



AIPH

AIPH Regulations for Category A1 World Horticultural Exhibitions

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International Association of Horticultural Producers

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Section 1

AIPH Objective and Role

The AIPH objective for international horticultural exhibitions (Expos) is to promote the products of the horticultural industry to the general public, businesses and governments and to increase global appreciation for horticulture in terms of its benefits to individuals and societies.

The role of AIPH is to ensure expos are successful through a defined approval and monitoring process and through regulating the number of permitted expos.

Successful expos will:

- Stimulate the increased use of plants to improve the health and wellbeing of society, the enhancement of the environment and the strengthening of economies.
- Clearly demonstrate society's need for horticulture and the role it plays in linking people with their environment.
- Bring together horticultural excellence from different countries to promote the best knowledge and practice from all over the world and to celebrate cultural and horticultural diversity.
- Promote productivity and international co-operation in professional horticulture

Section 2

AIPH Governance and Regulatory Authority

The International Association of Horticultural Producers (AIPH) is an international non-profit association registered in Brussels, Belgium. Registration number 546.558.178.

The approval and implementation of the AIPH Regulations for International Horticultural Exhibitions is done in accordance with the Charter and Internal Regulations of AIPH as published on the AIPH website www.aiph.org.

AIPH has international responsibility for the approval of international horticultural exhibitions.

A1 Exhibitions:

According to Article 4.B.2 of the Convention Relating to International Exhibitions, the Bureau International des Expositions (BIE) will grant recognition to A1 horticultural exhibitions approved by the International Association of Horticultural Producers (AIPH), provided that there is an interval of at least two years between such exhibitions in different countries and at least ten years between events held in the same country; due to be held in the interval between two registered exhibitions.

A1 International Horticultural Exhibitions must comply with the Regulations of both AIPH and BIE.

Section 3

Definitions

1. The Expo Organizer is the body that signs the Expo contract with AIPH and takes on the full responsibility of complying with the regulations. It must be clearly defined by the Expo Organizer in agreement with AIPH.
2. Official Participants to an international Expo are foreign governments and international organisations that accept the official invitation of the Expo Organizer and its national government to participate in the Expo. Other participants may include exhibitors from countries which are not

officially represented and lastly those who are authorised in accordance with the regulations of the exhibition to carry on some other activity, in particular those granted concessions.

3. The Expo Contract is the contract concluded between AIPH and the future Expo Organizer as approved by the vote of AIPH members, after the approval. The Expo contract is designed to ensure that all parties understand and agree to the responsibilities that must be taken on to create a successful Expo.

4. The Expo Organizer is represented by the Commissioner General who will take responsibility for matters relating to AIPH.

5. The Government of the host country shall appoint the Commissioner General of the Exhibition who shall be authorised to represent the Government in all matters concerning the exhibition.

6. The Commissioner General shall ensure that the fulfilment of the commitments taken to the Official Participants and the compliance with the provisions of these Exhibition's General Regulations.

7. The Commissioner General shall forward all decisions of the Expo Organizer and Official participants concerning their participation in the Expo to AIPH, through regular reporting.

8. An international A1 Exhibition may be approved by AIPH if at least 10 countries participate in it. AIPH International Exhibitions are commonly referred to as AIPH Expos, including in these regulations. Expos and Exhibitions should be treated as equivalent terms.

Section 4
A1 Exhibition Category

Expo class	Expo name	Frequency	BIE approval	Duration	Application period	Specific provisions	Fees
A1	World Horticultural Exhibition	Not more than one at any time Not more than five per decade Not more than one per country per decade	Required	Minimum 3 months Maximum 6 months	Application submitted 6-12 years before opening date	Minimum exhibition area of 50ha of which a maximum of 10% is taken up by buildings (excluding buildings used for indoor exhibitions) Minimum indoor exhibition space of 1,500 sqm for international participants. At least 5% of the exhibition area reserved for full-time international participants Minimum of 10 countries participating Invitations can be issued through diplomatic channels	Financial Guarantee: €150,000 (one hundred and fifty thousand euros) 12-10 years before opening: €500,000 (five hundred thousand euro) 10-8 years before opening: €550,000 (five hundred and fifty thousand euro) 8-6 years before opening: €600,000 (six hundred thousand euro) 6-4 years before opening: €650,000 (six hundred and fifty thousand euro)

							thousand euro) Less than 4 years before opening: €750,000 (seven hundred and fifty thousand euro) See Annex VIII for detail
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Section 5 Application Process

5.1 Application process

Application for AIPH recognition must be supported by a Full Member organization of AIPH in the country where the exhibition will be held.

