



Hosting a Bonsai Show

Bonsai Guidance Handbook #3

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ukbaeducational.weebly.com/bonsai-guidance-handbook.html



1. Introduction

The UK Bonsai Association was established on the 21st of October 2018 as an umbrella association bringing together all aspects of UK Bonsai. As a non-profit association, our purpose is to promote knowledge and interest in all aspects of bonsai and to connect the whole UK bonsai community.

We publish the UKBA monthly bulletin, which enables us to fulfil our main criteria of communicating all information about UK bonsai events directly to all bonsai enthusiasts. The administrators and helpers of the UKBA are volunteers who are dedicated to spreading the word about all aspects of bonsai within the UK and also promoting UK bonsai abroad.

The UK Bonsai Association is open to all individuals free of charge, we invite you to join us.

Many bonsai clubs and societies host bonsai shows as well as traders and the scale and type of shows vary. Also, for many years now there has been lots of discussion over the criteria for judging bonsai at all the different levels of shows within the UK amongst both exhibitors and judges. There has always been a view held that a more formalised approach is required to create a consistent, transparent, fair and repeatable process for the judging of bonsai in the UK.

This handbook is to aid Bonsai Clubs and Societies who are looking to put on a bonsai show in the UK, at whatever level the club or society chooses.

This handbook has been compiled following discussions with many bonsai artists, judges and enthusiasts across all levels of bonsai and seeks to provide options as opposed to one specific set of rules.

2. Organising Bonsai Exhibitions

Step 1: Determine the aim(s) of your exhibition:

- for fun
- for educational purpose
- corporate event
- competition
- raise funds for charity
- raise funds for the club or hobby
- increase local club membership
- raise general awareness of bonsai
- promote the hobby of bonsai

Step 2: Decide on the objectives of the exhibition based on the aim(s)

Consider the following:

The scale of the exhibition/show

- Local (club)
- regional (area)
- national (country)
- world

Choice of venue

- Public or private
- small, medium, large

Type of Venue

- Solo venue hire
- part of a wider event or exhibition like a Flower Show or Fete, Country Show

Time frame of the event

- One day
- two-day event
- week-long event
- longer term installation
- always check the UKBA events diary to select a date when there is no other show already occurring though to avoid clashes

Workload

- Low (Organised by Club Members only)
- medium (Organised by Club Members with support from others)
- large (Organised by one or more Clubs and with event management support)

Step 3: Financing the event

- How is the event to be funded?
- is there funding up front to cover the costs?
- is the event costs to be covered by entry sales and other income generated at the show?
- do you need sponsorship or donations?

3. Things to consider when putting on a bonsai exhibition at a Flower Show or Fete

- The form of the stand must be acceptable to the show organisers: in some cases, a sketch and explanation are required in advance
- remember that manual assistance will generally not be available and any large or heavy items will need to be positioned by your own members
- if any structural work is to be done check with the organisers to find out if this can be performed by Club members or not. In some instances, Health and Safety regulations may be strictly enforced
- you will be required to have appropriate insurance to cover your presence at the event and provide details of the Bonsai Society's insurance policy

Type of Site

- Various types and sizes of sites may be offered for displays
- a wall site has many advantages, but a snapping canvas tent wall can be hazardous to any fragile bonsai tree⁹
- an island/podium site can be made very attractive but demands more care as it has to be planned for viewing from all directions. If organising a display for the first time, beware of getting too large a space
- for a wall site about twelve feet of staging is ample since this will require at least 4- 6 good bonsai trees if this is only one table width wide

Exhibition Design

- Think about your design and practice the set-up and formation before the event. At some shows the organisers may, on request, supply rock and sand. Failing these, sand and coir or other materials may be obtained for the display
- in designing the overall effect, a fussy appearance should be avoided. It is not necessary to crowd bonsai trees closely together to create a good effect; a stark simplicity is often far more striking
- try to have a theme or design that is easily recognisable, and avoid overcrowding. Flowering trees are always appreciated but ensure the flowers are in good condition. Tend to use larger bonsai as the smaller ones are often overlooked on a large display
- a few really outstanding specimens should be included if possible as these can provide a striking focal point when placed among smaller bonsai trees.

