



REGULATIONS FOR THE ORGANIZATION OF INTERNATIONAL HORTICULTURAL EXHIBITIONS

OBJECT

In order to enhance the value of true international horticultural exhibitions, to prevent their being held too frequently and to guarantee their success, the horticultural organizations which are members of AIPH have agreed on the following guidelines for the organization of international horticultural exhibitions. The objective of these international horticultural exhibitions is to promote productivity in all sectors of horticulture and the use of horticultural products, as well as the general public's appreciation of this production.

International horticultural exhibitions promote world-wide co-operation in professional horticulture and unhindered free trade in horticultural products and services.

CHAPTER I : GENERAL PROVISIONS AND CONDITIONS

1.1. GENERAL PROVISIONS

The title of "international horticultural exhibitions" may only be used for exhibitions which are recognised by AIPH to be of this kind.

Participants from all countries should be allowed to participate in an international horticultural exhibition under the same conditions in order to permit an unprejudiced comparison between the products of the different countries.

To that end it is necessary that the products of foreign participants can be exhibited as unhindered by measures and restrictions of customs- and phytosanitary rules as products from the organizing country. Products to be displayed should be allowed at the exhibition in their original state (e.g. kind and form of the products, substrates, container growth, varieties and species) and there must be no discrimination between participants from the host country and foreign participants in the international section of an exhibition.

The AIPH member associations should support only those horticultural exhibitions or shows of a specialized horticultural nature which have been recognized by the Council of AIPH after consultation with the AIPH Marketing Committee. In the event of a conflict between exhibitions, AIPH members are obliged to give preference to participation in the exhibition recognized by AIPH.

Application for AIPH recognition must be supported by a member organization of AIPH in the country where the exhibition will be held. The application must be forwarded to the Secretariat General of AIPH.

Approval for horticultural exhibitions can only be granted, if the requesting organization has been a member of AIPH for at least 24 months. The Council of AIPH can make an exception in extraordinary circumstances.

If an application for recognition of an exhibition is not accepted by the AIPH, a new application may only be submitted at least one year after the refusal to accept was notified.

If several countries wish to organize a horticultural exhibition in the course of the same year, AIPH will adjudicate in the matter.

If, after recognition has been granted to an exhibition by AIPH, it transpires that the organizers have not respected the provisions of the regulation, or have respected it only partially, the recognition will be withdrawn, and all members of AIPH will be informed of this decision.

Only one common stand may be accepted per country for an AIPH recognized exhibition. On the common stand, it is naturally permissible to display the name signs of the individual growers who form part of the collective display.

1.2. INSCRIPTIONS IN PROGRAM OF EXHIBITIONS

A decision on the approval of a horticultural exhibition, for which an application for inscription in the AIPH program of exhibitions has been lodged, will be the exclusive responsibility of AIPH.

In order to obtain recognition the completed questionnaire on the exhibition itself and the phytosanitary regulations must be submitted in time. The participation and influence of the profession in the organization and management of the exhibition, the fair treatment of all exhibits for competition, the free access of exhibition products and services for home and foreign exhibitors and the observance of the special AIPH-rules for exhibitions are important criteria for recognition.

The information given in the questionnaire on regulations for commercial trade is for the use of prospective participants only.

1.3. FINANCIAL GUARANTEE

Applicants for recognition of an exhibition by AIPH are obliged to pay a financial guarantee to AIPH directly as the application is submitted, AIPH will send an invoice to the organization that applies for AIPH approval.

Provided that the organizers have fulfilled all their obligations, including the submission of a final report (format as in Appendix 3) not later than ninety days after the closing date, AIPH will refund 20 % of the financial guarantee.

If an application is not accepted by AIPH, or if within one year of definitive recognition the application is withdrawn, 20 % of the financial guarantee will be repaid by AIPH. If an application is withdrawn more than one year after definitive recognition, AIPH reserves the right to retain the whole financial guarantee. After investigation of all circumstances AIPH may decide to refund 20 % of the financial guarantee.

