

A Guide to a Successful Orchid Show



American Orchid Society

A Guide to a Successful Orchid Show



American Orchid Society
Education. Conservation. Research.

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American Orchid Society
A GUIDE TO A SUCCESSFUL ORCHID SHOW

Table of Contents

I. Some Suggestions for Orchid Societies	4
1.1 Introduction	4
1.2 The Orchid Exhibition	4
II. Planning an Orchid Show	5
2.1 Introduction	5
2.2 Nature of the Show	5
2.2.1 Exhibition Format	5
2.2.2 Sales	6
2.2.3 Theme	7
2.3 Time and Season for a Show	7
2.5 AOS Judging	8
III. Organizing an Orchid Show	9
3.1 Show Committees and Assignments	9
3.2 Show Chair, Co-Chair and General Committee	10
3.4 Awards	12
3.5 Staging	13
3.6 Classification	15
3.7 Entries	16
3.7.1 Duplicated Entry Information	16
3.7.2 Recorded Entry Information	16
3.7.3 Database Use	17
3.7.4 General Procedures	17
3.8 Clerking	18
3.9 Judging	18
3.9.1 Show Judging	19
3.9.2 AOS Judging	19
3.10 Hospitality	20
3.11 Publicity	21
3.12 Finance	22
3.13 Artistic Division	23
IV. Other Considerations	24
4.1 Some Suggestions for Exhibitors	24
4.2. Children Corner	26

American Orchid Society
A GUIDE TO A SUCCESSFUL ORCHID SHOW

4.3. Event Program (Show Booklet)	28
4.4. Requirement for AOS Booth and Display of AOS Tablecloth and Banner.....	28
V. Reference Materials	
5.0 The Judging Process.....	31
5.1 Purpose of Judging.....	31
5.2 Judging Materials.....	31
5.3 Submission of Plants for Judging.....	31
5.4 Care and Disposition of plants.....	31
5.5 Judging Practice.....	34
5.6 Judging at orchid shows.....	42
5.7 An Orchid Judge's Gloss	43
5.8 Classification of Judges	48
VI. Appendix	
SAMPLE ORCHID SHOW CHECKLIST.....	51
Sample Show Committee Responsibilities	54
Proposed Timeline	56
Sample Judges Invite.....	59
Sample Show Approval Letter	60
Application for AOS-Sanctioned Show/Event	61
Sample Invitation Letter to Vendor	62
Sample Confirmation Letter to Vendor	63
Sample Background Letter for the Media	64
Sample PR Letter To Magazines	65
Sample Letter to an Award Sponsor	66
Sample Letter Soliciting Goodies.....	67
Sample Letter Solicitation for Program Ads	68
Sample Post Cards	69
Sample Flyer	70
Sample Event Schedule	71
Sample Simple Budget	72
Sample Exhibitor's Package	73

American Orchid Society
A GUIDE TO A SUCCESSFUL ORCHID SHOW

Resources 103

I. Some Suggestions for Orchid Societies

1.1 Introduction



Local orchid societies are formed as nonprofit organizations to provide a closer relationship among orchid growers by meetings devoted to the advancement of knowledge and appreciation of orchids. Eventually, most societies consider staging their own orchid exhibition or show.

There are many benefits to be derived from planning and executing such an event. The participants acquire increased knowledge, experience and personal satisfaction from the accomplishment. The society itself finds new vigor, fellowship, and shared experience. There is helpful publicity, potential for new members, and opening of new horizons. Working together as a team can provide a unifying force for any society.

1.2 The Orchid Exhibition



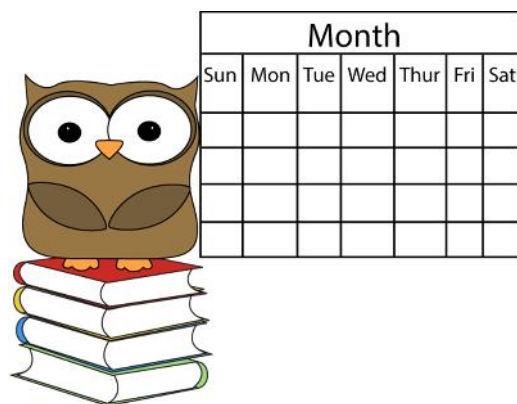
To gain experience, many societies stage an orchid exhibition before undertaking a show. Society members bring their best plants to a bank, store, shopping mall or other public location. A committee plans and arranges the entire exhibit for best effect. Like a show, an exhibition must offer beauty to justify its existence. A schedule is not necessary nor are formal entries, although both may be utilized in anticipation of the society's first show.

An exhibition should offer education, both for members of the society and the viewing public. For this reason, the exhibition should be constantly manned by one or more members of the society to provide information and security. Members serving as attendants should learn the names of the plants in the exhibition and as much information about them as circumstances allow. All plants in an exhibit should be clearly labeled. An exhibition is not judged nor is it customary to charge admission. A descriptive folder about orchids and the local society should be available for distribution to interested persons. The membership application forms and publications of the American Orchid Society should also be displayed.

Some societies continue to hold their own exhibition year after year, deriving pleasure and a sense of growth from increasingly better presentations. Other societies begin to stage an exhibit in a nearby flower and garden show or in the show of a neighboring orchid society. Still others embark on their first orchid show as soon as they feel they are ready to do so.

American Orchid Society
A GUIDE TO A SUCCESSFUL ORCHID SHOW

II. Planning an Orchid Show



2.1 Introduction

A successful show requires early planning and proper organization. Each year's show will bring new problems and changing needs. When the show is a new venture or a new format is under consideration, several matters of basic policy should be addressed. The nature of the show, time or season, site and whether or not to have AOS judging are but four of the major decisions to be made.

2.2 Nature of the Show

Several types of shows are possible. The choice will be determined by the amount of plant material available, the number of local exhibitors, availability of workers within the society, size of the show site and other factors.

2.2.1 Exhibition Format

Simplest to stage and conduct are "tabletop" or "bench" shows, where all plants are arranged on tables or benches. Plants may be grouped by the classes provided in the show schedule or by exhibitor. Occasionally, a combination of these two formats may be used.

Societies whose members own small orchid collections may find it desirable to undertake a "mini-show," utilizing card tables for each exhibit. One or more flowering plants are placed in an appropriately designed setting not exceeding a card table top in size. This can be a real challenge, calling for skill in scale and arrangement. Where space, experience, and sponsor permit, landscaped exhibits ranging from 25 to 200 or more square feet can be particularly attractive features, stimulating attendance. These exhibits may simulate gardens, natural settings, or other imaginative surroundings, often in keeping with a show theme. This type of display will, however, require far more work both by the staging committee and the individual exhibitor.

Many shows include both tabletop and landscaped displays. Such a combination requires careful attention to the overall show design and a detailed floor plan.

2.2.2 Sales



There are two basic ways to manage sales. The society may operate the sales area, handling all sales and then accounting to vendors. Organizing and staffing a sales area will require long hours on the part of many society members. A separate committee may be necessary for this function. An alternative is to charge specified table fees to individual vendors, relieving the show committee of the large sales responsibility. (See sample invoice on the right) Many smaller shows attract distant vendors and exhibitors by charging minimal or no table fees or sales commissions. Whatever the format, state and local regulations concerning sales licenses and sales tax must be followed.

The location of the sales area is also important. If the requirement for security is paramount, such as in a mall show, sales may be near the exhibit area and security must therefore be tighter. In more restricted circumstances, sales may be in a different area altogether. In either case, provisions should be made so that purchased plants are not carried through the exhibit area.

[illegible]

American Orchid Society

A GUIDE TO A SUCCESSFUL ORCHID SHOW

2.2.3 Theme



For most shows, a specific theme is desirable. A theme helps to obtain publicity, stimulate exhibitors to create attractive displays and unify a show. If there is an artistic division, the show theme is also utilized in arrangement classes and interpretations.

The show theme may relate to the season of the year, community or historical events, local geography, exotic locales, or imaginative situations. Most important, the theme should be workable for the exhibitor and of interest to the viewing public.

2.3 Time and Season for a Show

A colorful poster for the 'Orchid Fandango!' event. The top section is blue and pink with the title 'Orchid Fandango!' in large, stylized letters. Below the title, it says 'Register now! Registration and room rates increase on September 25!'. The middle section is purple and white, featuring the text 'American Orchid Society Fall Members Meeting' and 'Hosted by the Alamo Orchid Society, San Antonio, Texas, October 26 - 30, 2011'. To the right of this text is a photograph of people in traditional Mexican folk costumes. The bottom section is yellow and purple, listing various activities: 'Exhibits by orchid societies and commercial growers', 'Orchids for sale by vendors from around the world', 'Lectures by outstanding national and international speakers', 'Orchid judging and awards', 'Auctions and raffles', and 'Friday night River Walk outing'. It also provides contact information for the Omni San Antonio Hotel and the Alamo Orchid Society website. The right side of the poster is divided into two yellow boxes: 'Show and Sale Open to the Public' with dates and times, and 'Join your friends' listing various orchid societies.

Shows are often annual affairs, planned for a given season of the year because of local conditions or needs. The season may be determined by the sponsor, climatic factors that affect local blooming time or the availability of exhibitors.

Some shows occur every other year, allowing more time between shows. Others are scheduled 18 months apart, both to increase the time interval and to change seasons.

In areas of the country where orchid societies are numerous, a large number of shows may create an attendance problem and limit the availability of judges and participation of outside exhibitors. Any new venture must adjust to these circumstances. A society planning its first show in such an area might consider alternating shows with a nearby group, spacing its shows further apart or combining with another orchid society, rotating the location.

Weekends are generally best suited for commercial suppliers, judges and exhibitors, and are the best time for good attendance. Shows held in conjunction

with state and county fairs, festivals and holiday events are exceptions. Occasionally, meetings, congresses and other circumstances require a variation from the weekend schedule. In some instances, for example, when a show is held in a department store or shopping mall, one weekday and the weekend may be necessary.

Time for dismantling a show must also be planned carefully.

American Orchid Society A GUIDE TO A SUCCESSFUL ORCHID SHOW

Conflicts of dates with other shows in the same judging area should be avoided. If AOS judging is desired, the proposed dates must be approved by the chair of the judging center with which the society is associated, at least six months in advance. Confirming the show date is one of the first tasks of the show committee.

2.4 The Site of the Show

If a show is held under the auspices of an institution, the site is usually automatically determined. Study the facilities and requirements carefully before seeking or accepting such sponsorship. The type of show must also be reconciled with the available facilities. Temperature and humidity control, adequate access and security must be considered.

Most medium-sized shows seek such institutional sponsorship. It might be a bank, department store, shopping mall, museum, art gallery or lobby in a large office building. Such sites and sponsorship may afford needed financial support, but some restrictions are almost inevitable. Seldom can admission be charged (it may not be needed, in the light of financial help), and advertising and sales by commercial exhibitors are often prohibited. Exhibits may be subject to damage or theft, particularly in crowded shopping malls.

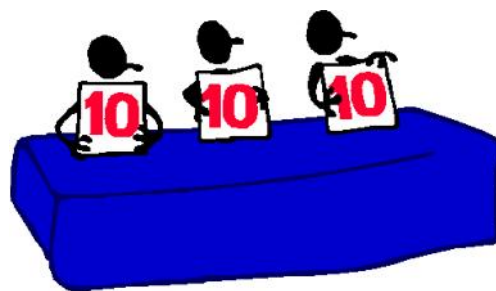
Before looking at possible accommodations, societies free to select the site for their show should review carefully Chapter 3, particularly the portion on staging (3.2). An exhibition or convention hall is the most desirable for large shows; however, rental costs may be a major obstacle. A convention hotel is a possibility if many outside visitors are expected. Civic halls and garden centers should also be investigated.

A public botanical conservatory is often used successfully for orchid shows, but with certain obvious limitations. Shopping malls have become popular because they reach a broad spectrum of the public and supply a captive audience. The number of possibilities is certainly not limited to the above, and with ingenuity, many new sites for orchid shows can be discovered.

2.5 AOS Judging

Most Affiliated Societies request AOS judging both for the incentive of possible AOS awards and the valuable contribution of experienced, well-trained judges.

When AOS judging is requested, the society must comply with the regulations as they appear in The American Orchid Society Judging Handbook (see Part. V Reference Material the "Judging Process" 5.0), or as they are modified from time to time. In particular, the requirements for AOS awards photography should be noted as this is a responsibility of the sponsoring society.



American Orchid Society

A GUIDE TO A SUCCESSFUL ORCHID SHOW

An affiliated organization wishing AOS judging at a show must follow the procedure outlined in the AOS Judging Handbook so that a date may be requested of the chair of the AOS judging center or designated administrative center with which the society is associated, at least four months in advance. When the application forms are received, they should be completed and returned promptly to the Center Chair or designated administrative center chair. The required fees, for the judging kit and the show trophy, if desired, must be submitted either to the Center Chair or designated administrative chair, or directly to the AOS Show Registrar, as directed by the Center Chair or designated administrative chair. When all applications are complete and fees paid, the Awards Registrar will process the awards and notify the Center Chair or designated administrative chair and the Show Chair of completion.

III. Organizing an Orchid Show

3.1 Show Committees and Assignments

A show's obligations are most effectively accomplished when delegated to a show chair, show committee and specific subcommittees, thus organizing the functions of the show into separate departments. Each task must be worked out on a step-by-step basis by the various committees. It is not possible to mention all details in a handbook such as this, but they may be anticipated if the persons responsible think through each step of their operation. For example, it may be necessary to get special permission to park in a restricted area in order to bring plants into a show. Careful planning will uncover many needs.

The following responsibilities may be fulfilled by a committee, a single individual or by the directors or officers of a society. The functions to be performed, and the committees or individuals to be assigned, are discussed more fully under the following headings: Show Chair, Co-Chair and General Committee; Schedule; Awards; Staging; Classification; Entries; Clerking; Judging; Hospitality; Publicity; Finance; Artistic Division.

If a show is to be held in conjunction with a lecture series, tour or the meeting of a regional or national orchid organization, special committees will be needed to plan these events.

Deep Cut Orchid Show	
Time Line - 2004 Show Date :	
February 25 - 29	
April	Send letter confirming Mall approval of Date
May	Invite Judging Chair to serve at show
May	Invite Photographer and send letter confirming Date
May	Send letter requesting AOS sanction for Show with Check for Trophy
June	Arrange for poster picture with artist
July - August	Magazine publicity releases
August	Send letter of invitation to vendors
September	Present Show Budget to Board for approval
October	Send letter of invitation to exhibitors
October	Send letter confirming vendor participation
November	Confirm sponsor participation and media sponsors
November	Prepare advertising
November	Send invitation to Mid-Atlantic and Northeast Judges with postcard
December	Send Show poster to printer
December	Order Crystal Trophies, ribbons and plaques
December	Show Packet is sent to all exhibitors with Show Rules, Show Schedule, Plant Entry forms and Mall Brochure with directions
December	Send Invitation to all former clerks
January	Confirm Judges acceptance of invitation
	Publicity and advertising
	Flyers
	Show Organization
	Plaques & ribbons pick up
	Eatontown Fire Permit
	Exhibitor and Vendor Signs
	Number cards and AOS pull cards for judging
	Children's Contest responsibility
	Fragrance Table responsibility

American Orchid Society
A GUIDE TO A SUCCESSFUL ORCHID SHOW

3.2 Show Chair, Co-Chair and General Committee



As in most organizations, provision must be made for coordinating and controlling the various committees. For this purpose, a general chair is appointed as the chief executive of the show. He or she will need a formal means of communication with the other people involved. A general show committee can serve this purpose. For large shows, this committee will consist of the chairs of the various special committees. The show committee should have regular frequent meetings which all chairs and their committees can attend. Progress reports at committee meetings are the best method for exchanging information. Functions not otherwise assigned are the general chair's responsibility. Since the work of any one committee inevitably impinges on others, the importance of coordination and communication cannot be overemphasized.

The following suggestions will aid in the flow of information. Make regular progress reports to your society at its meetings and through its newsletter. Cooperate with your society's program chair to include one or two programs or study sessions on staging, grooming plants and classification and entry for the members. Prepare copies of all correspondence, sending one copy immediately to the general show chair. Finally, all committee chairs should prepare a final report that details the duties of their committees and any problems encountered, along with recommendations for the next show.

Since shows are commonly held at regular intervals, continuity as well as advance preparation and training are well served if an assistant or co-chair is named who may be chair of the succeeding show. This person should also be assigned specific duties for the current effort. Depending upon the need, a show secretary may also be appointed. This office may be required if the show involves participation of many people outside the local area. When the show is large, a show treasurer may also be needed. (See Appendix for the Sample Committee Responsibilities, Sample Orchid Show Checklist and Proposed Timeline).

3.3 Schedule

The show schedule presents regulatory guidelines for the show in a manner and format convenient for use by the show committee, exhibitors and judges. (See Appendix, Sample Exhibitor's Package and the Mid-America Orchid Congress Show Schedule, Rules and Regulations. Show schedules and can be found at www.midamericanorchids.org/judging/.) Once the schedule is adopted, the rules are fixed. Careful wording of the schedule and clear statement of the rules are essential. Definitions of words and phrases used in judging and exhibiting appear in the Judging Handbook Glossary. This list should be studied by members of the schedule committee. Proofread the schedule carefully before it is printed and distributed. The schedule must be adapted to the plant material in local collections from which exhibits will

COMPLIANCE

REGULATIONS

GUIDELINES

American Orchid Society
A GUIDE TO A SUCCESSFUL ORCHID SHOW

come and to the orchids of the season. Provision should also be made for possible entries from outside the local area. Importantly, the schedule must adjust to changing popularity in the kinds of orchids grown. The show schedule should be re-examined on a regular basis to make certain that it reflects current conditions. It may also be useful to review the show schedules used by other societies in your area.

The list of competitive classes of plants or exhibits is usually extensive to encourage as large and complete an exhibition as possible. Among these are group plant exhibits of various sizes, educational exhibits, cut flowers, individual plants, arts and crafts, and flower arrangements. (See Appendix for Show Schedule)

Exhibitors may be classified in order to provide competitive opportunities on a fair basis, for different skills, experience or resources. The simplest classification is that of open and amateur. Many shows find this classification easy to administer and satisfactory to exhibitors. Other classes used include novice, amateur, private grower, and commercial grower. Many shows feature a class for orchid societies. Definitions for all these classes of exhibitor can be found in the Judging Handbook Glossary. (See-Part V 5.8 for Orchid Judges Glossary).

Ribbons are given as prizes in each class. This is sometimes referred to as "ribbon competition" or "ribbon judging." Special trophies may be provided for particular categories (e.g., Best Paphiopedilum in Show, Best Novice Exhibit). The schedule should contain information about all awards.



The schedule must give complete guidelines for the show: the name of the orchid society, sponsors, theme, place, date, admission charge (if any), conditions for entry of plants, times for opening and closing and all other matters regarding the operation of the show.

The show schedule should also include this additional information:

1. Who will receive entries - when and where.
2. The closing time for entries (stick to it).
3. That the right is reserved to reject tardy entries and diseased or insect-infested plants.
4. That entries may not be removed until a specified time.
5. That the sponsors are not responsible for exhibitor's property.
6. If applicable, any restrictions on the use of certain kinds of materials or features in landscaped exhibits, e.g., waterfalls, flowers other than orchids. Any special equipment that may be needed, e.g., ancillary lighting.
7. The time limits for staging.
8. Whether AOS judging is to be conducted. (In order to avoid any misunderstanding, the schedule should clearly specify the obligations associated with any AOS award granted, including fees, hybrid registration and species identification requirements, and regulations as contained in this Handbook or as amended from time to time in AQ Plus. The schedule must advise exhibitors that judges will consider all plants in the show as eligible for AOS awards except where the exhibitor has clearly indicated prior to judging that a particular plant is not to be judged for AOS awards.
9. Whether ribbons or trophies are being offered.

American Orchid Society
A GUIDE TO A SUCCESSFUL ORCHID SHOW

10. Whether judges may subdivide classes, disqualify plants for improper classification or other reasons, or withhold any ribbon or trophy.
11. Whether or not plants may be entered in more than one class.
12. Whether background and staging materials will be provided or whether exhibitors must provide their own.
13. That the show chair will make the final decision regarding interpretation of any rules.
14. That the decisions of the judges are final.

3.4 Awards

The awards committee should work closely with the schedule committee so that the number and kinds of awards to be offered are clearly and accurately stated in the schedule. If the awards committee has obtained individual or commercial sponsorship for trophies, the contributors should be given credit in the schedule. Some societies have found that continual solicitation of the same commercial firms to donate trophies does not foster good public relations.

Determining the "Best Flower in Show" where many orchid genera are displayed is difficult and frustrating to the judges as well as confusing to the general public. It is understandable to an experienced orchid grower that "Best Flower in Show" may be a rare botanical with unusually fine flowers measuring three centimeters, but naturally enough, an 18 centimeter purple Cattleya is more spectacular to the average show visitor. Schedule and awards committees can avoid this pitfall by limiting their "Best in Show" classes to "Best Cattleya," "Best Paphiopedilum" and the like.



Eligibility requirements for trophies should be carefully considered. Too many restrictions (e.g., member of host society, not a winner of any other trophy, etc.) can definitely complicate judging. The results under such circumstances may reflect neither the highest spirit of competition nor the highest flower quality. Special attention may have to be given to the safety of trophies or awards. One solution found useful in malls and other areas where security is a problem is to have a locked display case in which all trophies are displayed. At the exhibits where trophies were awarded, printed cards or special ribbons are used to refer to the appropriate trophy. At show breakdown or perhaps at a special awards meeting or dinner, trophies may be distributed to the winners.



The awards committee is responsible for ensuring that all ribbons and trophies are obtained in good time for the show. Prior to the show, each trophy, if not engraved, should have a card attached indicating for which class or special award it is to be given. Once the prizes have been marked and judging has begun, changes should be avoided.

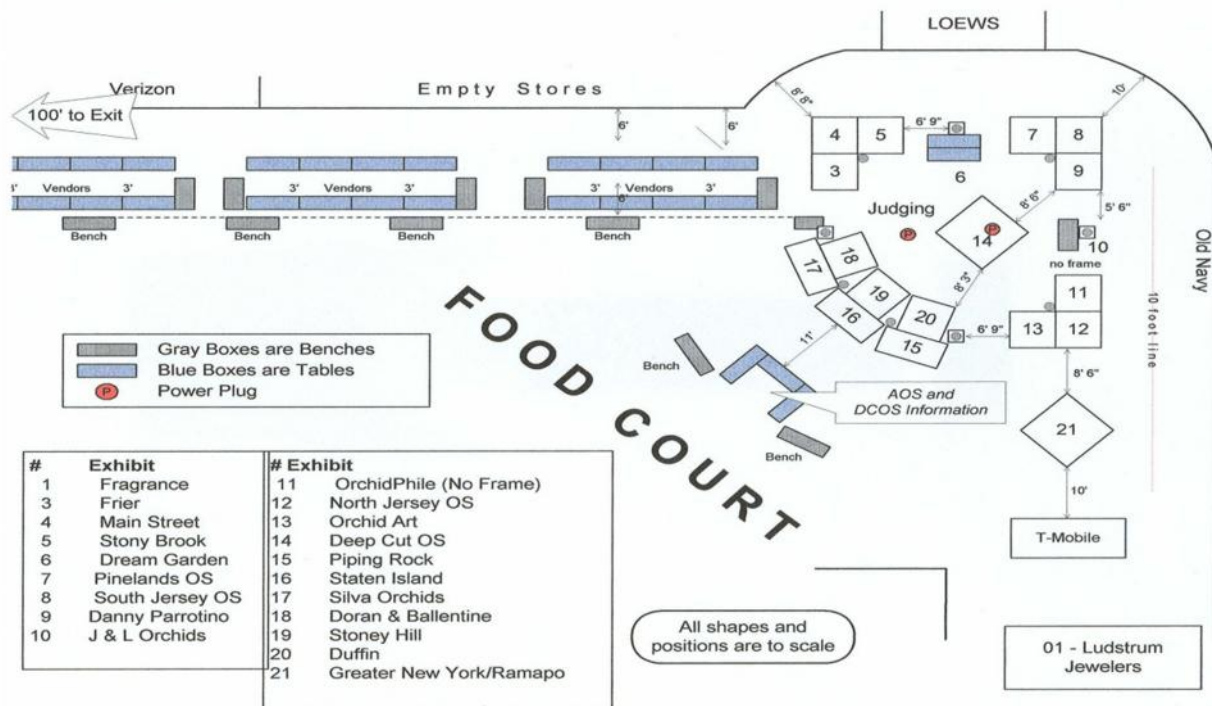
American Orchid Society

A GUIDE TO A SUCCESSFUL ORCHID SHOW

Advance notice of the orchid show and promptness in preparing and releasing a copy of award winners to the press is essential for newspaper and television coverage of the show.

