

## ALLARIZ INTERNATIONAL GARDENS FESTIVAL RULES

### 1. AIMS

The priority objective set by Allariz Town Council for the International Gardens Festival is to **encourage and raise awareness of garden art** and the importance of **the role of green spaces for improving quality of life for local residents**. This project contributes towards bringing flowers, plants and art to urban areas, as well as preserving and highlighting the value of the rural environment. In the case of Allariz, this is reflected in the landscape, in keeping with the area's status as a Biosphere Reserve under the UNESCO Man and the Biosphere Programme.

These rules apply to the show gardens exhibited each year in the *Allariz International Gardens Festival Park*; the number of gardens selected depends on the space available, and the garden with the most votes will remain in place until the following year.

### 2. FESTIVAL LOCATION AND OFFICE

- a. Allariz International Garden Festival takes place in Allariz, on the banks of the Arnoia river, between the Nogueiras family tannery and Ferradal park.
- b. The Festival Management Office is in Allariz Town Hall (Plaza Mayor,1), although the Council may make an alternative premises available for this purpose.

### 3. FESTIVAL DATES

The Festival will be open from mid-May through to 30 October; opening times will be specified by the Management.

#### **4. JUDGING PANEL FOR THE SELECTION COMPETITION**

- a. Each year, the judging panel comprises the following professionals:
- Mayor of Allariz, Manager of the Allariz International Garden Festival (known by its Spanish initials as FIXA).
  - Francisco Caldeira Cabral, Chair of the FIXA judging panel. Landscape architect specialising in gardening and green spaces.
  - Landscape, gardening or park experts.
  - Expert, representative from Allariz Local Council, specialist in designing public spaces.
  - Landscape gardening expert, member of an entity related to landscape gardening.
  - Expert, university representative.
  - Expert specialising in tourism.
- b. Allariz Town Council is responsible for appointing the Head of the Judging Panel and the people who sit on it.
- c. If at the competition stage a proposal is received that includes a member of the Judging Panel, or if a member of the Judging Panel has a direct or indirect relationship with a competing proposal that results in a conflict of interests, they will be compulsorily replaced by another person chosen by the Town Council.
- d. The Judging Panel meets in the Festival Management Office to pick the best projects and presents the results to the Festival Director.
- e. The Judging Panel selects the number of gardens according to the spaces available in the Park, but if none of the proposals received meet the minimum quality standards, the Judges may decide to keep the gardens from the previous year's Festival in place. At its discretion, the Town Council may invite landscape gardeners to submit a proposal.
- f. Allariz Town Council reserves the right to personally invite leading figures to present their projects for the Festival Competition.

## **5. FESTIVAL DIRECTOR**

The Director of the International Gardens Festival is the Mayor or the person delegated by the Mayor.

## **6. DIRECTOR'S RESPONSIBILITIES**

- a. Represent the festival in Spain and abroad.
- b. Promote all the activities related to the competition and Festival organisation each year.
- c. Deal with marketing and publicity for the Festival.
- d. Ensure the judging panel functions properly when selecting the gardens presented for the competition.
- e. Ensure that the permanent and annual Festival garden spaces are correctly and regularly maintained.
- f. Propose appropriate actions to make sure the Festival is a success, including obtaining the necessary funding for it to take place.
- g. Work alongside public and private bodies in securing sponsorship for the Festival and for the gardens selected every year.

## **7. CANDIDATES – COMPETITION**

- a. The competition is open to any citizen or group of citizens, from any country, to individuals or groups, including companies, associations, cooperatives, schools, universities, etc.
- b. Candidates do not need to have undergone specific training.
- c. Candidates may present more than one proposal.
- d. The Judging Panel will preferably select only one garden per candidate.

## 8. PROPOSAL DOCUMENTATION

- a. Candidates must present their proposals as an outline project, clearly showing all the materials used, the shapes and how the space is to be used.
- b. The space plan is available in digital format on the Festival web site: [www.allariz.gal/festival](http://www.allariz.gal/festival).
- c. **Designs are to be submitted in digital format, and sent to the email address [festivaldexardins@allariz.gal](mailto:festivaldexardins@allariz.gal)**

If the designer wishes, they may also submit them in paper format. In this case, the proposal should be sent in A1 size, on a hard surface.

Application documents are to be sent in digital format, with the following contents:

- 1 **PDF file** (A1 size), **submitted anonymously, including the garden's name, the general plan for the garden, and specifying the number of the chosen plot.**
  - 1 **Word file**, with the project **exposition**, which should take up a maximum of five A4 pages and be written in one of the following official languages: Galician, Spanish, English or French.
  - 1 **file** containing the candidate's details. (Attached as appendices)
- d. Scale models, material samples and other additional items are **optional**.
  - e. Proposals **may not** contain elements that require building with heavy agglomerate or masonry, nor may they include materials or plants weighing individually more than 100 kilos.
  - f. Proposals may not contain elements requiring the use of heavy machinery or equipment.
  - g. The budget for creating the garden (including materials and man-hours), which may not exceed EUR 10,000.
  - h. **Plants.** The judging panel will prioritise gardens that use the species included on the list available on the festival website [www.allariz.gal/festival](http://www.allariz.gal/festival). If the species do not appear on that list, the participant should bear in mind the temperature changes that take place in Ourense from May to October.

- i. **Water and electricity at the plot.** Each plot has a tap and a 220 V plug.
- j. **Recyclable materials.** The panel will also prioritise the recycling of materials used in gardens from previous events.
- k. After proposals have been submitted, each team will appoint a sole representative.
- l. Any execution plans for selected proposals that are found not to comply with the conditions described in paragraph 8 will be rejected.