1.4. GATE FEE CHARGE

For A1 and A2/B1 exhibitions, the organizers are bound to pay to AIPH 1% of the total net gate fee income (net means without local taxes and/or VAT); this figure should be reported adequately and promptly to AIPH. Irrespective of the total net gate fee income, the minimum sum to be paid to AIPH is € 70,000 (seventy thousand euro) for an A1 exhibition and € 30,000 (thirty thousand euro) for an A2/B1 exhibition.

For A1 and A2/B1 Exhibitions advanced money should be paid to AIPH within 30 days after the opening of the exhibition. This sum amounts 1% over 50% of the expected gate fee as calculated from the expected number of visitors and the average gate fee per visitor. This first payment must be at least € 50,000 for an A1 Exhibition and at least € 20,000 for an A2/B1 Exhibition.

Within 90 days after the closing date the remaining sum should be paid to AIPH.

AIPH is entitled to require a declaration by an independent financial auditor.

1.5. SERVICES PROVIDED BY AIPH FOR A1 EXHIBITIONS

Under the condition that all requirements as mentioned under 1.4 GATE FEE CHARGE are fulfilled, AIPH will provide the hereafter mentioned services and contributions to the approved exhibitions.

1. AIPH assists in organizing 3 International Honorary Jury rounds and pays for the flight tickets (economy class) and hotel rooms of 4 foreign Honorary Jury Members; at least two of them are to be nominated by the Executive Committee of AIPH.
2. AIPH will maintain and make available a list of skilful international Honorary Jury members.
3. As an alternative to point 1 (regarding the International Honorary Jury) AIPH can participate in a short term indoor-exhibition; this will be decided in consultation with the organizing committee.
4. AIPH donates a prize for the International competition. This prize consists of an AIPH certificate, an 'AIPH award cup' and a sum of € 10,000 (ten thousand euro). This prize will stimulate participation in the exhibition.
5. AIPH will stimulate its member organizations by all means to participate in the exhibition.
6. AIPH will stimulate and contribute by all means (i.e. AIPH website, websites and magazines of AIPH members) to gain publicity for the exhibition and for prize winners.
7. AIPH will assist with all available knowledge as regards technological, infrastructural and horticultural aspects of exhibitions.
8. In exceptional situations the Executive Committee of AIPH can decide to adjust the financial obligations of AIPH that may result from the services mentioned at 1, 3, 4 and 6. The organizing committee will be informed instantly by AIPH if such a situation occurs.

1.6 SERVICES PROVIDED BY AIPH FOR A2/B1 EXHIBITIONS

Under the condition that all requirements as mentioned under 1.4 GATE FEE CHARGE are fulfilled, AIPH will provide the hereafter mentioned services and contributions to the approved exhibitions.

1. AIPH assists in organizing 2 International Honorary Jury round and pays for the flight tickets (economy class) and hotel rooms of 4 foreign Honorary Jury Members; at least two of them are to be nominated by the Executive Committee of AIPH.
2. AIPH will keep and make available a list of skilful international Honorary Jury members.
3. As an alternative to point 1 (regarding the International Honorary Jury) AIPH can participate in a short term indoor-exhibition; this will be decided in consultation with the organizing committee.
4. AIPH donates a prize for the International competition. This prize consists of an AIPH certificate, an 'AIPH award cup' and a sum of € 7,500 (seven thousand five hundred euro) . This prize will stimulate participation in the exhibition.
5. AIPH will stimulate its member organizations by all means to participate in the exhibition.
6. AIPH will stimulate and contribute by all means (i.e. AIPH website, websites and magazines of AIPH members) to gain publicity for the exhibition and for prize winners.
7. AIPH will assist with all available knowledge as regards technological, infrastructural and horticultural aspects of exhibitions.
8. In exceptional situations the Executive Committee of AIPH can decide to adjust the financial obligations of AIPH that may result from the services mentioned at 1, 3, 4 and 6. The organizing committee will be informed instantly by AIPH if such a situation occurs.

