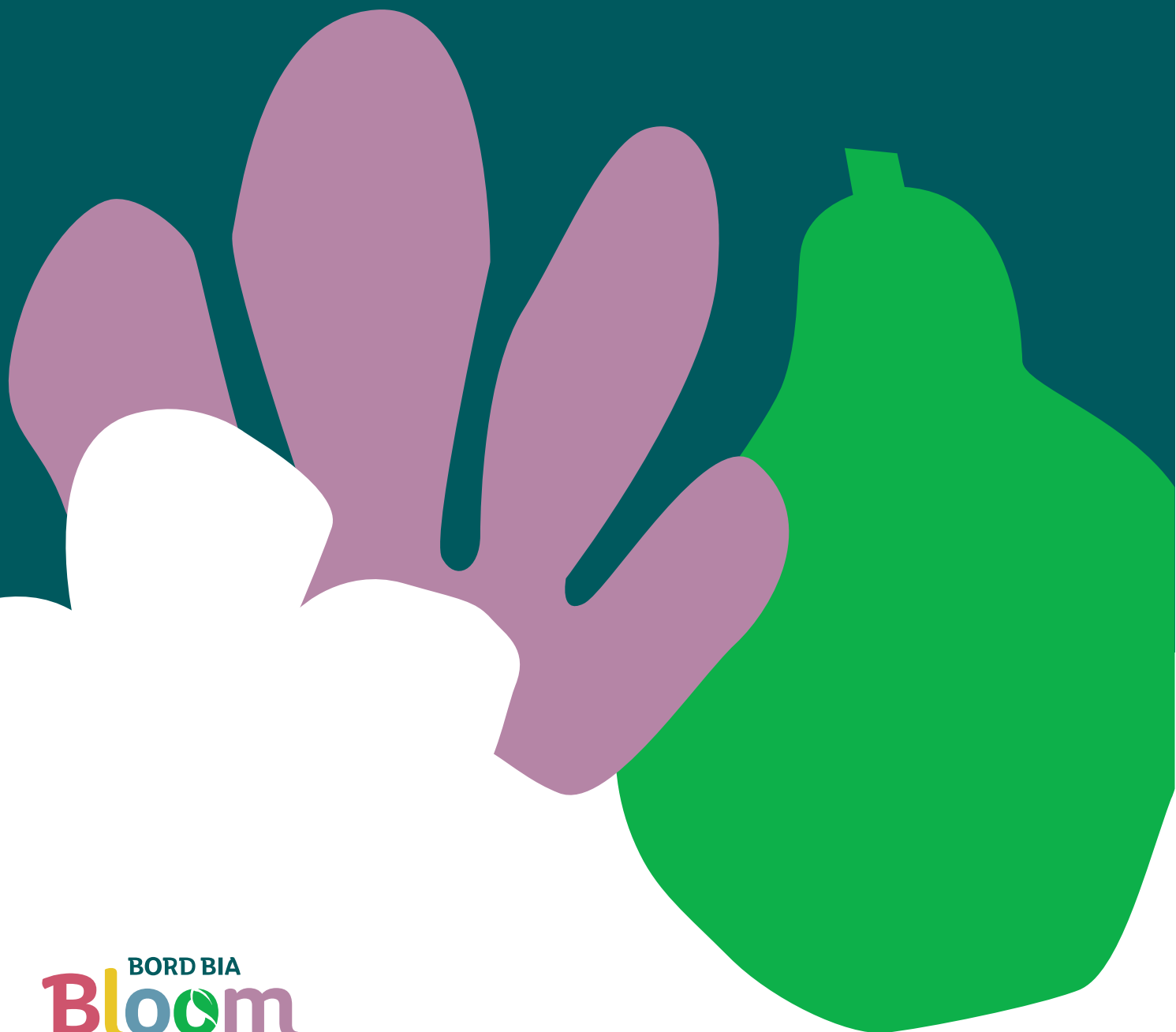


Nursery Village Rules & Regulations



Application Requirements 2023

All applications must be made online via the official application form [HERE](#).