In the case of a country where there is no Full Member of AIPH an application can be submitted without the support of a Full Member of AIPH but the financial guarantee will be increased by 100% and AIPH may require further investigative work which will be at the cost of the applicant.

A1 Expo applications should have the documented support of the national government.

The Organizer recognizes that in relation to the planning, constructing, organizing and running of the Expo, it will be necessary to ensure government support and cooperation, including but not limited to, subjects indicated in section 13. Therefore, the confirmation of support from national government should be provided in form of the letter(s) including but not limited to, guarantees of support on the following subjects:

- 1) International participation and invitations to other countries to become official participants at the Expo
- 2) Visa, entry, working permits and importation formalities
- 3) Customs Formalities
- 4) Plant Health (national phytosanitary regulations)
- 5) Tax assistance

The application must be submitted to the Secretariat General of AIPH at least 6 weeks prior to the next AIPH Exhibitions Committee and General Meeting. The Secretariat General reserves the right not to put forward for approval any application received later than this.

An application will consist of the following documents:

- AIPH questionnaire
- Feasibility study (see Annex VIII for the list of items to be covered)
- AIPH Site inspection report (provided by AIPH within 6 weeks of inspection)
- Formal letter of support from the AIPH member (if applicable)
- Formal letter requesting approval from the organization or authority making the application. This should be signed by the most senior person in that organization

- Confirmation that the necessary finance will be provided to deliver the proposed exhibition
- Confirmation of support from national government. Letter(s) to be signed at least on ministerial level.

The relevant financial guarantee must be paid to AIPH 30 days prior to the AIPH meeting where the application will be considered or before an AIPH Site Inspection, whichever is sooner.

The documents will be circulated to all AIPH members prior to the next Exhibitions Committee and General meeting.

The applicant will be invited to make a presentation of the application during the meeting of the AIPH Exhibitions Committee.

5.2 Site inspection prior to approval

The first site inspection should be organized at least 6 weeks prior to the next AIPH Exhibitions Committee and General Meeting.

The number of inspectors within the AIPH inspection team will be determined by AIPH. Following the first inspection a report will be produced by the AIPH inspection team. This report will be made available to the organisers and to AIPH Members.

Organisers are required to provide, at their cost, the following for up to five AIPH inspectors per visit:

- Hotel accommodation
- Food and drink
- Transportation from point of arrival for the duration of the visit

In addition, organisers are required to cover the cost of:

- Travel costs for the inspectors from their home destination. This includes flight costs (minimum of business class for flights over four hours), rail travel and car mileage depending on the form of transport.
- Visa-related expenses for inspectors, including transport to the closest visa centre, visa and consular fees
- Vaccinations for the inspectors if recommended or mandatory

Section 6 Approval

AIPH will consider the application in closed session and inform the applicant of the decision at the earliest opportunity. The General Meeting is entitled to grant approval subject to conditions.

In the event that there is competition for a particular time period for hosting an exhibition AIPH will reach a judgement on the matter, with the General Meeting deciding which applicant shall be granted approval.

In arriving at its decision AIPH shall take into account the considerations put forward and, in particular, any special reasons of an historical or ethical nature, the period which has elapsed since the last exhibition, and the number of displays/gardens already organised by the competing countries. Except in exceptional circumstances AIPH shall give preference to an exhibition organised in the territory of AIPH members.

For Class A1 World Horticultural Exhibitions it is necessary to gain recognition from the BIE (www.bie-paris.org). AIPH approval is required prior to making an application to BIE.

The opening and closing dates of an exhibition and its general features shall be laid down at the time of approval and may be changed only with the agreement of AIPH.

An applicant which has been granted the approval of an exhibition shall lose all rights arising from the approval if it changes the date reserved for the exhibition, except if the General Meeting of AIPH provides the authorization for a change of opening or closing dates of an exhibition. If an applicant wishes to organize the exhibition at another date, the applicant concerned shall make a fresh application.

Approval remains provisional (not full approval) until the following aspects have been completed:

- AIPH has received full payment of the Financial Guarantee
- Contract is signed between AIPH and the Organiser
- Any other conditions have been satisfied.

Section 7 Gifts

No valuable (exceeding 100 euros or equivalent) gifts or gratuities may be given to or accepted/received by AIPH Members, staff or representatives from Exhibition applicants or organisers or from those representing them. Exempted of this clause are payments to members of an International Honorary Jury, as outlined in Section 9.

Valuable gifts are goods or items of value, cash or cash equivalents, such as cheques, honorariums, money orders, stocks and savings bonds. Gift certificates and gift cards are not considered cash equivalents but are subject to the limitation on common business courtesies.