CHAPTER II : CATEGORIES OF EXHIBITIONS

2.1. CATEGORY A1 : LARGE INTERNATIONAL HORTICULTURAL EXHIBITIONS

2.1.1. Frequency – number

- Not more than one A1 exhibition per year.
- Not more than one A1 exhibition per country per decade.
- Frequency will be established by agreement with B.I.E.

2.1.2. Duration

- Minimum 3 months.
- Maximum 6 months.

2.1.3. Application

- To be submitted between 12 and 6 years before the opening date of an exhibition.
- AIPH may decide to set up a commission of inquiry (maximum 3 people); this will visit the future site of the exhibition with a view to completing the application file, and establishing any contacts necessary.

2.1.4. Specific provisions

- An A1 exhibition must cover all sectors of horticulture.
- Minimum exhibition area: 50 ha, of which a maximum of 10% is taken up by buildings (excluding buildings used for indoor exhibitions).
- At least 5% of the area occupied by exhibitions is to be reserved for full-time international participants.
- Participation of exhibitors of at least 10 different countries.
- Financial guarantee: € 25,000 (twenty five thousand euro).

2.1.5. Registration by the BIE

Large International Horticultural Exhibitions have to be registered by the International Office of Exhibitions (BIE) in Paris. They should meet the minimum conditions laid down in the applicable regulations of BIE.

AIPH members are required to obtain the recognition of AIPH before making an application through their national government for the registration of an exhibition by the BIE.

A copy of the application for BIE-registration must be sent to AIPH.

2.2. CATEGORY A2 : INTERNATIONAL HORTICULTURAL EXHIBITIONS

An A2 exhibition may be combined with a B1 exhibition. In this situation the conditions of each category are applicable and the caution fees add up.

2.2.1. Frequency – number

- Maximum of 2 A2 exhibitions per year.
- Interval of at least 3 months between their respective opening dates, when they take place on the same continent.
- An A2 exhibition may not coincide with the opening show, the main show or the closing show of an A1 or a B1 exhibition.
- If 2 A2 exhibitions take place on different continents, there must be at least an interval of three weeks between the closing date of the first and the opening date of the second.

2.2.2. Duration

- Minimum: 8 days.
- Maximum: 20 days.

2.2.3. Application

- To be submitted at least 4 years before the opening of the exhibition.
- If different countries submit an application to organize an A2 exhibition in the same period, AIPH shall decide, after examination of the various files.

2.2.4. Specific provision

- Minimum area : 15.000 m2 (gross), of which at least 2.000 m2 shall be reserved for foreign participants.
- Participation of exhibitors of at least 6 different countries.
- Financial guarantee : € 10,000 (ten thousand euro).

2.3. CATEGORY B1 : HORTICULTURAL EXHIBITIONS WITH INTERNATIONAL PARTICIPATION – LONG DURATION

A B1 exhibition may be combined with an A2 exhibition. In this situation the conditions of each category are applicable and the caution fees add up.

2.3.1. Frequency – number

- Not more than one B1 exhibition per calendar year.
- AIPH can agree to make an exception to this general rule where this concerns a show in another hemisphere or after due consultations with all parties concerned when a show is so far away that no interference of participants and visitors can be expected.

2.3.2. Duration

- Minimum: 3 months.
- Maximum: 6 months.

2.3.3. Application

- To be submitted between 7 years and 3 years before the opening date of the exhibition.

2.3.4. Specific provisions

- Minimum area: 25 ha. of which a minimum of 3% are to be reserved for foreign participants.
- Financial guarantee: € 5,000 (five thousand euro).

2.4. CATEGORY B2 : HORTICULTURAL EXHIBITIONS WITH INTERNATIONAL PARTICIPATION – SHORT DURATION

2.4.1. Frequency – number

- Not more than 2 B2 exhibitions per year.
- A B2 show may not coincide with the 3 most important component shows of an A1 or B1 exhibition, or with an A2 exhibition, except with the express agreement of the organizers of these exhibitions.