3.5 Staging

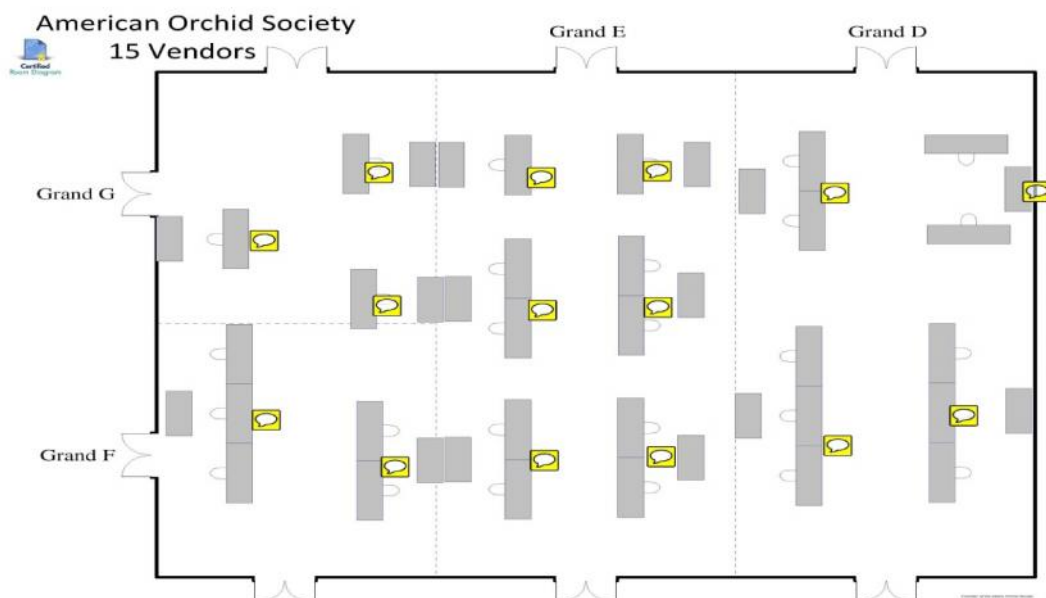
This term refers to the physical arrangements or equipment needed for the show and the process of setting up exhibits. These are the general duties of the staging committee. Its members normally design the show. The design should be drawn to scale and exhibitors' positions indicated as soon as these are known. The designer of a large show, frequently an architect or landscape architect, prepares a detailed floor plan for the staging committee to follow. Whether large or small, the show as a whole should be planned so that the total picture is most effective.



When a show is intended to simulate natural conditions or an exhibit is designed to carry out a theme, quantities of staging material such as sand, moss, bark, peat, rock or building blocks may be required. Decisions should be made whether such materials will be furnished by the individual exhibitor or by the show committee, perhaps with a charge to the exhibitor. For large shows, such as regional exhibitions, it is suggested that the host society assist exhibitors with materials for preparing their exhibits.

American Orchid Society

A GUIDE TO A SUCCESSFUL ORCHID SHOW



In most areas, public exhibitions are governed by safety codes that may specify things such as number of exits, width of aisles, use of flammable materials and electrical wiring. The staging committee should determine early in its planning whether such regulations must be met.

Restrictions may be imposed by the management of the exhibition facility on its use. Such strictures may prohibit the use of water in exhibits (e.g., ponds or waterfalls), materials adhering to or touching the walls and moving or altering existing furniture or fixtures. These things must be determined by the staging committee, which should inform exhibitors of all restrictions.

This is a partial checklist of matters to which the staging committee should attend:

1. Place for the show.
2. Tables, benches, decorative and construction materials.
3. Protective covering for the floor surface if needed or required.
4. Foliage plants, trees, and other natural materials for decoration of the hall and/or use in combination with orchid plants in landscaped exhibits.
5. Any general construction, painting, etc., required.
6. Signs, including marking exhibits as to class.
7. Lighting - it is desirable that lighting not only be sufficiently strong, but that it be color-balanced to show flowers as nearly as possible as they would appear in sunlight. Incandescent lighting is preferable to fluorescent. Most shows do not permit the use of colored lights, such as spots, color clips and Gro-lux tubes, since they alter the apparent color of flowers. Some halls have minimal

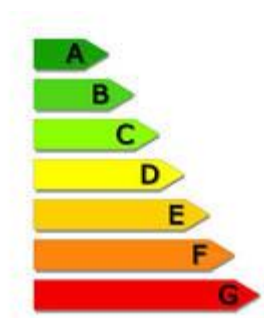


American Orchid Society
A GUIDE TO A SUCCESSFUL ORCHID SHOW

- provisions for lighting, and exhibitors will have to supply their own long extension cords and flood lamps. Good lighting is particularly important for AOS judging.
8. Source of water (if show is long enough to require watering or if exhibitors wish to use water in staging).
 9. Delineating traffic flow if the crowd will be large or if the facility will be used simultaneously for other purposes.
 10. Dismantling of show. This last point involves considerable work in a large show and should be carefully planned. Each exhibitor will ordinarily be expected to remove his or her own exhibit. Policies as to time of breakup should be clearly established and published in the schedule to avoid premature dismantling or long-delayed clearance of the premises. A cleanup committee will be needed as an adjunct to the staging committee, especially when the society is responsible for removing sand and similar materials or special construction from the premises. Whether a show will be invited back by the host facility may largely depend on leaving the premises as they were before the show

The appearance, and therefore much of the success of the show, will depend on the work of the staging committee.

3.6 Classification



Classification determines the classes to which each entry is assigned for competition. The classification committee should consist of the most knowledgeable members of the society. The clerking chair should also be on hand as an aide and observer of classification and entries. Correct naming is essential. Ordinarily exhibitors will determine the division and classes in which they are entitled to compete. The show committee provides entry forms to be attached to each plant. These forms should be checked by the classification committee prior to presentation to the entry committee. (See Appendix for Show Schedule).

Entry forms should be labeled correctly, legibly and neatly. The name and parentage (if a hybrid) should identify the plant. Standard reference works, such as the species list approved by the Judging Committee and the Trustees, a complete set of Sander's List of Orchid Hybrids (eight volumes through 1995, and subsequent lists as published), AOS Register of Awards and Supplements I-VI, Awards Quarterly (Volume 1 to date), AQ Plus, and species reference books should be available to assist the exhibitor and the committee. These references should also be available during judging.

Correct classification is ultimately the responsibility of the exhibitor. The classification committee or show chair could be called upon to decide if improperly entered plants should be reclassified. However, it is usually the prerogative of the judges to change a plant to another class or section if they feel it is improperly entered, or if the classification committee or the show chair requests that this be done. Some schedules state that judges may not reclassify entries, thereby placing the burden upon the exhibitor or disqualifying the entry.

American Orchid Society

A GUIDE TO A SUCCESSFUL ORCHID SHOW

3.7 Entries

The function of the entries committee is to provide a means of designating and recording the plants and exhibits entered for competition in the show. A separate logbook/database should record the name, address and phone number of each exhibitor, along with their exhibitor numbers if these are being assigned for identification. The entry committee may need to be a large one, especially if entries are made on the day of judging. Members of the entry committee should be on hand and prepared when exhibitors arrive. Two different methods of taking entries are in general use.



3.7.1 Duplicated Entry Information

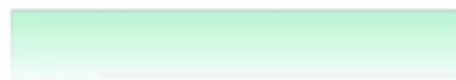
Simplest to stage and conduct are "tabletop" or "bench" shows, where all plants are arranged on tables or benches. Plants may be grouped by the classes provided in the show schedule or by exhibitor. Occasionally, a combination of these two formats may be used.

3.7.2 Recorded Entry Information

Alternatively, plants and exhibits entered for judging may be designated by a card printed with space for class number, name of plant, parentage, previous award (if any), location of plant or exhibit, and name of exhibitor. The cards should be made so that the exhibitor's name is on the bottom half or three-quarters of an inch, separated by a perforated line so that it can be turned up to conceal the exhibitor's name during judging. If the entry tags are not color-coded for division of exhibitor, they can be marked in large figures with a felt color pen for easy identification.

4230		
Entry No.	Class	Space
Plant Name	Award	
Parents		
X		
Exhibitor ID#		

Workers should have loose-leaf notebooks, or a computer program previously prepared, and record entries as they come in, using a separate page for each class. The classes of the schedule should be divided among the entry committee so that no one person will have too many entries to make. If an electronic program is used, again there may be the need for several imputers using linked computers to a master computer which maintains the data.



American Orchid Society

A GUIDE TO A SUCCESSFUL ORCHID SHOW

3.7.3 Database Use



Databases also have been used for many years to record entry information. They are being used in small bench shows and shows with large floor exhibits. Entry information is recorded on sheets for each exhibitor and the information is entered into a database. For bench judged shows and for plants not in exhibits, the computer can print standardized entry tags to be placed on each individual plant. These tags can be folded to conceal the exhibitor's name during judging. Plants that are part of an exhibit normally identified for judging only by a small sticker with the appropriate entry number. All entries are automatically sorted by class by the computer for each judging team and copies of the appropriate entry information are printed for each judging team member. Providing this information to each judge and clerk facilitates the judging process. After the completion of judging, the results can be easily entered into the computer to facilitate publishing the results and preparation of Award Certificates. Databases with various capabilities are available or can be prepared by a member with database experience.

3.7.4 General Procedures

In order to avoid error, exhibitors should read their entry tags before their plants are placed in competitive classes. Be sure the proper plant entry card/tag is attached to the right plant, and is clearly visible.

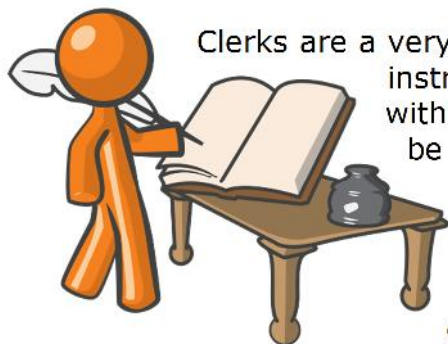
After the entry process is completed, exhibitors may place their plants in their exhibits. Plants that are not part of an individual exhibit should be placed in the proper part of the exhibition hall by an entry clerk. Exhibits or plants arriving after the entry books are closed may be accepted by the show, but should be marked "Not for Competition."



The entry chair or the show chair has the responsibility of acknowledging receipt of cut flowers received unaccompanied by the exhibitor. A photograph or color transparency of the cut-flower exhibit will express appreciation for the time, expense, and effort expended by the grower in support of the show. Many problems will be averted if a nucleus of membership in the entry and classification committees is retained from year to year. These committees call for specialized abilities.

American Orchid Society
A GUIDE TO A SUCCESSFUL ORCHID SHOW

3.8 Clerking



Clerks are a very important part of the judging process. They should have careful instruction in their duties beforehand and at least one general meeting with the clerking chair and the judging chair. Detailed directions should be given and the procedures rehearsed. The clerking chair should have both experience and leadership ability.

Clerks should understand the schedule and the rules. They should know where the classes are placed and the number of entries in each class. They should have a final briefing after all exhibits are in place. Clerks must find the location of each entry in their assigned classes. Adequate time to do this must be allowed before judging begins; a floor plan of the show is of significant assistance. A team of two or three clerks is assigned to each judging team. The chief clerk records the judges' decisions on the entry forms; the ribbon clerk places the appropriate ribbons on plants and exhibits. A third clerk may be responsible for locating the entries in each class.

While serving as an AOS clerk, the clerk shall maintain high standards of personal integrity and ethics and avoid any conduct which could be construed as unethical by an observer. A clerk shall never volunteer information about exhibitors or plants nor engage in distracting personal conversations. They should never discuss the judges' comments afterward.

Clerks should not disband their team nor leave until the judging chair and the clerking chair have excused them from further duties.

3.9 Judging



The show committee appoints a knowledgeable and experienced person as chair of judging activities who sends letters of invitation to judges stating date, place and similar pertinent facts. (See the Appendix for Sample Judges Invite Letter)

Following each judge's acceptance, a note should be sent confirming the date, place, and directions to the exhibition hall. Information concerning lodging for judges should be included. If a show schedule was not included with the invitation, it should be sent as soon as possible.

AOS judges do not accept fees for their services. It is permissible and often desirable for a show to help with a judge's expenses when he/she must travel a considerable distance, but it is not a requirement. Judges are important to a show and they should be welcomed. Many societies provide a luncheon or dinner for judges when their duties are lengthy; others invite judges and their spouses to be guests at various functions. All entertainment of this kind is optional.

American Orchid Society
A GUIDE TO A SUCCESSFUL ORCHID SHOW

Part of the general task of organizing the show consists of providing time after setup for judging to be completed before the show opens. Sufficient time should be allowed for judging, as the process can be lengthy, particularly in large shows. An adequate number of judges will allow the tasks to be divided and the judging completed in the time allotted.

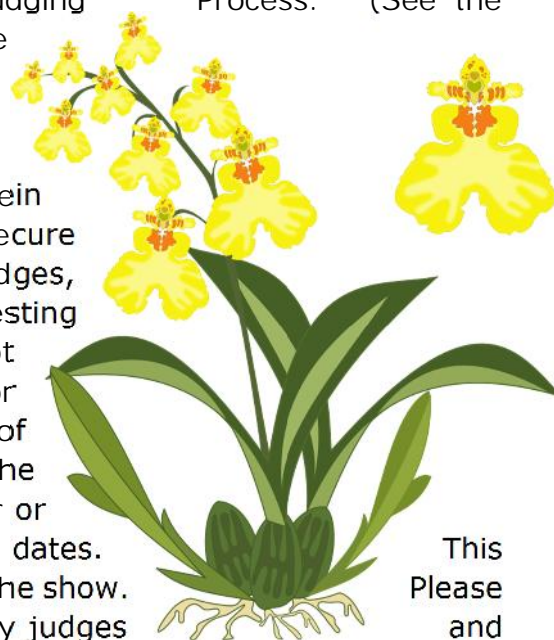
There are two different ways of judging orchids and orchid exhibits: in one, the entries in a show compete against each other for first, second and third place in each class; in the other, plants and exhibits are independently evaluated against established national standards. The former is show judging; the latter is AOS award judging. In general practice, AOS judges serve both functions at AOS-sanctioned shows.

3.9.1 Show Judging

Show judging may be done by AOS judges, by student judges (names may be obtained from AOS judging center chairs), and by other knowledgeable and experienced orchidists. In forming teams to perform ribbon judging, it is prudent to make the teams large enough so that a team still exists if a judge must disqualify himself because of personal interest in a plant or exhibit being judged. A detailed consideration of show judging will be found in the AOS Judging Handbook, "Show Judging and Its Conduct."

3.9.2 AOS Judging

AOS judging is award judging and is conducted by AOS judges in conformity with the regulations enumerated in the Judging Handbook "Judging Process." (See the Part V. 5.0, Judging Process) The show date must first be approved by the judging center chair or designated administrative center chair at least six months in advance of the event. Application is then made to the AOS in accordance with procedures and regulations therein contained. Note that the show committee must secure commitments to judge from at least five certified AOS judges, of whom four shall be accredited judges. Societies requesting AOS judging must appoint an accredited judge, not necessarily from the center of jurisdiction, or a senior or emeritus judge from the center of jurisdiction, to be chair of AOS judging and to be responsible for AOS records. The judge must be approved by the chair of the judging center or designated administrative center that authorizes the show dates. The judge should be designated and invited well in advance of the show. see Part 5, for a list of the classes of judges. Probationary judges and judges on leave cannot be designated as AOS judging chairs. While judging center chairs make every attempt to assist local societies in obtaining the services of AOS judges, securing judges is ultimately the responsibility of the society. A complete list of AOS judges is published on the AOS website and in AQ Plus. Names of student judges may be obtained from the applicable judging center chair. Societies need not invite more judges than required



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and

American Orchid Society
A GUIDE TO A SUCCESSFUL ORCHID SHOW

to judge their show; however, any certified AOS judge who attends the show and so desires must be permitted to participate in AOS show trophy and awards judging.

It is the responsibility of the show committee to provide reference materials for judging. Minimally, these should include a computer with AQ Plus, Encyclopedia of Cultivated Orchids, by Hawkes, and Manual of Cultivated Orchid Species by Bechtel, Cribb and Launert.

Should the show committee be unable to provide all of the reference materials required, the chair of judging activities should contact the judging center chair or designated administrative center chair and ask for assistance in making these materials available.

The requirements for photography of AOS awards must be met at AOS-sanctioned shows. It is the responsibility of the show committee to provide for the services of a photographer. All costs of awards photography at a show are show expenses payable by the sponsoring society and should be included in the show budget. Exhibitors are not to be asked for fees or donations for these costs. The photographer must be familiar with the requirements as enumerated in Judging Handbook, Part V 5.6, (or as they may be amended from time to time in on the AOS website and in AQ Plus, as well as the "Suggestions on Orchid Photography".

PHOTOGRAPHER'S INFORMATION (PLEASE PRINT CLEARLY)		
Name of Plant (Genus & Species): _____		
Clonal Name: _____		
Parentage: _____		
Award Granted: _____	Point Score: _____	Date: _____
Owners Full Name: _____		
Country of Origin if Species: _____		

Any photographer, who undertakes to execute the official photographs of awarded orchid flowers, by so doing, gives permission to the AOS to use the submitted photographic items for the society's purposes and programs.

The show committee must provide the photographer with adequate time and space for the task. It is helpful if the photographer is present during the judging process as well.

3.10 Hospitality



This committee is responsible for accommodating any guests of the society at show time and hosting the public during the hours the show is open.

If the show is held in connection with a seminar or a meeting of the AOS or a regional orchid organization, the hospitality committee will ensure that speakers and all especially invited persons are welcomed and assisted with their needs. Society responsibilities to speakers such as fees, equipment, lodging, etc., should be determined early and specifically. The hospitality committee should plan its functions and make such contacts as necessary far enough in advance of the show so that guests are at ease regarding their plans for attendance. Four months ahead of show time is not too early

American Orchid Society

A GUIDE TO A SUCCESSFUL ORCHID SHOW

for planning and three months ahead is suggested for writing to guests about accommodations.

Every show needs society members present during the hours the show is open to the public to answer questions about the orchids on display and the many cultural questions that arise. These individuals also serve an important and crucial security function for the displays. Some form of identification should make show hosts readily visible to the public.



3.11 Publicity

The publicity chair or committee is responsible for all notices to the news media, Orchids - The Magazine of the AOS, and other orchid and horticultural publications and for obtaining photographs and other forms of publicity. Notification of scheduled events must be received at least four months in advance so that they may be publicized in two consecutive issues of Orchids.

Banks, malls and other commercial enterprises usually have an official spokesperson to handle their publicity. This professional assistance and guidance should be solicited. If your area has radio, newspaper or television shows with garden columns or themes, they are often helpful. In any case, news of the work of local people on show committees is likely to be accepted by newspapers in the worker's community. The publicity chair should prepare a fact sheet to convey important information about the show: date; hours; place; admission price (if any); the name, phone number and address of the show sponsor, show chair, and society president. Publicity regarding the theme and nature of the show will also attract attention.

Television and radio talk shows are most receptive to the glamour of an orchid show. The stations must be contacted well in advance. Ask the program producer if he or she would schedule an interview with an orchid society member who will bring plants and flowers.

Contact with the media should begin at least three months before the show. During the week of the show, any coverage will help publicize the event. (See the Appendix, for the Sample Background Letter for Media and PR letter to Magazines)



Fall Orchid Show & Sale
Presented by the ALAMO ORCHID SOCIETY

Date/Time: Fri & Sat, Oct 28-29, 9:00 - 5:00
Sun, Oct 30, 9:00 - 4:00

Location: Omni San Antonio Hotel at the Colonnade
9821 Colonnade Blvd (IH10 at Wurzbach)

Admission: Adults \$5; children under 12 free

Sales by 15 professional growers including some from Hawaii, Brazil, Ecuador and Taiwan. More than 30 Orchid Exhibits.

Information: www.alamoorchidsociety.org/fandango/home

American Orchid Society
A GUIDE TO A SUCCESSFUL ORCHID SHOW

3.12 Finance

A show can be both a horticultural triumph and a financial disaster. To help avoid financial misfortune, at least three areas require particular attention. These are: (1) budgeting, (2) control of expenditures, and (3) control of receipts.

A carefully drawn budget is essential. This applies to the small as well as the large show. Estimates must be made of all anticipated costs. This will require determining the costs of the exhibition space, materials, security service and so on. In a large undertaking, this process may be divided among the various committees. For example, the schedule committee may be charged with determining the cost of printing a schedule; the awards committee may be responsible for determining the cost of ribbons and other prizes; the judging or hospitality committee may determine the cost of meals to be furnished judges. In any case, the entire amount to be spent on the show must be determined. If it is too high, methods of curtailing expenses must be worked out before commitments are made. If the show involves admissions or plant sales, an estimate of the proceeds must be made.

It may not be the intent of the society to break even on the show. In this case or if a shortage of receipts would cause a deficit, sufficient reserves should be available. The final budget should be announced to the committees as authorization to incur obligations in the amount budgeted for their individual functions. Expenditures should be made through the society's treasurer or, in a very large show, a special treasurer may be appointed for the show. (See Appendix for Sample Budget)

Admission fees and plant sales are the only significant sources of show income. Both activities will require careful attention to accounting procedures. If orchids are sold by the society on a commission or consignment basis, detailed records of the number and price of plants sold for each supplier, including society members as well as commercial firms, must be kept. A plant sales area will require a large number of workers to sell plants and act as cashiers. Alternatively, the society may wish to assess a flat fee per sale table or charge by square foot of sales space. Many societies supplement plant sales with the sale of cut flowers and corsages. A separate subcommittee for this purpose may be required. Provision must be made for frequent deposit of moneys, especially those collected at the show.

American Orchid Society

A GUIDE TO A SUCCESSFUL ORCHID SHOW

It should be noted that no sales transactions shall be conducted in the judging area during AOS judging.

DCOS SHOW BUDGET

7/11/2014								
EXPENSES	BUDGET	ACTUAL	VARIANCE	REVENUE	BUDGET	ACTUAL	DIFF.	
<u>EQUIPMENT RENTALS & FEES</u>								
AOS Registration	120.00	120.00	-	Vendor Fees				
Tables & Chairs	1,100.00	1,064.40	35.60	11 Vendors	6,450.00	6,450.00	-	
Show Permit	138.00	138.00	-	Posters (30)@\$5	150.00		(150.00)	
Total	1,358.00	1,322.40	35.60	Trophies	600.00	600.00	-	
			-	Other	-		-	
<u>ENTERTAINMENT/REFRESHMENTS</u>				Total	7,200.00	7,050.00	(150.00)	
Show Refreshments	65.00	0.00	65.00					
Total	65.00	0.00	65.00					
<u>REGISTRATION, JUDGING & AWARDS</u>								
Judges Luncheon & Refresh	750.00	689.17	60.83	REVENUE	7,200.00	Actual 7,050.00		
Registration, Phone	10.00	0.00	10.00	EXPENSES	6,183.00	4,752.51		
Supplies	100.00	47.35	52.65	PROFIT	1,017.00	2,297.49		
Photographer	600.00	600.00	-					
Trophies/Awards/Ribbons	1,000.00	1,060.70	(60.70)					
Total	2,460.00	2,397.22	62.78					
			-					
<u>ADVERTISING & PUBLICITY</u>								
Poster	350.00	252.50	97.50					
Children Exhibit/Workshop	150.00	104.10	45.90					
Advertising/PR	1,000.00	213.75	786.25					
Printing	300.00	152.65	147.35					
Postage	200.00	100.39	99.61					
Total	2,000.00	823.39	1,176.61					
			-					
<u>EXHIBITS/SETUP</u>								
Frames & Plastic Sheeting	150.00	0.00	150.00					
Separations/Plants	150.00	159.50	(9.50)					
Supplies & Tips	-	50.00	(50.00)					
Total	300.00	209.50	90.50					
Grand Total	6,183.00	4,752.51	1,430.49					

Page 1

3.13 Artistic Division

Most shows have a division devoted to both arrangements and corsages, providing an additional attraction for the general public.

