

HORTICULTURAL SOCIETY AUTUMN SHOW 2020

AIM: To ensure everyone's enjoyment of a risk free Show.

Dealing with the Corona virus risk:

Invites and Notices will spell out rules to all concerned.

SD=Social Distance

Separate instructions to:

Committee/Staff; Exhibitors; Judges; Viewers:

Timing:

Set-up

Inside - Friday evening

Outside 10 -12 + staff exhibits

Concerning:

- Arrival
- Operation
- Departure

Exhibitors 12 - 2

Judging 2 - 4

Viewing 4 - 5

Clean-up 5 - 6

The Committee/Staff –

On Arrival 1 - 4 (night before if possible) On the day 1 & 5 - 15 (10.00 -12.00 including own exhibits)

1. Will wear masks and gloves and adhere to the one-way system and SD at all times.
2. Will set out the hall with tables in accordance with the plan.
3. Tables to be covered in paper.
4. Safety signs will be placed as appropriate to ensure conformity.

Operation

5. Will setup outside in accordance with plan in readiness for Exhibitors arrival from 12 – 2 pm
6. A member of staff will manage operations exclusively, one inside and one outside the Hall.
7. Toilets will be available for the committee's use only and doors will be propped open to check that only one person at a time uses them. They will be wiped down after use by each individual.
8. **Laura & John** will be at the gazebo/entrance to deal with admin/exhibitors.
9. Exhibitors will be directed as to SD, direction and where to place exhibits outside the Hall.
10. Staff will collect exhibits from a table outside the Hall and place them on display.
11. The **Show Secretary** and **Chair** will use the committee room to set up the computer for records.
12. The external Operations Manager will direct judges when it's safe to enter the Hall.
13. Hall Entry to be prevented but doors left open whilst judging takes place (judges and stewards only).
14. For viewing judges and staff will vacate save for two supervisory staff to enforce safety rules.
15. Viewers will be organised into a spaced queue pending controlled admission.

Departure

1. There will be no presentations (Results to website). Viewers will vacate so...
2. Exhibitors will collect their entries from hall observing SD and masks according to timed slot given.
3. Staff will remove remaining exhibits to outside crates (for Saunderton Lodge)
4. Staff will clear tables/chairs using anti-bacterial spray and wipes & clean gloves.
5. Any other areas/objects used including door handles and keys will receive same treatment.
6. Floor will be swept and mopped.

HORTICULTURAL SOCIETY AUTUMN SHOW 2020

Specific Staff instructions

Laura/John

Will be behind a table in the gazebo and will only make adjustments to entry forms as necessary. No money will be handled and no contact with members or their exhibits. Contact details will be taken. Exhibitors will be given a card and time slot to remove their exhibits, cards and rosettes won. They will direct them where to deposit exhibits and display cards for collection by Stewards. Once the judges are in the hall entry will be prevented and judging will commence. They will act as stewards for the domestic section as SD only an issue with Judge. This section is the most demanding in regard to stewarding requiring more checking and assisting the judge with covers etc.

Simon

Steward for Flowers

Denise

Steward for Fruit and Veg

Leigh

Outside Supervisor

Marcia

Inside supervisor for set-up, judging and viewing.

Stewards

1. Are to check exhibits are as scheduled (this can be done before the judges enter the hall);
2. Will record judges' decisions on cards, then return them to Show secretary in committee room.
3. After judging over for a class, the first second third and HC stickers are positioned on the exhibitors' entry cards and all but the Firsts are turned over to reveal the exhibitor's name.
4. Rosettes (placed out the night before) are put next to winners' entries.
5. Stewards will also help to monitor the flow of viewers from 4-5pm.

Generally - All staff will ensure rule one at top of page is complied with and cleaning after event.

Supervisors:

Will be specifically responsible for enforcing Rule 1 and utilising staff to help organise queuing and entry.

President Michael to arrive at pre-arranged time to start his statistical analysis.

He will be subject to the same protocols of gloves, mask and SD.

HORTICULTURAL SOCIETY AUTUMN SHOW 2020

Judges

There are four judges for three separate sections so judges will be able to maintain SD

Judges are:

Flowers: Mr and Mrs Shurvill (tbc);

Veg and fruit: Graeme Hollingdale (confirmed) – also to judge flowers if the Shurvills are unable to do so; Domestic section Mrs Patricia Williams (confirmed). There are currently no guidelines for WI judges, so Patricia will set out her own rules for safe judging of domestic items.

1. They will be asked to stay in their cars until all exhibitors have left the area by 2pm.
2. Outside supervisor to invite them into Hall advising on SD.
3. Once finished the judges will depart via the one way system.

Exhibitors

- 1 Will be provided with their entry cards electronically or collect them from Bocceen Cottage at least three days before the show.
- 2 Exhibitors under 16 will place a large J (juvenile) on the card on both sides top left corner
2. Will provide a list of classes they are entering, to the show secretary no later than Thursday 4th September at 8.00pm, preferably by email to: adamheeley@btinternet.com or hard copy to Bocceen Cottage Woodway.
3. Will put their name clearly on the exhibits' containers so the stewards can identify owners.

On the day

4. Will arrive from 12.00 to 2.00pm.
 - [Members can instead arrange collection of exhibits from their driveway –Contact committee.
5. Will, if necessary queue in the car park in accordance with the one-way system maintaining SD.
6. Will report to Laura at the entrance gazebo with their exhibits and previously completed entry cards.
7. Will, if any changes on the day, present an amended list to Laura.
8. Will collect a card with a time slot indicated for collecting exhibits.
9. There will be no entry fees but donations will be gratefully received.
10. Will leave their exhibits and show cards for each class entered, on the table at the front entrance indicated by Laura. (Entries will be staged by the committee.)
11. Will then move away via one-way system, round back to their cars and away from the hall.
12. After judging they will be allowed back in as viewers.
13. There will be the normal prizes and cups awarded but no presentation. Winners' names will be put on the web-site and once cups are engraved, we will present them at a later date.
14. Clearing up: Exhibitors must remove their exhibits, cards and rosettes won, at their given time slot.
15. Will place unwanted produce in crates provided in the car park for donations to Saunderton Hostel.

Viewers

1. Will wear masks.
2. Will be asked to provide contact details.
3. Will be advised of restricted toilet facilities.
4. Will be asked to arrive to view from 4.00pm.
5. Stewards will control queuing, entry and SD.
6. Households and individuals may go round more than once.
7. Will be ushered out at 5pm.