2.4.2. Duration

- Minimum : 8 days.
- Maximum : 20 days.

2.4.3. Application

- To be submitted at least 2 years before the opening of the exhibition.

2.4.4. Specific provisions

- Minimum area: 6.000 m² (gross), of which at least 600 m² shall be reserved for foreign participants.
- Financial guarantee: € 2,500 (two thousand five hundred euro).

CHAPTER III : PRINCIPLES FOR THE REGULATION OF INTERNATIONAL PARTICIPATION

In each country/region where an exhibition is planned, there must be one organization or committee responsible for the participation in an international horticultural exhibition.

This should be the function of an AIPH member organization. If the member organization adopts other arrangements, AIPH must be informed.

All exhibitors must be approved by the exhibitions committee of the country which wishes to participate in an international horticultural exhibition. It will be possible in this manner to prevent particular undesirable exhibitors from participating in an international horticultural exhibition.

Exhibitions which have been registered with the BIE should only admit or reject foreign exhibitors with the approval of the Commissioner of the Government of the country concerned.

International horticultural exhibitions which have been recognized by AIPH must set up a committee consisting of one delegate from each of the participating countries. The function of committee is to ensure the equal observance of the rights and duties of exhibitors and they should be enabled, in an advisory capacity, to assist the organizers of exhibitions in laying down the conditions for exhibiting and for the regulation of the award of the prizes.

Reimbursement of travel and lodging costs of delegates (travel tickets, hotel costs, subsistence etc.) is the responsibility of member organizations or the organizing committees in the various countries.

CHAPTER IV : COMPETITIONS, JUDGING AND AWARDS

Competitions are an important component of horticultural exhibitions. They stimulate the interest of both participants and visitors; they provide incentive for exhibitors and enable organizers to reward excellence.

Organizers of international horticultural exhibitions are therefore required to include competitions in their events, to make efficient arrangements for their judging and to award appropriate prizes to those whose exhibits are of exceptional quality. Organizers are required to provide information about these aspects when answering the enclosed questionnaire and their response will be taken into account in the review procedure. However, AIPH recognizes that arrangements for these activities will differ between exhibitions. Therefore recommendations have been prepared for the guidance of organizers (Annex 1).

The organizers are obliged to send to the AIPH secretariat details of the regulations relating to their competitions not later than six months prior to the opening of the exhibition concerned.

CHAPTER V : GENERAL REGULATIONS FOR EXHIBITORS

5.1. CONDITIONS FOR PARTICIPATION

The organizers must notify the conditions for participation, and submit them in the English language to AIPH:

- at least three years before the opening date of an A1 exhibition for outdoor exhibitions;
- at least two years before the opening date of an A1 exhibition for indoor exhibitions;
- at least one year before the opening of an A2 exhibition.

5.2. TRANSPORT COSTS

The organizers shall undertake to contribute to the costs of two-way transport of plants and materials necessary for the building of the stands.

The minimum contribution to these costs shall be reimbursement of the two-way trip from the national border (customs post, port, airport) to the location of the exhibition.

These costs are calculated on the basis of transport rates applicable in the host country.

No payment shall be due for the return leg of the journey:

- for cut flowers;
- if the plants on the exhibition stand are sold in the country where the show is taking place.

5.3. CUSTOMS FORMALITIES

Exemption from customs which is normally granted for exhibitions products must be ensured. Moreover, it is recommended that each country should also endeavor to obtain exemption from custom duties in the country in which the exhibition is held for products exhibited which will be offered free and will remain in that country.

For category A exhibition, the possibility of local customs clearance at the exhibition site must be provided.

In any case, for all categories of exhibition, all possible facilities concerning customs clearance must be provided, both for importation and re-exportation.