Incomplete applications will not be considered.

All applications will be acknowledged. Receipt does not guarantee acceptance. Please print out and keep a copy of the application for your records. Applications must be submitted electronically via the official online application form and must include all requested information and drawings.

Information you need to include with your Nursery Village Application

- A sketch of your proposed display
- A description of your proposed display (maximum 100 words)
- A sketch detailing your staging

N.B. Applications submitted without a sketch or description of proposed display will not be considered

Educational Stand Applications

All Educational exhibits must include a display of horticultural interest.

- A full description of this display must be included in the application as information only exhibits will not be accepted for inclusion in the Nursery Village.
- All Educational stands are subject to the full judging process and must follow all the rules and regulations as outlined below.
- The display must be of interest to gardeners.
- The stand must be informative with a clear message.
- Signage, graphics, labels (particularly with regard to botanical nomenclature) must be accurate, well presented, easily read and of acceptable shades of colours.
- Photographs, paintings and /or drawings must be clear and of a size which the public can easily view and must be labelled informatively
- The staging and backdrop must be attractive and complement the exhibit
- The exhibit must have unity with a layout appropriate to the theme and which enhances its educational, scientific or informative objective
- Plant material must be fresh and appropriate to the theme
- Plants used for illustrative purpose must be of good quality and disease and pest free - unless they are being depicted in connection with a themed display
- Pots and containers should be appropriately covered to enhance the display
- Any accessories or support material used must be appropriate in style, scale and condition
- The exhibit finish must be of a high standard, neat and well presented.
- If appropriate a leaflet should be provided which expands on the information being communicated by the exhibit

General Information

Bord Bia Bloom Dates

Show dates are 1st – 5th June 2023

Assessment & Judging

- The NAP will assess displays between 08.00 and 10.30hrs on Wednesday, 31st May 2023. During this assessment, exhibitors will be given the opportunity for a 2-minute discussion / presentation on their display.
- **All displays must be completed and vacated by 10.30hrs on Wednesday, 31st May 2023 when final judging will begin.**
- Medals will be placed on winning displays at 08:00hrs on Thursday, 1st June 2023

- Feedback will be given between 09.00hrs and 11.00hrs on Thursday 1st June 2023

Nursery Village Display Awards

- No prize money will be awarded to any medal winners
- An award will be given to the winner of the 'Best in Category' award in the Floral and Nursery display categories.

Nursery Village Fees

- Exhibits will be provided free of charge, but a **refundable €250 deposit** will be required per exhibit.
- Exhibits will comprise of a **9-12 sqm display area, a 3x3m marquee, two 3-metre sales tables (one outside either side of the marquee), plus two 2.4 metre sales tables inside the marquee.** Dedicated storage space for trollies will be provided at the rear of each exhibit, with access to each stand via trackway for loading and unloading.
- Additional trestle tables will be supplied at the following cost rates: €30 per additional table to be booked via the online Nursery Village application form.

Please note: Additional sales table costs listed above exclude VAT @ 23%.

Deposits will be refunded to all participants after the show closes in June.

Important Dates

- The Deadline for receipt of Nursery Village applications is 5pm on **Monday 13th February 2023.**
- Confirmation of acceptance will be provided by **Tuesday 28th February 2023.**
- Refundable deposit payments of €250 per exhibit must be submitted by **16th March 2023.**

Insurance

- Each Exhibitor is reminded that he/she is responsible for effecting insurance cover for their stand. In light of this, please submit confirmation of your insurance with your completed application. This confirmation must include the following information:
- Title of the Insured
- Insurance Company
- Policy Number
- Business Description
- Dates of Cover
- Limits of Liability - Employers / Public & Products Liability
- A specific indemnity to Garden Events Ltd and Bord Bia.

Please note that all Exhibitors will need to provide evidence of their insurance before the event.

BHP, our insurance brokers, can offer quotations to Exhibitors if required.

