

## 2018 NCOS SHOW RULES AND REGULATIONS

(Updated 9/3/17)

### All exhibitors agree to abide by the following Rules and Regulations

1. **Location and Hours.** The National Capital Orchid Society's 71st Annual Show will be held Saturday, October 6<sup>th</sup>, through Monday, October 8<sup>th</sup>, 2018, at Behnke Nurseries, 11300 Baltimore Avenue, Beltsville, Maryland. The exhibit hall and sales area are located in adjoining greenhouses in the nursery complex. The exhibits are open to the public from 9:00 am to 6:00 pm on Saturday; 9:00 am to 6:00 pm on Sunday; and 9:00 am to 3:00 pm on Monday. See Section 23 regarding sales area hours. (Note that the nursery itself will close at 6:00 pm each day and that the exhibit area is part of the nursery that must remain open at all times because it is a pass-through area from one part of the nursery to another.)

2. **Security.** The NCOS and the Behnke Nurseries will make every effort to assure the safety of Exhibits and Sales Areas, and NCOS endeavors to have members on site throughout the show to help keep an eye on exhibits and sales stock, but neither NCOS nor Behnke Nurseries is responsible for any loss of plants, blooms, or Exhibitors' properties, including artwork.

3. **Preview of exhibits.** As for previous years, we will host a joint Judges' and Members' Show Preview Brunch from 12:30 until 2:00 pm on Friday, October 5<sup>th</sup>. (This replaces the evening preview party of the past.) The exhibits will be opened approximately at 2:00 pm and advanced sales will begin at 3:00 pm until 5:30 pm. The celebration is open to all vendors and NCOS members, and to others invited by NCOS.

4. **NCOS Contact Information.** NCOS contact information appears at the end of this document.

5. **NCOS Website.** NCOS will maintain current show information on the NCOS web site <http://ncos.us/ncos-fall-show/>. Exhibitors and vendors are invited to provide links on their websites to the NCOS site. Likewise, NCOS will be pleased to provide links from our site to the websites of participating exhibitors and vendors. Please contact Dan Gillespie ([KtownPiper@protonmail.com](mailto:KtownPiper@protonmail.com)) if you have a link to be added.

### Division 1 - Horticultural Exhibits

6. **Plant Vendors Required to Exhibit.** All plant vendors are required to exhibit unless notified otherwise by the Show Committee.

7. **Requests to Exhibit.** The Show Chairman will contact vendors and visiting societies to determine the amount of exhibit space they anticipate needing for their exhibits. Other exhibitors, except those exhibiting single-plant entries,

should contact the Show Chairman at [manager\\_proposal@yahoo.com](mailto:manager_proposal@yahoo.com) to reserve exhibit space. **Please specify the approximate square footage of space you will need for your exhibit.** Stating that you will have a 26–50-square-foot exhibit is not useful for allocating space, since your actual space requirement might be 26 or 50, or anything in between. Reasonable efforts will be made to provide the amount of space requested. Exhibitors should submit their requests for space at the earliest date possible so that we can devise a floor plan for the exhibits well in advance. The Show Committee reserves the right to limit space allocated to any exhibitor, and it should be understood that exhibit areas are approximations due to the configuration of the exhibit space. Exhibitors will be notified in advance if there have been any significant changes to their requested amount of exhibit space.

**8. Horticultural Exhibit Set-Up and Removal.** The setup is scheduled for Thursday, October 4<sup>th</sup>, 2086. ***Exhibit set-up will be from 8:30 am to 5:00 pm. All exhibits should be completed by 5:00 pm so that we can have the exhibit area cleaned up and vacate the premises by 6:00 pm—NO EXCEPTIONS! Delays beyond 6:00 pm will not be permitted because our host venue closes at that time.***

Parking to unload exhibit materials will be in the main nursery lot. Direct access through what will become our sales area will be permitted on Thursday. This entrance is about 50 feet from the main parking lot. Ample parking space will be available in this lot for emptied vehicles. **Exhibitors should move their vehicles away from the main entrance area to allow local customers free access to the nursery complex.** Local exhibitors are encouraged to use the morning hours in order to allow time and space for the out-of-town exhibitors to complete their work in the mid- and late afternoon.