Gratuities are favours or gifts, usually without any tangible form, which include any free or discounted items or services, such as meals, entertainment event tickets, accommodation or travel expenses, for which payment is normally required.

No advantage or promise of an advantage may be made to or accepted by an AIPH Member, staff or representative.

These restrictions shall be respected by the AIPH Members, staff, representatives, applicants, governments and by all those acting on behalf of or supporting the applicant.

The same restrictions apply to the applicants' relations with third parties, in particular the media.

Section 8 Reporting to AIPH

8.1 Evolution of contents of regulations, guides and other directions

Following approval from AIPH, the Expo organiser consents to all terms and conditions set forth in the regulations, guides and other directions from AIPH. The organiser recognizes that whereas the current regulations, guides and other directions which are contained in the regulations and the Expo Contract reflect the current position of AIPH, they may evolve as a result of changes and may be beyond the control of the parties. AIPH reserves the right to amend the regulations, guides and other directions and issue new manuals, guides and directions so that the Expos may be organized in the best possible manner. Amended regulations, guides and other directions will be applicable to all Expos, upcoming and already approved. Should the Expo organiser believe that any such

amendments or new directions may result in changing its financial obligations to AIPH, they should inform AIPH in writing within thirty (30) days of AIPH's issuing of any such amendment, regulation, guide or direction. AIPH and the Expo organizer shall then re-negotiate their initial agreement to address material effects in a mutually satisfactory manner.

8.2 Before the Expo

Following approval from AIPH, organisers are required to verbally report progress to AIPH meetings and field questions from members, including financial information, and other details regarding the planning, organising, financing and running of the Expo, as well as information on Expo legacy, whenever AIPH requests the organisers to do so. Reports must be presented in English. The frequency of reports required will be specified by the AIPH Secretariat General but will be at least once per year following approval.

In the year following AIPH approval, the Expo Organizer must submit a detailed Expo Milestones plan to specify intended dates for all Expo operations. This plan will be reviewed by AIPH and used to check conformity at regular on-site inspections.

Following approval organisers will be subject to regular (at least annual) on-site inspections.

During the four years prior to an A1 Class exhibition organisers will be subject to the following on-site inspections:

Four years before opening of exhibition

- One on site visit by AIPH inspector(s) – See Annex I for '4 years before' inspection

Three years before opening of exhibition

- One on-site visit by AIPH inspector(s) – See Annex II for '3 years before' inspection

Two years before opening of exhibition

- One on-site visit by AIPH inspector(s) – See Annex III for '2 years before' inspection

One year before opening of exhibition

- One on-site visit by AIPH inspector(s) – See Annex IV for '1 year before' inspection

The number of inspectors within the AIPH inspection team will be determined by AIPH. Following each inspection, a report will be produced by the AIPH inspection team. This report will be made available to the organisers and to AIPH Members.

AIPH reserves the right to require more frequent inspections if non-conformities are identified during an annual inspection or if requested by the organiser.

Organisers are required to provide, at their cost, the following for up to five AIPH inspectors per visit:

- Hotel accommodation
- Food and drink
- Transportation from point of arrival for the duration of the visit

In addition, organisers are required to cover the cost of:

- Travel costs for the inspectors from their home destination. This includes flight costs (minimum of business class for flights over four hours), rail travel and car mileage depending on the form of transport.
- Visa-related expenses for the inspectors, including transport to the closest visa centre, visa and consular fees

- Vaccinations for the inspectors if recommended or mandatory

For any additional inspections required beyond the annual inspections (at request of AIPH or the organiser) then an additional fee per day will be required to cover the additional time cost. Fees will be specified by Secretariat General.

The organiser will make provision for an AIPH staff member to be present on site during the two months prior to opening to manage relations with international participants. All transport, food, and accommodation costs will be covered by the organiser.

8.3 Final Reports

Exhibition organisers are required to submit a final report to the AIPH Secretariat within 90 days of the closing of the exhibition. The report must include the points outlined in Annex V.

Section 9 Sanctions

If, after approval has been granted to an exhibition by AIPH, it transpires that the Expo Organizer has not respected the provisions of the regulations, the Expo contract or any other requirement or guideline, or have respected them only partially, the approval will be withdrawn, and all members of AIPH will be informed of this decision.

In the event that inspection visits highlight serious concerns that could prevent the organisers from achieving the quality of exhibition required by AIPH or if the exhibition fails to meet other obligations to AIPH then AIPH reserves the right to withdraw its approval of the exhibition.

Any decision to withdraw approval would require majority approval by the AIPH General Meeting.

In the event that approval is withdrawn there would be no reimbursement of any of the financial guarantee and the organisers would be liable to pay to AIPH the full licence fee payment as agreed at the original approval.