Sometimes societies find it difficult to fill this division with quality entries because their members are unskilled in the artistic use of orchids. Most nationally accredited flower show judges are capable and willing to show amateurs how to wire and tape flowers, as well as construct arrangements and corsages. Many well-written and illustrated books exist on the subject. Each state garden club has a list of instructors and judges for both arrangements and corsages. In addition, the AOS offers slide programs on these topics. Exhibits might also be solicited from members of federated garden clubs and commercial florists. The show committee may find that entries from outside society membership are more easily generated if orchid flowers are provided for arrangers who do not grow orchids.

Nationally accredited flower show judges may be used to judge the artistic division. Local garden clubs can provide the necessary information. The show schedule should contain the

American Orchid Society
A GUIDE TO A SUCCESSFUL ORCHID SHOW

rules for the artistic division, such as divisions of exhibitors, kinds of plant material permitted, classes for entries and special awards.

IV. Other Considerations

4.1 Some Suggestions for Exhibitors

The planning and staging of an orchid show entail a great deal of hard work by many people. It can, however, be futile if exhibitors do not do their part, since the exhibits are the show.

You are an exhibitor whether you enter a single plant or stage a 200-square-foot exhibit. As much care and thought should proportionately be given a single plant as the largest exhibit.

Whether you have exhibited many times before or this is your first time, the following suggestions will help you prepare your exhibit and enjoy the experience.

1. Read the schedule.
2. Do not be deterred from exhibiting because you are inexperienced. You can only gain experience by accepting the challenge and doing your best.
3. Plants for exhibition should receive special attention. Flower stems of *Phalaenopsis* should be staked during their entire growth process. *Cattleyas* should be staked and tied before buds emerge from the sheath. Stake a spray-type orchid before buds begin to open. Do not change the position of any plant after buds are mature.
4. Wash discolorations from leaves before exhibiting. Mild soap suds may be used. Lemon juice may be used to remove hard water spots (lime scale). Artificial "shine" should not be applied. Pots should be clean or covered.
5. Water your plants thoroughly before taking them to the show.
6. Think of your exhibit as a painting, executed in depth. Remember that the principles of good design include balance, rhythm, dominance, contrast, proportion, and scale (See Show exhibits made easy p 94-95).
7. Colors should be pleasingly grouped, not scattered at random. In general, darker colors should be at the bottom of the display.
8. Choose accessories with care. They should complement, not over-power, your orchids. Labels should be large enough to be read easily, but should not be obtrusive. Make sure of proper spelling and abbreviations.
9. Exhibitors and the show committee should work as a team in setting up the show. Do your part
10. Do not wait until the last minute to set up your exhibit.
11. Do not say of a prize-winning plant: "I have a better one at home." Bring the plant to the show; it cannot win at home.
12. Do not expect prizes for flowers just because you are especially fond of them. Learn the standards set for excellence and the rules of good judging. Then you will have some understanding of the difficult decisions judges must sometimes make. Be a good sport.

American Orchid Society
A GUIDE TO A SUCCESSFUL ORCHID SHOW

Read the schedule.



American Orchid Society
A GUIDE TO A SUCCESSFUL ORCHID SHOW

4.2. Children Corner



Sharing Your Love of Orchids with Kids
Sandy Stubbings: AOS Education Committee

The AOS web site has a “Kids’ Corner” tab that includes articles describing a Kids’ Corner the Houston Orchid Society and SWROGA have pioneered. It gives instructions for setting up activities that can become part of a Kids’ Corner. All activities have been tested and approved by several SWROGA affiliated societies. We hope AOS affiliated societies will copy these activities creating their own “Kids’ Corner”. Please feel free to use these ideas in your own planning.

Our goals included promoting youthful interest in orchids, involving children in the show more directly, providing educational opportunities and rewarding children in a meaningful way. For example, flowering plants were provided at the drawing station for the children to incorporate in their drawing and the coloring pages were evaluated for information they included. More information on these criteria is incorporated in the detailed articles in the Kids’ Corner on the web site.

To begin, you need a table and volunteers. It is possible to place the Kids’ Corner next to the Society’s Table and have a volunteer supervise both tables, although it is better to have separate supervision. The most successful placement for the Kid’s Corner is near the entrance where kids and their parents will see it right away.

The Houston Orchid Society created a “Photo Panel.” The Kid’s Corner consisted of a table of activities and a hanging vinyl photo (4’ x 6’) of an orchid. The poster hung from a photographer’s frame and had the center cut out of one of the flowers for faces. Parents or friends would take photos of their children’s/friends faces in the flowers. One of the website articles has detailed instructions so your club can create this very successful activity. (Further Instructions: Web site “Kids’ Corner: Photo Wall”)

The table held sorting boxes, coloring pages, drawing paper with 2 plants for children to incorporate in a picture, and an orchid hunt for flowers exhibited in the show.

American Orchid Society
A GUIDE TO A SUCCESSFUL ORCHID SHOW

For the sorting boxes, each box had a type of orchid printed on it and photos of those orchids pasted on the box. The children were given envelopes of laminated photos of individual orchids to sort into the correct boxes. For those too young for these boxes, other boxes were painted, each with a single color. The same photos could be sorted into these boxes by color. (Further Instructions: Web site "Kids' Corner: Kids' Sorting Boxes")

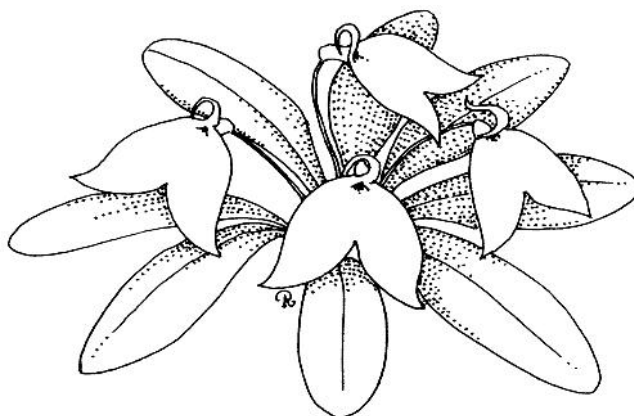
Coloring pages were printed from the internet and an orchid coloring book. The coloring book is out of print, but worth the effort to copy. Please contact Sandy Stubbings (ssubbings@comcast.net) for some pages from Marion Sheehan's whimsical "Orchid Nonsense" coloring book. Cross referencing "orchid" and "coloring pages" in the internet will yield lots of coloring pages. (Further Instructions: Web site "Kids' Corner: Art Projects. For a more complete project see Kids' Corner "More Kids' Art Projects")

Orchid hunt: Thanks to a few orchid societies that created their own Kids' Corner, we now use 3 ring binders that are covered in plastic.) Insert page with a pretty orchid picture and instructions for the hunt on the front) Print up about 10 photos of orchids in the exhibits for the loose leaf pages. These were numbered and put in the loose leaf binder. In the inside pocket put a chart for the child to write in the name of each orchid and the exhibit containing the plant. There can be a rating column for the child to select his first, second, third, etc. favorite. (Originally we used manila folders and stapled in the chart on one side and the photos on the other - functional but not as easy to use.) Give the child a pencil, lots of encouragement. A warning not to touch or step into the displays may be helpful. (Further Instructions: Web site "Kids' Corner: Kids' Orchid Hunt")

Rewards: Each child who does an activity can be rewarded with an orchid sticker or a mini-ribbon. Collect old ribbons from members before the show and cut off the back (with the date, etc.) and any club name on the front that is not your own club. This results in small ribbons the child can pin on a shirt. (Supply safety pins with the ribbons.)

Instructions: Each activity had instructions in clear plastic, exhibit frames. Instructions for the children and their parents were printed on the front; instructions for the volunteers, if needed, on the back.

If you try any of these activities, or any of your own ideas, I am hoping you will share your experiences with us. You can contact me at ssubbings@comcast.net with your ideas and experiences. With your permission, I could include them in a future articles.



American Orchid Society
A GUIDE TO A SUCCESSFUL ORCHID SHOW

4.3. Event Program (Show Booklet)

Costs

Plan conservatively when estimating advertising revenues from vendors and other advertisements.

Contents

The program may contain anything you feel pertinent to the show. The following is a list of items frequently included:

- Introductory letters from the current President, Show Chair and local/state officials
- As much advertising as you can procure
- Acknowledgement to the commercial orchid growers, societies and individuals who have made financial or other contributions
- Show schedule for plant entries, rules and regulations – this can be a separate item if you prefer
- Biographical information concerning your lecture program speakers
- Brief tour itineraries

4.4. Requirement for AOS Booth and Display of AOS Tablecloth and Banner

The AOS has provided an AOS tablecloth and an upright, freestanding AOS banner to each judging center. It is the responsibility of the Affiliated Society to contact the chair of their judging center and arrange shipping of the tablecloth and banner to and from the show.

The society is required to have a booth displaying the tablecloth with the banner appropriately placed. The society is strongly encouraged to provide staffing of the table to the maximum extent possible, and to provide information regarding the AOS. Membership forms and other informative material are available for download at the AOS website under the Affiliated Societies tab. Remember, for a limited time, the AOS is giving one month's extension on an Affiliated Society's membership for each new member gained... a show is a great venue for attracting new members and the gain to your society is very positive!!



Reference Material

AMERICAN ORCHID SOCIETY

Table of Contents

5.0 The Judging Process	31
An Orchid Judge's Glossary	43
JUDGES.....	48

5.0 The Judging Process

5.1 Purpose of Judging

The purpose of judging at AOS judging centers and at AOS-sanctioned shows is to provide a service to members of AOS, the Affiliated Societies and to orchid growers in general, by which their orchids may be evaluated and judged for AOS awards at any time of the year. This is a volunteer activity, for which there is no remuneration. Any grower of orchids is invited to participate and there shall be no entry fee charged. Dates and details of monthly judgments and of AOS-sanctioned orchid shows are published regularly in *Orchids*. Any certified AOS judge must be allowed to participate in AOS award judging at any AOS-sanctioned judging activity. No payment shall be charged for this privilege. This shall not necessarily exempt a judge from payment of other registration fees at shows, seminars or other functions.

5.2 Judging Materials

The judging center committee shall maintain a permanent supply of judging materials necessary for its use. These include:

1. Current edition of AQ Plus.
2. Any reference texts that the center committee may be able to secure.
3. A copy of the latest edition of the Handbook on Orchid Nomenclature and Registration, published by the International Orchid Commission.
4. Entry forms, score sheets, award stickers, etc., and notebooks in which to keep them.
5. Ledger for entry of all exhibits each month.
6. Exhibit acknowledgment cards to be mailed to exhibitors who have not been present at the judging to notify them of the results of the judging of their entries.
7. An eight- or 10-power lens (loupe) for examining small flowers.

5.3 Submission of Plants for Judging

1. Submission of plant material, either blooming plants or cut flowers, shall be considered valid evidence of the exhibitor's acceptance of the rules pertaining to the judging. All plants or flowers submitted at a monthly judging session or exhibited at an AOS-sanctioned show shall be considered as candidates for an award. The exhibitor is obligated to accept and pay the fee for any award granted except where he/she has clearly indicated before the judging that the entry is not to be AOS judged. An exhibitor may not specify what award will be accepted.
2. Plants may be entered by the owner in person, by someone else on his/her behalf or submitted by mail. Plants and flowers must be accompanied by sufficient information for them to be properly judged, i.e., the name, the cross (if a hybrid), the cultivar names of the parents (if known), the variety (if a species), the proposed cultivar name, the name and full address of the exhibitor, and other pertinent data such as previous awards. Lack of such information may constitute cause for the elimination of the entry from consideration. The plant or flower should bear no grower or owner

identification since anonymity in terms of ownership provides greater objectivity. All entries shall be submitted at the expense of the exhibitor. International exhibitors must make arrangements in advance for customs declaration and delivery from port of entry.

3. Plants should be entered in the most presentable condition possible. Pots should be clean or covered, and dead pseudobulbs and leaves removed. Leaves should be clean but not treated to produce an artificial shine. Inflorescences may be staked to permit them to appear to best advantage, but staking should be as unobtrusive as possible and may be removed temporarily during judging if the judging team feels this is necessary to evaluate the inflorescence. Additional staking or artificial supports may be needed while a plant is being transported but should be removed before the plant is entered.
4. Cotton, styrofoam wedges or other material may be used on a developing inflorescence to encourage the buds to develop naturally. Attempts to manipulate flower parts after the flower has opened are usually self-defeating because of damage to the flower. An inflorescence may be disqualified by judges if it is evident that an attempt has been made to force a flower mechanically to a more desirable conformation.
5. All plants and cut flowers will be judged as individuals unless agreement is made in advance for judging them as a group. At the time of judging, flowers shall be in perfect condition unless the judges are unanimous in deciding that the unfavorable condition is an unavoidable accident of shipping or handling and is in no way confusing to their conception of its quality. Plants showing signs of obvious disease or infestation by pests shall not be judged; however, the presence of a few insects on a plant or in its potting medium, not adversely affecting flower quality, is not sufficient reason to disqualify a plant from receiving a quality award. At any time before judging has started, the chair of judging may advise an exhibitor that the flowers he proposes to submit are not in proper condition to warrant judging at this time. The inflorescence may be withdrawn and will not be considered to have been judged and may be submitted for consideration at a subsequent judging session or show. Once an inflorescence has been judged, it cannot be judged again on the same flowering; however, successive flowering or branching inflorescences may be resubmitted for judging consideration if previously considered flowers are no longer present. When cut flowers are submitted the entire inflorescence, in one piece, must be available to the judges.

5.4 Care and Disposition of Plants

1. All possible care shall be given exhibits unaccompanied by the owner, but neither the AOS nor any judging center committee shall be liable for loss. All entries, personal property, etc., shall be at the risk of the exhibitor, and the AOS shall not be liable for loss and damage by theft, fire, water, accident or any cause whatsoever. Should a meeting not be held for any cause, no exhibitor shall have any claim on the AOS or its officers for loss, damage, interest or compensation; nor does the AOS have responsibility for flowers delayed in delivery past the time of judging.
2. Flowers sent in or not accompanied by the owners shall be disposed of by the chair of judging. They shall not be sold or otherwise disposed of for profit nor given to those present except with the express permission of the owner.

Flowers that receive awards must be made available immediately for photographic records.

3. Cut flowers will not be reshipped to the owner. When plants are shipped it shall be the responsibility of the owner and/or shipper to arrange for their return. The chair of judging is not responsible either for the mechanics or the expense of returning plants or flowers. No judging center committee shall be held responsible if plants are returned with flowers in damaged condition or with pollen missing.
4. No sales transactions shall be conducted in the judging area during AOS judging.

5.5 Judging Practice

5.5.1 Definitions

1. "Entry" is the means by which an inflorescence is brought to the attention of the judges for their consideration. Within a show two forms of entry exist - show entry forms and official AOS judging entry forms. The two should not be confused. Any orchid in an AOS judged show will be deemed to have been presented for nomination for AOS judging (a) whether or not it possesses an official AOS judging entry form or (b) whether or not it is entered via a show entry form for show ribbon or show trophy consideration unless the exhibitor has posted the entry "not for AOS judging."
2. "Nomination" is the initial phase in the judging process in which one or more judges request that a plant on display at a show or center judging session be set aside for more thorough evaluation by an assigned team of judges.
3. "Screening" is the phase in the judging process in which, through verbal discussion or written ballot by an assigned judging team, an inflorescence is considered for point-scoring by the team. Screening out, or elimination from consideration for point-scoring, must be by unanimous agreement of the judges on the team. A single request to point-score shall require that the team score the entry. An inflorescence that has been screened out may not be re-screened by another team.
4. "Point-scoring" is the final phase of judging in which an inflorescence, not screened out, is considered for an award through the use of the appropriate point scale. Once scored and granted an award, or scored and rejected for an award, an inflorescence may not be submitted to a second team for further consideration except as provided in paragraph 5.5.2.1 (4).

5.5.2 Judging — General Rules

1. AOS awards are to be granted only in accordance with the rules in this Handbook or as amended from time to time. All participating judges must be certified AOS judges in good standing except as provided in paragraph 6.3.2(3).
2. One or more clerks may be appointed to assist the judges.
3. Only judges, student judges and essential clerical assistants may actively participate in the judging process; however, the public shall be allowed to be present in the room to witness the process. The chair of judging may require any visitor to leave if he/she disrupts the normal process of judging.

4. Smoking is prohibited during the judging process.
5. No judge shall judge his/her own entry or that of any establishment with which he/she may be connected in any way, except that membership in an orchid society shall not in itself constitute a conflict of interest. A judge may disqualify himself/herself at any time.
6. An entry which is misrepresented, which is not in conformity with the rules, or which is accompanied by inaccurate or inadequate information (including notices of previous awards) may be disqualified by the judges. Reasons for disqualification shall be recorded on the entry form or in other official records of the show.
7. If any team of judges disqualifies itself, the chair may appoint a new team.
8. Each individual plant that receives an award shall bear a cultivar name to identify the specific clone, except when an award is made to a cross, such as the Award of Quality or the Award of Distinction. Newly assigned cultivar names shall not exceed a total length of 24 characters. After the owner of the awarded plant has corroborated the cultivar name when remitting payment of the fee for the award to AOS, the cultivar name may not be changed by the owner or any subsequent owner of the plant or any division thereof. Plants bearing cultivar names prior to being granted an award shall not be given different cultivar names after receiving an award.
9. After judging closes at a show or judging session, any plant in flower or cut flower shall be ineligible for consideration of the same inflorescence at any subsequent show or judging session except as provided in paragraph 5.3 with respect to an immature inflorescence.
10. The awarded plant or flower must be made available for photography immediately after the judging while it is still in prime condition. Top quality photography should be the goal. The AOS is not required to pay for inferior photography or improperly identified images. The exhibitor's copy of the award image will be distributed by the AOS.

5.5.2.1 Judging — Procedure

1. A plant nominated for further evaluation shall be assigned by the chair of judging to a team of at least three certified judges, no more than one-third of which shall be probationary judges. However, when practicable, judging teams should comprise five or more members. An alternate method, judging by committee of the whole, may be used whereby all judges present, except those disqualifying themselves and a properly constituted reserve team, may screen and score an entry, and all rules regarding judging procedure must be observed. The reserve team may listen to but not participate in the discussion and judging of the entry. The captain of the judging team may be any certified judge. From the standpoint of validity of awards, there is no distinction between probationary and accredited judges.
2. Whenever feasible, two or more members of the same family, household or of the same commercial establishment should not be assigned to the same team, unless, when judging by committee as a whole, the team comprises at least 10 certified judges.
3. An entry may be screened out from point-scoring by the unanimous consent of the judging team. Such entries have in fact been judged. Point-scoring is merely a method of ascertaining the degree of excellence attained. When

judges differ or are in doubt they must score. Any entry unanimously screened out, or scored and eliminated by a properly constituted judging team, may not be assigned to a new team for re-screening or rescoreing.

4. Each judge shall independently score the entry. A judge with many years of experience who is very familiar with the genus being considered need not show a detailed breakdown of the score. The captain of the team shall calculate the average based on all of the scores; no scores shall be deleted. If any score is unduly out of line the judges may discuss the factors involved, and any judge may adjust his/her score in the light of further reflection. If the difference between individual scores exceeds six points (e.g., the difference between 75 and 81 points equals six points; the difference between 75 and 82 points exceeds six points), each judge shall be asked to rescore the entry. If the individual scores still exceed a difference of six points, the chair of judging shall appoint a new team, which, at the discretion of the chair of judging, may consult with the original team. Where judging is by committee of the whole, the entry shall be referred to the reserve team; then, if they elect to do so, they may score the entry independently. If the difference of scores again exceeds six points after consideration by the second team, the entry shall be considered judged and eliminated. Scores from the two teams may not be averaged to produce a common score.
5. Taxonomic verification is required for all previously unawarded species and all first awards to taxonomically described varietal forms of otherwise recognized species, no matter what award is granted. Although taxonomic verification need not be presented prior to an award's being granted, if it was previously obtained, it should be accepted when the plant is judged. Awards will be held in a provisional status until identification is complete. Once an award has been cleared it will be allowed to stand, regardless of subsequent name changes resulting from taxonomic changes or award challenges.
6. If any certified judge on the judging floor questions the identity of a species being considered for any award, then the award will be held in a provisional status until identification is complete.
7. An entry must be judged as it is when the judge sees it, not what it was the day before or what it may be tomorrow.
8. A new plant or flower should not be considered to have extra value because it is a novelty but should be judged on its merits.
9. The point scales in paragraphs 7.2 and 7.3 must be used when scoring, and no award for which scoring is required shall be made for less than 75 points. The official score shall be the average of the scores of the members of the judging team with fractions being adjusted to the nearest whole number. The benefit of one-half point goes to the next highest number.
10. No quality award, excluding a cultural award which goes to the grower, shall be granted to a previously awarded cultivar unless the new flowering is notably superior to that under any previous award.
11. More than one award may be given to a plant or flower by the same judging team, e.g., if a particularly well-grown plant possesses flowers of outstanding quality, an Award of Merit could be awarded to the plant and a Certificate of Cultural Excellence or Certificate of Cultural Merit to its owner.
12. A species or natural hybrid shall not receive a CBR and a CHM at the same judging.

13. Plants which are illegal in the United States should not be judged. If an illegal plant is unknowingly granted an AOS award, the award will be nullified.
14. The decisions of the judges shall be final.

5.5.2.2 Taxonomic Verification

1. Taxonomic verification of all previously unawarded species is required, no matter what award is granted. Although taxonomic verification need not be presented prior to an award's being granted, if it was previously obtained, it should be accepted when the plant is judged. Awards will be held in a provisional status until identification is complete.
2. If any certified judge on the judging floor questions the identity of a species being considered for any award, then the award will be held in a provisional status until identification is complete.
3. Taxonomic Verification Options
 - a. Taxonomic verification which had been previously obtained as noted above.
 - b. Referring the necessary plant measurements and images to the Species Identification Task Force (SITF), as obtained by the judges and photographer at the judging session.

5.5.2.3 Species Identification Task Force

The SITF, under the responsibility of the JC, is a team of volunteers with an interest in species and taxonomy committed to getting the correct names on species awarded by the AOS judging system in a timely manner. The SITF is on the list of AOS taxonomic authorities. The team consists of a chair and selected members who as a group research and reach a consensus on the correct names of specimens submitted. They will use their own resources but if necessary will contact others in the orchid community who can assist with correct identification. The hope of the SITF is to do the identifications based on photographs and information obtained from the specimen, eliminating the need to ship plant material. Doing identifications this way requires more information than provided by one award slide and one short description. The SITF asks that whoever submits a specimen to the SITF for identification provide extra photographs and measurements, using the forms and guidelines the SITF provides, and using the Descriptive Terminology in the upper toolbar of AQ Plus if the terms are unfamiliar.

