

EDGORTH & DISTRICT HORTICULTURAL SOCIETY : ANNUAL SHOW

Guidelines for Staging of Exhibits (August 2013)

Stewards to be briefed at Help Desk on Friday at 7.30pm. (if necessary)

Staging of exhibits takes place in the room with ramp access off the main entrance hall opposite the stairs, **i.e. The Barlow Café.**
from 7.30pm to 8.25pm on Friday night, and
from 9.00am to 11.45am on Saturday.

Tables are to be set up around the room to maximise access for people to stage exhibits and are to be covered with 2 large boards and waterproof sheeting. Walls to be protected by gym mats. A segregated corridor is to be left between the café and the kitchen for use by Catering staff.

All the vases are to be set out on one table, with a few assembled, to show new exhibitors what to do.

The stock of clean newsprint for use in packing the vases (where necessary) is to be placed on the table with the vases.

A water butt is to be set up and filled with water in a position so that it can be easily accessed by exhibitors. The water butt must be checked regularly and topped up as necessary.

2 large bins to be positioned to collect waste material, e.g. wrappings and flower/vegetable cuttings. Bins to be emptied as necessary into The Barlow's General Waste bin.

Floor to be mopped as required to keep it safe and swept once staging complete. Pack away unused vases at 11.45am.

Clean, dry and remove boards from tables. Remove gym mats and reposition all tables and chairs to enable room to function as a Café in the afternoon. Food and drink will be served in this room from the rear kitchen so a clear space must be left for queuing between the ramp and the service point.

D. Spencer

8/8/13