When approval is withdrawn the exhibition must remove all reference to AIPH in any communication relating to the event.

AIPH will inform BIE of its decision.

Section 10 Services Provided by AIPH

AIPH will provide the following services to approved A1 exhibitions:

10.1. International Honorary Jury

- AIPH assists in organizing 3 International Honorary Jury rounds and will nominate four foreign Honorary Jury Members.
- AIPH will maintain and make available a list of competent International Honorary Jury members.
- AIPH donates a prize for the International competition. This prize consists of an AIPH certificate, and an 'AIPH award trophy'.

Organisers are required to provide, at their cost, the following for the AIPH Jury members per Jury round:

- Hotel accommodation
- Food and drink
- Transportation from point of arrival for the duration of the visit

In addition organisers are required to cover the cost of:

- Travel costs for the Jury members from their home destination. This includes flight costs (minimum of business class for flights over four hours), rail travel and car mileage depending on the form of transport.
- Visa-related expenses for the Jury members, including transport to the closest visa centre, visa and consular fees
- Vaccinations for the Jury members if recommended or mandatory

10.2 Promotional services, expert support and networking opportunities

- AIPH will encourage its member organizations by all means to participate in the exhibition.
- AIPH will promote the exhibition and seek to gain publicity for the exhibition and for prize winners through the AIPH website, media releases and newsletters. AIPH will also seek to attract more international visitors to the exhibition.
- AIPH will endeavour to respond to questions relating to technological, infrastructural and horticultural aspects of exhibitions or to recommend appropriate consultancy support.
- AIPH will give access to the 'AIPH Guide for the Organisers of International Horticultural Exhibitions' as well as to related Technical Guidance Notes
- AIPH will provide access to the Final Reports from previous Exhibitions
- In exceptional situations the Executive Committee of AIPH can decide to adjust the financial obligations of AIPH. The organizing committee will be informed by AIPH if such a situation occurs.

10.3 Additional services

If necessary, AIPH can provide support in the development and organization of competitions during the Expo, subject to additional fees to be defined with the Expo organizer according to the level of support and AIPH investment required. This may include the following:

- Assistance in preparing competition rules
- Assistance in organization and management of the juries (national and international competitions)
- Assistance in determining the results of jury deliberations

Section 11 **AIPH Garden**

In all A1-Class exhibitions the Organiser must provide space for AIPH to promote its activities.

If the Organiser would like AIPH to participate with a garden, a minimum funding of 300,000 euros (three hundred thousand euros) should be allocated by the Organiser, for the purposes of design, construction, maintenance and staffing.
The allocated funding is payable to AIPH prior to design and construction costs being incurred.
In case the Organiser assists AIPH in elaborating the Garden, AIPH reserves the right to approve the proposed design and constructor.

Section 12 **Use of AIPH Brand**

AIPH brand must be used in association with the promotion and endorsement of exhibitions. Following approval by AIPH the Organisers are required to follow the AIPH Brand Use Rules as outlined in Annex VI.

As a minimum the AIPH brand must be used as follows:

- In all promotional material produced for the exhibition
- On the exhibition website (including the homepage), including link to AIPH website
- In all communications to the international network, such as Expo presentations at the BIE, AIPH, at other exhibitions
- On information provided to exhibitors
- On media releases
- Visible at exhibition entrances and on signage
- On exhibition entry tickets
- On flags displayed. An AIPH flag of large dimensions must be flown for the entire duration of the event at a prominent position
- At Expo opening and Closing ceremonies

The AIPH brand can be used on merchandise sold from the exhibition. In this case all uses must obtain prior approval from the AIPH Secretariat and may be subject to a royalty charge.

Section 13 **Relationships with the media and AIPH**

Expo organizer agrees that all press releases and any other communications with the media in host country or internationally, quoting AIPH President, members, Secretary General or office holder, or mentioning details about AIPH, must be submitted to AIPH for prior written approval.

Expo organizer shall appoint a media contact for AIPH and ensure that AIPH is provided with media information relating to the Expo in English.

Section 14 **Expo venue**

The Expo Organizer recognizes that the Expo Venue is a central element for Expo organisation.

Expo Venue, permanent and temporary Infrastructure outside the Expo venue, shall be completed before the Expo opening date. Updates of such progress shall be submitted to AIPH on a regular basis and upon AIPH's request. In case of non-completion of the Expo Venue, permanent and temporary infrastructure, as provided during the Application Stage and confirmed in the report submitted 24 months before the Expo, AIPH reserves the right to withdraw its approval.