5.5.3 Recording the Results of Judging

1. For each award made, the following steps are necessary:
 - a. An entry form in triplicate shall be prepared in proper English, providing a description of the flower with exact measurements and other data as required, including the cultivar name, and the owner's name, address, phone number and e-mail address.
 - b. The original entry form with sticker indicating the nature of the award shall be given to the exhibitor, one copy shall be submitted to the chair

- of judging or designated administrative chair, one copy shall be given to the photographer.
- c. In case of previously unawarded species or unregistered hybrids, the exhibitor shall be notified of his responsibility to provide taxonomic verification or registration information of the awarded plant.
 - d. All score sheets must be signed by the judges and retained by the judging center committee or designated administrative chair until the award is published in AQ Plus.
- 2. All information from the judging session, including date, place, judges present, photographer information and all pertinent information on the awarded plant, including full description, measurements, cultivar name and exhibitor information shall be entered into the approved electronic program and submitted to the Awards Registrar in approved electronic format.
 - 3. The summary sheet shall contain all pertinent information regarding the awarded flowers, including full description, measurements, and cultivar name.
 - 4. The electronic submission should record the number of plants not awarded.
 - 5. The required images, film and/or digital, as specified by the Awards Registrar, properly labeled with the judging entry number of each awarded plant, shall be made and submitted to the appropriate center chair or designee no later than 14 days from the date of judging. Each photographer who agrees to take the official images of awarded orchid flowers and plants, by so doing, gives permission to the AOS to use the submitted images for the Society's purposes and programs. In the event that images are lost or inadvertently destroyed and are not received by AOS, the chair of the JC may waive the image requirement to avoid nullifying the award. In such an instance, a comment shall be added to the award description concerning the absence of the images. Images of poor quality or incorrect images shall not be published and shall not affect the status of the award.
 - 6. Awards will be processed only after both the award's data and awards images are received by AOS.

5.5.3.1 Provisional Awards

- 1. All AOS awards which cannot be certified for publication pending registration of awarded hybrids; taxonomic verification of previously unawarded species; or hybrid identification shall be classified as provisional awards. Species or hybrids not identified to the satisfaction of the judging team may also be given provisional awards. The process described in paragraph 5.5.4 (6) (b) (1) for identification of a contested hybrid grex shall be followed. In the event, more than one award is granted to a plant or flower, at the same judging session, and one of the awards requires taxonomic verification then all awards are provisional awards.
- 2. The records of all provisional awards given in AOS sanctioned shows and judging centers shall be forwarded to the chair of the judging center or designated administrative chair in which the award was granted and held until the exhibitor fulfills all conditions of the pending provisional award.
- 3. When an exhibitor has fully met the conditions of a pending provisional award, the chair of the center holding the records of the

provisional award shall prepare an electronic submission as described in paragraph 5.5.3(2) and send it to the AOS for processing and billing for the required award fee(s). The cost of awards photography at a show is a show expense payable by the sponsoring society

4. Provisional awards shall not be published in AQ Plus or be represented in trade as AOS awarded plants until certified for publication by the awards registrar.
5. After a provisional award is one year old, the chair of the judging center or designated administrative chair granting the award shall contact the person receiving the award to determine what is being done to satisfy the award. If no reasonable effort is being made, the award shall be nullified and the Awards Registrar notified. Plants and cut flowers entered for judging by the exhibitor shall not be accepted in any AOS sanctioned show or judging center until the fee and reimbursement for postal charges are paid in full to the AOS to cover the costs incurred in processing the provisional award. The fee shall be based on the current AOS award fees.

5.5.4 Action by the American Orchid Society

1. A fee will be charged by the AOS to each exhibitor who is granted an award to be applied against the administrative costs of photography, processing the certificates, etc. No certificate shall be issued until the award fee has been paid.
2. The awards registrar shall bill each exhibitor, including certified judges, for award fees after it has been determined that all requirements for certification are met. The invoice shall include notice that award fees are due and payable within 30 days from the date of billing. A second invoice shall be made to each exhibitor, including certified judges, who fails to pay a required award fee within 30 days from the original billing date. The invoice shall include a notice that the pending award will be nullified if the fee payment is not received within 30 calendar days of the date of the second invoice.
3. The second invoice shall also include a notice that plants and cut flowers entered for judging by any exhibitors, including certified judges, in arrears for failure to pay award fees shall not be accepted for AOS judging at any AOS-sanctioned show or judging center until the delinquent award fee and reimbursement for postal charges are paid to reimburse the AOS for administrative costs incurred. A list of delinquent exhibitors periodically will be distributed to the center chairs by the awards registrar. If an exhibitor on the list chooses to exhibit plants in an AOS sponsored show, each plant or group of plants so exhibited must be marked "Not for AOS judging". This notice shall also inform the judge who is delinquent in payment of award fees that he/she shall not be permitted to judge until the delinquent award fee and reimbursement for postal charges are paid in full, and he/she shall be subject to automatic suspension or termination as described in paragraph 4.9.4.2(3).
4. In the event that the judge has an ownership interest in a commercial company that is deficient in payment of an award fee or not compliant with the requirements for clearing a provisional award, an identical process will be followed as described in paragraphs 4.9.4.2(3) and (4).

5. An award which, either through error or lack of knowledge, is granted in violation of the rules, may be nullified by the AOS or rescinded by the JC.
6. Procedure for contested identifications of awarded hybrids and cultivars:
 - a. The grex, species or cultivar identification of an awarded plant can be contested by an accredited judge in writing to the Awards Registrar. The challenge shall disclose fully the judge's rationale and sources, and divulge any interest in either the plant or the outcome of the challenge.
 - b. The JC Contested Awards Task Force shall:
 - i. for a contested hybrid grex or any cultivar, select and survey a panel of specialists in the genus for opinion as to the accuracy of identification.
 - ii. for a contested species identification, review the award's background and if taxonomic identification had been by a recognized specialist in that genus, the identification shall stand. If identification had been by a generalist, or the plant had not been formally identified by a recognized taxonomic authority, the JC CATF can require that a flower specimen or award slide, if sufficiently diagnostic, of the contested plant be sent to a specialist in that genus. If the identification by that specialist is different, it shall supersede that of a generalist and the award record shall be corrected or the award rescinded.
 - iii. An award may be challenged for up to five (5) years following the award's appearance in the Awards Quarterly or AQ Plus. A challenged older award will be considered at the discretion of the task force considering the challenges.
 - c. survey results and the JC-WTF's recommendation shall be reported to the JC which shall independently render a decision to let stand, correct, or rescind an award to a contested plant. A CBR shall be rescinded when a prior CBR has been given to the taxon as corrected. A CHM shall be rescinded when the cultivar cannot be distinguished as different in character from a cultivar with a prior CHM.
 - d. a paid award fee shall be refunded in the event of rescission.
7. An award made to a cultivar which has previously received a higher award shall be nullified by the awards registrar.
8. An award which is not accompanied by an adequate description of the flower and plant may be nullified by the Awards Registrar.

5.6 Judging at Orchid Shows

1. AOS judging at orchid shows refers only to judging by certified, senior and emeritus judges for AOS awards according to the same rules that apply at monthly judging sessions. AOS award judging is independent of general judging of the show. Any certified, senior or emeritus judge must be permitted to judge even if an invitation has not been extended to the judge. An organization must be affiliated with AOS to request AOS judging.
2. Occasionally an orchid show receives major support from two AOS judging centers, either of which could be the center of jurisdiction. In such instances the host society can obtain co-center judging support. This would require that:
 - a. The host society must provide financial and administrative support for operation of both centers.

- b. The host society must include both centers in its application for AOS judging of the specific show in question. The chairs of both centers must agree that significant support from each center is anticipated and should attest to this by signing the show application.
- c. The host society must designate which center would handle the administrative responsibilities of the show including submitting the show data and awards to AOS and following up any provisional awards. The show statistics would also be credited to this center. Generally the center that traditionally had been responsible for the show would be so designated.
- d. Judges from both centers of a co-center supported AOS show shall receive credit for participating in a show within the area served by the judges' own center ("in-center judging")

5.6.1 American Orchid Society Sanction of a Show

An Affiliated Society wishing AOS judging at a show must, in this order:

1. Appoint an accredited judge, not necessarily from the center of jurisdiction, or a senior or emeritus judge from the center of jurisdiction, to be approved by the chair of the center of jurisdiction to serve as chair of AOS judging of the show (See paragraph 3.9). The judge should be asked to serve and consulted well in advance of four months before the show. Probationary judges and judges on leave may not serve as an AOS judging chair at AOS-sanctioned orchid shows.
2. Secure commitments to judge from at least four other certified judges, of which at least three are accredited. A list of American Orchid Society judges is published on the AOS website and in AQ Plus. A copy of that list may be obtained from the center chair. Judges need not be from the center of jurisdiction.
3. Having secured a proposed chair of AOS judging and at least four other judges, submit a request for a show date to the local center chair or designated administrative chair, in writing or via email, at least four months prior to the proposed show date. When an affiliate requests approval with less than 4 months advance notice, the center chair can grant approval if the show papers are in order and the required fees have been paid.
4. If the date is approved, the center chair, or designated administrative chair, will send either hard copy or electronic show approval packet, which includes application form, photographic requirements, and other essential information to the show chair, including a declaration that the society has a copy of the current version of AQ Plus available for the use of its show committee and agrees to abide by the rules for AOS judging as set forth in AQ Plus.
5. Once the application form is completed, it must be forwarded to the center chair or designated administrative chair.
6. The approved application, signed by the center chair or designated administrative chair, will then be forwarded to the AOS Awards Registrar by the Center Chair or designated administrative chair.
7. The required fees, for the judging supplies and the show trophy, if desired, must be submitted either to the center chair or designated administrative chair, or directly to the AOS Awards Registrar, as directed by the center chair

or designated administrative chair. When all applications have been submitted and all fees paid, the Awards Registrar will notify the center chair or designated administrative chair and the Show Chair of completion.

5.6.1.1 Requirements

1. For a show to qualify it must be open to the public (not necessarily without charge) and open to all exhibitors who agree to comply with the rules established by the show committee and insofar as space allows. If ribbon judging is to be performed by specifically invited persons, scheduling must allow reasonable access time to the show, prior to AOS judging, for AOS judges to consider their selection for the AOS show trophy and plant nominations for further evaluation.
2. In requesting AOS judging, the show committee obligates itself to have available at least one computer with the latest edition of AQ Plus. It would be best if there were a computer to support each judging team. This may be the Society's own computer or they may arrange for one or more judges to bring a computer with the latest edition of AQ Plus.
3. In requesting AOS judging, the show committee obligates itself to assume responsibility for assigning a competent photographer at the show's expense to provide the required photographs and to inform the photographer who takes the official photographs of awarded orchid flowers, that by so doing, permission is given to the AOS to use the submitted photographic items for its purposes and programs. The show committee may not charge the exhibitor of an awarded plant a fee to recoup photography or other expenses, nor shall donations for such be implied as mandatory or expected.
4. The show committee is not required to arrange its show-dates to avoid conflict with other shows, local or distant, although it may be a worthwhile consideration (see Part II, Exhibition, for advice). The primary responsibility for securing adequate AOS personnel to serve the show's AOS-judging needs on any date rests with the show committee.
5. International Affiliated Societies wishing AOS judging at a show must follow the same rules and regulations as USA affiliated societies. The show committee is required to appoint an accredited judge approved by the chair of the center of jurisdiction to serve as chair of AOS judging of the show. An AOS accredited national judge may serve in his country as chair of AOS judging if the chair of the center of jurisdiction approves. All paperwork shall go through the center of jurisdiction (See paragraph 3.8).

5.6.2 Judging Supplies

The judging supplies for AOS authorized orchid shows include the following:

1. Entry forms.
2. Ballots for the AOS show trophy.

3. Judging summary sheets.
4. Score sheets for all point scales.
5. Award seals for all types of awards.
6. Awards photography guidelines, SITF measurement forms and information sheets and other ancillary material.

5.6.3 Chair of Judging Activities

It is necessary for the show to have a chair of judging activities. As a member of the show committee he/she is responsible for seeing that the committee takes timely action with regard to securing AOS sanction of the show and that the judging kit is returned promptly to AOS.

5.6.4 Chair of AOS Judging

The chair of AOS judging has the following responsibilities:

1. Organize and assign the teams of judges, designating one member as captain of each team.
2. Present the judging summary sheets for all judges, student judges, and show photographer to sign. Signatures must be legible to assure attendance credit.
3. Make sure that all awarded flowers and plants have been properly researched, measured, described, and photographed as required.
4. Complete, sign, and return all summary sheets to the approving judging center chair for review and forwarding to the AOS awards registrar.
5. Require all judges to perform in a creditable manner.
6. Encourage judges to invite visiting judges from other countries to participate in AOS judging activities, without including their scores in averaging points for AOS awards.

5.6.4.1 Decision of AOS Judging Chair is Final

Any questions about the judging process or the decisions of the judging teams shall be raised with the show chair and the chair of AOS judging before the termination of the judging session. The decision of the chair of AOS judging shall be final.

An Orchid Judge's Glossary

The words and phrases below are basic to the rules and regulations of the schedules and point scales. Their definitions have been carefully constructed for use in judging and exhibition.

8.1 Definitions of Words and Phrases Used in Judging and Exhibition

Accessories: Articles other than the plants or flowers exhibited. Accessories must be subordinate but a part of the whole. Cut foliage and foliage plants, stands and containers, backgrounds, etc., are classed as accessories.

According to variety: The judging of flowers or plants which takes into consideration the potential and limitations of the species and clones from which they stem and the effects of hybridization.

alba (or album): A term applied to an individual of a species or hybrid the flowers of which are normally colored but which in this instance lack all coloration except white or, occasionally, yellow or green in combination with white.

Amateur: One who grows his/her own plants primarily for his/her pleasure and who does not derive his/her livelihood or a substantial income therefrom.

Arranged for effect (in schedules): A manner of composing plants or cut flowers primarily to exhibit the horticultural material to best advantage, as well as to contribute to the general beauty of the show.

arrangement (in schedules): An exhibit in which flowers with or without accessories are grouped to convey an idea. (Contrary to other groups or classes, the living material is of secondary importance to the idea which it expresses.)

Arrangement of inflorescence: The manner in which flowers are displayed upon the stem.

artistic: Pleasing to the eye; conceived with taste and executed with skill. In award judging: The noncompetitive judging of plants and/or flowers for inherent quality according to established procedures.

balance (a design principle): Illusion of symmetrical or asymmetrical visual stability.

blemish: A bruise, spray discoloration, any injury by insects or disease, or any malformation detracting from the appearance of an exhibit.

Bloom: An individual flower.

botanical (in point scales): A term designating any species or natural hybrid seldom seen in cultivation, the display of which contributes to the dissemination of knowledge of orchids: in schedules, any species or genus of orchids not commonly grown commercially for its flowers. botanical variety: A plant in nature having minor characteristics or variations which distinguish it from the typical variety of the species.

Breeder: See hybridizer.

breeding: The planned production of horticultural forms through selection, crossing and/or hybridizing.

charm: An intangible quality which gives an exhibit an especially fascinating appeal.

class: The extent of a group of entries in a show established by the show schedule.

clonal variety: A named individual which is always vegetatively propagated from a clone; a cultivar. clone: A plant grown from a single seed and all subsequent vegetative divisions of it.

cluster: A group of several flowers growing close together on one stem.

color (in point scales): The hue, clarity, intensity, etc., of coloring in relation to the usual forms; an orderly arrangement of color areas; also novelty of coloring, if handsome and desirable.

commercial grower: One who grows plants and/or flowers for sale with or without employed help, and derives his/her livelihood or a substantial income therefrom.

Condition: The physical state of the flower or plant at the time of judging.

contrast (a design principle): Different characteristics of design elements, such as coarse/smooth, light/dark, short/long.

Cross: The mating of two different orchid clones, whether varieties, species, hybrids or genera; the progeny from such a mating.

Cultivar: An individual plant in cultivation, including its vegetative propagations and meristem propagations. (Abbreviated as cv.)

Cultivar name: A fancy (that is, non-Latin) name given to an orchid clone and set in single quotes when written or printed.

Cultural perfection: The development of plants in flower to the presumed peak of their potential.

display: An exhibit of plants and flowers for effect with emphasis on the attractiveness of the grouping.

disqualify: To remove an entry from consideration for exhibiting or judging because of some defect which is the exhibitor's fault, e.g., not conforming to schedule, use of forbidden accessories, violation of some rule in the schedule or detriment to the general quality of the show.

distinction (in point scales): A quality of excellence which places the exhibit above the usual or commonplace.

dominance (a design principle): Greater impact of some elements thereby subduing others. eliminate: To remove from consideration of the judges an entry which for some reason (such

as poor condition or lack of beauty) is detrimental to the general quality of the show or is not worthy of consideration.

Exhibit: An entry placed in a show.

Floriferousness: The degree of flower-bearing in relation to the typical.

Foliage (in schedules): Only natural foliage, ferns and other suitable foliage plants.

Form: The conformation, carriage and proportion of petals, sepals and lip, according to variety.

Genus (pl. genera): A subdivision of a family, consisting of one or more species which show similar significant characteristics and appear to have a common ancestry.

Geometric mean (of two numbers): The square root of the product of two numbers.
Example: The geometric mean of 9 and 4 equals the square root of 36 which equals 6.

Grex: A flock or group, applied collectively to the progeny of a given cross.

Grex name: The fancy (that is, non-Latin) name given to a cross and to all progeny of that cross.

Habit of inflorescence (in point scales): The manner in which the inflorescence is displayed.

Horticultural variety: Any of a cultivated population of a species or interspecific hybrid group having characters by which it merits distinction from others of the same kind. (Same as cultivar.)

Hybrid: The offspring of a cross between two different species, a species and a hybrid, or two hybrids.

Hybrid genus: A category of plants derived from the combination of two or more genera.

Hybridization: The act or process of creating hybrids.

Hybridizer: The firm or individual who originates a cross and produces progeny for distribution, irrespective of ownership of parent plants or agent technically concerned in pollination, germination, etc.; the breeder.

Individual: A single plant, inflorescence or clone.

Inflorescence: Mode of flower-bearing. (For types of inflorescence, see panicle, raceme, scape, spike and umbel.)

Labeling (in point scales): The identification of the individual plants in a group exhibit by means of suitable cards or tags.

Made-up plant: A number of identical plants growing or placed together in one pot, not to be judged as a specimen plant.

Mericlone: An individual plant produced through meristem tissue culture propagation and treated as a vegetative division of the clone from which it was produced.

Meristem: Undifferentiated, actively growing cells found in certain parts of a plant; to produce individual mericlones by the technique of propagation; a mericlone.

Meritorious: A term applied to an exhibit which possesses distinct individuality and exceptional horticultural, educational or artistic value.

Naturalistic (in schedules): A type of exhibit in which the material is displayed in a manner which suggests as nearly as possible its natural growth or habitat.

Novelty: A recent introduction, a seedling or a sport, possessing unexpected but desirable qualities.

novice class (in schedules): A class in a show in which amateur exhibitors who have not yet won two blue ribbons may enter.

Open class (in schedules): A class in a show open to all exhibitors.

Originality: The quality of being independently conceived or novel but not bizarre or freakish.

outstanding exhibit: An exhibit that is prominent and striking for its design, quality and cultural perfection.

Overcrowded: A common fault resulting from the use of too much material, making it impossible to display each plant to its best advantage.

Panicle: A branching raceme, such as in *Oncidium varicosum*.

Private grower: One who employs others to grow or assist in growing his/her plants, but does not derive his/her livelihood or a substantial income therefrom.

Professional grower: A person who because of training and experience qualifies for horticultural employment and derives his/her livelihood therefrom.

Proportion (a design principle): Relationship of design areas (including voids) to each other within entire frame of reference.

Provisional award: A conditional award which cannot be certified for publication pending registration of a hybrid, or taxonomic verification of a species. Species considered for awards other than CBR or CHM, and previously unawarded or not identified to the satisfaction of the judging team, may also be given provisional awards.

Quality: High standard of excellence.

Raceme: An unbranched, elongated inflorescence with stalked flowers, as in *Cymbidium*, *Cattleya*, *Odontoglossum*, etc.

Rarity (in point scales): The scarcity of such plants in general cultivation.

Rhythm (a design principle): Presence of continuous visual movement through the design.

Scale (a design principle): Measure of component size to individual design parts.

Scape: A leafless flower stalk arising from below, often with a single flower, as in *Lycaste*.

Seedling: Unless otherwise specified in the schedule, a plant grown from seed and flowering for the first time.

Segment: One of the parts of a leaf, flower or other structure that is cleft or divided.

Semi-alba: A term applied to a white flower that has a colored lip.

Show judging: The judging of plants and/or flowers in competition, either individually or in groups, in accordance with the rules of the show.

Size: The dimension of a flower in relation to the normal for its kind.

Species (singular and plural): A group of plants (or animals) showing intergradation among its individual members and having in common one or more significant characteristics which definitely separate it from any other group.

Specimen (in schedules): A single plant of unusual size and number of flowers for the variety, exhibiting fine culture.

Spike: A usually unbranched, elongated inflorescence of unstalked flowers. Contrasted with raceme.

Spray: This is not a botanical term (sprays are either racemes or panicles), but may be used in a horticultural sense to imply an arching effect.

Substance: The thickness and firmness of tissue in flowers.

Sweepstakes: Unless otherwise specified in the show schedule, a prize to be given to the exhibitor who receives the greatest number of first prizes or points.

Texture: The surface qualities of a flower which enhance appearance.

Umbel: An inflorescence in which the flower stalks arise from a common point, as in *Cirrhopetalum*.

Variety: 1. A given kind; a plant that varies from the type in one or more important characters. (Also see botanical variety, clonal variety, horticultural variety and cultivar.) 2. Both as numbers of different genera and variety within one or a few genera.

JUDGES

AOS judges are volunteers appointed by the Board of Trustees to facilitate the judging system's service to the Society's members and the orchid growing public. A judge's certification is a conditional, revocable privilege maintained by the judge's strict adherence to the system's rules and regulations. This privilege is limited to participation in any AOS-sanctioned judging event; no other benefit is implied or granted except at the discretion of the Judging Committee and the Board of Trustees. The following classes of judge are recognized:

1. Student
2. Probationary
3. Accredited
4. Senior
5. Emeritus
6. Retired
7. Retired Emeritus

As a group, probationary and accredited judges are known as certified judges. As a group, senior and emeritus judges are known as inactive judges; they are still certified to judge, but they are not allowed to vote in business meetings except in the case of selecting the center's recommendations for special annual awards as described in paragraph 6.2.11 and judges emeriti who fulfill all attendance requirements for certified judges in which case they retain full voting rights.



