



Vancouver Orchid Society Show and Sale 2020 Information, Rules and Regulations for Vendors

Welcome to the VOS Show and Sale!

Please read this document carefully. If you are a vendor attending this show for the first time, please ensure you understand the Vancouver Orchid Society's rules and regulations and contact us prior to the show for any clarifications.

By placing an entry in this show, the vendor indicates his/her agreement to abide by these rules and regulations. Failure to comply with the VOS show rules and regulations will result in a formal letter stating the problem, and the vendor will not be invited to future shows.

Definitions

Commercial Orchid Vendors – are companies and businesses who sell plants on a volume-based market to retailers and consumers and qualify under two of the following three criteria: i) hold a tax number, ii) hold a business license, iii) operate under a business name.

Commercial Non-Orchid Grower Vendors – are companies and businesses who sell Orchid related products, novelty items or non-orchid companion plants, but no orchid plants. (e.g., potting supplies, orchid art supplies, lighting supplies, pitcher plants, bromeliads, etc.).

Hobby Orchid Growers – are classified as individuals who are members of an Orchid Society (e.g., VOS, FVOS, Victoria OS, etc.) who have plants to sell on a non-commercial volume basis and do not hold a tax number or business license.

Please note that we are currently accepting only Commercial Vendors for the VOS Show and Sale due to the lack of space available. Hobby Orchid Growers are invited to sell plants at the August Sale. Members of the Vancouver Orchid Society may also sell at the monthly meetings. The show committee is taking expansion into consideration for future March shows.

Show Schedule:

Show dates – March 20, 21 & 22, 2020

Venue – VanDusen Botanical Garden, Floral Hall, 5251 Oak St, Vancouver, B.C.

Friday, March 20	8:30 am to 1:00 pm	Show set up Vendors set up sales area
	9:00 am to 1:00 pm	Plant registration
	10:00 am to 2:30 pm	Display set up Vendors set up displays
	2:30 pm to 6:00 pm	Ribbon judging
	7:30 pm	Preview party begins (ticketed event)
	8:15 pm to 8:30 pm	Ribbon judging award ceremony
	8:30 pm to 10:00 pm	Vendors open sales for preview party attendees



Saturday, March 21	8:30 am	Vendors arrive to re-stock and arrange sales area
	9:00 am to 5:00 pm	Show open to public Vendors open sales
	1:00 pm	AOS judging begins
	5:00 pm	Vendors clean up sales area for the next day
Sunday, March 22	9:30 am	Vendors arrive to re-stock and arrange sales area (if required)
	10:00 am to 5:00 pm	Show open to public Vendors open sales
	5:00 pm	Show tear down and clean up
	6:00 pm	Deadline for all vendors and exhibitors to clear venue Deadline for plant pick up from exhibit area

Show Rules and Regulations

- 1. Sales and exhibit space must be reserved in advance. The deadline for reservations is November 17, 2020.** Late registrations will only be accepted subject to space availability, and any additional staging cost incurred by the Vancouver Orchid Society for accommodating the late entry may be charged back to the vendor.
- 2. Due to limited space, Commercial Vendors will be selected to attend our show at the discretion of the VOS show committee.** Sales and exhibit space will be allocated at the discretion of the VOS show committee. The show committee reserves the right to limit and/or reassign sales or display table(s). The show committee is taking expansion into consideration for future March shows.
- 3. The show is divided into a Plant Sales area and a Show Exhibit area. All vendors will be located in designated Plant Sales areas only.** In this area, tables will be allocated to each vendor. Two chairs are provided for your sales area. Coffee, tea, water and snacks will also be provided for the show.
- 4. Sales tables will measure 6 feet in length and 2 ½ feet wide; the Vancouver Orchid Society provides plastic skirting for sales tables. Storage of sales material is only permitted under or behind your sales table. Please ensure that aisles and walk space remain clear, to comply with fire regulations.**
- 5. For security reasons, all vendors must ensure that their sales table is staffed at all times during the sales hours. It is not permitted to set up a sales table and then leave the show.**
- 6. All vendors will be responsible for staffing their own tables and collecting their own monies** (this may include cash only, cheques and/or credit cards at the vendor's discretion).
- 7. Sales of plants should be limited to the hours of sales.** Hours of sales are as follows:

Friday, March 20	8:30 pm to 10:00 pm
Saturday, March 21	9:00 am to 5:00 pm
Sunday, March 22	10:00 am to 5:00 pm
- 8. Each vendor must clean up any debris on the floor surrounding their sales area at the end of each day.**
- 9. Commercial vendors may do pre-orders before the show. Pre-order opportunities and deadlines must be sent to the show chair as soon as possible after registration of sales space;** this information will be circulated to society members and posted to the Vancouver Orchid Society website in the months leading up to the show.