The Expo Organizer shall ensure that the permanent works budgets and the temporary infrastructure budgets for the venue and infrastructure projects as provided during the Application Stage are monitored and maintained accurately at all times. Updates of such budgets shall be submitted to AIPH on a regular basis and upon AIPH's request.

14.1 Venues & Infrastructure Legacy plan

The Expo Organiser shall develop an Expo Venue and Infrastructure Legacy plan and submit it during the Application Stage. This plan should be confirmed, maintained and updated during all the years of Expo preparation, construction and running for the Expo venue and infrastructure built for the Expo. The Venue & Infrastructure Legacy plan should include at least, but not limited to, the following chapters:

- Expo Venue and Infrastructure plan during the Expo
- Expo Venue and Infrastructure plan in transition period, after the Expo closure: ownership, responsible bodies, timescale
- Expo Venue and Infrastructure plan after the Expo: ownership, responsible bodies, timescale

Section 15

Exhibition Requirements

15.1 Opening and Closing Ceremonies

15.1.1 Speeches of AIPH representatives

Class A1 exhibitions are required to have an opening and a closing ceremony. Organisers must allow for a speech from an AIPH representative during these ceremonies. AIPH undertakes to provide a representative to make a speech in English. The speech will be delivered by the AIPH Secretary General, the AIPH President or an alternative senior AIPH office holder. AIPH Prizes can also be presented during these ceremonies.

Organisers are required to provide, at their cost, the following for the AIPH officer delivering the speech and one accompanying AIPH officer:

- Hotel accommodation
- Food and drink
- Transportation from point of arrival for the duration of the visit

In addition, organisers are required to cover the cost of:

- Travel costs for the speaker and accompanying officer from their home destination. This includes flight costs (minimum of business class for flights over four hours), rail travel and car mileage depending on the form of transport.
- Visa-related expenses for the speaker and accompanying officer, including transport to the closest visa centre, visa and consular fees
- Vaccinations for the speaker and accompanying officer if recommended or mandatory

15.1.2 Language requirements

The organisers shall ensure all Ceremonies are conducted in English and the language(s) of the Host Country. Official speeches taking place during the Ceremonies shall be translated into English and the language(s) of the Host Country and translation displayed on the video screens of the venue or otherwise made available to all the attendees of the ceremonies as well as for broadcast.

15.1.3 Invitations and seating plans

Three months before the opening ceremony and one month before the closing ceremony, the Expo Organizer shall submit to AIPH for approval the seating plans and invitations plans for the ceremonies.

The organiser shall invite AIPH members to the Opening Ceremony and Closing Ceremony at no charge and provide free entry to the site.

The organiser shall invite the organisers of all upcoming AIPH approved International Horticultural Exhibitions (categories A1 and B) to the Opening Ceremony and Closing Ceremony (at least five places per Exhibition) at no charge and provide free entry to the site.

The organiser shall invite AIPH President, Secretary General and Office Holders, to the Opening Ceremony and Closing Ceremony at no charge and provide free entry to the site. The composition of the delegation will be confirmed by AIPH.

The organiser shall invite all official and non-official participants (recommended at least 3 places per participant), to the Opening Ceremony and Closing Ceremony at no charge and provide free entry to the site.

Invitations must all be sent simultaneously.

15.1.4 Opening ceremony

Use of AIPH logo

Expo organizer agrees to make the AIPH logo prominent at the opening ceremony as outlined in Section 12 and Annex VI.

Flag raising and display

Expo organizer will stage a flag raising at the opening ceremony, including the national flag of the Host Country, AIPH flag and BIE flag.

Expo organizer will produce all national flags of the official participants and organize their display at the Opening Ceremony. Expo organizer shall ensure that national flag/national emblems proportions are identical in size to ensure uniformity and to promote the Expo movement principles of equality and mutual respect amongst nations.

15.1.5 National anthems, anthems of organisations and music for ceremonies

If an Expo organizer plays anthems at the opening ceremony and closing ceremony, they shall submit their plan to AIPH. The way in which AIPH anthem is played should be approved by AIPH.

15.1.6 Closing ceremony

A closing ceremony must include a « Next Expo » artistic segment to support the next Expo organizer. This artistic segment may be produced by the next A1 category Horticultural Expo organizer in the form of a live performance, broadcast or a video clip/film during the Ceremony.

15.2 International participation.

15.2.1 Invitations

In accordance with the BIE regulations, each Official Participant shall be represented by a Commissioner General of Section accredited by the national government of the Expo Organizer.

All official invitations to participate in an exhibition shall be sent through diplomatic channels by the Government of the organising country to the Government of the country invited. . AIPH members of the invited countries should be notified about the invitation at the same time. The replies shall be forwarded to the inviting Government by the same channel, as well as any requests by non-invited parties to participate.