Appendix

Guide to a Successful Show

Contents

SAMPLE ORCHID SHOW CHECKLIST	51
Sample Show Committee Responsibilities	54
Proposed Timeline	56
Sample Judges Invite.....	59
Sample Show Approval Letter	60
Application for AOS-Sanctioned Show/Event	61
Sample Invitation Letter to Vendor	62
Sample Confirmation Letter to Vendor.....	63
Sample Background Letter for the Media	64
Sample PR Letter To Magazines.....	65
Sample Letter to an Award Sponsor	66
Sample Letter Soliciting Goodies	67
Sample Letter Solicitation for Program Ads	68
Sample Post Cards.....	69
Sample Flyer.....	70
Sample Event Schedule	71
Sample Simple Budget	72
Sample Exhibitor's Package	73
Resources.....	103

- ☐ Grounds
- ☐ Electrical Hook-ups
- ☐ Solid Waste

TRANSPORTATION & PARKING:

- ☐ Parking request
- ☐ Directions/map
- ☐ Signage
- ☐ KSU Ambassadors

A/V & SOUND REQUIREMENTS:

- ☐ Site visit
- ☐ Sufficient power available
- ☐ TV
- ☐ DVD player
- ☐ Projector
- ☐ Additional lighting
- ☐ Podium or wireless microphone
- ☐ Performers or musical instruments

OTHER EQUIPMENT:

- ☐ Easels
- ☐ Podium
- ☐ Telephone with conference line
- ☐ Coat rack
- ☐ Registration table
- ☐ Computer
- ☐ Laser pointer

FOOD & BEVERAGE REQUIREMENTS:

- ☐ Contact Caterer with event date
- ☐ Type of menu:

Choose: _____
 Breakfast; Brunch; Lunch;
 Reception; Cocktails;
 Dinner (buffet or waited)

☐ Beverages:

- ☐ Alcohol (Approval to serve)
- ☐ Type of bar
- ☐ Bartender provided
- ☐ Water at podium, head table
- ☐ Special dietary concerns
- ☐ Linens
- ☐ Centerpieces
- ☐ Review function sheet
- ☐ Guarantee date

INVITATIONS & PROGRAMS:

Invitations, response cards, envelopes

- ☐ Design
- ☐ Proofread
- ☐ Print
- ☐ Postage
- ☐ Labels
- ☐ RSVP list

Programs

- ☐ Design
- ☐ Proofread
- ☐ Print
- ☐ Distribution

OTHER PRINTED ITEMS:

- ☐ Nametags
- ☐ Food identifiers
- ☐ Menu cards
- ☐ Place cards
- ☐ Seating chart
- ☐ Table numbers

GIFT ITEMS & SPECIAL RECOGNITION:

- ___ Award, certificate or plaque
- ___ KSU merchandise
- ___ Logistics of presentation

PUBLIC & MEDIA RELATIONS:

- ___ Campus Publications
- ___ Press Release
- ___ Event Promotion
- ___ Photography / Recording

SIGNAGE:

- ___ Directional signs
___ Banners

HOSPITALITY:

- ☐ Travel arrangements
- ☐ Hotel accommodations
- ☐ Rental car
- ☐ Transportation
- Special Needs Accommodations
 - ☐ Wheelchair access
 - ☐ Assign staff to assist
 - ☐ Interpreter
- ☐ Visitor Services

BRIEFING PRIOR TO EVENT:

- ___ Staff schedule
- ___ Briefing paper
- ___ Briefing meeting

EVENT FOLLOW-UP:

- Event Report
- Thank-you letters
- Photos for participants
- Information to fundraiser

NOTES:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Sample Show Committee Responsibilities

VENDOR

Invitation to vendors to participate
Collection of Fees
Table & Chairs
Vendor setup and Positions
Vendor requirements during show
Vendor Signs

JUDGING

Complete all forms to assure AOS sanction
Invite Judges and Clerks to participate
Coordinate with judges to assure all necessary supplies and requirements
Coordinate and assign clerks to help judges during judging

EXHIBIT

Organize setup of DCOS exhibit
Coordinate breakdown of DCOS Exhibit

STAGING

Send invitations to vendors, societies and amateurs to exhibit
Register & Coordinate setup of exhibits
Floor covering, exhibit containment, Divider plants.
Provide signs for exhibits - Both number and Names
Labels, Forms and Supplies

HOSTING

Information Desk	Desk to be manned at all times the show is open for information
Culture Sheets	
Children's contest	
Membership signup	Brochures and membership applications to be available
Sales Table	Coordinate sales of, DCOS Shirts, & Posters
Refreshments for Vendors, Judges and Volunteers	
Show Security	
Guest Accommodations	

REGISTRATION

Formulate and print schedule of classes for awards
Computers for plant names and parentage

Register Plants for AOS judging
Register Plants for ribbon judging
Print and distribute results of judging

PHOTOGRAPHY - Charles Marden Fitch

Setup location for awards photographer and make sure awarded plants are photographed.
Clerks to Bring plants to the photographer and then replace in the various exhibits.

PUBLICITY

Show Posters, design and printing
Flyers, design and printing
Articles for the newspapers and magazines as an organized PR campaign
Advertising

SHOW CHAIRMAN

Coordinate all of the above responsibilities
Assure that all of responsibilities have been taken care of properly.
Handle all of any other problems that may arise before & during the Show.

PROPOSED TIMELINE

Six Months Ahead

- ☐ Select the theme
- ☐ Reserve facility
- ☐ Draw up preliminary guest list categories. Begin collecting address^{es} for save-the-date mailing
- ☐ Reserve a block of hotel rooms for judges
- ☐ Select and order recognition items (awards, ribbons)
- ☐ Order favors, souvenirs, printed folders, and other give-away items
- ☐ Reserve rental equipment such as vans, buses, tables, chairs, etc.
- ☐ Confirm a master of ceremonies and the program speaker
- ☐ Plan audio-visual presentations
- ☐ Plan promotion and publicity

Three Months Ahead

- ☐ Write copy, design and get approval of printed invitations and all other printed materials
- ☐ Finalize and get approval of the guest/judges list
- ☐ Prepare mailing labels
- ☐ Coordinate the printed materials mailing
- ☐ Select menus and submit them for approval
- ☐ Make contact with program participants
 - o Supply suggestions for their remarks
 - o Gather their biographical information
 - o Request a black and white glossy photo of each participant for publicity and programs
- ☐ Decide on music/entertainment
- ☐ Finalize audiovisual presentations
- ☐ Order props, novelties, foods, or other special needs
- ☐ program for any associated events, e.g. show or seminar
- ☐ Begin publicity
- ☐ a poster, including time and place, should be designed to advertise the show
- ☐ Hire a photographer and/or videographer
- ☐ Begin cre^ating a logistical outline to document all arrangements as they are decided on and confirmed.

Two Months Ahead

- ☐ Make hotel and transportation arrangements for judges
- ☐ Mail an itinerary to dignitaries
- ☐ Double check the extra help that will be needed including greeters, etc.
- ☐ Make direction and welcome signs
- ☐ Write and print program and menu cards
- ☐ Order any ceremony items needed such as flags, ceremonial scissors
- ☐ Inspect the facilities and request repairs
- ☐ Continue publicity on schedule
- ☐ Recruit volunteers to registration or assist as escorts and greeters, etc.
- ☐ Detailed invitation to Societies via newsletter announcement. society website update, AOS corner.
- ☐ Personal invitation to societies, etc. Give detailed program of events, and include registration application forms,
- ☐ Hotel information and basic information about other events that may be of interest at the same time as your event.
- ☐ If associated with a Show, include publication of show schedule, plant registration schedule and procedures,
- ☐ Announcement of speakers and topics as applicable, etc.

Two to Four Weeks Ahead

- ☐ Mail out confirmation tickets
- ☐ Double check publicity progress with publicity committee. Revise and update plans if necessary.
- ☐ Send detailed instructions to all program participants with tickets, maps etc
- ☐ Finalize details with caterer, rental company, and all vendors
- ☐ Write speeches and introductions, and get them approved
- ☐ Take delivery on favors, mementoes, novelties items and double-check for correct amount
- ☐ Get table numbers made
- ☐ Create a production schedule outlining deliveries, cues and timing for the event

One Week Ahead

- ☐ Finish place cards, tables cards, and/or name tags
- ☐ Gather all presentation items such as gifts, plaques, trophies. Collect ceremonial items. Designate one person to be in charge of transporting to the event site

- ☐ Plan an arrival briefing for VIPs if necessary
- ☐ Prepare briefing package and send along with the guest list (with full names, titles), biographies, and the final schedule of events to the official host
- ☐ Deliver prepared introductions, citations and speeches to those who will read them
- ☐ Make catering guarantees
- ☐ Prepare event box with any supplies, such as tape, string, zip ties, staplers, clip boards, baskets, etc. you may need

The Big Day

- ☐ Arrive early
- ☐ Bring logistical outline, production schedule, instructions, directions, phone numbers, banquet orders, seating charts, name tags, table assignments, guest lists, and the event supply box with you
- ☐ Check all facilities and grounds
- ☐ Set up event venue with place cards, signs, favors, awards, etc.
- ☐ Conduct sound and equipment check
- ☐ Set up registration. Be sure it is ready no later than 30 minutes prior to the start of your event.
- ☐ Follow your production schedule
- ☐ Relax and smile

After the Event

- ☐ Send thank you notes to staff, volunteers and vendors
- ☐ Finalize billing and prepare final budget
- ☐ Conduct event debriefing to determine success or ways to improve in the future
- ☐ Survey attendees

SAMPLE JUDGES INVITE

November 18, 2003

Dear American Orchid Society Judge;

We take great pleasure in announcing that Deep Cut Orchid Society will be presenting its Sixth Annual Orchid Show to run from February 20—23, 2003. Our Show, **'Orchids on the Jersey Shore'**, has been sanctioned by the AOS. We invite you, and sincerely hope that you will be able to judge at our Show.

There will be ribbon judging and trophies in addition to the AOS judging. Setup will be on Wednesday, February 19, 2003 and judging is scheduled to start at 9:30 am on Thursday, February 20, 2002. Chris Rehmann, Judging Chair, will hold a meeting of all attending Clerks at 9:00 AM and an organizational meeting with attending Judges at 9:20 AM. All of the exhibits are in one large central area and are contiguous.

This show will be at Monmouth Mall in Eatontown, NJ and will take place the last weekend in February. The Coffee Beanery at the bottom of the escalators will be open early for the convenience of the Judges and Clerks. As is traditional and a small token of our appreciation, we take pleasure in inviting you to be our guest at our Judges Luncheon on Thursday, February 20th at 12:15 PM.

Monmouth Mall is at the intersection of Route 36 and 35. This is about one mile east from Exit 105 on the Garden State Parkway.

Please fill out and return the enclosed postcard as soon as possible. If your plans are uncertain, please indicate this and I will contact you at a later date.

Sincerely,

Sample Show Approval Letter

{Date}

Mr Bill Walsh
Show Registrar
Fairchild Tropical Garden
10901 Old Cutler Road
Miami, Florida 33156

Dear Bill,

The Deep Cut Orchid Society will be having its Sixth Annual Orchid Show from February 20—23, 2003.

The photographer for the awards at the DCOS Orchid Show will be:

Mr. Charles Marden Fitch
1120 Cove Road
Mamaroneck, NY 10543

The following AOS judges have agreed to serve at the DCOS Orchid Show:

Chris R. Rehmann, Judging Chairman
Walter M. Off
Rita Cohen
John Sullivan
Carlos Fighetti
Anne Safarewitz

We own a current copy of the AOS Handbook on Judging and Exhibition.

The reference materials for judging will be available to all the AOS judges during our show.

Please find enclosed our check in the amount of \$110.00 to cover both the \$50.00 show fee including deposit and the \$60.00 fee for the AOS Show Trophy.

Please call me if you have any questions or suggestions.

Very truly yours,

Dennis S. Dayan
Show Chairman

AMERICAN ORCHID SOCIETY

at Fairchild Tropical Garden
10901 Old Cutler Road
Miami, Florida 33156
Phone: (305) 740-2010 Fax: (305) 740-2011

APPLICATION FOR AOS-SANCTIONED SHOW/EVENT

Sponsoring Orchid Society:**Society AOS Membership Number: Current Thru:**

Name of Show:

AOS Judging Date(s): Time:

Location/Venue:

Address:

City: State: Zip: Country:

AOS Representative Name: Member #:

Email Address Phone #:

(Current Society Membership and AOS Rep Membership are required for AOS show approval)

Show Chair Name:

Email Address Phone #:

Judging Center responsible for AOS Judging:**Show Judging Chair Name** (for your show):

Names of at least four (4) other Certified Judges (required for AOS show/event approval) who have consented to serve,
of which three (3) are accredited:

Certified Judge Name:

Certified Judge Name:

Certified Judge Name:

Certified Judge Name:

Photographer's Name: (who has consented to serve):

Email Address Phone #:

(Cost of award photography is the responsibility of the host society, not the exhibitor)

AOS SHOW FEES (Due at least 2 months prior to the show):

Judging/Processing Fees: \$ 50.00

AOS Show Trophy (If requested \$60.00) Yes No \$

TOTAL enclosed with application: \$

I enclose my check or money order made payable (US funds) through a US Bank to: **American Orchid Society**

Charge my credit card: MasterCard Visa American Express

Card Number: _____ Expiration Date: _____

Signature (required on all charge orders): _____

Applicant's Name Date: _____

Judging Center Chair Approval Date: _____

SAMPLE INVITATION LETTER TO VENDOR

July 24, 2002

«First Name» «Last Name»

«Company Name»

«Work Address»

«City», «State/Province» «Postal Code»

Dear «First Name»,

We take great pleasure in announcing that Deep Cut Orchid Society will be presenting its Seventh Annual Orchid Show to run from Thursday, February 20, 2003 through Sunday, February 23, 2003. Our Show '**Orchids on the Jersey Shore**', has been sanctioned by the AOS. There will be ribbon judging and trophies in addition to AOS judging. Setup will be on Wednesday, February 19, 2003 and judging is scheduled to start at 9:30 am on February 20th.

This Show will again be in The Towne Center of the Monmouth Mall and will take place the weekend after Presidents Day. We have limited the maximum number of Vendors to 12. In addition to the Vendors, who will have an exhibit of at least 50', we will have exhibits from the regional orchid societies as well as amateurs.

We charge a fee to the vendors depending on the size of their sales table, and all sales will be for your own account. Of course there is an adequate storage area depending on the size of your sales table. The fees are as follows:

6' - \$450

8' - \$550

10' - \$650

We understand fully that our Vendors are effectively our sole source of income, and this show must be worth your involvement to be successful. We invite you to be one of our Vendors with the hope and expectation that you will accept our invitation.

Please confirm your decision to us by either telephone, e-mail, or mail at on or before September 30, 2002. We will continue to expand our public relations and advertising as well as many of the other details to continue to develop our show. We look forward to hearing from you soon.

Sincerely,

SAMPLE CONFIRMATION LETTER TO VENDOR

September 17, 2002

«First Name» «Last Name»
«Company Name»
«Work Address»
«City», «State/Province» «Postal Code»

Dear «First Name»,

Thank you for being one of our vendors and exhibiting in The Deep Cut Orchid Show. Our Show has been sanctioned by the AOS and will run from February 20, 2003 through February 23, 2003. Setup will be on Wednesday, February 19, 2003 and judging is scheduled to start at 9:30 AM on Thursday, February 20, 2003.

The Show will be in the Towne Center of the Monmouth Mall. This is quite a large area and the entire exhibit and sales area will be contiguous. We are sure that you will be pleased as to the location. We ask all our vendors for a minimum exhibit of at least 50 square feet. Please advise us if you would like a larger exhibit. Deep Cut will provide plastic protection for the floors and 1x6 framing for each exhibit **if you desire**. Please let us know if you do not require the framing. It is recommended that you provide lighting for your exhibit. There is electric power available in both the exhibit and sales area. Please advise us if you need electric in either area. We can arrange for the purchase of bark and ferns as well as other materials at your request. You may reimburse us when you arrive at the Show. You will be receiving an Exhibitor Packet with the Show Schedule and other information pertaining to your exhibit.

You have requested a «Table» foot sales table for the sale of your plants. Please send a check made out to Deep Cut Orchid Society for \$«Fee» by January 15, 2003. As previously advised, all sales are for your own account. We will provide the sales tables, backup tables, table coverings and skirts for all our vendors.

Please call me if you require more specific information as to directions or travel.

Our Show is called 'Orchids at the Jersey Shore'. This is a public relations concept, not a theme for the show. Let us know if you would like us to send you a copy of our flyer, which may be used for your mailings. We will call you prior to the show to bring you up to date on any new developments.

Please call me if you have questions or special requirements.

Sincerely,

SAMPLE BACKGROUND LETTER FOR THE MEDIA

PR RELEASE

November 23, 1999

Editor
Atlanticville/Coaster
184 Broadway
PO Box 57
Long Branch, NJ 07740

Dear Editor;

Fantasy gardens, rainforests, beautiful woodland paths overhung with majestic orchids, the king of flowers. You don't have to travel far to see nature at its best. The Deep Cut Orchid Society is holding its fourth Annual Orchid Show this February 24-27 at the Monmouth Mall in Eatontown, NJ.

This show soothes the senses, from the spectacular colors, the palest lavender to the deepest magenta, the scent of delicious orchids and greenery, the sight of a tranquil pond. It is a slice of serenity in the middle of a mall and in the middle of the winter and it is only orchids.

The orchid show boasts displays and plants supplied not only by organizations from the tri-state area, but by commercial growers from throughout the United States. Over 20 displays, ranging in size from 25 to 100 square feet, are actual scenes painstakingly arranged to show the beauty of the plants in their natural environments.

A panel of judges from the American Orchid Society ~~have~~^{es} been assigned to examine and award various plants and exhibits. These awards are very prestigious. This show, the largest in New Jersey, is known for the excellent quality of its orchids and exhibits.

We ask your help in making our show a great success for New Jersey. An orchid show is perhaps the most elegant of all flower shows. Let us impress you.

We have color photos available, as well as slides. We will furnish you with interviews from colorful people with colorful blooms. We want New Jersey to boast as exciting a show as Philadelphia and New York. We have the plants and the luring exhibits. Please help us educate the general public so that they know what incredible beauty they have right around the corner.

We look forward to speaking with you soon.

Sincerely,

SAMPLE PR LETTER TO MAGAZINES

July 25, 20**

«MiddleName» «LastName»

«Title»

«OrganizationName»

«Address»

«City», «State» «PostalCode»

Dear «MiddleName» «LastName»

The Deep Cut Orchid Society is holding its Seventh Annual Orchid Show during February 20-23, 2003 at the Monmouth Mall in Eatontown, NJ.

The orchid show will have displays and orchids supplied not only by Orchid Societies and amateurs from the tristate area, but by commercial growers from throughout the Northeast. Over 23 displays, ranging in size from 25 to 125 square feet, are actual scenes painstakingly arranged to show the beauty of the plants in natural environments.

A panel of more than 15 judges from the American Orchid Society has been assigned to examine and award various plants and exhibits. These awards are very prestigious. This show, the largest in New Jersey, is known for the excellent quality of its orchids and exhibits.

We ask your help in making our show a great success for New Jersey. As you can imagine, an orchid show is the most elegant of all flower shows.

We have color photos available, as well as slides. We will furnish you with interviews from colorful people with colorful blooms. Our Show has grown over the past years and is now one of the three largest orchid shows in the northeast. New Jersey can now boast as exciting a show as Philadelphia and New York. We have the plants and the luring exhibits. Please help us educate the general public so that they become aware of what incredible beauty they have right next door.

We look forward to hearing from you soon and hope that you will consider giving our show coverage in your programming.

Sincerely,

SAMPLE LETTER TO AN AWARD SPONSOR

January 15, 2002

Dear

Thank you for your donation to the Deep Cut Orchid Society, which will be used for the purchase of a trophy to be presented at our Orchid Show on Thursday, February 21, 2002.

A sign with your name as our benefactor and the trophy name will be placed in the exhibit next to the winning plant.

Please send or give your check made out to Deep Cut Orchid Society, in the amount of \$50.00, to:

Deep Cut Orchid Society
C/O Norman Gruenfeld, Treasurer
25 Fox Drive
Jackson, NJ 08527

Thanks again for being a sponsor of our Show.

Sincerely

Q

Sample Letter Soliciting Goodies



**The Alamo Orchid Society presents
Orchid Fandango!
American Orchid Society Fall 2011 Members Meeting
October 26 – 30, 2011
San Antonio, TX**

Date

Address
Address
Address

Dear _____:

The Alamo Orchid Society is hosting the American Orchid Society Fall 2011 Members Meeting from October 26-30, 2011. Billed as the *Orchid Fandango*, this event will also include members from the Southwest Regional Orchid Growers Association, International Phalaenopsis Alliance and Slipper Orchid Alliance.

The *Orchid Fandango* will comprise educational lectures by outstanding national and international speakers, an orchid show featuring beautiful orchid exhibits and sales to the public, orchid judging, socials and business meetings. Given attendance at past meetings, we expect 350 orchid enthusiasts to attend.

I am collecting items for the welcome bags that will be given to all registered attendees (primarily orchid hobbyists) at the meeting. I thought this might be a marketing opportunity for you to highlight items that represent your company's product(s). Donations at previous meetings included plastic pots, name tags, flower clips, orchid seedlings, potting mix samples and magnets. Would you like to donate an item or two? I would like to receive any donated items by July 31, 2011.

The Alamo Orchid Society is a 501(c)(3) non-profit organization as specified by the Internal Revenue Code. Your contribution would be tax deductible. For more information about the Alamo Orchid Society and the *Orchid Fandango*, please visit www.alamoorchidsociety.org.

Thank you for your consideration of this request. If you have any questions or if I may be helpful in any way, please email me at edhuntington@sbcglobal.net or call me at [phone number].

Sincerely,

xxxxx
Alamo Orchid Society

Sample Letter Solicitation for Program Ads



The Alamo Orchid Society presents
Orchid Fandango!
American Orchid Society Fall 2011 Members Meeting
October 26 – 30, 2011
San Antonio, TX

February 23, 2011

[Recipient's Address]

Dear [Recipient's Name]:

The American Orchid Society (www.aos.org) selected San Antonio and its resident Alamo Orchid Society (www.alamoorchidsociety.org) to host their Fall 2011 Members Meeting from October 26-30, 2011. Billed as the *Orchid Fandango!*, this event will comprise educational lectures by outstanding national and international speakers, an orchid show featuring beautiful orchid exhibits and sales to the public, orchid judging and business meetings.

Given attendance at past meetings, we expect 350 orchid enthusiasts from across the country to formally register for the four-day Meeting. We also expect 1,000 or more San Antonians to attend the show and sale.

The success of the *Orchid Fandango!* will be credited largely to advertisers in the Meeting program who lend their names and financial support to the event. I am writing to request your participation as an advertiser. In addition to helping the Alamo Orchid Society—and the American Orchid Society—continue their mission to promote and support orchids through education, conservation and research, your business will benefit from the extended exposure to our audience of orchid enthusiasts. Not only will the name of your business appear in the Meeting program, it will be listed as a Contributor on the Alamo Orchid Society Website.

We have four sizes of ads from which to choose the one that best meets your needs.

- | | |
|---------------------|---------------------------|
| • Full page - \$200 | Quarter page - \$50 |
| • Half page - \$100 | Business card size - \$25 |

I know you receive many requests such as this one. I hope you agree that buying an ad in our Meeting program will help you reach your target customers. I will contact you in a few days to see if we can add your name to our list of supporters. Thank you for your consideration.

Sincerely,

Alamo Orchid Society
(210) 555-2211

Sample Post Cards



Fall Orchid Show &

Sale

Presented by the ALAMO ORCHID SOCIETY

Date/Time: Fri & Sat, Oct 28-29, 9:00 - 5:00
Sun, Oct 30, 9:00 - 4:00
Location: Omni San Antonio Hotel at the Colonnade
9821 Colonnade Blvd (IH10 at Wurzbach)
Admission: Adults \$5; children under 12 free

**Sales by 15 professional growers including some from
Hawaii, Brazil, Ecuador and Taiwan. More than 30 Orchid
Exhibits.**

Information: www.alamoorchidsociety.org/fandango/home



Fall Orchid Show &

Sale

Presented by the ALAMO ORCHID SOCIETY

Date/Time: Fri & Sat, Oct 28-29, 9:00 - 5:00
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Fall Orchid Show &

Sale

Presented by the ALAMO ORCHID SOCIETY

Date/Time: Fri & Sat, Oct 28-29, 9:00 - 5:00
Sun, Oct 30, 9:00 - 4:00
Location: Omni San Antonio Hotel at the Colonnade
9821 Colonnade Blvd (IH10 at Wurzbach)
Admission: Adults \$5; children under 12 free

**Sales by 15 professional growers including some from
Hawaii, Brazil, Ecuador and Taiwan. More than 30 Orchid
Exhibits.**

Information: www.alamoorchidsociety.org/fandango/home

St. Croix Orchid Society

presents

The Annual

44th

Orchid Show

Orchid Passion



February 20, 21 & 22, 2015

FRI 3-5pm SAT 9am-5pm

SUN 9am-3pm

Admission \$5.00 at the Door

Children Under 12 are Free

Great Hall

Albert A Sheen

St. Croix Campus

University of the Virgin Islands

Sponsors:

University of the Virgin Islands Cooperative Extension Service

A Better Copy

Anything In A Basket

Kimberly Orchids

Clinical Laboratory, Inc.

