



AIPH

AIPH Regulations for D category International Horticultural Trade Shows

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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 trade shows is to encourage broader international participation, thereby strengthening the trade, promoting best practice and stimulating the sector.

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. AIPH will also use its network for promotion of participation and attendance.

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.

Section 3 Exhibition Requirements

Expo name	Frequency	BIE approval	Duration	Application period	Specific provisions	Fees
International Horticultural Trade Exhibition	Not more than two at any one time on the same continent Opening and closing dates must not clash with opening and closing dates of an A1 or B Class exhibition	No		Application submitted 0.5-5 years before opening date for established annual exhibitions 1-5 years before opening date for new shows and shows that are not annual	Exhibition aimed at horticultural trade visitors and promoting business to business commerce At least 60% of exhibition participants must be involved in the production of horticultural products or supplying that sector. Exhibitions can incorporate conferences and symposia.	Financial guarantee: Not applicable Licence Fee: € 10,000 (ten thousand)

Section 4 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 AIPH may require further investigative work which will be at the cost of the applicant.

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
- 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

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

It is also possible for approval to be granted outside of General Meeting times by what of email confirmation with AIPH members.

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

Section 5 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 case of annual event, the approval will be renewed yearly and a license fee will be charged (Section 3)

Section 6 Reporting to AIPH

Following approval from AIPH, organisers are expected to verbally report progress to AIPH meetings and field questions from members. 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.

Class D exhibitions will not automatically require an on-site inspection in advance of the exhibition. However, AIPH reserves the right to do so in the following circumstances:

- Concerns about progress
- If a complaint is raised by a member of AIPH

- If requested by the organiser
- If the exhibition is new and has never been run before

When an inspection is required then organisers are required to provide, at their cost, the following for up to two 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.

Section 7 Sanctions

If, after approval has been granted to an exhibition by AIPH, it transpires that the organizers have not respected the provisions of the regulations, 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.

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

Section 8 Services Provided by AIPH

AIPH will provide the following services to approved Class D exhibitions:

- AIPH provides regular advertising in FloraCulture International (magazine, website and newsletter) to the value of € 9700.
- If requested AIPH will provide up to two foreign jury members. Flight and hotel costs to be covered by the Organiser.

- If requested AIPH donates a prize for an International competition for the best stand. This prize consists of an 'AIPH award trophy'.
- AIPH will encourage its member organizations by all means to participate in the exhibition. AIPH will promote the exhibition at its annual member meetings twice a year.
- AIPH will promote the exhibition and seek to gain publicity for the exhibition and for prize winners through the AIPH website, media releases, newsletters and FloraCulture International. 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.
- 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.

Section 9 Fees

For D-class trade shows payment of the license fee starts from 1 year ahead of the opening of the exhibition for and is due for payment by the following times:

- 9 months before opening: 50% of total fee
- 3 months before opening: remaining 50% of total fee

AIPH is registered for Value Added Tax (VAT) in the United Kingdom. Payment should be made following receipt of invoice which will include the addition of UK VAT for exhibitions organised in the European Union.

Penalties:

In the event that any payment is not made by the due date then interest will be charged on outstanding debts. As AIPH finances operate from the United Kingdom the interest rate applied will be in accordance with the 2002 amendment to the UK Late Payment of Commercial Debts (Interest) Act 1998. This entitles AIPH to charge an 8% interest rate plus the Bank of England Base Rate. The interest charged will be the sum of these two interest rates.

Section 10 Use of AIPH Brand

AIPH encourages the use of the AIPH brand in association with the promotion and endorsement of exhibitions. 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 AIPH, at other exhibitions
- On information provided to exhibitors
- On media releases

- Visible at exhibition entrances
- On a flag displayed

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 11 Exhibition Requirements

11.1 – Opening and Closing Ceremonies

In the case where an Opening Ceremony takes place and a speech is requested from AIPH, then 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.

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

- 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 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, including transport to the closest visa centre, visa and consular fees
- Vaccinations for the speaker if recommended or mandatory

11.2 – International Participation

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 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.

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.

11.3 – 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 organizers to reward excellence.

Organizers of international horticultural exhibitions are therefore expected 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 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.

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. AIPH will respond with required amendments within one month of submitting the regulations. Organizers are required to accept the amendments requested.

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.

An international jury is to be organized as outlined in Section 8 and procedures for dealing with jury members are outlined in Annex VII. Organizers are required to make practical and travel arrangements for the international jury.

11.4 – Obligations to participants

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

- at least six months before the opening of D Class exhibitions.

11.4.5 – Insurance

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

11.4.6 – 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.

11.4.7 – Exhibition Regulations for Participants

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

Section 12 Rules for Participation

12.1 – 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

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.

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.

Section 13 Exhibition Regulations

Organizers should produce policies which they will follow, covering the following:

- 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
- Health and safety
- Emergency Procedures
- Plant health policy in compliance with national legislation

Annexes

Annex VI – AIPH Brand Use Rules

Annex VIII – Fees and guarantees

Annex XIII. Fees and guarantees.

Annex XIII Fees and guarantees

License Fee:

For all exhibitions, the organizers are bound to pay to AIPH the specified license fee (See section 3).

For D class exhibitions, the fee is fixed at €10,000.

For D Class exhibitions payment of the license fee starts from 1 year ahead of the opening of the exhibition and is due for payment by the following times:

- 9 months before opening: 50% of total fee
- 3 months before opening: remaining 50% of total fee

AIPH is registered for Value Added Tax (VAT) in the United Kingdom. Payment should be made following receipt of invoice which will include the addition of UK VAT for exhibitions organised in the European Union.

Penalties:

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