Stewarding

- It should be remembered that the public, children especially, are inquisitive and, regrettably, sometimes acquisitive too
- vulnerable mame and shohin bonsai trees should be placed well out of reach of prying fingers
- be aware of the potential for vandalism and theft and position the trees back from the ends and edges of the display and have a roped barrier to the front of the display to restrict access.

During the whole period of the show, the exhibition must be attended by stewards. This is a tiring job and must not be left to just one or two individuals. Prepare a rota to enable your members to relax and enjoy themselves. As an incentive Show organisers may issue a number of free passes for the use of stewards.

Club show organisation

Ask club members if they want a show

If YES

Confirm funds available and set a budget

Confirm if it is to be a members only show or open to the public or other bonsai people

Confirm if any bonsai traders are to be invited to the event

Choose a date

Choose a venue

- Looking at suitability
- Costs
- Availability
- Parking
- Access
- Refreshments

Book a venue

Draw up the rules of the show and show schedule and decide on whether the show is to be judged

If the show is to be judged, select a judge or judges and a set the judging criteria

Invite any traders by e-mail

Invite a judge or judges by e-mail or phone

Sort out tables, back drops and cloths

Confirm club member volunteers to help out setting up the event and taking it down

Help Club members select their tree

Help club members prepare their trees for the show

Sort out the show layout for the hall and tables and allocate positions for each club member based on their exhibition space requirements

4. Competitive shows

Bonsai shows are a way of improving the bonsai standards, and raising awareness of the hobby and are an important part of our bonsai community. They give every member the opportunity to participate actively instead of passively, they enable us all to see a far wider range of bonsai trees than we can grow ourselves and by showing us first-class bonsai trees from around the world they help us to improve our standards of bonsai tree cultivation. In addition, a show is a public occasion at which we can stimulate interest in our bonsai trees and recruit new members to our ranks.

Careful advance planning is absolutely essential if the show is to be a success. The following advice is offered to those clubs and societies without experience in running shows. This preliminary work should be done at least twelve months before the intended date of the show.

The Committee

A Show Committee should be formed. This can be the Clubs and Society Committee or can include additional members. A Show Secretary should be appointed: this need not be the Club Secretary. Depending upon the size of the Show, a Show Manager may also be necessary. Other members of the Show Committee should be given responsibility for publicity, catering, finances and so on.

The Site and Date

Obviously, there is considerable interaction between date and hall choices. The sooner you make the decisions, the easier it will be to get the date and hall you want.

- Decide the day or days you want for the show, remembering that you may not be able to find a suitable hall available at that time. Prepare to be flexible at this stage
- a suitable hall, large enough to take all the expected entries, must be found and booked well in advance, maybe as much as 18 months before the proposed date. You should look for a location likely to attract the public with good car-parking facilities. (It is sometimes possible to make arrangements with local police concerning parking at the show). Civic, church or trade union halls are often useful. Some bonsai clubs and societies have developed good relations with garden centres to the benefit of both parties. Besides providing accommodation and often publicity, some garden centres even give trophies!
- the hall should be well-lit by both natural and artificial lighting. It should also be affordable, bearing in mind your expected income
- if you are fortunate enough to have a choice of halls, look also for available and suitable tabling (it will save you hiring), kitchen facilities (to increase your income) and space to administer the show
- study any rules governing the use of the hall. It is usually valuable and often essential to have the hall available for the evening before the show, but this could cost you much more
- check to see if you can have early access (say 7 a.m.) to the hall on the morning of the show as an alternative
- prepare a scale diagram of the hall so that you can work out a suitable layout for the tables. Pay particular attention to the position of all doors, fire exits, obstructions and the width of the aisles. Ensure there is sufficient viewing space as well as seated viewing space and disabled access as well as part of the considerations with the layout
- carry out a risk assessment of the event and ensure all risks are captured, addressed and allotted to responsible people.

The Schedule

The Show Committee must draw up the Show Schedule. This is a most important matter and is discussed alongside bonsai classes in detail later in this handbook.

The Judges

The number of judges required will depend upon the number of classes and the time allocated for the judging. Depending upon the number of entries a show of 100 entries may require two hours for judging.

You should allow the judge(s) enough time to judge all bonsai exhibits and each associated bonsai class. The Society's Shows Committee recommends that you have two or more judges if you anticipate more than 45 bonsai trees. If more than one judge is to be engaged, try to choose them from the same area, if they travel together this will reduce your costs.