5.4. PLANT HEALTH REGULATIONS

The organizers of the exhibition must guarantee three years before the start of the exhibition that there will not be any phytosanitary obstructions during the exhibition.

General principle : the same treatment must apply to plants belonging to exhibitors from the host country and foreign participants.

The provisions applicable to importation and exportation must be made as flexible as possible.

Phytosanitary checks must be made without causing loss of time, preferably on the exhibition site.

5.5. STAND EQUIPMENT AND THE STAGING OF GOODS

The exhibition hall and grounds must be made available to the collective and individual country exhibitor without charge. The organizers of the exhibition must supply at no cost the materials which are necessary for exhibition purposes (substrate, soil, water, electricity etc.) in the stand or the exhibition ground; if necessary, the heating of the exhibition halls must be provided at no charge.

These conditions must also be applicable to personnel employed for heavy work and made available by the organizers. The costs of the personnel employed in the erection and finishing off of stands or the preparation of the exhibition area are to be paid by the exhibitors.

For a short term exhibition, the maintenance during the exhibition of products exhibited in exhibition halls is the responsibility of the exhibitor.

However, in the case of products exhibited in the open and in the case of long term exhibitions in halls, their maintenance and care are the responsibility of the organizers.

5.6. INSURANCE

Organizers of and exhibitors at international horticultural exhibitions must take out an insurance for civil liability.

5.7. CALCULATION OF RECOMPENSES WHEN PARTICIPATING IN INTERNATIONAL HORTICULTURAL EXHIBITIONS

In view of the fact that the number of applications for approval of exhibitions increases regularly and that each entry involves a considerable financial outlay on the part of producers, AIPH will only give approval for exhibitions which guarantee to participants:

- either money prizes or
- indemnification for the loss of value of exhibited plants.

5.7.1. Overall amount of money prizes

Organizers who decide to award money prizes must consult the AIPH Marketing Committee on the overall value of money prizes to be awarded for an exhibition.

5.7.2. Methods of indemnification for loss of value

Indemnification must be made for flowers or plants which have been entered for competition or exhibited as being not for competition – commercial or specimen plants.

Supplementary plants which are only used for decoration or for finishing off stands should not be taken into consideration.

A restricted international committee of 4 or 5 persons appointed in agreement with AIPH determine at the end of the exhibition, the loss of value of exhibited products. For the calculation of compensations for the lesser value of exhibited products, not only will the wholesale value at the most approximate market be taken into account, but also the retail value in the region where the exhibition takes place.

In case certain products are not sold at the wholesale market, the basis for calculation will be 50% of the retail price.

The scale of the percentages of loss of value drawn up by AIPH (Annex 2) on the basis of plant perishability, may be used as a guideline.

In addition to such indemnification, supplementary payments must be made taking into account local conditions: the duration of the exhibition, the exhibition of plants near entry doors or heating radiators etc.

Payment of the agreed amount for loss of value (0 to 100%) must be up to 70%, the other 30% must be deemed to reflect the advertising value which an exhibitor obtains from his participation in an exhibition.

If there is payment for loss of value, this must also be available to exhibitors who have sold their plants on the spot.

5.8. PARTICIPATION IN COMPETITIONS

The organizers must guarantee that all exhibitors who participate in an international exhibition will be entitled, without discrimination of nationality, to participate in all the competitions which are organized by the organizing committee and to be eligible for prizes awarded by this committee.

5.9. ADVERTISING FOR OTHER EXHIBITONS

The organizers of AIPH registered exhibitions must allow the organizers of other AIPH registered exhibitions to place advertising signs in the stand of their country, or in the immediate vicinity of their stand.

The scale and content of such advertising/information should be agreed between the organizer and the exhibitor.

In the absence of the country where an exhibition being promoted is to take place, the organizers shall provide space for advertising, in a place which is accessible to the public.

Any costs in connection with such advertising will be met by the exhibition arranging it.

