


EXHIBITOR GUIDE

Plant Society Show 17th – 18th June 2017

RHS Garden Wisley




RHS
GARDEN

Wisley

PLANT
SOCIETY
SHOW

17 – 18 JUNE

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A. General Information

A.1. General RHS Garden Wisley Information

RHS Garden Wisley: Woking, Surrey, GU23 6QB.
 Switchboard: 0845 260 9000 / 01483 224234 (Mon – Fri only)
 Plant Society contact: **Vanessa Penn 01483 226522/07791 182506**
vanessapenn@rhs.org.uk Radio 472
Please contact Vanessa in the first instance for this event.

Events Team: Ellie Watson, Jayne Stonestreet and James D Smith
 Direct Line: Ellie - 01483 212349 / Jayne- 01483 226508 / James- 01483 212368
 Events Mobile : 07515 797029 Radio : 430/431/432
 Email: wisleyevents@rhs.org.uk

A.2. Show site access Information

Build up	Friday 16 th June	07.00	19.00
	<p><i>On Friday 16th you will have vehicle access to the site between 7am and 9.45am AND 6pm – 7pm, after which time vehicles must be taken back to the car park. Access to the marquee entrance is one way so please be patient and prepared for a short wait whilst we manage cars in and out.</i></p> <p><i>On build up date during the times that vehicles are not allowed on site, Danish trolleys will be available for exhibitors to bring stock in from the car par. PLEASE DO NOT USE THE SMALL PLANT CENTRE TROLLEYS.</i></p>		
Restocking	Saturday 17 th June	07.30	08.45
	Sunday 18 th June	07.30	08.45
	<p><i>You will be able to bring your vehicle onto the site during the above restocking times.</i></p>		
Event Opening times	Saturday 17 th June	09.00	18.00
	Sunday 18 th June	09.00	18.00
Breakdown	Sunday 18 th June	18.00	20.30
	<p><i>On Sunday 18th you will be able to bring your vehicle back on site after 6pm. All breakdown should be complete and vehicles taken off site by 20.30.</i></p>		

- Please ensure that your stand is ready and manned by 08.50 on both event days, ready for opening at 09.00.
- Exhibitors must vacate the site by the following times:
 - Friday 16th June – by 19.00
 - Saturday 17th June – at 18.15 (after event close)
 - Sunday 18^h June – by 20.30
- Any restocking must take place during the above restocking times only.

A.3. On Site at Wisley

- The RHS will ensure that all exhibitors are familiar with the site, with access to toilet facilities, waste-disposal and recycling.
- All exhibitors are reminded that dogs are not permitted in the garden (except for guide dogs), and neither do we allow dogs to be left unattended in vehicles in our car parks.
- The RHS requests that children under the age of 16 are not permitted to assist with the actual set-up, running or breakdown of trade stands.

B. Event Guidelines

B.1. Exhibitor Set-up & Breakdown

B.1.1. Set-up and Breakdown

- Please see table above for times.
- The RHS ask that all exhibitors adhere to their own Risk Assessment during the set-up, running and breakdown of stands.
- Once you have unloaded all your equipment you will be asked to move your vehicle to visitor car park 3.
- Please bring suitable equipment to move your stock and stand. The RHS **cannot guarantee** to provide either trolleys to move stock and stands – although we will try and provide trolleys which can be stored in the office tent.
- Instructions by RHS staff and rules of site must be adhered to at all times.
- The marquees must be clear of ALL equipment, plants and rubbish by 8.30pm on Sunday 18th June. No extended times will be permitted.

B.2. Deliveries

For security reasons, letters, parcels and deliveries cannot be accepted on behalf of an exhibitor by the RHS. All such items must be delivered to an exhibitor's stand and signed for by an exhibitor or collected directly by the exhibitor from the person making the delivery at the site entrance. If an exhibitor representative is not present, the item will be returned to sender or deliverer (as appropriate).

B.3. Exhibition Stands

- Stands must be manned by at least one exhibitor at all times whilst the Show is open
- The exhibitor is responsible for all items on their stand including stock, money and personal belongings.
- Exhibitors should ensure that their stand & work areas are tidy and well maintained during the Show, and that all pathways around the stand are kept clear at all times, in accordance with Health & Safety regulations.
- The RHS requests that all exhibitors adhere to an appropriate manner of conduct and dress whilst on site.
- We reserve the right to remove any items/ signage that we feel poses a safety risk or are not in keeping with RHS Garden Wisley.

B.4. Exhibition Badges

- Exhibitor badges will be available from Vanessa on Friday morning onwards – these are universal i.e. are not named and interchangeable but you must wear one if you are an exhibitor for H&S reasons, to gain access and receive your catering discount. Please return these at the end of the weekend.

B.5. Waste Disposal

- General Waste and recycling bins will be located in the Company of Cooks Car Park, it is the exhibitor's responsibility to dispose of all rubbish appropriately.
- A recycling bin and bin bags will be provided in the office tent
- Rubbish must not be left on stands at any time
- If any rubbish is left on stands at the end of the Event the exhibitor will be charged a penalty of £100.

