

Roles and Responsibilities of AOS and Affiliated Society when co-hosting an AOS Judged Orchid Show with an AOS meeting

Assumptions:

- Hosting AOS Affiliate has current AOS membership
- Hosting AOS Affiliate Society is planning an AOS sanctioned Orchid show open to the public for three days (Friday to Sunday) during spring or autumn
- Show includes AOS judging on Thursday before opening to the public
- Hosting Society should have delivered a profitable show for at least two years in a row prior to the show to be co-hosted with AOS
- Hosting society is responsible for the tasks normally associated with the show. This document only addresses the additional tasks required when an AOS meeting is involved
- Consider at least 12 participating vendors (some who are hybridizers), with at least one international vendor
- Consider at least 14 displays consisting of commercial and society exhibitors
- Plan for 175 AOS members that typically attend the event
- Consider pursuit of local establishments (like restaurants and transportation vendors) as sponsors
- A crowd draw such as a Botanical Garden, Museum or a sizable city with attractions and restaurants in close proximity of the show is recommended, but not required

AOS will provide:

1. Negotiate with local hotel to provide a block of hotel rooms for up to 300 guest nights, along with accepting the risk of vacant room fees
2. Advertise the event including, but not limited to AOS website, through preferred vendors, mailings to members, and ads in *Orchids* magazine. Include at least one article about the society and the location in *Orchids* magazine to help promote the event to all AOS members
3. Assign a representative to work with the hosting society project lead and to secure accommodations, meeting rooms, etc., where AOS is responsible. AOS representative will work remotely where possible and travel to the location before the event up to three business days, if necessary
4. Provide a high level project plan of the tasks and owners as part of the agreement between our organizations and host a weekly checkpoint call for the purpose of coordination and communication
5. Assist hosting society with securing high quality speakers (Friday and Saturday)
6. Provide a brochure for the AOS scheduled events to be included in the welcome package at the welcome table



7. Make introductions between host society and preferred AOS vendors for intention of show participation/sponsorship
8. Will consider providing refundable financial support up-front if a need can be demonstrated. This will require a written request with AOS Executive Committee and Board of Trustees approval before any transaction is made

Hosting Affiliate Society will provide:

1. Make recommendations for area hotels considering proximity and convenience to show as well as cost
2. Appoint a show chair with prior project management or event planning experience to be the point person to work with the AOS
3. Recruit enough volunteers from the host society to complete necessary tasks of the show with some additional tasks defined in this document to include the AOS meeting
4. Project lead who is available to work with the AOS throughout the process to coordinate necessary tasks in preparation of the show as well as attend weekly checkpoint meetings
5. Conduct a well-orchestrated publicity campaign that mentions the AOS meeting for the main purpose of drawing the local crowds to the event
6. Host society venue should be able to house AOS meetings, displays, and vendors and handle traffic of up to 300 attendees throughout the show including adequate parking availability within walking distance
7. Assume responsibility for all Orchid Show expenses. It is recommended that vendor table fees, raffles and entry fees offset the expenses of the show including venue rental and meeting room rentals
8. Provide an area for AOS registration/check-in at the show venue with badges and welcome kit that includes a show brochure
9. The hosting society must provide proof of event Insurance/liability (typically \$1-2 Million) and provide the certificate of insurance as required by venue facility management
10. Host an AOS Gala Dinner (Friday of show week) preferably at the show venue or within walking distance of the hotel where attendees will be staying. Cost covered by online payment by the attendees with event planning by the hosting society
11. Serve as host to Show Preview event on Thursday evening prior to public opening of the show including venue, welcome desk and catering. Cost covered by online payment by the attendees with event planning by the hosting society
12. Provide area map and directions, and in some cases transportation if site is remote and not reachable by public transportation or a reasonable cab ride
13. Organize lunch for judges and clerks on Thursday after ribbon judging and before AOS judging (cost covered through online payment by attendees)



14. Host location for speakers on Friday and Saturday 9am-4pm along with seating for 150 attendees auditorium style and appropriate audio/visual equipment (screen, projector, microphone)
15. Be responsible for scheduling and compensating orchid experts (suggest meals/registration fee) as speakers for Friday and Saturday with topics about orchids and their culture (minimum of 4 speakers each day)

AOS and Hosting Affiliate Society to provide jointly (depending on event location/schedule timeline):

1. Intl Phalaenopsis Alliance (IPA), Slipper Alliance, and Pleurothallid Alliance organizations to be provided with a meeting room for one hour each either Friday or Saturday for use for members meetings and/or auction. Room must hold up to 50 attendees with seating
2. Provide (on Wednesday afternoon during the week of the show), a room that holds up to 30 for Planning Meeting in hollow rectangle style with space for an additional 10 chairs either alongside or around the periphery of the room to accommodate invited guests. Also, a theatre or classroom style room that holds up to 100 for the purpose of a judges training session (Wednesday evening)
3. Provide (on Thursday during the week of the show), four boardroom or classroom style rooms that can hold up to 12 people each, 9-12 noon for the purpose of holding Committee Meetings. The JC meeting needs an additional room set up in a hollow rectangle to accommodate 40 people, with extra seating around the perimeter of room for guests.
4. Arrange for Chair/Committee Breakfast 8-9am on Thursday for 20 people (cost covered through online payment by attendees)
5. Arrange Affiliated Societies and BOT Breakfast 8-9:30am on Friday morning for 30 people, cost covered through online payment by attendees (may be possible to combine this event activity with #4)
6. Provide (on Friday morning week of the show) a boardroom style room that can hold up to 40 attendees for BOT meeting from 9am -12noon with additional seating on the perimeter of room for observers and Committee Chairs to attend
7. Arrange for Board of Trustee lunch 12-1pm on Friday (cost covered through online payment by attendees)
8. Provide an auditorium style room (on Friday of show week) for AOS Auction 4-5pm with arrangements for a cash bar at the actual auction event from 5-7pm
9. Provide an auditorium style room (Saturday of show week) for Town Hall/Member's Meeting 9am-11am
10. Provide (on Saturday of show week) a boardroom style room that can hold up to 30 attendees for BOT Reorganizing Session to follow the Town Hall Meeting 11:15 – noon.
11. Manage online payments with credit card fees and payment provider fees (i.e., PayPal/square) deducted before transfers are made between AOS and Affiliate Host



Benefits to the Hosting Affiliate Society:

- Introduction to AOS preferred vendors as show sponsors
- Full page advertising of affiliate show in Orchids magazine for two years following the AOS co-hosted event at no cost to society
- Potential for portion of registration fee to become profit for the host society
- Notoriety for the show for the purpose of attracting quality show vendors and attendees for future shows