

**Show Garden Application**

**13th – 16th June 2024**

Please complete the below form and return at your earliest convenience to **Lucy Tremlett,** feel free to give me a call in the office if you have any questions!The latest date that applications will be accepted will be **Monday 22nd January 2024.**

**Lucy Tremlett**

**Immediate Live**

Vineyard House

44 Brook Green

Hammersmith

W6 7BT

Lucy.Tremlett@riverstreetevents.co.uk

0207 1505130

*Please note that emails larger than 10MB will be rejected by the server so please use another method such as Drop Box or WeTransfer.*

**Meet the Team:**

**Bob Sweet – Horticultural Director**

Bob brings a vast amount of knowledge and familiarity with running shows and will advise on any aspects of the horticultural content.

**Lucy Tremlett – Horticultural Event Manager**

Lucy manages the event and is your first point of contact should you have anything you would like to discuss. She will be available on lucy.tremlett@immediate.co.uk

**Imogen Grundy – Horticultural Executive**

Imogen works alongside Lucy on the content of the show and will be available to answer any queries. She will be available on imogen.grundy@immediate.co.uk

**Sarah Sandys-Renton – Brand and Marketing Manager**

Sarah, and her team, will coordinate all marketing elements of the show including the Show Gardens. This means she may be in touch with any questions about your submission but if you have anything to share with her, please do on ssr@immediate.co.uk

**CHECKLIST**

Please make sure your completed form is returned with the below documents:

☐ 100-150 design explanation – this should include the inspiration and story behind your design, along with the title of the garden.

☐ Scale plan of your garden – showing the garden from above, to scale and with measurements and key.

Please also make sure you indicate the sides which you would like the garden viewed from.

☐ A perspective drawing – showing a view into the garden

☐ Elevations plan with details of excavations – showing key excavation depths and elevation heights

☐ Preliminary planting plan with key structural plants – this does not need to be definitive as we understand that plants may need to be changed through the build up to the show.

☐ Any other relevant details for example; buildings, sculpture, water etc.

Depending upon your design, we may require you to send through the following after receiving your application:

☐ Elevations plan with details of excavations – showing key excavation depths and elevation heights

**CONTACT DETAILS**

**Exhibitor Details**

These details are used for communication between the Show Team and the Exhibitor and will not be published:

|  |  |
| --- | --- |
| **Company**  |  |
| **Key Contact** |  |
| **Address** |  |
| **Post Code** |  |
| **Email** |  |
| **Telephone**  | **Mobile** | **Landline** |
| **Web Address** |  |

**Designers Details**

|  |  |
| --- | --- |
| **Designer’s Name**  |  |
| **Contact Name** |  |
| **Designer’s Address** |  |
| **Post Code** |  |
| **Email** |  |
| **Telephone**  | **Mobile** | **Landline** |
| **Web Address** |  |

**Sponsor’s Details** (if applicable)

|  |  |
| --- | --- |
| **Sponsor’s Name**  |  |
| **Contact Name** |  |
| **Designer’s Address** |  |
| **Post Code** |  |
| **Email** |  |
| **Telephone**  | **Mobile** | **Landline** |
| **Web Address** |  |

**DESIGNERS/EXHIBITOR SHOW HISTORY/BACKGROUND**

Show and year at which the designer has designed a Show Garden along with the medal awarded:

|  |  |  |
| --- | --- | --- |
| **Show & Year** | **Garden Title** | **Medal** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

If you have not designed a Show Garden yet, please list any relevant background, experience and qualifications:

|  |
| --- |
|  |

**CONTRACTOR’S SHOW HISTORY**

Show and year at which the contractor has designed a Show Garden along with the medal awarded:

|  |  |  |
| --- | --- | --- |
| **Show & Year** | **Garden Title** | **Medal** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SHOW GARDEN DETAILS AND REQUIREMENTS**

|  |
| --- |
| **Show Garden Title (should incorporate the name of the sponsor, landscape company or other company investing in the garden)** |
|  |
| **Show Garden Design Explanation** (100-150 words) |
|  |

**Show Garden**

Preferred Dimensions:

Depth (front to back) \_\_\_\_\_\_\_\_\_m

Frontage (left to right) \_\_\_\_\_\_\_\_\_m

Diameter (if circular) \_\_\_\_\_\_\_\_\_m

Do you intend to excavate (for pools, foundations etc.)?

☐Yes

☐No

If Yes, please answer the following questions

1. To what depth \_\_\_\_\_\_\_\_\_mm
2. How many tonnes of soil will need displacing (approx.)? \_\_\_\_\_\_\_\_\_tonnes
3. Will this soil be incorporated back into your garden? Where possible we may be able to help with the excavations for your garden.

☐Yes

☐No

**SHOW GARDEN COST ESTIMATE**

|  |  |
| --- | --- |
| **Name of person completing the form** |  |
| **Company** |  |

This information is required to demonstrate that the costings below are realistic with regards to the materials and plants specified in your design and the associated build costs.

**N.B.** this information will remain confidential between applicant and the organiser.

|  |  |
| --- | --- |
| **Item** | **Costs (£)** |
| Excavations | Please note, we have onsite plant which will take care of your excavation and will be onsite throughout the build. Unloading, moving pallets, tree planting of large specimens and machine work including positioning and holding is also included with the onsite plant. There is no cost to you associated with this.  |
| Hard Landscaping – paths, foundations etc. | We are working with Marshalls who are happy to donate free of charge any materials from their domestic range towards each garden. These can be retained by the contractor post show |
| Water & Electrics | There is no charge for water onsite. There is no mains electrics during the build, so gardens will need to bring generators. However, if you require electrics for the show open, this is possible but there is a charge involved.  |
| Buildings |  |
| Boundary walls, screens etc. |  |
| Features, including statuary |  |
| Plants & planting materials |  |
| Labour |  |
| Plant & Machinery |  |
| Finishing touches (this should include rope and post)  | We are working with Rolawn who are happy to donate free of charge their lawn and any topsoil from their range towards each garden.  |
| Clearance of site | Each garden will be asked for a £400 refundable deposit which will be returned to the exhibitor upon inspection and sign-off of the site. The Show Organisers will arrange grab lorries and skips for all gardens and will minus from the deposit the agreed cost for the amount of skips/grab lorries that the garden requires. The Site Contractor will demolish constriction except any items that you may want to recycle or donate |
| Transport |  |
| Accommodation |  |
| Printed information- leaflets, brochures, plant lists etc. |  |
| Fees |  |
| Other |  |
| Contingency |  |
| **TOTAL** |  £ |

**FINAL CHECKLIST**

Here is a final summary of the actions you need to take and all forms that need to be completed with your application, before sending this form and associated documents to lucy.tremlett@immediate.co.uk

* Have you completed all relevant parts of this form?
* Have you enclosed all the documents outlined within the first checklist?
* Saved a copy of these files for your own reference?

On acceptance of application, detailed requirements along with an outline of the rules and regulations will be discussed.

In submitting this application, I/we confirm that if this application is successful I/we will comply with the schedule set out in the BBC Gardeners’ World Live Manual and have read and understood all enclosed documents.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form no later than **Monday 22nd January 2024**.