Select your judge(s) from the list of available Judges. There is no formal list currently available in the UK as there is no formal judging qualification in bonsai at present. The Shows Committee may approve the appointment of other judges in addition. Judges can be selected based on their experience within the hobby of bonsai, they can be club members or bonsai professionals or anyone with experience in bonsai generally.

Make the arrangement immediately. The timing of booking must be such that you have time for the judge(s) to see the proposed schedule (in draft form, but legible) and comment on it before you print it. (Printing will be about three months before the show to permit distribution to likely exhibitors.) You are expected to act on any comments made by the judge(s).

Remember that the judges work in accordance with the event rules and will not be prepared to judge according to any rules that might conflict with these. In particular, the judges have the right to withhold awards in classes where, in their opinion, no entry merits an award. Judges do not use this right indiscriminately and are reluctant to do so, but it is not reasonable to expect a judge to award a first prize to a tree in bad condition merely because there is no better exhibit in the class.

Copies of the final printed schedule should be sent to the judge(s) along with any necessary information about finding the venue, arrangements for meals and so on.

Finance

The Show Committee will need to consider the finances of the show at the earliest possible stage. Prize cards, awards and all other necessary items should be ordered, at least three months before the event to ensure they are ready in time for the show.

Publicity

Notification of the date and other details of the show should be sent as early as possible to the Association's Collator of the Calendar of Events at the UKBA to add to the website events list and also the monthly Bulletin. This can save much confusion due to clashing dates.

Publicity should be organised as vigorously as possible.

Financing the Show

Outlay

Many of the bills for show expenses will not fall due until after the show, so as long as it is a financial success there is no problem here. The outlay will fall under the following headings and a summary in table 1:

Printing and/or copying

High-class printed schedules are really only justified for large and successful shows. Printing and copying technology has advanced by leaps and bounds in recent years, and printing services are easily available. They provide a rapid, reasonably cheap and efficient service. Most clubs have a member who is familiar with computers and willing to produce a master copy of the schedule for duplicating. Do not over-order, surplus schedules waste money!

Prize-money

The Show Committee should decide whether or not to award cash prizes. This is not usual for bonsai competitions and often is an award as opposed to prize money.

Staging - tables and backdrops

- It may be necessary to hire trestle tables if the chosen hall does not have sufficient for your needs. Prices can range from £3 - £10 per table so worth finding a good local supplier
- these can be obtained from companies that specialise in tabling, marquees, etc., for fetes
- charges are usually quite high and demand is keen so enquiries and reservations should be made in good time
- covering for the tables will be part of the display set-up and usually be clothed with the accompanying backdrops. Consider the colour of backdrops as black tends to last longer than lighter fabrics unless stored well. Also consider the material type used for both the backdrops and tables to ensure it is long-lasting, fire retardant and also roles or folds without excess creasing. The colour of the cloths and backdrops will also need to complement the lighting and if the venue is darker then a lighter backdrop is useful for the photography of the trees. When ordering cloth ensure that you order extra in case you need to replace a run and ensure to stipulate it being fire retardant for insurance purposes
- ensure that equal spacing is allocated to each person exhibiting based on the requirements set out for that class, so this needs to be set out in the show rules as to how much space is available per each exhibit type to determine the total number of exhibit spaces available. For example 1.8 metres or 4ft for a single tokanoma display or shohin display.

Catering materials

If catering is to be handled by members, check to see if the hall is provided with stocks of crockery, cutlery, etc. If not, disposable plastic ware is your cheapest solution, the alternative is hiring. Food stocks will need to be bought: these are not easily estimated in advance. Ensure copious supplies of tea, coffee, milk and sugar are available! Check also if the premises allow the serving of food and drink and whether any food hygiene certification is required.

Miscellaneous

This will include the show awards, etc., judges' expenses and secretarial expenses such as postage and telephone calls, and of course the hire of the hall.

Income

The income from the show comes from the following sources:

Exhibitors' Fees

There are usually no fees to enter a bonsai show as the bonsai trees are the exhibit.

Admission

Public admission charges are usually about £5 to £8 per person but higher charges may be justifiable for large shows. This should aid with covering the overheads for the show.