Invitations to organisations of international character shall be sent to them directly.

15.2.2 Obligations to international participants

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.

Participants must be informed of time available for construction of their garden/pavilion, including the final point of time they can be on site before opening. The organiser will facilitate full and unimpeded access to participants during this time. No change can be made to this time within four weeks of the opening of the Expo.

The Commissioner General of section for each participant shall be granted VIP access to the Expo site at all times.

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

- 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;

15.2.3 Organiser's status and relationship with AIPH members

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

15.2.4 Conditions for accepting international participants

All exhibitors must be approved by a Committee established by the organizer. This can include the AIPH member (where there is one) from the country which wishes to participate in an international horticultural exhibition.

A1 class exhibitions should only admit or reject foreign exhibitors with the approval of the Commissioner of the Government of the country concerned.

15.2.5 Monitoring

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 Expo Organizer 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.

The organiser shall provide AIPH with contact details, following signing of participation contracts, for all international participants so satisfaction can be monitored.

The Commissioner General will provide a weekly report to AIPH regarding any issues associated with international participants in the final month prior to opening. Prior to this the report will be monthly during the six months prior to opening.

15.3 Competitions

Competitions are an important component of horticultural exhibitions. They stimulate the interest of both participants and visitors; they provide incentive for exhibitors and enable Expo Organizer 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. Expo Organizer is required to provide information about these aspects when answering the application 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 Expo organizer (Annex VII).

Expo Organizer is obliged to send to the AIPH secretariat details of the regulations relating to their competitions not later than one year prior to the opening of the exhibition concerned. AIPH will respond with required amendments within one month of submitting the regulations. Expo Organizer is required to accept the amendments requested.

The Expo Organizer 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.

An international jury is to be organized as outlined in Section 8 and procedures for dealing with jury members are outlined in Annex VII.

15.4 Transport Costs

The Expo Organizer 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 exhibition is taking place.

15.5 Visa, entry, working permits and importation formalities

The Organizer recognizes that in relation to the planning, constructing, organizing and running of the Expo, it will be necessary to ensure government support and cooperation, including but not limited to, subjects indicated in this section below.

Visa, entry, working permits and importation formalities

The Organiser recognizes that in relation to the planning, constructing, organizing and running of the Expo, it will be necessary to arrange for:

- a) temporary entry without commercial purpose before, during and after the Expo of AIPH staff, members, and representatives into the host country
- b) the importation of equipment and supplies for the purposes of the Expo organisation and running
- c) the importation of living plants and planting material for the purposes of the Expo organisation and running
- d) temporary entry into the host country of personnel of international participants before, throughout and after the Expo, with the purpose of working at the Expo, for a period of time beginning no later than 1 year before the opening of the Expo and running at least one month after the Expo

Therefore the organizer shall cause the Government and its national, regional and local authorities to take all the necessary steps to ensure the fulfilment of the above, including the creation of a dedicated migration and customs bureau or an equivalent structure responsible for coordinating and providing guidance on matters related to visas, entry, working permits and importation formalities.

The possibility of local customs clearance at the exhibition site must be provided. All possible facilities concerning customs clearance must be provided, both for importation and re-exportation.

The organizer shall ensure in particular that all above mentioned organisations and personnel are able to obtain visas and appropriate work permits in an expedited and simplified manner and be exempt of any duties, customs, taxes or similar charges payable in the host country.

The organizer warrants and shall cause the Government to ensure that the presence of the above mentioned personnel in the Host Country before, during and after the Expo, for the activities related to the Expo organisation and running, shall not be deemed to create a permanent establishment under the laws of the Host Country; and that the above mentioned personnel representing organisations and international participants shall be exempt from any requirement to create a permanent establishment or local entity under the laws of the Host Country.

The organizer of an international exhibition must inform the international exhibitors about the rules and regulations of visas, entry, working permits and importation formalities.

The organizer must submit the arrangements it has made to this effect to AIPH for its written approval, not later than 6 months before such arrangements are due to become effective, and no later than 18 months before the opening of the Expo.

15.6 Plant Health

The Expo Organizer must guarantee three years before the start of Class A1 exhibitions that measures are in place with the plant health authorities to minimize problems for participants and that clear guidance has been provided to participants to ensure they can comply with national phytosanitary rules.

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

15.7 Stand Equipment and Staging

The exhibition hall and grounds must be made available to the collective and individual country exhibitor without charge. The Expo Organizer must supply at no cost the materials which are necessary for exhibition purposes (substrate, soil, water, electricity, wi-fi, etc.) in the stand or the exhibition ground. If it is necessary to heat exhibition halls to 20-22 degrees centigrade then this must be provided at no charge.