Please contact Philip Caswell – pcaswell@bhpinsurance.ie or +353 (0)1 629 9903

Further Information

- For information on the Bloom Nursery Village, please contact Sam Warbrick at sam.warbrick@bordbiabloom.com or by phone at +353 (0)1 295 8181

RULES & REGULATIONS

Access

- During build-up and breakdown, exhibitors must keep all access routes, roadway and marquee entrances/exits clear at all times
- Items causing an obstruction will be removed
- Vehicles **must not** be driven on the white trackway

Allocated Space

- Exhibits, including sales tables and displays, must be confined to the space that has been allocated
- Exhibitors will be required to move any items that are infringing on their allocated exhibit boundary
- Gangways, aisles and roadways must be kept completely clear to comply with Health and Safety Regulations

Accessories on Nursery Village Exhibits

- Exhibitors may occasionally wish to embellish their displays with appropriate accessories
- Any props used should enhance rather than dominate and should be in scale with the exhibit. The plants should also take up the major proportion of the space allocated.
- All props will be subject to approval by the Organisers and must meet all health and safety requirements
- An engineer's report will be required for any structural additions proposed for the exhibit

Alteration of Exhibits and Replacement of Flowers

After judging has taken place, no part of the exhibit may be altered, added to or removed until the sell-off period during the last day of the show. This does not apply to cut flowers which must be replaced as necessary during dedicated re-stocking periods

Conservational Legislation

- The Organisers require exhibitors to comply with CITES and other conservation legislation designed to protect wild plants and their habitats. For more information see [cites.org/eng/disc/what.php](https://www.cites.org/eng/disc/what.php)
- The Organisers do not permit the use or sale of plants, moss, bulbs or corms which have been collected from the wild.

Damage to Site

- Exhibitors who cause damage to the show site will be required to pay for remedial works
- Exhibitors must respect the site infrastructure including trees, shrubs, turf etc.

Display Quality

The Organisers reserve the right to withdraw a display from the show at any point, up to and including the build-up period, should a major health and safety concern arise or if a major diversion from the brief is undertaken without approval from the Organiser and the Nursery Advisory Panel.

Fire Precautions

- All curtains and drapes must be made of durable and inherently flame-retardant fabric

Ground Conditions and Levels

- The Nursery Village area will have tracking for ease of movement of plant trollies. **Please note that this tracking is not suitable for motorised vehicles**

Maintenance of Display

- Displays should be maintained to the highest standard at all times.

Nursery Village Exhibits & Storage

Exhibits will comprise of 9 - 12 sqm displays, a 3mx3m marquee, 4 sales tables (one either side of the marquee plus 2 inside the marquee). Dedicated storage space for trollies will be provided at the rear of each exhibit, with access to each stand via trackway for loading and unloading. Please note that trackway is not suitable for motorised vehicles.

Plant Material for Sale

- Trees, shrubs, plants, seeds, bulbs, corms and tubers may be sold provided that the material offered forms part of the exhibitor's regular trade, is listed in the organisation's catalogue, and is preferably the subject of an associated exhibit
- Plants being exhibited should be available for purchase from the exhibitor, either at the show or during the year, apart from the very rare or exhibit specimens

Responsibility of Exhibitors

- Exhibitors are responsible for removing their own waste from the site prior to the show, during the show and during breakdown of exhibits
- At the end of the show, exhibitors must clear all of their material from the site and surrounding area and leave the area clear.
- The Organisers will check the site and supervise the restoration of the area. The cost of removing items left onsite will be invoiced to the relevant exhibitor

Sales Tables Rules

- During the open days of the Show, plants may only be sold and removed from the sales tables
- No plant material may be removed from the displays themselves, but display plants may be reserved for collection during the 'Sell-off' period
- The location of selling tables will be decided by the Show Organisers.

****NB: Please note that no selling tables will be available to purchase on-site. All additional selling tables MUST be booked in advance through the Show Organisers using the relevant form in the Nursery Village Exhibitors' manual.** Please ensure the number of additional tables you have booked will fit in the space allocated for your exhibit.