## 9. DATE AND PLACE FOR SUBMITTING PROPOSALS

- a. Proposals must be received no later than **30 November at 14:00**, local time.

Please send communications to the email [festivaldexardins@allariz.gal](mailto:festivaldexardins@allariz.gal)

If you wish to submit your project by post, please send your certificate of posting (before the deadline for submitting entries) to the email given above.

Postal address:

Casa do Concello  
Praza Maior, 1 – 32660 Allariz.

- b. The festival manager will establish the calendar for submitting proposals and for meetings of the panel each year.

## 10. SELECTION OF PROPOSALS

- a. Gardens will be selected by the judging panel based on the following **criteria**, among others:
  - respect for and adaptation of the concept to the theme of the corresponding edition;
  - originality, coherence and clarity in the proposal;
  - contribution to the art of gardening and how it is understood;
  - functionality and the guarantee that the garden will be preserved and maintained throughout the event.
- b. The Judging Panel will publish the results of the selection process by 30 December.

If management should resolve to extend the submissions deadline, the longest deadline for announcing the results may not exceed 30 days after the judges have made their decision.

- c. Entrants will be notified within a maximum of **10 days** following announcement of the results.
- d. In the event that several proposals are received for the same space, the Judging Panel may give one of them an alternative space. If the project requires adjustment to suit the new space, this will be at the candidate's expense.
- e. Proposals are to be adapted to the areas and shapes of the existing spaces. Festival management may assign other free spaces within the festival grounds, at its discretion and by agreement with the entrants.

## 11. PRESENTATION OF APPROVED PROJECTS AND TECHNICAL SPECIFICATIONS

- a. Candidates will have a **maximum of 30 days** to present their execution plan, following confirmation that their proposal has been accepted.
- b. The **execution plan** consists of the following: descriptive elements – measurements, budget and technical specifications; design elements – plants and sections annotated, models and plans, building details, planting layout.

**Email address: [ora@allariz.gal](mailto:ora@allariz.gal)**

- c. All selected entrants should include, further to the technical project, a **brief summary of each garden** (maximum 250 words) and a **short bio about the author(s)** (maximum 150 words), so they can be used at the festival, on the corporate website and for any publications that may be produced. You are recommended to submit them in **Spanish and English**.

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- d. In order to evaluate and adjust the physical creation of the garden presented in the project, communications will take place between the management and entrants, and modifications may have to be made with regard to public safety, and the functioning, duration and maintenance of the garden.
- e. For promotional purposes, and specifically for the Festival catalogue, selected garden design teams must submit electronic versions of their design, sketches, plans, models, photographs, etc., in optimal quality for print reproduction, when they are required.

## **12. BUILDING THE GARDENS**

Allariz Town Council will start building the gardens from **15 January**.

## **13. OWNERSHIP OF THE GARDENS**

At the end of the Festival, the gardens will be property of the Town Council, which may place them in public areas, donate them to public organisations or sell them to private buyers at a public bidding auction.

## **14. COMPETITION PARTICIPANTS' RIGHTS**

- a. Selected participants will receive a **certificate** of their involvement, issued by Allariz local council.
- b. All entrants will be invited to the festival opening ceremony, attended each year by renowned landscape gardeners, specialist press from the sector and the general press.
- c. FIXA will publish a profile for each author and their garden on its website and social networks.
- d. Publishing of a catalogue If FIXA should publish an annual catalogue, it will include the corresponding edition and information about each design.
- e. All participants have the right to enter the Festival site freely, using their official ID.
- f. Each participant may obtain passes for their working team, up to a maximum of **20** free passes per garden.

- g. Participants may purchase tickets for promotional purposes, at 25% of the normal Festival ticket price, up to a maximum of 1,000 tickets per garden.

## **16. FESTIVAL THEMES**

- a. The Festival may have one or several "themes" proposed by the Head of the Judging Panel and approved by the Management.
- b. The theme for a particular year will be publicised using posters, promotional material and on the Festival web site and social media: [www.allariz.gal/festival](http://www.allariz.gal/festival).

## **17. SPONSORSHIP**

Each garden will be sponsored by a collaborator selected by festival management. Management will also decide the value of each garden, based on the budget, materials used and with reference to market values.

## **18. OTHER EVENTS**

- a. The Festival site may also be used for a number of cultural and recreational events, fairs and exhibitions related to art, green areas and urban furniture, or any other event compatible with the Festival.
- b. The Festival Management is in charge of setting the rules for using the spaces and for selecting potential traders or exhibitors.

## **19. THE PUBLIC VOTE**

Members of the public have the opportunity of voting for their three favourite gardens by secret ballot. The results are published at the end of the Festival, after votes have been counted under the supervision of the Secretary to the Town Council.

The garden with the most votes will be exhibited on the grounds at the next edition of the festival.



## **20. CONTINGENCIES NOT COVERED**

Contingencies not covered by these rules will be resolved by the Festival Management, and candidates will not have the right to appeal or compensation.

## **21. VALIDITY**

These rules are in force as from 10 days following their approval by the Council Plenary Meeting and must be displayed publicly in the usual places and on the Festival web site: [www.allariz.gal/festival](http://www.allariz.gal/festival)

### **APPENDIX (please include this with your exposition)**

NAME OF THE PROJECT

CHOSEN PLOT

APPROXIMATE BUDGET

TEAM NAMES

NAME OF TEAM SPOKESPERSON

ORIGIN

CONTACT (postal address, email, phone, website)