Trade Sales

Having traders at bonsai shows is very popular and gives your members and the public a chance to buy goods at the show as well as generate income for the club. Table space can be charged out at a fee per table ranging from £20 to £30 per table or whatever is considered fair and suitable and also what traders are prepared to pay. If space is limited it would be worth setting a limit to how many tables any one trader can have and to know how many are available at the outset and what layouts they are in. Therefore creating a plan of the layout for the traders as well as exhibitors is essential and part of the planning of the event.

Catering

Good quality refreshments can attract visitors from the street, and be a useful source of income. Of course, they are also a convenience for the exhibitors and helpers alike.

Raffles

- A draw based on the sale of tickets in advance can be useful. Prizes offered should be good ones, commensurate with the anticipated sale of tickets. Details of the main prizes should be available for everyone to see, together with the time and place at which the draw is to be made (this will be the day of the show of course)
- it is illegal to offer raffle tickets for sale on the street or to minors if the prizes include alcohol
- another possibility is a tombola stall. For this and an additional raffle, bonsai trees, tools, bonsai sundries, bonsai fertilisers, workshop gift vouchers, bonsai pots etc may be offered as prizes.

Other sources of income

Advertising space in the show schedule can be sold. Rates charged depend on the number of schedules printed and on local conditions.

Table 2: Example breakdown of a bonsai show finances for a one day show

Expense item	Cost	Income item	Value
Hall rent	£ 900.00	Entry fees	£ 2,200.00
Van hire and fuel	£ 390.00	Trader fees	£ 900.00
Table hire	£ 250.00	Raffle	£ 700.00
Judging expenses	£ 135.00	Sponsorship	£ 200.00
Trophies	£ 150.00	Club sales	£ 60.00
Advertising	£ 70.00		
Donation for extra car park	£ 70.00		
Misc	£ 40.00		
Wristbands	£ 30.00		
Credit card charges	£ 25.00		
Car park attendant	£ 100.00		
Cost of raffle prizes	£ 350.00		
Total	£ 2,510.00	Total	£ 4,060.00

Publicising the Show

Local publicity is most important, and all possible methods should be used to make sure that local residents know that a bonsai show is taking place.

- Local newspapers can help a lot if you notify the editor three or four weeks in advance, with full details of the show
- posters can be printed for putting in members' windows and, if allowed, in local shops and libraries
- publicity on the UKBA website can be arranged if full details are sent to the Web Manger early enough
- local radio stations are often keen to publicise events of an unusual nature
- for major shows, the possibility of television publicity and coverage opens up
- social media on Facebook, What's on events pages etc
- an Information Stand at the show is a way of recruiting members. Make sure you have available membership forms and information about the local clubs and societies
- signs and directions to the event on the day of the show

Please remove all advertising after the show as it can then cause confusion and frustration from the public whose continued support we require.

Show Poster

This is an important element to have a good design that is easy to read with just the right amount of content without having too much (Figure 2). Date, time, location, cost, contact details, website link etc are all useful information. Postcard size is a useful size to hand out at shows and other events so think about the end use and method of use, for example, if it is to be printed out or just used as a PDF for marketing.

Figure 2: Example of a show poster



Insurance

The Host of the Show will need to ensure they hold the relevant insurance to host the event. This provides indemnity against claims from the public, including members not involved in the organisation of an event, and for injury and damage as a result of negligence by the Club hosting the event. It does not cover speakers, judges, etc. for damage to their cars or property while taking part in Club events.

You may be required to provide evidence of this insurance to the letting agency of the facilities you wish to hire.

Any other insurance required must be arranged and paid for by the organisers. Usually, it is not possible to insure the exhibits.

A. Administering the Show

In the month before the Show the main responsibility for the administration of the show falls on the Show Secretary, together with the Show Manager if one is appointed. Other functions (finance, publicity, etc.) can be delegated to other members of the committee.

Entries to the show will normally be made on forms or by e-mail issued by the Show Committee which are returnable to the Show Secretary or Manager by a stated date. By having entries made in advance the Show Committee is able to plan the layout of displays before trees actually arrive at the hall.

Each exhibitor will be allocated an exhibition space and this will be numbered on the table to make it easy to find and divided usually by bamboo canes from the adjacent spaces.

A judging sheet should be prepared in advance based on the number of entries and be able to trace back to the owner of each exhibit.

All the prize cards and certificates should be filled in before the show, leaving only the spaces for the winners' names.

Transport

To increase the number of entries, volunteers should be asked to help members who do not have cars to get their trees to the show. Borrowing or hiring a van to make a tour collecting trees is worth considering.