Sample Event Schedule

Wed, Feb 18	Tentative Schedule of Meetings and Events
9:00 am-9:00 pm	Show Exhibit Installation
Thu, Feb 19	
7:30-8:45 am	Registration, Commercial Sales Set-up, Show Exhibit Installation -
9:00-7:00 pm	Registration - Plant entry ends at 7:00 pm
4:00 pm	Judges Arrival
4:00 am-7:00 pm	Hospitality: Spaghetti/Italian fest
Fri, Feb 20	
9:00 am-	Hospitality Room open
7:30-8:45 am	Cruzan Breakfast
10:00 am-12:00 noon	Ribbon Judging*
12:00 noon-2:00 pm	Light Lunch
1:00 pm – 3:00	AOS Judging & Photography
3:00 pm	Official Ribbon Cutting/Show Opening
3:00 pm-5:00 pm	Show & Sale Open to Public
5:15pm – 5:30 pm	SCOS Committee Chairs Meetings
7:30-10:00 pm	Banquet
Sat, Feb 21	
9:00 am	Hospitality Room open
9:00 am-5:00 pm	Show & Sale Open to Public
10:45 am-11:45 pm	Lecture – Dr. Carlos F. Fighetti “Understanding <i>Phalaenopsis</i> ”
11:45 am-	Hospitality Room open
12:00 noon-2:00 pm	Lunch (UVI Cafeteria)
2:15-3:15 pm	Demonstration – Pat Hanada Mounting Orchids
5:15pm – 5:30 pm	SCOS Committee Chairs Meetings
Sun, Feb 22	
9:00 am-3:00 pm	Hospitality Room open
9:00 am-3:00 pm	Show and Sale Open to Public – Breakdown at 3:00 pm
10:45 am-11:45 pm	Lecture – SCOS Member “How to Repot”
12:00 noon-2:00 pm	Lunch (UVI Cafeteria)
2:00 pm – 2:10 pm	Selection of Kid’s Corner Winners
2:15 pm – 3:00 pm	SCOS Raffles: Artwork and Plant
3:00 pm	Breakdown
3:15pm 3:45 pm	SCOS Committee Chairs Meetings

SAMPLE SIMPLE BUDGET

RECEIPTS

Ticket Sales

Ad Sales

Sponsorship

Total Receipts

DISBURSEMENTS

Venue

Equipment Rental

Program/Book

Ad Sales

Printing

Awards

Gifts

Supplies

Banquet

Advertising and Promoting

Hospitality

Miscellaneous

Boarding

Photographers Fees

Transportation

Lodging

Total Disbursements

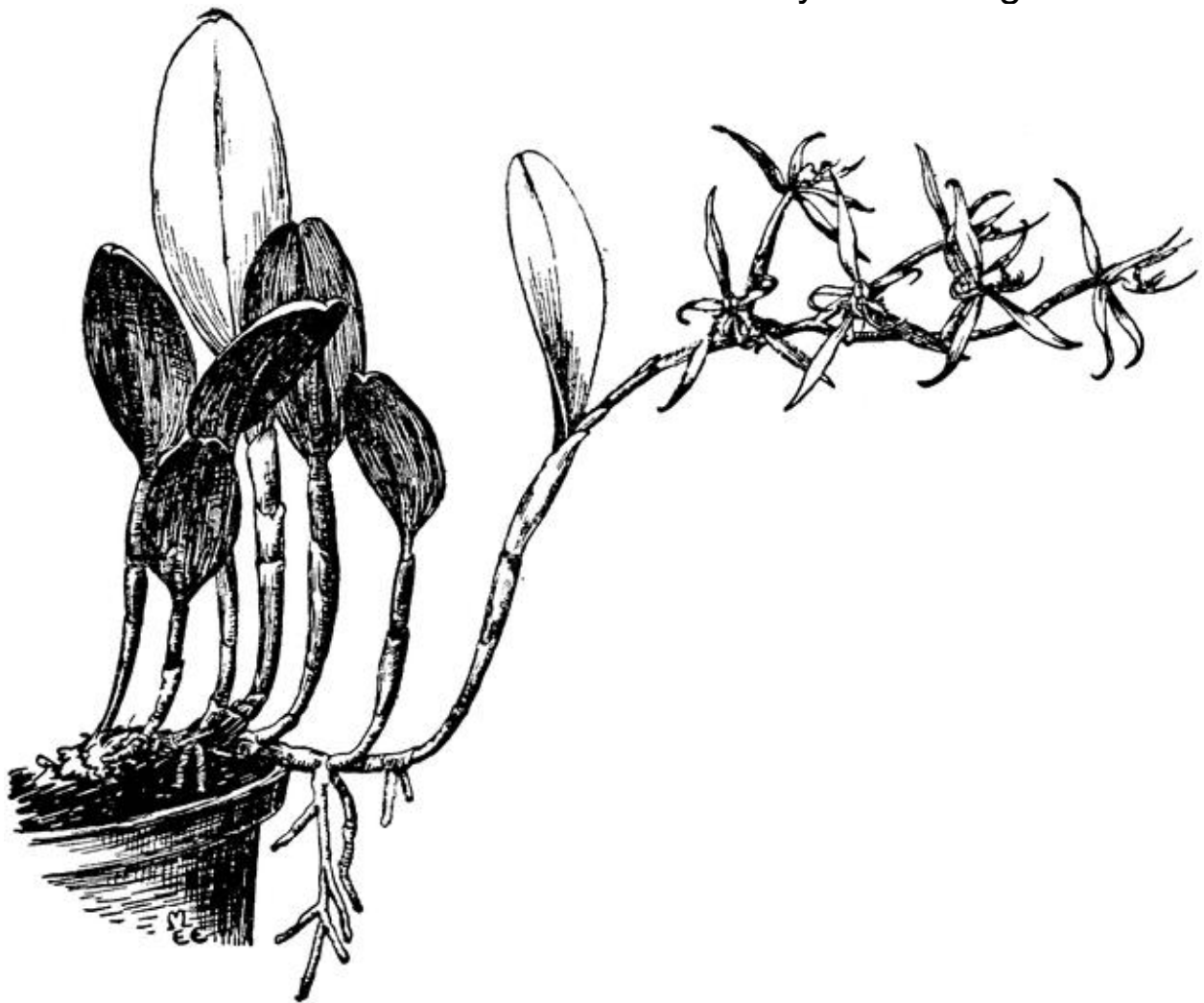
Net Cash Flow

Sample Exhibitor's Package

St. Croix Orchid Society

Forty-Fourth Annual Show and Sale February 20-22, 2015

Great Hall
University of the Virgin Islands



St. Croix, United States Virgin Islands



THE 44TH ANNUAL ORCHID SHOW AND PLANT SALE

PRESENTED BY

The St. Croix Orchid Society

**AFFILIATED TO
THE AMERICAN ORCHID SOCIETY, INC.**

2014-2015 BOARD OF DIRECTORS AND OFFICERS

President	Edna K. Hamilton
Vice President	Pearline Claxton
Secretary	Debra Tryon
Treasurer	Maria Friday

2015 SHOW COMMITTEE

Show Chair	Pearline Claxton
Show co-Chair	Edna K. Hamilton
Facebook/Printed Material	Edna K. Hamilton
Fundraising	Debra Tryon
Hospitality and Greeters	Maria Friday
Membership/Information Table	Cathie Armstrong-Moore Waugh
Photographer	Luther Edwards
Planning & Education	Vanessa Forbes
Publicity	Zoraida Jacobs
Show Book	Edna K. Hamilton/Luther Edwards
Staging	Joyce Richardson
Trophy & Ribbons	Pearline Claxton
	Rosemary Walcott



St. Croix Orchid Society

MEMBER/EXHIBITOR EXHIBIT INFORMATION

Dear SCOS Members,

Our 2014 Show "Orchids Piracy" was a huge success thanks to your support. With your help, let's make "Orchid Passion" even bigger and better. Therefore, it is with great pleasure and anticipation that we provide you the enclosed information and extend to you an invitation to participate and exhibit in:

The St. Croix Orchid Society's 2015 Show and Sale
February 20-22, 2015, Theme "Orchid Passion"

Please note the following times and dates:

Staging set up:	Wednesday, February 18, 2015, begins 9 a.m.
Exhibitors' Meeting:	Wednesday, February 18, 2015, 6:00 p.m.
Exhibits set up: (All plants must be registered by 7 pm to assure consideration for judging.)	Thursday, February 19, 2015, begins 9 a.m.
Ribbon and AOS Judging	Friday, February 20, 2015, begins 9 a.m.
Member/Judges Dinner	Friday, February 20, 2015, begins at 7 p.m.
Open to the Public:	Friday, February 20, 2015, open 3 p.m. to 5 p.m. Saturday, February 21, 2015, open 9 a.m. to 5 p.m. Sunday, February 22, 2015, open 9 a.m. to 3 p.m.
Conference:	Saturday, February 20, 2015, 10 am to 12 noon \$20 fee

There will be a Social gathering (our judges/members meet and greet) for Show participants and Society Members, at the University of the Virgin Islands, Great Hall, at 7 p.m., on Saturday, February 21, 2015.

The Show Committee strives to improve the Show experience for everyone involved. With that in mind, SCOS will implement a plant registration system at this year's Show. This will improve the judging of plants and exhibits in the Show. All exhibitors will be required to register all plants being used in their prospective exhibits. The registration will be done using Microsoft Access.

Please read the rules and regulations carefully. Give special attention to the dead line for reserving exhibit space. Please keep in mind that all plants entered in any Class must be registered by the exhibitor into the SCOS Registration System. Exhibitors must submit an Exhibitor Reservation Form by Sunday, January 25, 2015.

Each exhibitor must be present at 3 p.m., Sunday, February 22, 2015 to dismantle and remove his/her exhibit. No exhibits are to be removed prior to that time. All trash shall be packaged in plastic bags and area should be left broom clean.

SCOS will provide registration cards, plastic registration card holders, black construction paper and silver pens. Please provide your own plant labels, which are required. All other signage for the Show will be provided by SCOS.

Do not park in area designated for UVI administration staff. Your vehicle will be towed away at your expense. Signs, posters, or material of any kind may not be attached to the walls, windows, or outdoor wooden columns.

Thank you for your cooperation and look forward to your participation in SCOS 44th Annual Show "Orchid Passion."

Edna Hamilton, SCOS President, Show co-Chair
Pearline Claxton, SCOS Vice-President, Show Chair



St. Croix Orchid Society

MEMBER/EXHIBITOR EXHIBIT INFORMATION

NOTICE TO ALL EXHIBITORS

All exhibitors are instructed to familiarize themselves with the Rules and Regulations established and published since they set the guidelines for the governance of this show and will be referenced in order to resolve any conflict that may arise. Exhibitors are reminded that two independent judging activities are being held during judging day and that those activities are governed by two separate sets of rules: the current version of the AOS Handbook on Judging and Exhibition and this Judging Schedule. The Executive Committee of the Show reserves for itself the right to make corrections, with the concurrence of the judges involved, of any grammatical or any other errors in this schedule that have opened it to misinterpretation. Please remember the following:

- Exhibitors representing commercial entities under contract with the St. Croix Orchid Society are expected to comply with the special rules set by the society under its sales rules. They are also expected to observe faithfully the special requirements set for them in this schedule.
- So any omissions or discrepancies be resolved on a timely matter, any and all questions regarding the awarding of Special Show Trophies or Ribbons must be raised in writing with the Executive Committee before the closing the show the day of the judging [FRIDAY, February 20, 2015@ 6:00 P.M.]. The Executive Committee WILL NOT answer any inquiry made after the deadline. The Executive Committee will not entertain any questions regarding the AOS Judging as they are not the competent authority to deal with those issues.
- The Executive Committee delegates to the Chairman of the Show the authority to interpret this schedule and to resolve any issues regarding the assignment of entries and the subdivisions on any of the classes set in this Schedule. Determinations made by the Chair may be appealed to the Executive Committee who must address and resolve them before the starting-time of the judging activities.
- The Executive Committee reserves the right to reject and order the removal of any entry, flower exhibit that it considers detracts from the show. It reserves for itself the right to accept, for cause, any tardy registration or to reject unsuitable entries.
- Size is the primary criterion for the registration of exhibits. Deviations of more than five (5) % in the total area can be reasons for disqualifying an exhibit. In an exhibit, more than ten (10) % of "empty" space, waterfalls or ponds (or a combination thereof) will be reason enough to disqualify an exhibit from award consideration. Exhibitors are reminded that they are expected to stage a number of plants in direct proportion to the total area of their exhibit.
- Exhibitors are reminded that upon staging, displaying or registering plants, flowers in plant or, cut flowers they are granting the attendees of the show the right to take photographic images (digital or film) of the plants, flowers in plants or cut flowers in question. They are also granting said attendees the right to capture images of the plants, flowers in plants or cut flowers using other mechanical devices such as paintings or drawings.

AOS judging for flower quality and other awards will follow the ribbon and Special Show Trophies judging. All plants and cut flowers exhibited in the show that comply with the requirements stated in the AOS Handbook on Judging will be considered for judging unless, they are individually and unambiguously labeled "Not for AOS Judging". Exhibitors of plants granted an AOS Award will be responsible for all the administrative details and fees required to make such awards final, including the cost of taxonomic verification or registration of an orchid hybrid if the need for any of those activities arises.



St. Croix Orchid Society

RULES AND REGULATIONS

RULES AND REGULATIONS FOR EXHIBITORS 44th ANNUAL ORCHID SHOW ST. CROIX ORCHID SOCIETY, INC.

The judges and exhibitors are expected to familiarize themselves with these Rules and Regulations, asking the Show Committee for and interpretation of them if necessary.

Any exhibitor who has any questions regarding the judging and awarding of plants must bring their inquiries to the attention of the Show Committee before the opening of the Show to the public on Friday afternoon so that any omissions or discrepancies can be addressed in a timely manner.

The decisions of the judges and the rulings of the Show Committee ARE FINAL.

1. The Forty-Second Orchid Show, hosted by the St. Croix Orchid Society, will be held at the UVI Great Hall, Frederiksted, St. Croix, U.S.V.I.
2. The Show will be open to the public from Friday, February 20, 2015 to Sunday, February 22, 2015. Show hours will be as follows:
February 20, 2015.....3:00 pm to 5:00 pm
February 21, 2015.....9:00 am to 5:00 pm
February 22, 2015.....9:00 am to 3:00 pm
3. Requests for exhibition should be sent no later than January 25, 2015 to Joyce Richardson, or Edna Hamilton.
4. In an A.O.S. sanctioned show, exhibiting must comply with the rules set in the current A.O.S. HANDBOOK ON JUDGING, and with any interim rules instituted by the A.G.S. Judging Committee. All exhibitors, upon entry, agree to abide by said rules and regulations. Non-compliance may result in the forfeiture of all show awards received by the offending party. Except as expressly provided therein, any person complying with these Rules and Regulations may exhibit in this show.
5. Judging will be performed by certified American Orchid Society (A.O.S.) Judges who will be locally certified judges. Judging activities will begin promptly at 9:00 am on Friday, February 20, 2015. Only authorized individuals will be allowed inside the show area while the judging is being held.
6. The Show Committee ("Committee") is composed of the Show Chair, Judging Chair, Staging Chair, Chair of Trophies and the St. Croix Orchid Society's Chair of Judges. Any action of the Committee shall be by a simple majority vote of its membership as defined above.
7. The Committee can approve additional rules and regulations, or modify those previously announced, when such action is considered to be in the best interest of the Society or the Show, provided such modifications are not in conflict with the regulations found in the present AOS HANDBOOK ON JUDGING. These include, but are not limited to:
Grant awards and trophies in addition to those listed in this Schedule with the permission of the Judges.
Reserve for itself the right to correct, with the permission of the Judges, any grammatical error and/or any error due to a misunderstanding of the meaning of these Rules.
8. The Trustees of the St. Croix Orchid Society shall issue the Rules and Regulations for any other activity being held simultaneously with the Show (sales). Exhibitors that participate in those activities are reminded that they must comply with the regulations that govern those other activities.
9. Exhibitors will set up their exhibits on February 19, 2015, starting at 9:00 am.
All exhibits and plants must be entered with the Entries and Classification Committee by 9:00 am February 20, 2015.



St. Croix Orchid Society

RULES AND REGULATIONS

10. All entries under Cut-Flower Arrangement must be entered by 9:00 am, February 20, 2015. All entrants under Cut-Flower Arrangement must be prepared and be willing to replace the flowers or redo the Arrangement should the flowers used in the arrangement fade.
11. A plant need not be registered to be considered for a Show Trophy unless registration is a requisite for that trophy. Registration is required on those classes labeled **"ENTRY IS REQUIRED."**
12. A.O.S. judging for flower quality and other awards will follow the Ribbon and Special Show Trophies judging. All plants and cut flowers exhibited in the show that comply with the requirements stated in the current A.O.S. HANDBOOK ON JUDGING will be considered for judging, unless they are individually labeled **"Not for A.O.S. Judging."**
13. Mericlones or any other vegetative propagation of **previously flowered plants** cannot be entered for the first flower awards.
14. No duplicate prizes may be awarded.
15. Exhibitors are reminded of the following:
Plants must be entered in the correct class.
Some classes in the Schedule are intended for the registrations of a particular species (e.g. *Epidendrum ciliares*) or genus (e.g. Miltonidiums). Registration in said classes is reserved exclusively for the species or genera described therein. **In all other cases, individual plants must be registered in the EARLIEST CLASS WHICH IS CLEARLY APPROPRIATE OR IN THE CLASS, WHICH BEST DESCRIBES THE VEGETATIVE GROWTH OF THE PLANT TO BE ENTERED.** Particular attention must be given to the color, size (overall spread), and the generic description of the plant as they are the basis of the criteria used to subdivide the classes listed in this Schedule. Judges can reclassify entries at their description by placing them in the classes they deem to be more suitable.
16. The Classification Committee will register all entries presented for competition in the proper file:
It will have available, from the start of the judging activities, all the paraphernalia needed for the judging. It will not accept for registration species that show sign of pests and diseases, or that are not clearly established.
17. All Orchid plants and flowers in the Show must be individually labeled. If not, they are subject to disqualification by the judges.
The correct identification, classification, registration, and labeling of the plants and cut flowers used in the Show are the exclusive responsibility of the exhibitors in the Show. Failure on the part of the registrant to exercise due care; can result in the plant not being considered for judging. All entries must be made in the standard entry form. All entry tags must have, **CLEARLY AND LEGIBLY PRINTED on them**, the complete name of the plant or its parentage (if the name of a hybrid is not known). The name must include the varietal name (should the plant be a mericlone or a vegetative division of a previously flowered plant), including any award received and the name of the awarding society.
18. Commercial exhibitors are responsible for making all the arrangements necessary to bring their plants or cut flowers to the Show.
19. Off-island flowers should be shipped to: The St. Croix Orchid Society, Inc c/o Edna Hamilton, #King Street, Christiansted, St. Croix, and USVI 00820.
20. The Committee reserves the right to remove any flower, plant, or exhibit at any time during the Show, if it considers that it detracts from the show. Such removal will not invalidate any award granted to the plant during the Show.



St. Croix Orchid Society

RULES AND REGULATIONS

21. Plants forming part of any exhibit in Classes 1 through 1V and Classes V11 through X11 can be entered in one appropriate class under the heading "Individual Flowering Plants."
22. With the exception of seedling blooming for the first time, no other multiple class entries will be allowed.
23. **ONCE THE JUDGING HAS BEEN COMPLETED**, each exhibitor will be permitted to place a discreet sign in her/his exhibit to indict, if true, that she/he is the owner of all the plants in the exhibit.
24. The Judges have the right to withhold any scheduled prize or declare any class vacant, if the plants -or flowers entered are, in their judgment, not suitable for said prize.
25. Judging teams can submit recommendations for special prizes not listed in the Schedule for the consideration of the Committee. Such request must be endorsed by a majority of the judging team that is recommending the prize.
26. **ORCHIDS MUST PREDOMINATE IN ALL THE EXHIBITS.**
 - No flowers other than Orchids can be used in the exhibits.
 - No artificial flowers, plants or accessories intended to replace natural vegetation can be used in an exhibit.
 - Cut flowers and flowering plants cannot be incorporated in the same exhibit. For purposes of this Schedule, the terms "flower on the plant": and "flowering plant" refers to blooming Orchid plants that have been established in growing medium.
 - Foliage plants must not have conspicuous colorful flowers or, brightly colored berries.
27. Exhibitors are reminded to adhere to the size limit of their respective classes.
 - In those cases where the exhibitor asked for and obtained an exact measurement of her/his space, size deviations of up to 5% of the exhibit will be accepted without penalty to the exhibitor. Larger deviations will subject the exhibitor to the disqualification of the exhibit.
 - The use of waterfalls and/or pools is limited to space not greater than 5% of the total area of the exhibit.
28. Unless otherwise specified, the following definitions shall apply:
 - A. **CATTLEYA** is defined to include only Cattleyas, Laelias, Brassavolas (or Rhyncholaelias), and Sophronitis or any combinations of these genera.
 - B. **PHALAENOPSIS** is defined to include Phalaenopsis, Doritaenopsis, and Paraphalaenopsis. Hybrids in which Phalaenopsis as described in the previous statement is one or both of the parents are to be eligible for the Phalaenopsis Show Awards.
 - C. **CATTLEYA ALLIANCE** is defined to include all the genera within the Laeliinae or combinations of them.
 - D. **HYBRIDS** are meant to be intrageneric unless otherwise specified in the class descriptions. For purposes of the Schedule, natural hybrids will be considered as species.
 - E. **EXHIBITS** are defined as grouping of Orchid plants in bloom arranged for effect.
 - F. The term "**MOST OUTSTANDING**" or "**BEST**" when describing a flower award is defined as to be based on the flower's quality **according to variety** rather than its botanical or horticultural interest.
29. The Open Class in exhibits is intended for all commercial growers exhibiting.
30. The Hobbyist Class in exhibits is intended for individual non-commercial growers.
31. Unless otherwise specified, current American Orchid Society's scale of points will be used in judging. Exhibitors are reminded that in those scales, the term "variety" is interpreted to mean the **number of**



St. Croix Orchid Society

RULES AND REGULATIONS

genera displayed in the exhibit and not variations of color and size, or number of species within a particular genus. The definition of “variety” shall apply in all scales used for judging in this show.

32. Plants on the “Theme Table” will be judged according to the Rules and Regulations. The “Theme Table” will be judged by the A.O.S. judges only. They will decide if the exhibit is worthy of a trophy.
33. In the case that the required number of accredited A.O.S. judges is not available for judging, this Schedule will be followed except that the A.O.S. Show Trophy and The American Orchid Society Awards will not be awarded. In that situation, judging will be carried out by locally accredited judges.
34. The Executive Committee reserves the right to reject any tardy or unsuitable entry.
35. All plants registered for prizes must be owned by the exhibitor for a minimum of 6 months prior to the Show. Code of Honor will be observed.
36. Flowers or plants not claimed by the exhibitors at the end of the show’s closing will be disposed of by the Society. In the absence of written instructions regarding disposal of plants or flowers, the Society will donate them to a charitable organization.
37. The Society will exercise every precaution to safeguard the safety and the physical integrity of the plants and flowers exhibited. Nevertheless, it will not be responsible for damages to, or losses of plants, flowers or any display material.
38. When granting the award for the best exhibit based on artistic merit only the judges shall take in consideration the following guidelines:
 - A. The exhibits will be considered as being orchid displays (an exhibit of plants and flowers for effect with an emphasis on the attractiveness of the grouping) and not as exhibits of flowers ‘arranged for effect’ (a manner of composing plants or cut flowers primarily to exhibit the horticultural material to the best advantage, as well as to contribute to the general beauty of the show.).
 - B. Artistic is defined as being ‘pleasing to the eye, conceived with taste and executed with skill’.
 - C. The primary elements to be used when evaluating the artistic merit, of an exhibit shall be:
 1. Aesthetic merit of the exhibit.
 2. Originality of design. Originality is defined as the quality of being independently conceived or novel but not bizarre or freakish.
 3. Rhythm, contrast, texture, harmony, color, balance, proportion, scale and distinction as defined in the current **AOS Handbook of Judging and Exhibition**.
 4. Effective and proper use of props.
 5. Labeling which must be discreet but effective.
 - D. Cultural perfection (the development of plants in flower to the presumed peak of their potential) and flower quality (a high standard of excellence) of the plants exhibited are not to be considered in granting this award. Nevertheless the judges, when evaluating plants have on the aesthetic merit of an individual exhibit.



St. Croix Orchid Society

RULES AND REGULATIONS

E. Variety as defined in this schedule and in the current version of the AOS Handbook on Judging will not be considered as an element in granting this award.

