

EDGORTH & DISTRICT HORTICULTURAL SOCIETY : ANNUAL SHOW

Guidelines for Plant Stall (August 2013)

The Plant Stall is to be set up outside the front of the Barlow Institute on the paved area surrounding the Millennium Cross.

The plant stall will operate under a 6m x 3m garden Gazebo which will enclose the Cross and also the 2 benches on each side. The Gazebo has 2 detachable end panels and the side walls can be rolled up as necessary in 2 separate 3m wide panels.

IN ADVANCE OF THE SHOW

1. Remind Members at monthly meetings prior to the Show to produce and donate plants for sale.
2. Team of Stewards concerned with plant sales to meet a month before the Show to plan pricing, produce colour coded price labels and decide on signs/notices, equipment needed and all other requirements, e.g. reference books. Liaise with the Layout and Staffing Sub-group.
3. Collect / request bags for sale of plants
4. Prepare notices for Plant Stall. Arrange printing / laminating.

ON THE DAY OF THE SHOW

5. Erect Gazebo at 7.30am on Show day, secure Gazebo to adjacent fences, drainpipes and other firm physical features. Guy lines must not present a trip hazard.
It must be positioned close to the front wall of the Institute so that it allows people to stand and look at the plants without encroaching onto the public footpath.
6. Banner advertising the Show to be laid on the Gazebo roof and secured.
Plant Stall notices to be fixed at both ends.
7. Erect staging and tables in Gazebo for display of plants.
8. Collect any plants brought into the Institute on Friday evening and receive plants from 9.00am onwards. Check quality and presentation of plants. Obtain information from donor on type, size, growing conditions, etc.
9. Keep Gazebo secure and manned at all times.
10. Plants can be sold before 2.00pm, once it is convenient to do so, but plants must be held in reserve to ensure sufficient numbers and variety remains for sale to people visiting the Show.
11. Keep the money secure.
12. Establish Plant crèche area inside the Gazebo, with bags and labels.
13. Monitor parking and unloading of exhibits and plants on the road outside the Institute. The Police put out traffic cones but during the morning people still tend to park outside the Institute to unload their entries. Signs are erected at the entrance to ask people to move their cars immediately after unloading.
14. Provide assistance, as required, to exhibitors with heavy objects, e.g. Patio plants, to be carried upstairs.
15. Ensure that the main doors are locked, or controlled, from 12 noon until 2.30pm.

AFTER THE SHOW

16. At the end of the selling period and collection of all items from the Plant crèche, all plants left over are to go to be stored in the basement (access from car park) for sale elsewhere. Disassemble all staging, tables, etc., remove and store all banners and signs/notices,
17. Dismantle and pack away the Gazebo ensuring that it is kept clean – avoid packing it on the flagged area which is dirty. If wet, it will need to be taken home and dried before final packing.

D Spencer

5/8/13