Show Stewards

Organise stewards for the show. All stewards should be provided with badges. The duties of the show stewards on the day of the show are as follows:

- check the layout of the hall that has been set up and that all numbered exhibit spaces are present with dividers
- open the hall to the exhibitors to set up their displays
- check that the exhibitors have placed their exhibits correctly, within the allocated space provided
- make sure rulers are available for the judges to measure the bonsai tree sizes where class is concerned
- see that the judges, when they arrive, are accommodated comfortably in a place away from the exhibits until the appointed time for judging
- offer the judges some refreshments
- issue the judges with a clipboard and judging sheets and the show rules
- clear the hall for judging, unless you intend to open to the public during the process. If judging with the public in the hall, please ensure the judge(s) can get to the exhibits without interference
- once the judging has been completed they will hand their completed forms to the Show Secretary who will fill in the prize cards. It is advisable to write winners' names in block capitals
- arrange for the judge to be given a meal at a suitable time, after judging. Deal with objections
- aid the Club Chairman or President with presenting the trophies and awards to the winners
- ensure that any other business (raffles, presentations, etc) are completed
- when time is up, break down the show and relax.

Other Stewards

Other stewards are required to serve at the show doors, on the information, sales and refreshments stands and also to patrol the show benches during the show to prevent damage and pilfering. It would be worth creating a master list of the activities or actions needed and who is to carry out each one and circulate this to volunteers and members before the show.

Car parking

This is something that needs to be carefully planned as it can be the success or failure of a show if car parking arrangements are not clear and effective. Consider having car parking stewards or attendants to make it easier for people to find parking spaces and park correctly. Ensure that the

venue has sufficient car parking facilities for the anticipated number of visitors as well in addition to a few extra.

Try to ensure that traders are provided with a separate parking area as this will aid them with unloading and loading of their goods and ideally, this should be as close to the venue as possible.

It is worth setting out the details of how to get to the site and car parking arrangements at the earliest opportunity within the show marketing so everyone knows where to go on the day of the event, and a map can often aid with this showing the parking arrangements.

Ensure sufficient signage for the car parking as well as to the show to aid with directing everyone to the show successfully.

Car parking is usually free at most bonsai events, but it could be a consideration for additional fund generation but would require someone to collect the car parking costs at the point of entry and could be time-consuming. If the venue is a local authority-run venue, the car parks may already have ticket machines in so it would be worth checking and again ensuring everyone coming to the event is aware of any additional costs.

Smoking

Within the hall or venue, it will be no smoking but a consideration will need to be made for an approved smoking area outside the venue. This should be included in any fire risk assessment that has been completed for the event.

Catering

This can often be a very difficult service to provide given the health and hygiene requirements and it is often more appropriate to use the existing facilities available or select a venue that provides these facilities and this frees up the members to manage the actual show. Try to avoid queues though where possible and ensure that the event can adequately cater for the visitor numbers and is informed in advance of the likely visitor numbers so they can staff accordingly. Ensure that this is planned and well organised though as it can be often an area that does provide for a lot of feedback.

Health and Safety

As with organising any event, health and safety should be a key consideration and this should be captured in a site-specific risk assessment including a fire safety risk assessment. The venue should already have these in place and it would be worth reviewing these and adding to them if needed.

Items needed for the show

It is useful to create lists to ensure that everything has been considered and nothing is forgotten on the set up day or day of the event as per Table 2.

Table 2: List of items to remember for the show

Items	Qty	Items	Qty
Tables		Bamboo separator canes (S/M/L)	
Backdrops		Raffle box	
Cloths for tables		Chairs	
Blocks for tree labels		Tree labels	

Items	Qty	Items	Qty
Clipboards for judges		Judging sheets	
Float for raffle		Award cards	
Float for door		Awards	
Wrist bands or tickets		Name badges for members	
Risk assessment		Fire risk assessment	
Steps to aid with set up		Rubber mallet	
Blue tac / sellotape / drawing pins		Pens and spare paper	
Raffle tickets		Loud speaker	
Plan of the hall and layout		Signs for outside and inside the hall	
Banners		Storage boxes for the cloths and items	
Bin bags			

Payment for entry

This can be on the door or in advance if systems are in place to cater for this. On the door is easy and a wrist band can be issued which then allows for ease of entry in and out of the venue.