39. Procedure to be followed to select the winner of the Grand Champion Trophy:

- All judges present at the beginning of the judging will receive a ballot. - For the procedure to be considered valid, at least one-half plus one of the judges present must cast their ballots.
- Each judge will be asked to select the flower or flower on the plant he or she considers to be the best overall in the show as well as a first and second alternate.
- The judges will base their selection on flower quality standards (form, substance, color, size) as expected for the breeding of the plants, if flower be that of a hybrid, or the type, if flower be that of a species.
- The judges will return their ballots to the Judging Chairman at Lunch Break.
- Each plant nominated will receive fifteen (15) points for each selection by a judge, ten (10) points for each first alternate, and five (5) points for each second alternate. **The plant that receives the highest amount of points will be declared the winner.**
- A tie breaker, if necessary will be by ordinals. The plant selected first in most ballots will be selected. If, after this procedure, there is still a tie, the plant selected as first alternate in most ballots will be selected. If a tie persists, the plant with the most mentions as second alternate will be selected as the winner. In the remote possibility that a tie still persists, the members of the Executive Show Committee present.

40. Procedure to be followed to select the winner of the People's Choice Award:

- Show attendees will receive a ballot.
- Attendees will be asked to select the exhibit he or she considers to be the best overall in the show.
- Ballots will be counted by the Executive Show Committee at the Show Wrap Up meeting.
- The winner will be announced at the March general membership meeting.

41. Nothing may be hung from, stapled or taped to the walls, or other property of the Great Hall.

EDITOR'S NOTES:

Some of the genera names below have been affected by recent taxonomic reclassifications.



St. Croix Orchid Society

2015 SCHEDULE OF AWARDS

ST. CROIX ORCHID SOCIETY, INC. AWARDS

All exhibits (plants or cut flowers) will be screened by the accredited American Society judges for consideration for flower, plants and medal certificate awards. Flowering plants and cut flowers registered NOT FOR AOS ONLY will not be considered for these awards.

SPECIAL SHOW AWARDS

I. AMERICAN ORCHID SOCIETY SHOW TROPHY

Awarded to the most meritorious exhibit of Orchids in the show.

II. CASTLE COAKLEY LEASING GRAND CHAMPION OF THE SHOW

Awarded to the Orchid flower on the plant in the show considered by the judges to be the most meritorious orchid flower on the plant in the show. All judges present at the start of the judging will cast their ballots following the procedure described in the Rules and Regulations

III. THE PRESIDENT'S AWARD

Awarded to the Orchid flower on the plant in the show or exhibit chosen by the Society's President - "SPECIAL AWARD" NO ENTRY IS REQUIRED.

IV. ST CROIX ORCHID SOCIETY ARTISTIC TROPHY

Awarded to the best exhibit of orchid plants in the show, BASED ON ARTISTIC MERIT ONLY. In granting this award the judges will take in consideration the criteria established in the rules and regulations.

V. UNIVERSITY OF THE VIRGIN ISLANDS COOPERATIVE EXTENSION SERVICE BEST NATIVE SPECIES

Awarded to the best ORCHID SPECIES PLANT NATIVE TO THE ISLANDS in the show. **ENTRY REQUIRED.**

VI. A BETTER COPY BEST SPECIMEN PLANT IN SHOW (SPECIES OR HYBRIDS)

Please note that a specimen is defined as a SINGLE plant of relatively large size and exceptionally large number of flowers according to its type that shows exceptional culture. NO ENTRY REQUIRED.

VII. MRS. DORIS GARDINE AWARD BEST LAELIANTHE CRUZAN GOLD PLANT

Awarded to the best LAELIANTHE (f/k/a *Schombocattleya*) CRUZAN GOLD PLANT flowering in the show. **ENTRY REQUIRED.**

VIII. ANYTHING IN A BASKET BEST BOTANICAL PLANT IN SHOW (SPECIES OR HYBRIDS)

Awarded to the best Botanical Plant in the plant in the show. NO ENTRY REQUIRED

IX. BEST SPECIES

Awarded to the best ORCHID SPECIES PLANT IN THE SHOW. **ENTRY REQUIRED.**



St. Croix Orchid Society

2015 SCHEDULE OF AWARDS

X. BEST BRASSAVOLA NODOSA SPECIES

Awarded to the best BRASSAVA NODOSA SPECIES PLANT IN THE SHOW. **ENTRY REQUIRED.**

XI. BEST BRASSAVOLA NODOSA HYBRID

Awarded to the best BRASSAVOLA NODOSA HYBRID flower NO ENTRY REQUIRED.

XII. BEST BRASSAVOLA NODOSA HYBRID SEEDLING

Awarded BRASSAVOLA NODOSA HYBRID flower; flowering for the first time in the show **ENTRY REQUIRED.**

XIII. BEST CATTLEYA ALLIANCE FLOWER

Awarded to the best CATTLEYA Alliance include *Cattleya*, *Brassavola*, *Laelia*, *Sophranitis*, *Mymecorophila* and other related genera excluding any other specific in the schedule. NO ENTRY REQUIRED

XIV. BEST CATTLEYA ALLIANCE SEEDLING FLOWER

Awarded to the best CATTLEYA ALLIANCE seedling flowering for the first time in the show. For purposes of this award, *Cattleya* is defined to include species and hybrids within the Laeliinae or any combinations of them. First blooming mericlones or vegetative propagations of a previously flowered plant, do not qualify for this award. **ENTRY MUST BE MADE.**

XV. BEST DENDROBIUM FLOWER

Awarded to the best DENDROBIUM FLOWER on the plant in the show. NO ENTRY REQUIRED.

XVI. BEST EPIDENDRUM FLOWER

Awarded to the best EPIDENDRUM FLOWER on the plant in the show. NO ENTRY REQUIRED.

XVII. BEST ONCIDIUM FLOWER

Awarded to the best ONCIDIUM FLOWER on the plant in the show. NO ENTRY REQUIRED.

XVIII. BEST PHALAENOPSIS FLOWER

Awarded to the best PHALAENOPSIS flower on the plant in the show. For purposes of this award, Phalaenopsis is defined to include the genus *Doritaenopsis* as well as the genus *Paraphalaenopsis*. NO ENTRY REQUIRED.

XIX. BEST PHALAENOPSIS SEEDLING FLOWER

Awarded to the best PHALAENOPSIS seedling flowering for the first time in the show. For purposes of this award, Phalaenopsis is defined to include the genus *Doritaenopsis* as well as the genus *Paraphalaenopsis*. Hybrids in which Phalaenopsis as defined in the previous statement is one or both parents, qualify for this award. First blooming mericlones or vegetative propagations of a previously flowered plant, do not qualify for this award. **ENTRY MUST BE MADE.**

XX. BEST PAPHIOPEDILUM FLOWER

Awarded to the best PAPHIOPEDILUM TYPE FLOWER in the show. NO ENTRY REQUIRED.

XXI. BEST VANDACEOUS FLOWER

Awarded to the best VANDACEOUS FLOWER on the plant in the show. NO ENTRY REQUIRED.

XXII. BEST SEEDLING FLOWER OTHER THAN CATTLEYA, BRASSAVOLA AND PHALAENOPSIS



St. Croix Orchid Society

2015 SCHEDULE OF AWARDS

Awarded to the best seedling flowering for the first time in the show other than Cattleya, Brassavola and Phalaenopsis. First blooming mericlones or vegetative propagations of a previously flowered plant, do not qualify for this award. **ENTRY MUST BE MADE.**

XXIII. BEST CUT FLOWER: CATTLEYA

Awarded to the best CATTLEYA CUT flower in show. NO ENTRY REQUIRED.

XXIV. BEST CUT FLOWER: PHALAENOPSIS

Awarded to the best PHALAENOPSIS CUT FLOWER in show. NO ENTRY REQUIRED.

XXV. BEST CUT FLOWER (OTHER THAN CATTLEYA OR PHALAENOPSIS)

Awarded to the best CUT FLOWER IN SHOW OTHER THAN CATTLEYA OR PHALAENOPSIS. NO ENTRY IS REQUIRED

XXVI. BEST MINIATURE FLOWER

Awarded to the best MINIATURE FLOWER. Please refer to the schedule for the definition of miniature orchid plant. NO ENTRY REQUIRED.

XXVII. PEOPLE'S CHOICE AWARD

Awarded to the exhibit selected by attendees. NO ENTRY REQUIRED.

SPECIAL TROPHY AWARDS – EXHIBITS

Judging according to the current A.O.S. Scale of Points. ENTRY IS REQUIRED. Exact measurements are available upon request from the Show Chairman.

Hobbyist Classes

Using ALL flowering plants. Trophy and First, Second and Third Price Ribbons.

A. 25 sq. feet or more

Open Classes

Using ALL flowering plans. Trophy and First, Second and Third Price Ribbons.

B. 25 sq. feet or more

Table Top Exhibits

Judging by St Croix Orchid Society Scales of Points.

Table Top Table exhibits will be judged using the following point scale:

Design and harmony	40 points	Quality of flowers	40 points
Adherence to theme	15 points	Originality	10 points
Labeling	10 points		

Trophies and ribbons will be awarded. ENTRY FOR THESE CLASSES IS REQUIRED. As used in this Schedule the term "Table Top Exhibit" means a rectangular space approximately 30 inches in width, 24 inches in height and 30 inches in depth. The depth measurement includes six (6) inches of unenclosed shelf space at the front, leaving 24 inches in the working area. While JUNIORS may only enter an exhibit in Class G, the plants exhibited in that type of exhibit may be entered in an appropriate class under the heading "Individual Flowering Plants".



St. Croix Orchid Society

2015 SCHEDULE OF AWARDS

TABLE TOP

Exhibit using flowering plants. Trophy and ribbons. Judging according to the S.C.O.S Scale of Points.
ENTRY IN THESE CLASSES IS REQUIRED.

FOR PURPOSES OF THIS SCHEDULE, THE FOLLOWING COMBINATIONS WILL BE CONSIDERED AS A SINGLE GENUS: 1) Phalaenopsis as defined in the Rules and Regulations. 2) Cattleyas as defined in the rules and regulations. 3) Ascocentrum, Aerides, Vanda, Arachnis, Renanthera, Rhynchostylis, Aeranthes, Angraecum and Vandopsis, species, inter and intrageneric hybrid combinations using those genera except those intergeneric combinations made using Phalaenopsis or Doritis. 4) Any other grouping of plants belonging to a single genus or a single generic alliance

SINGLE TABLE TOP

C. One Plant Only

Using three (3) or more flowering plants. ENTRY IN THESE CLASSES IS REQUIRED.

D. Hobbyist

E. Open

F. Senior (for any senior exhibitor over 60 years of age).

G. Junior (exhibitor under 18 years of age) using either flowering plants or cut flowers.

DOUBLE TABLE TOP

Exhibit using flowering plants. Trophy and ribbons. Judging according to the S.C.O.S Scale of Points.
ENTRY IN THESE CLASSES IS REQUIRED.

H. Hobbyist

I. Open

Awards apply to Single or Double Table Top. ENTRY IN THESE CLASSES IS REQUIRED.

J. Novice (Reserved For Amateur Growers Who Have Not Yet Won A Blue Ribbon In An Orchid Show, one or more flowering plants.)

K. Single Genus

L. Species Only

M. Education

N. Cut Flowers: Hobbyist

O. Cut Flowers: Open

NON- TABLE TOP EXHIBITS- CUT FLOWER ARRANGEMENTS

To be placed in a specially designated area. Judging by the Current A.O.S. scales for design and arrangement. Two trophies will be awarded for the most outstanding flower arrangements in this class: one in the Hobbyist Class and one in the Open class. ENTRY IN THIS CLASS IS REQUIRED. Please note that per this Schedule and for the awarding of prizes, Amateur (Hobbyist) is defined as a person, who has not and does not judge or teach arranging or design, and who has not and design, arrange or otherwise make up flowers for monetary gain. All others will be considered as Professionals (Open Class). Only amateurs will be allowed to enter arrangements in arrangements in the Hobbyist Class.

P. HOBBYIST

P.A. Arrangements with fresh materials

P.B. Arrangements with dry materials

P.C. Arrangements with figurines

P.D. Corsages, accessories



St. Croix Orchid Society

2015 SCHEDULE OF AWARDS

P.E. Bouquets and bridal bouquets

P.F. MINIATURE ARRANGEMENT: no more than five (5) inches including container

Q. OPEN

Q.A. Arrangements with fresh materials

Q.B. Arrangements with dry materials

Q.C. Arrangements with figurines

Q.D. Corsages, accessories

Q.E. Bouquets and bridal bouquets

Q.F. MINIATURE ARRANGEMENT: no more than five (5) inches including container

FLOWERING PLANTS

THE AWARDS FOR ALL CLASSES THAT FOLLOW ARE:

First Prize

Second Prize

Third Prize

Blue Ribbon

Red Ribbon

White Ribbon

CATTLEYA ALLIANCE (EXCLUDING EPIDENDRUMS AND ENCYCLIAS)

1. Cattleya Specie
2. Large Flowered Cattleya Type Flowers (C, LC, SC, SLC,BLC,POT): *Note:* For Purposes Of This Schedule, Cattleya Large Flowers Are Defined As Hybrid Flower Forms (Inter Or Intrageneric) Whose Overall Measurement, As Expected For Type, Is Greater Than Or Equal To, 5 Inches (12.7 Cms).
 - 2.A. Large Flowered Cattleya, White
 - 2.B. Large Flowered Cattleya, Semi-Alba
 - 2.C. Large Flowered Cattleya, Pastel Lavender Or Pink/Mauve
 - 2.D. Large Flowered Cattleya, Splash Petals
 - 2.E. Large Flowered Cattleya, Dark Lavender
 - 2.F. Large Flowered Cattleya, Reds/Red Shades/ Reddish Purple
 - 2.G. Large Flowered Cattleya, Yellow/ Yellow With Red Lip
 - 2.H. Large Flowered Cattleya, Green
 - 2.I. Large Flowered Cattleya, Orange/ Bronze
 - 2.J. Large Flowered Cattleya, Other Color Forms; Peloric
3. Small flowered Cattleya type flowers (C, BC, LC, SC, BLC, SLC, POT, ROLF, LOW). *Note:* for purposes of this schedule, Cattleya small flowers are defined as hybrid flower forms (inter or intrageneric) whose overall measurement, as expected for type, is less than 5 inches (12.7 cms).
 - 3.A. Small Flowered Cattleya, White
 - 3.B. Small Flowered Cattleya, Semi-Alba
 - 3.C. Small Flowered Cattleya, Pastel Lavender Or Pink/Mauve
 - 3.D. Small Flowered Cattleya, Blue
 - 3.E. Small Flowered Cattleya, Splash Petals
 - 3.F. Small Flowered Cattleya, Dark Lavender
 - 3.G. Small Flowered Cattleya, Reds/ Red Shades/ Reddish Purple
 - 3.H. Small Flowered Cattleya, Yellow/ Yellow With Red Lip
 - 3.I. Small Flowered Cattleya, Green
 - 3.J. Small Flowered Cattleya, Orange/ Bronze
 - 3.K. Small Flowered Cattleya, Any Color Background; Spotted
 - 3.L. Small Flowered Cattleya, Other Color Forms; Peloric
4. Brassavola (Rhyncholaelia) Species Other Than B. Nodosa



St. Croix Orchid Society

2015 SCHEDULE OF AWARDS

5. *Brassavola Nodosa*
6. *Brassavola Nodosa* Hybrids
7. *Brassavola* Hybrids Except Those Made With *B. Nodosa*
8. *Laelias* Species And Hybrids Other Than Above
9. *Shomburgkia* Species & *Shomburgkia* Hybrids Except Those Previously Described In This Schedule
 - 9.A. *Shomburgkia*, Species
 - 9.B. *Shomburgkia*, Intrageneric
 - 9.C. *Shomburgkia*, Intergeneric
10. *Broughtonia* Species (1, 2, 3 ... To Color)
 - 10.A. *Broughtonia Sanguinea*
 - 10.B. Other Species
11. *Broughtonia* Hybrids (Inter Or Intrageneric)

EPIDENDRUM TYPE AND ALLIED GENERA

12. *Epidendrum stamfordianum*
13. *Epidendrum ciliare*
 - 13.A. *Epidendrum ciliare*, Species
 - 13.B. *Epidendrum ciliare* Primary Hybrids (Inter/Intra)
 - 13.C. *Epidendrum ciliare* Other Hybrids (Inter/Intra) In Which *Epidendrum ciliare* Is A Parent
14. *Epidendrum* Species/Intragenerics Other Than Those Previously Described In The Schedule
 - 14.A. *Epidendrum*, Reed Type
 - 14.B. *Epidendrum*, Oerstedella Type
 - 14.C. *Epidendrum*, Encyclia Type
 - 14.D. *Epidendrum*, *Anaechilum* (*Cochleatum*) Type
 - 14.E. *Epidendrum*, *Psychillis* Type
 - 14.F. *Epidendrum*, Other Type
15. *Epidendrum* Intergeneric Hybrids Other Than Those Previously Described In This Schedule
16. Miscellaneous Species And Hybrids (Inter Or Intrageneric) In The *Laelia* Sub Tribe (*Laeliinae*) Except Those Previously Described In The Schedule.
 - 16.A. Miscellaneous Species, Species
 - 16.B. Miscellaneous Species, Intrageneric Hybrids
 - 16.C. Miscellaneous Species, Intergeneric Hybrids

PHALAEOPSIS AND ALLIED GENERA

17. *Phalaenopsis* Species
18. *Phalaenopsis* Hybrids: *Stauroglotis*; No *Euphalaenopsis* In Parentage
19. *Phalaenopsis* Hybrids/*Doritaenopsis* – Multiflora
20. *Phalaenopsis* Hybrids/*Doritaenopsis* - White; No Markings
21. *Phalaenopsis* Hybrids/*Doritaenopsis* - White With Color Lip; No Markings
22. *Phalaenopsis* Hybrids/*Doritaenopsis* - White Background With Spots
 - 22.A. *Stuartiana* Breeding Lines
 - 22.B. Non *Stuartiana* Breeding Lines
23. *Phalaenopsis* Hybrids/*Doritaenopsis* - Stripes:
 - 23.A. White Background
 - 23.B. Pink Background
 - 23.C. Yellow Background
 - 23.D. Mixed With Spots; Any Background
24. *Phalaenopsis* Hybrids/*Doritaenopsis* - Pink; No Markings
 - 24.A. Concolor
 - 24.B. With Red Lip
 - 24.C. With White Lip
 - 24.D. With Spotted Lip



St. Croix Orchid Society

2015 SCHEDULE OF AWARDS

25. Phalaenopsis Hybrids/Doritaenopsis - Pink Background With Spots Or Bars
26. Phalaenopsis Hybrids/Doritaenopsis -Yellow Background; No Markings
27. Phalaenopsis Hybrids/Doritaenopsis -Yellow Background With Spots Or Bars
28. Phalaenopsis Hybrids/Doritaenopsis - Other Colors/Forms (eg. Green, Peach, Bronze, "Brushed Tones", Harlequin, Peloric) A, B, C As Needed
29. Doritis (A, B, C... As To Color)
30. Doritis Intergeneric Hybrids; Except Those Previously Described In The Schedule Or, Those Where Phalaenopsis Is Part Of The Generic Make-Up.
31. Doritaenopsis: Primary/Near Primary Hybrids (Including Intergenerics) Or Any Such Hybrid With Doritis In Which The Upright Spike Habit Predominates.
32. Paraphalaenopsis:
 - 32.A. Species
 - 32.B. Intrageneric Hybrids
 - 32.C. C- Intrageneric Hybrids
33. Renanthis
34. Phalaenopsis Intergeneric Hybrids; Except Those Previously Described In The Schedule.

VANDAS AND ALLIED GENERA

35. Euanthe (Vanda) Sanderiana
 - 35.A. Type
 - 35.B. Alba
36. Vanda Species
 - 36.A. Terete (Papilionanthe)
 - 36.B. Strap Leaf
37. Vanda Hybrids
 - 37.A. 100 % Terete Parentage Only
 - 37.B. Any Part Terete Parentage
38. Vanda Hybrids- Strap Leaf No Euanthe (Vanda Sanderiana) In Its Parentage (A, B, C...As To Color)
39. Vanda Hybrids- Strap Leaf
 - 39.A. White/Greenish White/ Yellowish White
 - 39.B. Blue Predominating
 - 39.C. Orange Predominating
 - 39.D. Yellow Predominating
 - 39.E. Pink Predominating
 - 39.F. Brown Predominating
 - 39.G. Reds/ Reddish Purple Predominating
 - 39.H. Other Color Forms

ASCOCENDA – LARGE FLOWERS (MORE THAN 3")

40. Ascocenda Blue Predominating
41. Ascocenda Pink Predominating
42. Ascocenda Orange Predominating
43. Ascocenda Red Predominating
44. Ascocenda Yellow Predominating
45. Ascocenda Other Color Forms

ASCOCENDA – SMALL FLOWERS

46. Ascocenda Blue Predominating
47. Ascocenda Pink Predominating
48. Ascocenda Orange Predominating
49. Ascocenda Red Predominating
50. Ascocenda Yellow Predominating



St. Croix Orchid Society

2015 SCHEDULE OF AWARDS

51. Ascocenda Other Color Forms

MISCELLANEOUS SPECIES AND HYBRIDS IN THE VANDA ALLIANCE

- 52. Vascostylis
- 53. Ascocentrum Species
- 54. Ascocentrum Hybrids (Inter/Intra); Except Those Previously Described In The Schedule
- 55. Vanda Intergeneric Hybrids Except Those Previously Described In This Schedule
- 56. Angraecum Alliance Species, Hybrids (Intra/Intergeneric)
- 57. Aerangis Alliance Species, Hybrids (Intra/Intergeneric); Except Those Previously Described In The Schedule.
- 58. Miscellaneous Species And Hybrids (Intra/Intergeneric) In The Angraecum Sub-Tribe; Except Those Previously Described In This Schedule.
- 59. Aerides Species And Hybrids
 - 59.A. Species
 - 59.B. Intrageneric Hybrids
 - 59.C. Intergeneric Hybrids
- 60. Rhynchostylis Gigantea
 - 60.A. Type (White Background With Pink Spots)
 - 60.B. White; No Markings
 - 60.C. Red
 - 60.D. Other Color Forms (White Back Ground With Red/Dark Lavender Blotches; Peach/Yellowish Pink)
- 61. Rhynchostylis Hybrids; Except Those Previously Described In The Schedule
- 62. Arachnis
 - 62.A. Species
 - 62.B. Intrageneric Hybrids
 - 62.C. Intergeneric Hybrids Except Those Previously Described In The Schedule.
- 63. Renanthera
 - 63.A. Species
 - 63.B. Intrageneric Hybrids
 - 63.C. Intergeneric Hybrids Except Those Previously Described In The Schedule.
- 64. Miscellaneous Vandaceous (Vandae) Except Those Previously Described In The Schedule.
 - 64.A. Species
 - 64.B. Intrageneric Hybrids
 - 64.C. Intergeneric Hybrids

ONCIDIUM SUB-TRIBE (ONCIDIINAE)

- 65. Oncidium Species And Intragenetics
 - 65.A. Altissimum Type
 - 65.B. Splendidum Type
 - 65.C. Varricosum Type
 - 65.D. Terete Type
 - 65.E. Mule Ear Type
 - 65.F. Papilio Type
 - 65.G. Others
- 66. Equitant (Tolumnia) Hybrids And Rodricidiums
 - 66.A. White- No Spots Or Color Combinations
 - 66.B. White/Red Combinations; Spotted
 - 66.C. Pink/ Lavender Combinations No Spots
 - 66.D. White/ Pink/ Lavender Combinations; Spotted
 - 66.E. Yellow/ Orange Combinations No Spots
 - 66.F. Yellow/ Orange/ Red Combinations; Spotted



St. Croix Orchid Society

2015 SCHEDULE OF AWARDS

- 66.G. Red/ Reddish Purple/ Red Shades; No Spots
- 66.H. Other Colors; No Spots
- 66.I. Other Colors; Spots
- 67. Brassia
 - 67.A. Species
 - 67.B. Intrageneric Hybrids
 - 67.C. Intergeneric Hybrids
- 68. Miltonia/Miltoniopsis
 - 68.A. Species
 - 68.B. Intrageneric Species
- 69. Miltonia/Miltoniopsis Intergeneric Hybrids
- 70. Odontoglossum
 - 70.A. Species
 - 70.B. Intrageneric Hybrids
 - 70.C. Intergeneric Hybrids Except Those Previously Described In The Schedule
- 71. Oncidium Intergeneric Hybrids; Except Those Previously Described In The Schedule.
- 72. Miscellaneous Oncidiinae Genera Except Those Previously Described In The Schedule.