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

For a short term exhibition taking place during the Expo period at the Expo venue, 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 Expo Organizer.

15.8.1 Signage

The Expo Organizer shall ensure easy way-finding to and throughout the Expo site. For this purpose, the Organizer shall develop and implement:

a) Inside the Expo territory:

- wayfinding signage for pedestrians
- identification of spaces/areas
- statutory signage (including emergency evacuation signage) in compliance with national legislation and codes

b) Outside the Expo territory

- wayfinding signage for vehicles
- wayfinding signage for pedestrians

Throughout the Expo site, all signage and identification of areas should be available in English and the language(s) of the Host Country as a minimum.

15.8.2 Print and digital maps

The Expo Organizer shall ensure easy way finding to and throughout the Expo site. For this purpose, the Organizer shall develop and implement:

- Printed maps available in English and the language(s) of the Host Country as a minimum
- Mobile App available in English and the language(s) of the Host Country as a minimum

15.9.1 Security

Expo organizer, the government and other appropriate national, regional or local authorities of the host country shall be responsible for all aspects of security related to the Expo organisation and running, including the financial, planning and operational aspects. The Expo organiser shall ensure that all appropriate and necessary measures are taken to guarantee a safe and peaceful organisation and running of the Expo. The Expo Organizer shall also report to AIPH on security matters on a regular basis or whenever requested by AIPH. Expo organizer shall appoint an independent expert to perform the audit of readiness for Expo opening and running on the matter and submit the expert's conclusions to AIPH not later than 1 month before opening of the Expo.

The Organizer shall ensure, for health and safety reasons, a smoke-free environment within the Expo territory.

15.9.2 Health Services

Expo organizer, acting through appropriate authorities in the host country, shall be responsible for all aspects of emergency medical/ health services related to the Expo organization. The Expo organizer shall appoint an independent expert to perform the audit of readiness for Expo opening and running on the matter and submit the experts' conclusions to AIPH not later than 1 month before opening of the Expo.

15.10 Food and Beverage

The Organizer shall ensure, for health and safety reasons, free access to drinking water available to all individuals within the Expo territory.

The Organizer shall ensure that all food and beverages served within the Expo territory respect high standards of animal welfare both for animals that are raised for meat, fish and for dairy products.

In order to promote inclusion and cultural diversity, as values of the Expo movement, the Expo organizer shall ensure within the Expo territory that the offer of food and beverage choices reflects diverse dietary preferences, religious/cultural needs and choices.

15.11 Insurance

Expo Organizer and exhibitors at international horticultural exhibitions must take out an insurance for civil liability.

15.12 Financial support to Exhibitors

Expo Organizer is required to reduce the cost of exhibiting for participants. This can be done by contributing to the cost of construction and maintenance. It is recommended to support all participants and specific groups of countries as defined by the Expo Organizer to ensure high quality of their participation, gardens, pavilions, maintenance and program they propose..

15.13 Advertising other exhibitions

The Organizer 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 Expo Organizer 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.

15.14 Promotion

The exhibition is required to provide information for the international media relating to the exhibition and to enable it to be promoted worldwide. There must be a clear media contact point with information available in appropriate languages, including English.

15.15 Expo Marketing and Communications

A final, detailed marketing and communications plan must be submitted for AIPH approval no later than two years before the opening of the expo.

The Organizer must submit to AIPH the Expo name, theme and logo for AIPH approval.

All communications, website, digital media and marketing materials, signage, tickets, and all other media related to the Expo must include the English language or have English language versions.

A website for the Expo must be operational within twelve months after the approval of the expo is granted and should remain for a minimum of one year after the expo has finished. The website should be submitted to AIPH for approval before going live. AIPH reserves the right to request amendments as necessary at any time.

The website should be in both the local language and in English as a minimum. Other main languages are encouraged.

The Expo Organizer has a responsibility to ensure that an official film is produced and used according to the Expo and Expo City promotion and communications strategy.

Section 16

Rules for Participation

16.1 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 BIE 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 Expo organizer is 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.

16.2 Commercial activities

All retail sale points, including those for food and beverage, souvenirs and any other goods on the Expo territory must allow payment in local currency and bank cards.

Retail sales on the stand are permitted. However, these must not exceed 20% of the total covered area of the exhibit or 100 m², whichever is the smallest area. For stands that are larger than 2000 m² then the area allocated for retail sales should be determined through negotiation between organizer and exhibitor. Any product sold should be related to the exhibit and linked with the exhibiting country and in a way that supports the objectives of the exhibit.

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

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

16.3 Commercial contact days

In order to improve the commercial appeal of Class A1 exhibitions, the Expo Organizer must make it possible for participants to organize commercial contact days.