B. Show Schedules

So many difficulties have arisen because of the wording of show schedules that we have drawn up a brief guide to schedule writing in the following pages. It is quite impossible to deal with the subject in great detail in a few pages, but we hope that these notes will be helpful to show committees. The advice given is derived from many consultations with our judges and with experienced show secretaries.

There are several basic components of a full schedule.

Rules

Rules of entry to the show are necessary. Without clear rules, there is likely to be dissension and confusion.

Classes

The choice of classes and their description in the schedule call for the greatest of care to ensure that each class requirement is set out in full.

Other items

The schedule should include the address of the venue, the judges' names, a programme for the event, information about the local club, an entry form for exhibitors (in duplicate - one to keep as a record: one to send to the show secretary) and any other information which may attract visitors. A map may usefully be included, especially if members are invited to come from other locations.

Responsibility

It should be stated plainly in the rules that the show committee will accept no responsibility for the exhibits or any other personal property brought to the show. This does not absolve show officials from taking all reasonable precautions against theft or damage but exhibitors must realise that all trees are staged at the owner's risk.

Acceptance of Rules

It is advisable to make entry into the show conditional upon acceptance of the rules and to state this in the schedule.

C. Show rules

- The rules must be stated clearly in the schedule
- they should refer to the administration of the show and need not be lengthy or complicated
- it is not recommended that rules be included which indicate a bias on controversial matters
- a show is a cooperative activity in which all members are entitled to participate
- it is not reasonable to attempt, by the framing of show rules, to show disapproval of particular methods of cultivation.

The following must be covered by any set of show rules.

Eligibility

The rules must state clearly to whom the various classes are open.

Fees and prizes

- Details of entry fees and cash prizes or other prizes (if any) should be included in the rules
- this matter is entirely within the discretion of the show committee, but if such a rule is agreed upon, it must be stated clearly in the schedule.

Judge's Rights and Discretion

- It is the judge's right to refuse the award of the first prize or other Awards in any class in a show if it is their opinion no tree exhibited in the class merits the award
- this should be made clear to the exhibitors by including a suitable rule in the schedule.

Judging Rules

The Judges will judge in accordance with recommendations as laid down in the rules of the show.

Objections

- The rules should state how objections to the judging may be made by those entering the show
- it is usual to require objections to be made in writing to the show secretary within one hour of the show being declared open to the public or within one hour of the conclusion of judging, whichever is appropriate

- in no circumstances should exhibitors be permitted to make objections directly to the judge. Legitimate objections can only be concerned with the rules of the show, including the class designations as given in the schedule
- any objections put forward by exhibitors after judging must be put to the secretary of the show within the stated time
- the secretary must discuss such objections with the judge (the exhibitor must not be present)
- the judge must decide whether an objection is valid and their decision is final
- if a valid objection is made, the judge will immediately re-judge the class concerned.

Ownership

All bonsai trees exhibited must belong to the exhibitor. It is of course necessary to rely on the good faith of exhibitors in this matter, and it is doubtful whether any purpose is served by rules requiring a minimum of six months' ownership but worth considering when setting show rules.

Staging and Removal of Exhibits

The rules must state the times for staging exhibits and the time at which exhibits may be removed from the show. Take into consideration the height of the tables and consider increasing the height of the tables to improve the viewing position of trees through the use of leg extensions to get a better overall height of tables for display.

Also, consider extra supports or bracing for the larger heavier bonsai trees as not all tables will cope with the weight of some of the larger bonsai especially those over rocks or on large slabs.

Ensure that all exhibitors are aware of the space allocation and have provided sufficient details about their exhibit before the event to ensure it can be staged correctly.

Ensure that exhibitors do not stand on the tables when setting up their exhibits ie for placing of scrolls and provide guidance on whether the use of scrolls is acceptable.