DENDROBIINAE

PLEASE NOTE THAT THE SPECIES CLASSIFICATION USED IN THIS SCHEDULE HAS BEEN ADAPTED FROM SCHELPE (SYBELLA) AND STEWART'S DENDROBIUMS, AN INTRODUCTION TO THE SPECIES IN CULTIVATION, WHERE THE FOLLOWING SCHEDULE. SPECIES ARE USED AS EXAMPLES OF "MEMBERS" OF THE SECTION DESCRIBED:

DENDROBIUM (SYN: *EUGENANTHE*): *Den. moliniiforme*, *Den. nobile*, *Den. linawianum*, *Den. falconeri*, *Den. wardianum*, *Den. parishii*, *Den. gratiosissimum*, *Den. senile*, *Den. pendulum*, *Den. devonianum*, *Den. primulinum*, *Den. anomosum* (syn: *superbum*), *Den. tortile*, *Den. crepidatum*, *Den. unicum*, *Den. pulchellum*, *Den. moschatum*, *Den. fimbriatum*.

CALLISTA: *Den. lindleyi* (syn: *aggregatum*), *Den. jenkinsii*, *Den. chrysotosum*, *Den. densiflorum*, *Den. farmeri*, *Den. thyrsiflorum*.

FORMOSAE (SYN: *NIGHROHIRSUTAE*): *Den. formosum*, *Den. infundibilum*, *Den. cruentum*, *Den. draconis*, *Den. trigonopus*, *Den. scabrilingue*, *Den. sanderae*, *Den. bellatulum*.

SPATULATA (SYN: *CERATOBIMUM*): *Den. stratiotes*, *Den. antenatum* (syn: *dalbertisii*), *Den. helix*, *Den. taurinum*, *Den. canaliculatum*, *Den. johanis*, *Den. discolor*.

PHALAEANANTE: *Den. affine*, *Den. bigibbum*, *Den. phalaenopsis*

LATOURIA: *Den. spectabile*, *Den. polysema*, *Den. macrophyllum*

DENDROCORYNE: *Den. speciosum*, *Den. kingianum*, *Den. tetragonum*

PEDILONUM: *Den. amethystoglossum*, *Den. secundum*, *Den. bracteosum*, *Den. bullenianum*

- 73. Dendrobium Species
- 74. Dendrobium Hybrids- Pendulous Type
- 75. Formosae Type Hybrids
- 76. Phalaenopsis Type Hybrids
 - 76.A. Dark Lavender
 - 76.B. Light Lavender/Pink
 - 76.C. Bi-Colored/Splashed
 - 76.D. White
 - 76.E. Candy Striped
 - 76.F. Other Color Forms
- 77. Spatulata X Phalaenante Hybrids
 - 77.A. White
 - 77.B. Orange/Red



St. Croix Orchid Society

2015 SCHEDULE OF AWARDS

- 77.C. Light Lavender/Pink
- 77.D. Bi-Colored/Splashed
- 77.E. Yellow/Green
- 77.F. Yellow With Red Lip
- 77.G. Candy Striped
- 77.H. Other Color Forms
- 78. Section Spatulata Hybrids (No Phalaenopsis In Partentage)
 - 78.A. White
 - 78.B. Orange/Red
 - 78.C. Light Lavender/Pink
 - 78.D. Bi-Colored/Splashed
 - 78.E. Yellow/Green
 - 78.F. Yellow With Red Lip
 - 78.G. Candy Striped
 - 78.H. Other Color Forms
- 79. Latourea Species And Hybrids
- 80. Miscellaneous Species/Hybrids In The Dendrobiinae
 - 80.A. Species
 - 80.B. Other Intrasectional Dendrobium Hybrids
 - 80.C. Other Intersectional Dendrobium Hybrids

CYPRIPEDIUM SUB-FAMILY (CYPRIPREDIODEAE)

- 81. Paphiopedilum Species:
- 82. Paphiopedilum Hybrids – Single Flower Not Standard
 - 82.A. Petals Wider Than Longer Or Flower Oval Shaped; Flower More Or Less Round
 - 82.A.1. Stem Smaller Than Or Equal To Six (6) Inches Long
 - 82.A.2. Stems Longer Than Six (6) Inches Long.
 - 82.B. Petals Longer Than Wider; Flower Not Round
 - 82.B.1. Stem Smaller Than Or Equal To Six (6) Inches Long
 - 82.B.2. Stems Longer Than Six (6) Inches Long.
- 83. Other Paphiopedilum Hybrids - Except Complex
 - 83.A. Multiple Flowers Open Simultaneously In Stem. (In Case Where The Hybrid Per Breeding Is A Multifloral But Only One Flower Is Open At The Time Of Judging; Then, The Plant Shall Be Entered In Class Number 82-2)
 - 83.B. Sequential Bloomers
- 84. Paphiopedilum Hybrids – Complex
- 85. Phragmipedium
 - 85.A. Species
 - 85.B. Hybrids
- 86. Miscellaneous Species Or Hybrids (Inter Intra) In The Cypridium Sub Family Except Those Previously Described In The Schedule.

CYMBIDIUM TRIBE

- 87. Cymbidium Species
- 88. Cymbidium Hybrids
 - 88.A. Standard
 - 88.B. Miniature
 - 88.C. Intergeneric Hybrids With Cymbidium As A Parent
- 89. Cyrtopodiums
- 90. Miscellaneous Catasetum Sub-Tribe (Catasetinae) Genera Except Those Previously Described In The Schedule.
 - 90.A. Catasetums Species And Hybrids



St. Croix Orchid Society

2015 SCHEDULE OF AWARDS

- 90.B. Cynoches Species And Hybrids
- 90.C. Mormodes Species And Hybrids
- 90.D. Intergeneric Hybrid Combinations With Catasetums, Mormodes Or Cynoches.
- 90.E. Miscellaneous Catasetinae Genera Except Those Previously Described In The Schedule.
- 91. Miscellaneous Stanhopea Sub-Tribe Genera Except Those Previously Described In The Schedule.
 - 91.A. Species
 - 91.B. Intrageneric Hybrids
 - 91.C. Intergeneric Hybrids

MISCELLANEOUS GENERA

- 92. Jewel Orchids In Flower
- 93. Pleurothallis And Allied Genera: Species, Intra And Intergeneric Hybrids
 - 93.A. Masdevallia, Dracula, Dryadella Alliances
 - 93.B. Pleurothallids Not Previously Described In The Schedule
- 94. Miscellaneous Zygopetalum Sub-Tribe Genera Except Those Previously Described In The Schedule
 - 94.A. Species
 - 94.B. Intrageneric Hybrids
 - 94.C. Intergeneric Hybrids
- 95. Miscellaneous Lycaste Sub-Tribe Genera Except Those Previously Described In The Schedule
 - 95.A. Species
 - 95.B. Intrageneric Hybrids
 - 95.C. Intergeneric Hybrids
- 96. Miscellaneous Maxillaria Tribe Genera Except Those Previously Described In The Schedule
- 97. Bulbophyllum And Allied Genera
 - 97.A. Species
 - 97.B. Hybrids
- 98. Orchid Genera Not Covered Elsewhere

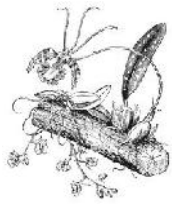
MINIATURES

Please Note That The Following Classes Are Intended For True Miniatures Only And Not Plants Flowering Prior To Reaching Full Maturity. When Used In This Schedule, The Term Miniature:

A- Describes An Orchid Plant A Member Of The Cattleya Alliance, That Normally Is Diminutive In Nature And Whose Height Excluding That Of Its Inflorescence Does Not Exceed 10 Inches.

B- Describes An Orchid Plant Not A Member Of The Cattleya Alliance, That Normally Is Diminutive In Nature And Whose Height Excluding That Of Its Inflorescence Does Not Exceed 6 Inches.

- 99. Miniature Species A- In The Cattleya Alliance B- Not In The Cattleya Alliance
- 100. Miniature Intragenetics
 - 100.A. In The Cattleya Alliance
 - 100.B. Not In The Cattleya Alliance
- 101. Miniature Intergenetics
 - 101.A. In The Cattleya Alliance
 - 101.B. Not In The Cattleya Alliance



St. Croix Orchid Society

ORCHID SHOW EXHIBITS MADE EASY

ORCHID SHOW EXHIBITS MADE EASY
(By Joe & Dolores Fields)

<http://www.houstonorchidsociety.org/newcomers/handbook.doc>

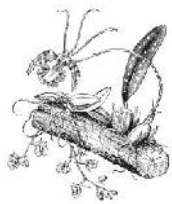
Adapted by the St. Croix Orchid Society

Purpose & Philosophy

- Show your orchids
- Have fun
- Educate society members & the public
- For everyone's enjoyment
- Attract new hobbyists
- Win artistic awards

Pre-show Preparation

- Groom your plants
- Stake the inflorescences
- List the plants that will go to show
- Clean leaves with $\frac{1}{4}$ vinegar $\frac{3}{4}$ water or
- $\frac{1}{4}$ pineapple juice $\frac{3}{4}$ water or
- $\frac{1}{4}$ apple juice $\frac{3}{4}$ water
- Form an exhibit plan on paper
- Roughly show the plants in place
- Build a small toolbox with pliers, wire cord, tacks, ink pens, pencils, tag pens, tags (2), small hammer, and tape
- Set up your exhibit before the show, if possible
- Buy plants before the show or at the show
- Research your plants
- Fill out show tags
- Cut and letter plant nametags
- Review your show schedule before the show



ORCHID SHOW EXHIBITS MADE EASY

4230		
Entry No.	Class	Space
Plant Name	Award	
Parents		

X		

Exhibitor ID# _____		

- Research the class in the show schedule
- The exhibit number will be on your exhibit space at the show or at the information table
- Fill in the plant name line. Include the award if one exists. Some plants have not been named yet. If so, leave the name line blank
- Research and fill the parent lines
- Be sure to fill out an entry tag for your exhibit and turn it in to the information desk with the plant entry tags
- If you don't have the information, ask for help

Principles of design

- Show your orchids-this is an orchid exhibit
- Have fun
- Do not make the design difficult

A well-designed exhibit has the following principles properly developed.

Focal Point- Design lines lead to and stop at the focal point. The eye should lead to and stop at the focal point. It is the center of interest. It governs balance. It may contain the most vivid orchid colors. It may contain the greatest weight. It may contain a subdued, non-orchid object.

Design Lines- Line is the visual path followed by the eye through an exhibit to form a message. Line separates the parts of an exhibit. Line determines vibrant motion in an exhibit.



St. Croix Orchid Society

ORCHID SHOW EXHIBITS MADE EASY

Examples

Diagonal line- Implies excitement, expectation and anticipation.

Horizontal line- Implies rest, informality, repose, tranquility.

Vertical line- Implies strength, dignity, severity or formality.

Curved line- Implies gentleness, graceful flow. A hogarth curve is the most attractive of all lines but the most difficult to construct properly. "Curved is the line of beauty and straight is the line of duty."

Composition- Is the grouping of various parts of an exhibit or arrangement to make a pattern. The units must be so related that the eyes see them as a whole.

Balance- Is achieved when the elements of a design appear stable. Balance may be symmetrical or asymmetrical. Color balance and structural balance combine to give visual stability.

Rhythm- Is repetitive but must change gradually as the eye moves through a design.

Harmony- The parts of an exhibit do not conflict but form a concordant whole. It is a quality of being one in spirit, mood, theme and purpose, which completes the whole.

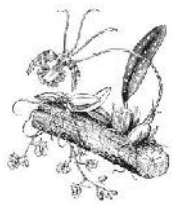
Texture- Is the relative surface quality of materials of materials in an exhibit. Backgrounds or backdrops need coarse texture to scatter light.

Contrast- Is achieved by placing opposites of unlike but related elements together in such a way as to emphasize difference. Hot and cold, dark and light.

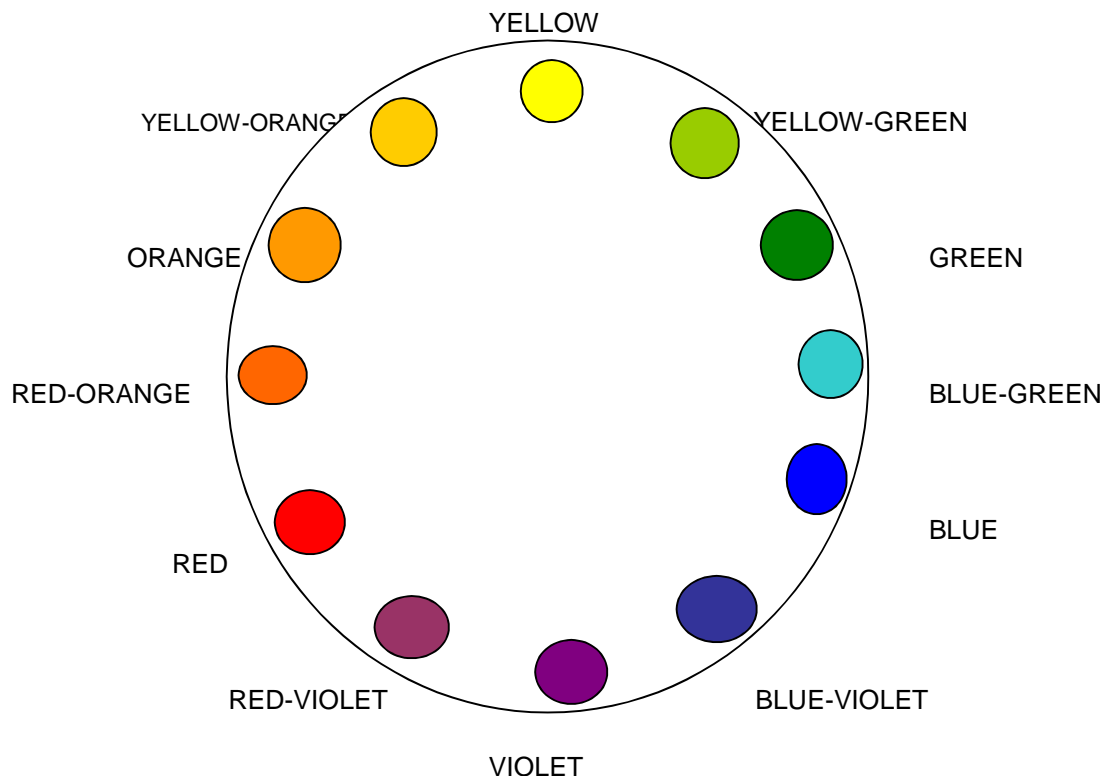
Color- people react to color according to their nervous response and education. Exhibits reflect light and are formed by the subtractive primary colors, yellow, cyan and magenta. The easiest color arrangement is the color of the rainbow.



OR



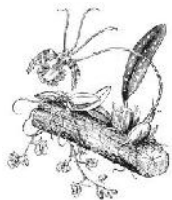
COLOR WHEEL



- Complementary colors show strong contrast. Opposite colors on the wheel are complementary.
- Split complementary colors are on either side of the complementary color.
- Triad colors are a combination of three colors equally spaced on the color wheel.
- Tints or pastels are cooler and tend to harmonize in most combinations. They lessen the intensity of pure hues. Use often.
- Tints used with their dark hue will subdue the combination.
- Cool colors supply depth and create three dimensions.
- Choose intense colors for focal points.
- Use intense colors for dramatic combinations.

General Suggestions

- Remember that we are constructing orchid exhibits. Orchids should be the first item that the viewer sees when looking at the exhibit. Always use a backdrop.
- Use a large bright orchid or a subdued object for the focal point.
- Plant nametags should not stand out. Make the viewer look for them. Brown or black with gold or silver lettering work well.
- Keep plants high so that everyone including judges can see them.
- Do not crowd too many plants into one area.
 - Cover your orchid pots. They usually form a negative contrast for exhibits.



St. Croix Orchid Society

THE MECHANICS & ENGINEERING OF SHOW EXHIBITS

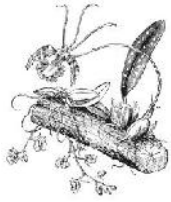
THE MECHANICS & ENGINEERING OF SHOW EXHIBITS

(By Allen & Terri Johnson)

<http://www.houstonorchidsociety.org/newcomers/handbook.doc>

Adapted by the St. Croix Orchid Society

1. Get it up! Higher! Higher
 - a. Place your plants up high where they will be seen to their best advantage. Use boxes, crates, staging, inverted pots, etc. to elevate the plants. Don't set them on the floor where judges have to crawl around to see them.
 - b. Build staging for your exhibit using plywood and conduit legs to make different levels for the plants to be placed.
 - c. Stake the flowers to show their faces.
2. Less is more
 - a. You don't have to use every plant received from members for the exhibit. However, do them the courtesy of asking if these are any special plants they feel must be entered for judging and use these. Most members will tell you to use what you need.
 - b. Don't overcrowd the flowers. A good rule of thumb is one plant per square foot.
 - c. When in doubt, leave it out! Don't overwhelm the exhibit with props. Remember you are exhibiting the orchids not the props.
3. Cover it up!
 - a. Use black cloth, green felt, etc. to cover your staging.
 - b. Cover the floor also. Use Astroturf, bark mulch over plastic or cloth to tie the flooring in with the rest of the exhibit.
 - c. Cover the pots. Wrap them individually in fabric or use live moss, bark mulch, cork nuggets, etc. to hide unsightly pots.
4. Fill in with foliage
 - a. Foliage plants such as ferns, palms, scheffleras, etc. should be used to fill in the gaps and to provide contrast to the orchids. Never use anything in bloom (such as bromeliads) as this can cause your exhibit to be disqualified.
 - b. Don't use too many different shapes or textures in your foliage plants- mass plantings are more effective.
 - c. An economical use of foliage is to buy cut leather leaf fern from a wholesale florist. Place these in cut flower tubes (with water) and stick these "fake ferns" in and around the orchids- in the base of pots, into the bark mulch or other soft staging materials.
5. Backdrops are a must
 - a. Keep your backdrop just that, a backdrop. It should not be a busy pattern or so bright that it distracts from the orchids.
 - b. Dark, solid colors work best. Black, dark green or navy show the flowers to their best advantage.
 - c. Define your exhibit space with the backdrop. Use sides if it helps to delimit your exhibit.
 - d. Remember the guy behind you. Make your backdrop presentable if viewed from the back or side.
6. Lights make the difference
 - a. Use lighting in your exhibit whenever possible!



St. Croix Orchid Society

THE MECHANICS & ENGINEERING OF SHOW EXHIBITS

- b. Light poles made from dowel rods or bamboo can be weighted with cement in coffee cans for a base. They can then be wired with extension cords that inexpensive clamp-on lights can be plugged into.
 - c. Light fixtures such as (clamp-on's) can be found at building supply stores.
 - d. Use tape to take the trip hazard out of your cords. Be sure to bring plenty of extension cords with you.
 - e. Set up your wiring for lights early on the exhibit construction. Unsightly cords are hard to conceal after your staging is in.
7. Labeling is 10 points!
- a. When judges evaluate your exhibit, the labeling can make or break you for the show trophy.
 - b. Use thick poster board for the labels so that they don't curl up and warp when you mist your plants.
 - c. Fine tip gold or silver markers on dark poster board is very effective.
 - d. Labeling should be discreet. Don't use large, unusual shapes such as hot air balloons or Mardi Gras masks for your labels. Usually a 2" X 4" label or smaller is sufficient.
 - e. Attach your labels to stakes that blend with the exhibit. Wooden shish-kabob sticks or clear plastic holders are good choices.
8. Tools of the trade
- a. Develop a tool box to carry your supplies:
 - Staples & staple gun
 - Hammer, nails of various sizes
 - Wire, plastic fishing line
 - Scissors, glue, tape
 - Small whiskbroom & dustpan for cleanup
 - Labeling supplies (poster board cut to size, markers, stakes)
 - b. Bring a spray mister of water to periodically give the plants a drink during the show. A light misting before judging gives the exhibit a moist, tropical feel (Don't go overboard though).
9. Do a "mock" run
- a. Practice setting up the exhibit ahead of time. Stage the exhibit without the plants to ensure everything will come together the day of the show.
 - b. Draw a picture or take a snapshot of your mock up. Have this on hand for the "real thing" to remind you of the placement of staging and props.
10. Orchids, Orchids Everywhere!
- a. The most challenging part of a society or group exhibit is the plant entry for judging and placement of the plants in the exhibit. Since you will have no idea what plants you will get until the day of the show, here are a few hints for dealing with the plant entry and set-up.
 - b. Assign an experienced exhibitor to this task. Someone familiar with plant names, the show schedule and how to look up parentage in Wildcatt.
 - c. Members that bring you plants should provide you with a list of what they brought, the parentage and a general description of the flowers for plant registration. For example, it is a splash petal *Cattleya*, a mule ear *Oncidium*, a solid pink *Phalaenopsis*. Some classes for competition are based on the size of the flowers, others on the color of the flowers, and most on the genera of the orchid. Since these are not your plants, you may not know if it should be entered in the small or large yellow *Cattleya* class unless you make notations as you receive the plants.
 - d. A list of exhibitors must be provided to the entry clerk.



TOOLS CHECKLIST

SUGGESTED EXHIBITOR'S "THINGS TO BRING" CHECKLIST

TOOLS

- ☐ staple gun and staples
- ☐ broom and dust pan
- ☐ scissors
- ☐ pruner
- ☐ _____
- ☐ _____

MATERIALS

- ☐ paper towels or rags
- ☐ floral wire
- ☐ galvanized wire or wooden stakes
- ☐ plastic twist ties
- ☐ _____
- ☐ _____

MISC.

- ☐ silver ink pens
- ☐ bucket (to wet moss)
- ☐ gloves (to handle wet moss)
- ☐ spray bottle
- ☐ alcohol
- ☐ pins
- ☐ _____
- ☐ _____

STAGING

- ☐ orchids
- ☐ cover cloth
- ☐ props
- ☐ sheet moss
- ☐ plastic card holders
- ☐ foliage plants
- ☐ greenery
- ☐ _____

ADDITIONAL

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____



St. Croix Orchid Society

2015 EXHIBIT RESERVATION FORM

Name of Exhibit _____

Name of Exhibitor _____

Address _____

City/State/Zip _____

Phone _____

Mobile Phone _____

Please indicate your exhibit type and requirements below:

- ☐ Hobbyist ☐ Open Class ☐ First time exhibitor ☐ Senior Exhibitor ☐ Junior Exhibitor
- Educational Exhibit: ☐ Yes ☐ No

• Size of Display/Dimensions:☐ Table Top (30"L x 30"W x 24"H)☐ Double Table Top (60"L x 30"W x 24"H)☐ Non-Table Top (Cut Flower Arrangement)☐ 25 sq ft or more**(Exhibitor must provide tabletop background covering (black, green, navy, velvet, etc.))****• Special requests:** _____

- *We encourage you to bring foliage plants and sheet moss to enhance the display. I/We have read the "Rules and Regulations for Exhibitors" and abide by them. Further I/We acknowledge that the St. Croix Orchid Society Orchid Show, its officers, directors, or agents accept no responsibility or liability for loss of any kind.*

Return completed form by January 25, 2015 to: Joyce Richardson or Edna Hamilton

Signature: _____

Date _____

DO NOT FILL OUT: FOR USE BY SCOS*(Please Insert Exhibit Number, Exhibit Comments, etc.)*



St. Croix Orchid Society

EXHIBITOR PLANT LOG

Plant Collector: _____

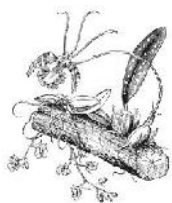
Exhibit No: _____ Class: _____ Name: _____

Entry Number	Class	Space and Exhibitor if Other than Owner	Personal Collection ID Tag	Plant Name or Cross	Award and Comments

Total Plants Exhibited: _____

(Created by S. Jacobs Dow 1-28-08)

Page _____ of _____



St. Croix Orchid Society

NOTES

Resources

American Orchid Society www.aos.org

Alamo Orchid Society www.alamoorchidsociety.org

St. Croix Orchid Society

Deep Cut Orchid Society