10. **All show vendors will be listed on the VOS website unless otherwise indicated by the vendor.**
11. **Commercial Orchid Vendors are required to provide a stand-alone display in the Show Exhibit area (with a minimum of 12 plants in bloom*).** Plants in any display(s) are not permitted to be sold and/or removed during the show. However, **sale transactions of display plants can be completed after the show closes to the public at 5:00 pm on Sunday, March 22.** This display is often to the vendor's advantage as typically all exhibited plants will be quickly purchased by interested growers if they are available for sale. **Vanda falcatas, Chinese cymbidiums and Jewel Orchids that are known and appreciated for their foliage can be shown without flowers.*
12. The Vancouver Orchid Society will provide cloth table coverings for display tables in the Show Exhibit area. **These must be returned to VOS show staff at the end of the show at 5:00 pm on Sunday, March 22.**
13. **No display in the Show Exhibit area may be removed before 5:00 pm on Sunday, March 22** unless this has been agreed to in advance by the VOS show chair.
14. The Show Exhibit area is designed for display only—vendors will not be situated in this area outside of display set up or tear down times. **Vendors will not be allowed to store their sales items in the Show Exhibit area (not even under their display tables).**
15. Any special requests regarding your display or sales area, such as electrical outlet or display positioning (ie. corner, floor, wall) please indicate clearly on the reservation form and confirm by email to: ewnash@live.ca. We will try to accommodate special requests regarding display or sales table location according to space available.
16. Should you require any additional equipment such as additional lighting, extension cords, etc. for your sales or display area, please email the show chair at ewnash@live.ca two months prior to the show date. The additional equipment rental cost will be billed to the vendor at cost and must be paid prior to set up.
17. The Vancouver Orchid Society will exercise all reasonable caution in the care of plants, flowers and exhibited materials, but will assume no liability for loss or damage. Exhibitors and Vendors are responsible for the misting/spraying of the plants in their own display or sales areas.
18. All plants are subject to health inspection by designated VOS show staff and may be removed from the Show Exhibit and Plant Sales area at the sole discretion of the show staff.
19. **Plants sold at any vendor's table must be in their "natural state" in terms of color. Flowering plants for sale must not be artificially dyed, colored and/or chemically altered in any way. Plants that have been manipulated in color will be removed from the Plant Sales area.**

Show Tear Down and Clean Up

1. When the show closes to the public at **5:00 pm on Sunday, March 22.**, it is the vendors' responsibility to participate in the show tear down. **Vendors should ensure that their respective sales and display areas are clear:**
 - a. All sales material should be packed away promptly.
 - b. Plastic table coverings from sales tables should be disposed of in appropriate recycling bins.
 - c. Cloth table coverings from display tables should be returned to VOS show staff.



- d. Tables should be folded and stacked away.
- e. Floors should be swept and clear of debris.

VOS show staff will be present at tear down to offer direction and answer questions.

2. **Boxes and other packaging material cannot be left behind at show tear down.** VanDusen Botanical Gardens uses color-coded recycling bins for different materials—please ensure you dispose of items in the appropriate recycling bins.
3. **Do not dispose of large packaging and cardboard in the VanDusen Gardens recycling bins, either during show set up or tear down.** Should you have items of this nature to dispose of, please request information from VOS show staff.
4. **Display table skirting should be returned to VOS show staff during tear down. Please do not keep or dispose of cloth table coverings from display tables.**
5. **The show venue must be clear by 6:00 pm on Sunday, March 22.**

International Vendors

1. Please contact the VOS show chair for further Show/Exhibit information regarding permits and documentations necessary for Canada Customs and Regulations processing prior to entry into Canada with your goods. Show information will also be posted on the Events > Annual Show page of the Vancouver Orchid Society website: <http://www.vancouverorchidsociety.ca>