An example set of Show Rules

- Entries will be accepted for example by members of the UKBA or Club/Society
- no entry fee is required and no prize money will be awarded
- entries may be sent on the form provided by telephone or e-mailed to the Show Secretary not later than 30 days before the show or in line with the timescales on the entry
 - name
 - address
 - phone number
 - e-mail
- the Judges may, at their discretion, withhold any award in any class where they consider the standard of exhibits is too low. The Judges' decision is final
- any objections must be made in writing to the Show Secretary no later than two hours after the official opening of the show
- judging and tree classification will be in accordance with the Show Schedule
- all entries must be staged between 7.00 am and 10.00 am on the day of the show, and must not be removed without special permission of the Show Secretary before 3.30 pm
- only persons authorised by the Show Committee may be present during the judging
- the Show Committee accept no responsibility for the safety of bonsai trees or personal property. All reasonable care against loss or damage will be taken, exhibits are staged at the owner's risk

- awards will be given for the following classes - list the classes that the winners will receive awards and state whether these are awards that they get to keep or need to return
- upon arrival, please book in with the Show Secretary at the front desk of the exhibition area. You will be given one wristband along with your place numbers
- entry into the show constitutes acceptance of these rules

D. Show Classes

Here is a list of example show classes commonly used in the UK Bonsai Show scene.

Class type	Description	Notes
Evergreen	The bonsai tree must be an evergreen tree species to qualify for this class.	Create a list of Evergreen trees
Deciduous	The bonsai tree must be a deciduous tree species that is also a broadleaf tree (as opposed to a deciduous conifer) to qualify for this class.	Create a list of Deciduous trees
Conifer	The bonsai tree species must be that of a coniferous tree species and can include a deciduous conifer to qualify for this class.	Create a list of Coniferous trees
Chuhin	The bonsai tree must fit within this size category for Chuhin.	Need to set the size criteria to be able to determine all the trees within this size class first.
Tropical tree	Tropical species of tree to qualify for this class.	Need to set criteria from the suggested criteria for this class in advance if this is a class in a show to ensure everyone is aware of the species that fits this category. Create a list of tropical trees
Shohin display	Shohin display of shohin sized trees usually part of a wider 3, 5 or 7 point display.	Need to set the size criteria to be able to determine all the trees within this size class first as to what is shohin.
Mame display	Mame display of all bonsai trees that fall within the height criteria for Mame and usually in 3, 5, or 7 point displays	Need to set the size criteria to be able to determine all the trees within this size class first as to what is shohin.
Native	UK Native tree species only to qualify for this class	Confirm the list of Native species for the UK.
Best tree species classification	See the tree classification family groups	
Club display	Collection of bonsai trees owned and displayed by members of a bonsai club.	

E. Show Awards

These can be specific awards to be awarded by a Club based on their Club awards and specific to each Club.

These can be RHS awards like the Banksian Medal if the Club is a member of the RHS

Examples of Award types	Description	Notes
Best in Show	This is an award that goes to the highest scoring tree overall across all classes within a show	Prestigious award, highest level to be awarded at a show. One tree can win more than one category including this award but only one tree can be awarded Best in Show.
Best Evergreen	This can only be awarded to an Evergreen tree species and one that scores the highest points within a show.	Create a list of qualifying Evergreen trees
Best Deciduous	This can only be awarded to a deciduous tree species that is also a broadleaf tree (as opposed to a deciduous conifer) and one that scores the highest points within a show.	Create a list of qualifying Deciduous trees
Best Conifer	This can only be awarded to a Coniferous tree species and can include a deciduous conifer and one that scores the highest points within a show.	Create a list of qualifying Coniferous trees
Best tree/pot combination	This is to be awarded to the tree with the most points for the tree/ pot combination.	
Best Chuhin	Based purely on the best tree within this size category.	Need to set the size criteria to be able to determine all the trees within this size class first.
Best Tropical tree	Awarded to the best species of tree that is a tree species from a tropical origin.	Need to set criteria from the suggested criteria for this class in advance if this is a class in a show to ensure everyone is aware of the species that fits this category. Create a list of qualifying tropical trees
Best Shohin display	This is for the whole Shohin display as shohin are rarely shown as individual trees and usually part of a wider 3, 5 or 7 point display.	Need to set the size criteria to be able to determine all the trees within this size class first as to what is shohin.
Best Shohin tree	Based purely on the best tree within this size category.	Need to set the size criteria to be able to determine all the trees within this size class first.
Best Mame	This is for the whole Mame display as Mame are rarely shown as individual trees and usually part of a wider 3, 5 or 7 point display.	Need to set the size criteria to be able to determine all the trees within this size class first as to what is shohin.