5.10 PRESS CENTRE

A press centre shall be set up at least 7 days before the opening of the exhibition. This centre will remain open for the duration of the event.

5.11 REPORT ON INTERNATIONAL HORTICULTURAL EXHIBITIONS

The organizer of an international horticultural exhibition, approved by AIPH must complete a report about the exhibition and send it to the general secretariat of AIPH within ninety days of the closure of the event.

To complete the report, the form in Annex 3 may be used as a guideline.

5.12 WORKING PERMITS

The organizer of an international exhibition has to inform the international exhibitors about the rules and regulations of working permits.

CHAPTER VI : COMMERCIAL ACTIVITIES AND SPONSORSHIP

6.1 SPONSORSHIP

All participants in AIPH recognized exhibitions shall be free to negotiate financial and other support from third parties, provided that support is permissible under the legislation of the host country and, in the case of BIE recognized events, complies with that organization's requirements.

Organizers of all exhibitions recognized by AIPH shall include in their conditions for participation full details of any restrictions which will apply to the display of advertisements, the distribution of literature and any other activities intended to promote products and services other than those exhibited by the participant.

These conditions shall permit participants to promote such products and services but the organizers are entitled to limit the inclusion of or reference to them to a maximum of 5% of the total surface area of the exhibit itself.

As far as publicity is made within the exhibition, sponsorship agreements concluded by exhibitors may not be conflicting with the sponsorship interests of the organizer of the exhibition nor with the image of the exhibition.

On collective country exhibits of exhibitions the sale of national products which might be in conflict with agreements of the organizer made with sponsors must be allowed.

6.2 COMMERCIAL ACTIVITIES

Retail sales on the stand are prohibited.

Within the exhibition, direct sales to visitors may only be made in rooms or areas of the exhibition especially reserved for this purpose. The costs of providing such a room or area will be met by the exhibitor.

With a view to distribution of commercial information, an information area can be made available **ONLY FOR THE TRADE** in the NATIONAL stands (stands representing countries, or regions if the country itself is not taking part, or of communities which are representing a country).

An information area is only allowed on national stands with a minimum area of 500 m² (or when 500 m² was requested but not granted).

The maximum area of this information area: 100 m² to be set up and incorporated in the stand in such a way that it is not "visible" to the general public.

The form, layout and design of the information stand must be submitted to the organizers for approval.

The cost of setting up an information stand will be met by the exhibitor.

6.3 COMMERCIAL CONTACT DAYS

In order to improve the commercial appeal of A1 and A2 exhibitions, the organizers must make it possible for participants to organize commercial contact days.

CHAPTER VII : DISPUTES

Disputes between organizers and participants must be submitted to a disputes committee.

For A1 exhibitions, this committee shall consist of the commissioners general of the participating countries – for other exhibitions this committee shall be composed of representatives of the organizers, of the participating countries, and AIPH.

ANNEXES

1. Guidelines for competitions, judging and awards.
2. Plant perishability and indemnification.
3. Scheme for drawing up a report on an international horticultural exhibition approved by AIPH.
4. Procedure and criteria to award the AIPH Design prize for A1 and A2/B1 exhibitions.

ANNEX 1

COMPETITIONS, JUDGING AND AWARDS

Competitions:

1. All exhibitors should have the opportunity to participate and be eligible for awards.
2. Competitive classes should provide for the assessment of whole exhibits, groups of plants and individual plants. A list is available from the AIPH secretariat giving examples of such classes.
3. A schedule of all competitive classes should be made available to judges before they assemble for the judging process; when they do so, they will also receive full details of the exhibits which they are to judge.