Section 17

Information and knowledge sharing

The Expo Organizer recognizes that part of the Expo legacy is knowledge and information acquired during preparation, planning and running of the Expo. Thus, the Expo Organizer shall provide the information and knowledge to AIPH for the benefit of future Expo Organizers and Expos, free of charge, at any moment before, during and after the Expo, upon AIPH's request. As part of legacy planning, the Expo Organizer is responsible to establish a legacy plan for the long-term preservation of the related information and knowledge, including the time when the Expo organisation will no longer exist, and share this plan, alongside with contact information of the organisation(s) responsible for the Expo legacy with AIPH.

To that end, the Expo organizer shall:

- a) Establish and maintain a management unit inside the Expo organisation which coordinates all matters of information and knowledge management and keeping, and provide an appropriate contact to AIPH
- b) Once the Expo is over, transfer to AIPH the rights of use on Intellectual Property elements such as, and not limited to, files, artefacts, designs, logos, slogans, publications, official film and videos and photo archives, graphics and statistical data
- c) Deliver all the aforementioned intellectual property elements to AIPH
- d) Develop, in coordination with AIPH, an effective programme to capture and then transfer knowledge to future Expo organisers, including opportunities to experience the Expo running. For the same purpose, allow access to the Expo site for AIPH officers and members and assist, by all means, to knowledge sharing with future Expo Organizers whenever requested
- e) Create and submit a final report to the AIPH Secretariat within 90 days of the closing of the exhibition. The report must include the points outlined in Annex V.

Section 18 Managing disputes

Disputes between Expo Organizer and participants must be submitted to a Disputes Committee. For A1 exhibitions, this committee shall consist of the commissioners general of the participating countries and AIPH.

Section 19 Exhibition Regulations and Policies

19.1 For A1 Class Exhibitions Organizer is required to prepare Regulations relating to the operation of the Exhibition and the management of international participation. These Regulations must be submitted to AIPH for approval at least two years before the opening date:

- I. The theme
- II. Conditions for Participation
- III. Construction, installation and maintenance
- IV. Installation and Operation of the machines in demonstration
- V. Accommodation for personnel of Official Participants
- VI. Transportation, customs clearance, and handling of goods
- VII. Insurance
- VIII. Commercial Activities and concessions

- IX. Public utilities and services:
 - - Health and hygiene
 - - Distribution of general services
 - - Telecommunications
 - - Surveillance and Security
- X. Industrial and Intellectual Property Rights
- XI. Privileges of Commissioners General
- XII. Steering Committee of the College of Commissioners General
- XIII. Admission fees
- XIV. Awards and prizes (optional)

The review process will be coordinated by a review team appointed by AIPH. The exhibition regulations will be formally approved by the AIPH board on recommendation of the review team. First AIPH approval and then BIE approval.

19.2 Expo Organizer should produce policies which they will follow. These policies must be submitted to AIPH for information at least one year before the opening date:

- Environment and sustainability
- Ethical practices
- Human rights policy, according to the United Nations Universal Declaration of Human Rights and The Ten Principles of the United Nations Global Compact
- Emergency Procedures
- Plant health (phytosanitary) policy in compliance with national legislation
- Diversity
- Accessibility
- Crisis management
- Ticketing programme
- Expo and Expo City promotion and communications
- Domestic sponsorships and commercial partnerships programme
- Strategy on visitors' information collection, keeping and management

It might be necessary for the purposes of AIPH approval of these policies, to consult the corresponding departments inside the Expo organization for more details. The Expo Organizer shall provide the requested information and knowledge to AIPH and encourage by all means the transfer of such knowledge to AIPH.

Section 20

Relations with consultants

A consultant is any individual or company who is not linked by an employment contract to the applicant, the government, the city, or the Expo project and who participates in or supports an applicant by providing consultancy or similar services in any way and at any time.

The consultant binds him/herself personally for his/her activities, as well as for the activities of any person acting on his/her behalf or on behalf of his/her company.

Any consultant shall agree, personally and on behalf of the company, not to support more than one applicant at the same time (when in competition for the same time period), keep and store the applicant's data confidentially and securely.

Annexes

Annex I – On site inspection for A1 Expos – 4 years before opening

Annex II – On site inspection for A1 Expos – 3 years before opening

Annex III – On site inspection for A1 Expos – 2 years before opening

Annex IV – On site inspection for A1 Expos – 1 year before opening

Annex V – Final Report Template & Valuation Questionnaires

Annex VI – AIPH Brand Use Rules

Annex VII – Competition Guidelines

Annex VIII – Fees and guarantees

Annex IX – Feasibility study