Examples of Award types	Description	Notes
Best Mane tree	Based purely on the best tree within this size category.	Need to set the size criteria to be able to determine all the trees within this size class first.
Best Native	Awarded to the native tree with the highest score.	Provide the list of Native species for the UK.
Best tokanoma / Overall display	Awarded to the best single tree display usually based around the stand, scroll, accent and single tree with the highest points regardless of species but for Bonsai size class and above.	
Best tree species classification	See the tree classification family groups	
Best Club display	To be awarded to the best overall club display	
Best Accent or Companion planting	To be awarded to the best accent regardless of the bonsai tree and display	
RHS Award Banksian Medal	RHS Award to the overall Show winner	Can only be awarded to the Best tree overall in the Show

Example Award



F. Show Stationery

Prize Cards or Certificates

These should be designed to incorporate the Society's badge and brand where possible. They should be produced to match the awards for each class.

Examples would be:

- Certificate of Excellence
- Award of Merit
- Best Conifer
- Best Evergreen
- Best Broadleaf
- Best Chuhin
- Best Shohin display
- Best Mame display
- Best in Show
- Best Club display
- Best Native tree



Exhibit entry numbers

These are numerical cards or numbers placed on each space to identify where each exhibit is placed on the staging.

Place holder Cards

To put prior to the final certificates and awards being handed out at the Award proceedings.



List of Bonsai Judges

See the RHS website for a list of Bonsai Judges:

rhs.org.uk/get-involved/affiliated-societies/judges-speakers/find

5. Labelling

Labelling of entries for bonsai shows is desirable but it is not always obligatory at all shows or for all exhibitions. It is a useful method for education if the aim of the exhibition or display is to further knowledge to have each tree species clearly identified. However, labels should be correctly spelt and provide accurate information to avoid any misinformation.

Tree Name: The tree's botanical Latin name should consist of genus and species, and where relevant, sub-species, variety and cultivar name. Whereas common names vary from country to country, and even region to region, proper botanical Latin naming ensures the correct identification of trees around the world.

- The genus name always has a capital first letter and is written first and italicised or underlined.
- The species or specific epithet is in lower case, italicised or underlined and follows the genus.
- The scientific names of trees in full are italicised or underlined and made up of the genus, species and cultivar if known.

Common Name: where there is a common English name in use, this appears in addition underneath the botanical Latin name. Where a tree has both a cultivar name and a common name only the cultivar name is shown due to limited space.

Examples of botanical Name

Pinus sylvestris

Common name is Scots Pine

Pinus is the genus

sylvestris is the specific epithet or species

Cedrus libani subs.libani

Common name is Cedar of Lebanon

Cedrus is the genus

libani is the species

subs.libani is the sub species

Fonts and text colour

Depending on the purpose of the label and the size of the label will determine the level of information to be put on the label. It should be clear, with a readable font like Arial, Verdana, Helvetica, Calibri, or Lucida Sans and usually white text on black cards or black text on white cards.

Information to go on the label

For bonsai tree-labels they can include a wide range of information including the following:

- scientific / Botanical name
- common name
- style of bonsai
- approximate age of bonsai
- owner
- maker of the bonsai pot
- origin of the tree ie Yamadori (collected), Bought, grown from seed

Labels can be free-standing, placed on the table or set in small display stands like small wooden slots to stand them up. If labels are used they should be consistent in their design and the same type and level of information shown on each label. It may be useful to determine a fixed position for labels for consistency ie in the show rules to state labels to be always on the right at the front, or two the left at the back.

6. Event Support

UK Bonsai Association Signage

Attention all show organisers, please be aware the following signage and staging is available to borrow free of charge.

It's been proved at various bonsai shows, that good signage can improve levels of attendance. Directional arrows can be easily fastened to street lamp posts and banners to street railings, put them up in the morning and take them down straight after the show, just be careful and considerate, of where you put them.

For further details contact: Mark Moreland on 07850 771201
email: markmoreland@live.co.uk



30 of left/Right/Straight On Arrows
(54cm x 20cm)

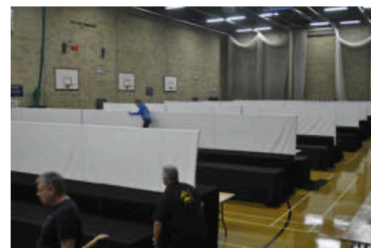


(180cm x 70cm)

10 of Bonsai Show Today
Banners



6 x Small Upright Banners



8 x 11m Staging And Covers