Judging:

1. Organizers should ensure that arrangements for the judging of exhibits are prepared well in advance of the exhibition's opening.
2. Members of juries should be appointed at least three months prior to the judging itself. A list of these members must be sent to the secretariat of AIPH three months prior to the judging.
3. Organizers of Category A exhibitions should appoint a International Honorary Jury (or Grand Jury); this should have a membership of at least 7, with the Chairman and a majority of members drawn from outside the host country. At least two members are to be nominated by the executive committee of AIPH. While the appointment of some distinguished persons who are not horticulturalists is acceptable, organizers must ensure that the Jury of Honor incorporates a high level of horticultural expertise.
4. The Grand Jury is responsible for validating the awards of other juries; it will judge and make awards itself in the principal international classes.
5. Other classes at Category A exhibitions will be judged by juries of not less than three members, some of whom will be drawn from all the countries participating in the exhibition. These juries will be composed solely of horticulturalists expert in the classes which they judge.
6. In the case of Category A1 events, the Grand Jury and other juries responsible for awards to permanent exhibits should meet at least three times during the exhibition; for B1 events the juries should meet at least two times during the exhibition. Their final decisions will take account of performance throughout the event.
7. Exhibits at temporary shows held within such exhibitions should be judged separately, by juries of not less than five members who must complete their judging prior to the opening of the show.
8. In the case of a combined A2/B1 exhibition, the Grand Jury will perform the judging of the A2 part together with the first round of the B1 judging. The judging process must be completed prior to the opening of the exhibition; information on the awards made should also be displayed by this time.
9. Each member of a jury shall have one vote.
10. Organizers may appoint panels of technical experts to advise juries, although these experts will not have voting powers.
11. Documents distributed to juries and forming part of the judging process should be available in the languages of the judges involved.
12. Any dispute arising during or as a result of the judging process will be resolved by the Grand Jury at Category A events and by the senior jury appointed at other exhibitions.

Awards:

1. Full details of the prizes to be awarded should be made available to prospective participants not later than six months prior to the opening of the exhibition.
2. Each competitive class should have allocated to it at least three awards but juries may, at their discretion, present more (or less) if the quality of exhibits merits this.
3. In the case of Category A exhibitions, prizes will be awarded by the Grand Jury to the principal exhibits of both the host country and foreign participants. A certain number of such prizes shall be reserved for each of these two categories; exhibits from any one country shall not receive more than one premier award.

4. Exhibitors who are awarded prizes should be notified formally by the organizers of their success as soon as possible; the timing of the presentation of such prizes shall be at their discretion.
5. The total number and value of prizes available shall be determined by the organizers, although information on this aspect is requested in the enclosed questionnaire and will be taken into account in the review process.

ANNEX 2

PLANT PERISHABILITY AND INDEMNIFICATION

A.	Cut flowers including the flowers of exhibited flowering orchid plants as well as flowers exhibited with their bulbs		100%
B.	Flowering plants:		
1.	Azalea Indica	(35%)	50%
2.	Azalea Mollis and Japonica	(20%)	40%
3.	Rhododendron	(20%)	30%
4.	Orchid plants		30%
	e.g. Cattleya, Phalaenopsis, Vanda, Miltonai, Oncidium, Cymbidium, Paphiopedilum		
5.	Other flowering plants:		100%
a.	in pots		
	e.g. Cyclamen, Primula, Cineraria, Calceolaria, Kalanchoe, Sinningia, Begonia elatior, Saintpaulia, Chrysanthemum, Euphorbia (Poinsettia)		
	e.g. Hydrangea, Clivia, Bougainvillea, Cactaceae (in flower), Bromeliaceae in flower (Aechmea, Vriesea, Tillandsia)		50%
b.	bedding and balcony plants		100%
	Pelargonium, Petunia, Ageratum, Viola, Begonia tuberosa. Begonia graciles and semperflorens, Bellis perennis, Zinnia, Callistephus, Salvia, Tagetes		
C.	Foliage plants: (IN SOIL AND HYDROSUBSTRATE)		
1.	from heated glasshouses:	(30%)	40%
	e.g. Codiaem (Croton), Dieffenbachia, Cordyline terminalis, Dracaena deremensis, Caladium, Cosos, Howea, Anthurium Marantaceae, Bromeliaceae with plumed foliage not in flower		
2.	from inheated of air-conditioned glasshouses:	(20%)	30%
	e.g. Ficus (species), Philodendron, Phoenix, Asplenium, Adiantum, Platycerium, Pteris, Cactaceae (not in flower), Nephrolepsis, Sanseveria		
D.	BONSAI		
1.	Indoor-bonsai		
a.	up to a plant value of € 100		20%
b.	up to a plant value of € 500		10%
c.	with a plant value of more than € 500		5%
2.	Outdoor-bonsai		
a.	up to a plant value of € 100		20%
b.	up to a plant value of € 500		10%
c.	up to a plant value of € 500		2%
d.	up to a plant value of € 2.500		1%
e.	with a plant value of more than € 2.500		0,5%
E.	Perennial plants: (20%)		30%
F.	Nursery products:		
1.	CONIFERS	(20%)	20%
2.	BROAD-LEAVED TREES	(20%)	30%

