



Exhibitors' Information Sheet

The information below will inform you of the procedure for submitting plants for American Orchid Society judging and a timeline of when your award will be ready to be paid. Congratulations on your plant (or exhibit) receiving an AOS award!

Final Information Required for Award Processing

If the following information was not provided when your plant or exhibit was entered for judging, please make sure that it is available before you leave the judging activity:

1. Award recipient's name, address, phone number and easily legible email address.
2. Status of AOS membership (member vs. non-member)
3. For exhibits, no additional information is required.
4. For plants, the correct name of the species or hybrid awarded and a clonal name should be assigned if the plant does not already have one. Clonal names on Mericlones or divisions of named plants should not be changed unless a significant mutation has occurred during the cloning process that renders the plant significantly different from the original.
5. For new species, the country of origin and if previously identified, the name of the taxonomic authority.
6. Documentation of purchase of Paph species or hybrids listed on the AOS website as "illegal" unless such plants can be traced to 'legally released material' as so specified.

Processing your AOS award

Award timeline

The responsible judging center submits award descriptions, measurements and images within **60** days to the AOS. Award information and award descriptions are reviewed for accuracy and edited as necessary. When all of the required information has been provided and certified by AOS staff, awards are released for billing. This may take an additional 30 days.

Billing Process

For AOS members: Awards released for billing (the current fee is \$36) will appear in the "Social" section of the AOS website (requires login and password to enter) under the "My Awards" tab. Awards may be processed immediately via credit card and will be transferred automatically to the "My Awards" list. A certificate will be mailed to you and/or a certificate containing an image of the awarded plant may be printed by clicking the 'certificate' link within awards listing once it appears in "My Awards". Should the exhibitor desire a higher quality image, it may be requested from the chair of the judging center having granted the award. Use of such images is for personal non-commercial use only and any other usage must be granted by the photographer.

For non-members: You may (at present time) use the store on the AOS website and choose the Pay Award category. It is **IMPERATIVE** you put the award number (this is found on the entry form containing the award sticker that you received when you plant was awarded) in the description. Without the award number, the AOS has your funds, your email address and no way to link that to your award. OR you may call the AOS offices and pay over the phone. Please call (305) 740-2010 and tell the staff you want to pay for an award. You can also wait and AOS will bill you. If AOS has your email address, you will be billed via email. If they do not, then a paper bill will be sent.

Award invoices will be posted and should be paid within 30 days. Second notices will be posted and when not paid after a total of 60 days, exhibitors will not be able to submit other plants for AOS judging until the balance is cleared by payment.

If you should have any questions about the status of your award, please do not hesitate to contact the Center Chair where you received your award.

Information for Provisional Awards

Provisional awards are those that require new hybrid registration with RHS (exhibitor's responsibilities) or for some reason (e.g., all CBR and CHM awards) be identified by SITF (the Center's responsibility). All provisional awards should be cleared within one year. Exhibitors who have made every attempt at identification or hybrid registration may request an extension from the responsible Judging Center Chair if extenuating circumstances pertain (examples, a new species award that requires publication before it may be recognized, more information required on a subsequent blooming, a complex hybrid registration that requires several steps or the originator of the hybrid has not fulfilled their responsibilities). The Center will be in communication with SITF to help get the plant identified and cleared. The Center may require the exhibitor to provide more information to help in the identification of the plant. Awards that are not so duly processed are liable for full billing by the AOS and until such accounts are cleared, exhibitors may not present other plants for AOS judging.

Provisional awards are granted to all species previously not recognized with AOS awards, Certificates of Botanic Recognition (CBR), Certificate of Horticultural Merit (CHM), and hybrids which have not yet been registered with the Royal Horticultural Society (RHS). In addition, any judge may request that an award be granted provisionally pending proper taxonomic identification. Paphiopedilum species or hybrids that require documentation of legally imported and purchase materials will be provisional until such documentation is provided to the sponsoring judging center.

OPTIONAL SECTION FOR CENTERS THAT FOLLOW THESE PROCEDURES

AOS Sanctioned shows with AOS Judging

Exhibitors should be aware that all plants exhibited in an AOS sanctioned show will be considered/screened for possible AOS awards. Exhibitors who do not wish to receive AOS awards should make a notation on entry forms/show tags "Not for AOS Judging". Plants that have been previously screened on the same blooming (i.e., exhibited at other shows or center judging) should also be marked "Not for AOS Judging". Without such a notation, exhibitors will be responsible for accepting any award that is given, for providing the necessary information, and paying usual award fees (currently \$36).

AOS Center Judging

It is assumed that all plants entered for Center Judging have been presented there for the possibility of receiving an AOS award.

For Plants entered specifically for AOS judging at shows or centers

Information needed when entering a plant:

All plants or exhibits receiving AOS awards should have the following information provided by the exhibitor on the entry form: Plant name and/or parentage, assignment of a clonal name, full name, address, telephone number and email (if available) of the exhibitor. If known, for new species the country of origin. Documentation of purchase of all Paph species or hybrids listed on the AOS website as "illegal" unless such plants can be traced to "legally released material" as so specified.