Display and Plant Registration

1. Exhibitors include Commercial Orchid Vendors, Commercial Non-Orchid Grower Vendors, Orchid Societies, or individuals. Exhibitors should arrive to set up their display areas starting at 8:30 am on Friday, March 20. They will have until 2:30 pm to complete their display set up.
2. **Plant registration will open at 9:00 am on Friday, March 20 and all plant entries must be received for registration by 1:00 pm.**
3. **Late plant entries will be accepted for display only—they will not be registered after 1:00 pm on Friday, March 20 and will not be eligible for ribbon judging.** All orchids will be considered for AOS judging unless the owner specifically puts a tag labeling them “**Not for AOS judging.**”
4. The plant registration form for the VOS show will be available on the Vancouver Orchid Society website and should be filled out prior to the show by plant owners:
 - a. The “Exhibitor Number” field on the form should be left blank and will be assigned by VOS plant registration staff upon plant registration.
 - b. The “Table Location no.” field on the form should be left blank. Table numbers will be assigned by VOS plant registration staff upon plant registration.
 - c. The “Class” field should be filled out according to the **British Columbia Orchid Societies Show Flower Classes, revised 2017**. The most recent version is available for download on the Vancouver Orchid Society website: <http://www.vancouverorchidsociety.ca>. **If the owner is unsure on what class to enter, they should request assistance from VOS plant registration staff.**



5. Each plant must have a registration tag, which will be provided by the VOS plant registration staff upon plant registration. If a plant is registered in more than one class, there must be a tag on that plant for each separate class. Please, write the tags clearly and remember that species names are in the lower case (*C. mossiae*) and hybrid names are in the upper case (*C. Drumbeat 'Triumph' HCC/AOS*); previous awards are part of a plant's name and must be included on the registration tag. A named and registered orchid hybrid will be entered with its registered name; parents' names are optional but must be entered for un-named hybrids. Registration tags may be replaced by artistic labels for aesthetic purposes after judging is over on Saturday afternoon.
6. In this schedule, the word 'plant' also stands for any cut inflorescence.
7. Orchid Floral Design entries may be exhibited as individual displays within the Show Exhibit area.
8. **Plants entered and exhibited into any display whether it is by an Orchid Society, Commercial Vendor or individual must be in their "natural state" in terms of color. Presented flowers must not be artificially dyed, colored and/or chemically altered in any way. Flowers that have been manipulated in color will be removed from the display.**
9. Moss and foliage plants may be used in the displays, but no flowers other than orchids.
10. All plants entered and exhibited in the Show Exhibit area should be free of disease and pests.
11. All plants should be clean, correctly staked and watered well before exhibiting.
12. A mericlone is not considered to be a seedling when flowering for the first time.

Ribbon Judging Information

1. **Ribbon and Trophy Judging will begin at 2:30 pm on Friday, March 20.**
2. Plant awards will be presented during the Ribbon Judging award ceremony from 8:15 pm to 8:30 pm during the Preview Party on Friday, March 20. This will take place in in the Show Exhibit area.
3. The ribbon judging in this show will be done by comparison. There will be only one first (blue ribbon) awarded for each class, but multiple seconds (red ribbon) and thirds (white ribbon) may be awarded. From the winners of the firsts (blue ribbons) the trophy winners will be chosen.
4. At their discretion, the judges may:
 - a. Disqualify or re-classify plants or flowers that are entered or labeled incorrectly
 - b. Divide, combine, delete or add classes as necessary
 - c. Award more than one ribbon of the same color in a class
 - d. Withhold any ribbon or trophy
 - e. Award extra ribbons/rosettes as they see fit, after consulting with show chair
5. The decision of the Judging Chair is final.

AOS Judging Information

1. This will be an American Orchid Society judged show.
2. **AOS Judging will begin at 1:00 pm on Saturday, March 21.**



3. All orchids in the Show Exhibit area will be considered for AOS judging. If you do not wish to have your orchid considered by the AOS judges or the flowers have previously been exhibited at any AOS sanctioned function, the plant/flowers must be clearly marked: **“Not for AOS judging.”**
4. It must be understood that a fee will be charged by the AOS to an exhibitor for each award granted. The AOS 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 (www.aos.org).
5. In addition, a CBR and CHM often require botanical identification; this means that there may be a need to remove one flower and possibly one leaf for identification purposes. For this initial work, there is no charge for the owner. In case of CITES I plants, several digital photographs plus the award description must suffice.
6. Any plant considered for a cultural award (CCM and CCE) must have been in the owner’s possession for a minimum of six months.
7. Anyone who wishes to observe the AOS judging should contact the Judging Chair.