ANNEX 3

REPORT ON INTERNATIONAL HORTICULTURAL EXHIBITORS APPROVED BY AIPH

Organizers of these exhibitions are required to complete this form and send it to the general secretariat within ninety days of the closure of the event.

The relevant section of the AIPH Guidelines for the organization of international Horticultural Exhibition is shown where these apply.

GENERAL

1. Location
2. Dates of opening and closing
3. Organization responsible
4. AIPH category
5. Total attendance in number of visitors
6. Total area of exhibition site
7. What will be the use of the site after the closing of the exhibition?
8. Area of structure used for short/indoor shows (Categories A1 and B1 only)
9. Number of short/indoor shows held (A1 and B1 only)

INTERNATIONAL PARTICIPATION

10. Number of countries which participated:
 - a. throughout the exhibition
 - b. in indoor/short shows (for A1 and B1 only)
10. Total area occupied by exhibits remaining throughout the exhibition:
 - a. from the host country
 - b. from other countries

INTERNATIONAL COMPETITIONS

11. a. Were regulations for the organization of competitions and the award of prizes sent to AIPH-members and the General Secretary? (Ch. IV.1)
- b. Was an International Honorary Jury appointed in accordance with the AIPH Guidelines? (Ch. IV.2)
- c. Were technical juries or panels appointed? (Ch.IV.2)
- d. What was the total value of money prizes awarded? (Ch.V.5.)
- e. What total sum was paid to exhibitors in compensation for the depreciation of their plant material? (Ch.V.7.)
- f. Have these sums been paid to exhibitors entitled to them?

OTHER ASPECTS

12. a. Were the transport costs of exhibitors reimbursed in accordance with AIPH Guidelines? (Ch.V.2.)
- b. Were special arrangements made for the inspection of plant material imported by exhibitors – near or at the exhibition site? (Ch.V.2.)
- c. How many international participants included information stands in or associated with their exhibits? (Ch.V.7.)

ANNEX 4

PROCEDURE AND CRITERIA TO AWARD THE AIPH INTERNATIONAL HONORARY AWARD (Design Prize) FOR A1 AND A2/B1 EXHIBITIONS

This annex describes the procedure and criteria to award the AIPH International Honorary Award to be given to the winners of the competitions in A1 and A2/B1 exhibitions approved by AIPH, according to paragraph 1.5 item 4 and 1.6 item 4 of the AIPH regulations on exhibitions.

PROCEDURE:

1. The Grand Jury will decide about the winner of the AIPH award and prize. They will conclude after the first Jury round, just prior to the opening of an exhibition.
2. The certificate, ornament/cup and money prize will be awarded to one winner.
3. Both indoor and outdoor international participants will compete for the AIPH prize.

CRITERIA:

1. The garden/presentation should in its design be innovative or exemplary for the participants' typical national garden design.
2. The garden/presentation should contribute to the promotion of the 'Plants for People' or 'Green city' concept.
3. The garden/presentation should be of high quality in material and plants used.