- Exhibitors are not allowed under any circumstances to sell or store sale plants in public view on any surface other than the allocated sales tables, or to use additional tables or structures other than those allocated to them.
- Selling space will be situated on either side of exhibit marquee. No additional structures or tables may be placed in the sales area and the area allocated by the Show Organisers must not be exceeded.
- Selling tables will be draped from tabletop to ground in black material (or other suitable material – this must be agreed by the Show Organisers in advance).

Seeds/ Seeds Packs Offered For Sale

- All seeds for sale (including wildflower seeds) must have the species (including seed mixes) and origin of seed clearly identified. The Organisers do not permit the sale of non-identified seeds. This includes seed bombs, seed paper etc.

Sell-off

- There is a specified period of time for sell-off during each show when exhibitors are permitted to sell plants and products from their displays. The rest of their stands must remain intact until the sell-off period ceases and the Show closes. The sell-off period will be noted on the Nursery Village schedule

Signage-labels on Display Plants

- Plant names must be placed on all plants, flowers, fruits and vegetables for information and not for advertising
- The recommended background colour for plant labels is black, grey, brown or clear
- No bright colours are permitted and the lettering should be in black, white or silver
- Abbreviations of plant names on labels are not permitted
- Labels should be printed (or neatly handwritten) and their appearance should be as un-crowded and as legible as possible
- Plant name labels and other signage should be in harmony with the exhibit as a whole and may be taken into account by the judges

Smoking

- Smoking is prohibited in marquees and exhibitors are not permitted to smoke near their exhibits

Staffing of Stands

- Exhibitors must ensure that their stands are manned throughout the open hours of the show.

Staging Material and Plant Containers

- Pots should be adequately hidden not just partially covered and the material used should not detract from the plants or dominate the exhibit
- A group containing a single genus should contain a wide representation of the variation of that genus in cultivation
- If a theme is incorporated in the display then the plants should be suited to the theme i.e. woodland plants in a woodland setting or seaside plants in a coastal theme
- Exhibits must contain high levels of planting without being overcrowded
- The finish of exhibits must be to a high standard and they must have an overall freshness about them.
- The plants must be of good exhibition quality and condition, free from any pests, diseases or physiological disorders. They should also be free of any signs of damage or damage caused by pests or diseases
- The use of unusual plants or plants that are difficult to grow, plants produced out of season or mixtures of plants for different seasons, are welcomed. The lack of such plants will not be regarded as detrimental to the exhibit however
- Plants grown for a particular attribute should be fully developed i.e. a plant grown for flowers should be in flower – not in bud
- The size of the stand will not determine the grade of any award although some consideration will be given to the effort involved in the staging of a particular group of plants. A small stand will not preclude a high award

Storage of Plants

- Dedicated storage will be located behind each exhibit, with additional storage available to the rear of the Nursery Village. Plans will be shared once finalised.
- Exhibitors will be notified of their designated plant storage areas within the show site
- Plants in the storage area are the responsibility of each exhibitor
- Please note, these storage areas must be shared with other exhibitors, and exhibitors found to be impinging on neighbouring storage areas will be required to remove some of their plants.
- The use of tiered storage trolleys is encouraged

Sub-letting of Space

- An exhibitor may not sub-let, or otherwise part with the whole or any part of their allocated space. Should exhibitors wish to share an exhibit (with another nursery/grower) please contact us to discuss further. This must be agreed in writing with the Show Organisers in advance.

Water in the Nursery Village

- No restriction is placed upon the size of a pool for the display of aquatic plants in an exhibit, but the area of pool which is included for ornamental effect and which is not suitably planted with aquatics must not exceed one-fifth (20%) of the total area allocated for the exhibit
- Fountains and pools may be included in exhibits for ornamental purposes provided that schemes involving their use have been submitted to and approved by the Show Organisers in advance
- Standpipes are provided for the watering of exhibits only
- Under no circumstance should exhibitors empty ponds, pools or other large quantities of water, directly on to the ground. Arrangements for the disposal of water must be made via the Organisers office.