B.6. Catering

- Catering facilities are open throughout the Show.
- Exhibitors will be given a 10% discount at the Food Hall and Glasshouse Café on production of their exhibitor pass.

c. Health and Safety

C.1. Event Safety Requirements

H&S check	H&S checks will be conducted each morning before the show opens to the public. This will be conducted by an RHS member of staff. Checks will continue throughout the day, please keep your stand tidy and clear of obstructions at all times.
Accidents and Near Misses	Please report all accidents and near misses, and any unsafe conditions, such as slip/trip hazards to The Partnership Coordinator or the Events Team details in section A1. Please note that mobile reception is limited within RHS Garden Wisley therefore you may find it easier to ask a member of staff to contact somebody on the radio. Vanessa 472, Events radio 430 or 431 or 432.
Wet conditions	In wet conditions electrical cables, connectors of appliances must not be placed on wet ground.
Electrical Installations	Do not alter or modify the electrical installations in any way . If you have an issue regarding power please contact the Events Team on 07515 797029 .
Security	A Security Guard will be on duty at Company of Cooks Gate at all times during build up & break down of the Event.
Fire	In the event of a fire please proceed to your nearest Assembly Point; this is either Aberconway Car Park and follow any instructions given by RHS staff
Walkways and fencing	Please keep walkways and emergency exits clear of obstructions at all times. Do not alter fencing or trackway in any way. If you have an issue, or spot a trip hazard, please contact the Events Team on 07515 797029 or ask a member of staff to radio us on 430/431.
Children	No children under 16 are allowed on site or to assist during build up and break down
Plants	A phytosanitary check will be completed by an RHS member of staff before the show opens.

C.2. Emergency Procedures

Radio 472 (Vanessa) or 500 (Duty Manager)

- In case of need to evacuate the area an announcement will be made to ask all visitors to leave by the nearest exit.
- In an emergency Vanessa can always be contacted on **07791 182506**. Please note that mobile reception is limited within RHS Garden Wisley therefore you may find it easier to ask a member of staff to contact Vanessa on radio 472 or Duty Manager on radio 500.
- You must abide by RHS policies at all times when on site and follow any directions given by a member of RHS staff.
- In the event of a First Aid emergency or incident, exhibitors must ensure that a member of RHS staff is contacted immediately and the relevant course of action will be taken.

C.3. First Aid

There will be first aiders present at the following times. Alternatively contact a member of staff who will radio for assistance.

Date/s	From	To	Location / Contact
Friday 17 th June	07.00	19.00	Duty First Aider – Radio 500 Company of Cooks Gate
Saturday 18 th June	08.00	18.00	Company of Cooks Gate
Sunday 19 th June	08.00	20.30	Company of Cooks Gate
All other times			Contact the Emergency Services on 999

C.4. Phytosanitary Procedures

Plant Health Update: October 2015

This update is intended to provide information on pests and diseases and plant health issues that are relevant to RHS Gardens. Updates will be provided regularly throughout the year.

New pests and diseases reported in the UK

- Agapanthus gall midge is a fly from the Cecidomyiidae family that is currently undescribed. It was first discovered in 2014 via the advisory service and the RHS has launched a project to describe the species and investigate its biology, lifecycle and control. It is currently known to be present in 8 counties in the UK, all restricted to the very south of England. Hyde Hall, Rosemoor and Wisley all have infestations of the midge. Defra are taking statutory action against findings on commercial premises. Sales of *Agapanthus* have been suspended from all RHS plant centres.
- There is a new leaf spot affecting *Kerria japonica* in the UK. The fungus, *Blumeriella kerriae*, has only previously been reported in North America causing small spots on the leaves and distinctive brown circular spots on the stems. There have been few reports from the UK to date and the Plant Health team would be interested to know of further observations.

Plant health issues from around the gardens

Wisley

- Larval infestations of box tree moth (*Cydalima perspectalis*) were found to be widespread at Wisley in August. This included extensive damage to plant centre stock which was withdrawn from sale. It is likely that the moth has been present at Wisley since at least the end of June and it is possible that the infestation was due to 'natural' spread from London. All gardens should be aware of this insect and be vigilant with box (*Buxus*) stock/purchases.
- Four empty oak processionary moth (*Thaumetopoea processionea*) larval nests were found at Wisley in August-September. This moth is subject to statutory action and the Forestry Commission have inspected all oak trees on site. All nests were disposed of by an approved contractor in line the statutory notice. A working group is preparing and implementing an action plan for Wisley and oaks are no longer sold from the plant centre.
- Agapanthus gall midge – see above.
- APHA have confirmed that an *Austrocedrus chilensis* on the conifer lawn was infected by *Phytophthora austrocedri*. A statutory notice was issued and the tree has now been removed and destroyed.
- *Phytophthora ramorum* was identified on *Kalmia latifolia* 'Olympic Wedding' in propagation and on *Pachysandra terminalis* 'Green Carpet' in the garden. Neither could be confirmed by APHA.
- A laurel in the Plant Centre was confirmed to be infected with the regulated bacterium *Xanthomonas arboricola* pv. *pruni* by APHA.
- *Aquilegia* downy mildew – see above.

C.5. Security

- Exhibitors must arrange any appropriate insurance cover for themselves, any employees working at the event and any items they will be bringing to the Show (e.g. stock, equipment and personal belongings). This must include Public Liability insurance and any companies employing over 5 members of staff must hold Employers liability insurance. We require that these documents are sent in before arrival on site; you will not be allowed on site until we have received these.
- Whilst RHS Garden Wisley will take all reasonable security measures during the event (including set-up and breakdown periods), responsibility for the exhibitors' stands, money and all other effects is that of the exhibitor.
- Exhibitors must wear an RHS Exhibitor Pass at all times whilst on site (these will be provided for you on arrival) for RHS security reasons.

C.6. Site Access

1. Turn left down Wisley Lane (Fig.1) and drive past the main entrance to RHS Garden Wisley

Fig 1.



2. Continue down the lane until you reach a change in speed limit (30) and 'Wisley Village' sign (Fig.2)

Fig.2



3. Take the sharp left down the concrete road, opposite the house and by the sign which says RHS Garden Wisley Deliveries (Fig.3)

Fig. 3



4. Drive halfway down this road, turn right into a gated entrance to unload
 5. If you arrive at a car park at the bottom of the road you have gone too far
- Please see the site access map below for further directions.

Site Access