All exhibits must be removed after the close of the Show at 3:00 pm on Monday, October 8<sup>th</sup>, but may not be removed until that time. No boxes/crates may be brought into the exhibit area and no tear-down may begin until the show is officially closed. Exhibitors are responsible for bagging all mulch, moss, or other substrate used in their exhibits. The Show Committee will begin to disassemble and dispose of any exhibits or plants remaining after 4:30 pm where exhibitors have not made significant progress toward removing their plants and materials.

**9. Plant Registration.** All plants in order to be judged should be pre-registered and will be considered for ribbon, trophy, and AOS awards. All plant registrations will be made using separately mailed instructions that will be e-mailed to each exhibitor by the Registrar. Please pre-register as many plants as possible before exhibit set-up. Final adjustments can be made upon completion of set-up. ***Exhibitors are encouraged to bring a flash drive with their completed registration data to facilitate editing and in the event your e-mailed submission failed to materialize.***

Each plant may be entered in only one Division 2 – Orchid Alliances class (Classes 9 through 83). Plants may be entered in as many Division 3 - Special Classes (Classes 84 through 86) as apply. Mericlones must be listed as such on the Plant Registration form. Any plant not intended for AOS award consideration must be plainly marked: "Not For AOS Judging."

10. **Show Classes and Awards.** A listing of show classes and awards is available on the NCOS web site (<http://ncos.us/ncos-fall-show/>).

11. **Hours for Ribbon Judging and AOS Judging.** Judging will begin at 9:30 am on Friday, October 5<sup>th</sup>, and continue until completed. Only judges and clerks will be allowed in the exhibit area during ribbon judging.

12. **Electricity, Water Features, Lighting.** The exhibit space is inside a large greenhouse, where supplemental lighting for the exhibits should not be necessary. Access to electricity may be limited, but we will try to accommodate exhibitors who feel they need it. Requests for exhibit space with electricity will be honored on a first-come, first-served basis, subject to availability. The Show Chairman reserves the right to deny such requests if they cannot be reasonably fulfilled.

13. **Plant Labels.** All plants for AOS judging and ribbon judging must be properly labeled by the Exhibitor with the plant name (genus, grex) and award data. Labels should be clearly written and should be simple; they should not compete with the plants for viewers' attention.

14. **Ribbon Judging.** First-, Second-, and Third-place ribbons will be awarded in each class at the judges' discretion. Judges will have the final authority on combining, subdividing, or deleting classes, and may award or withhold any scheduled ribbons or prizes, as entries merit.

15. **Exhibit Identification.** The NCOS will provide exhibit signage to be put in place upon completion of judging. To maintain a clean and consistent look to the exhibits, additional signage is prohibited.

16. **Plant and Exhibit Eligibility.** The Show Committee reserves the right to exclude any plant that is not clean or that is not free of insects or disease. Exhibits should have a sufficient number of blooms to balance and account for the total amount of space it occupies. No artificial, dyed plant, or cut flower material will be permitted in horticultural exhibits; flashing lights, plastic figurines, etc. are also prohibited. Any water features should be leak-proof and not create a mess or slip-and-fall hazard with leakage, spray, or splashing around the exhibit. Exhibitors will be asked to remove any water feature deemed to be problematic, or it will be removed by the Show Chairman if they are not available.

17. **Connoisseur Competition.** A connoisseur exhibitor is any person who does not sell more than 200 plants or flowers per year and who does not regularly advertise orchids for sale.

18. **Individual Plants.** A plant may be entered into competition for ribbon and AOS judging that is not (for whatever reason) included in an exhibit. The location of all such plants should be noted in the Entry Registration Form with a location code of "GC." Plants not in an exhibit will be staged by the Show Committee. Individual plants should be brought to the Exhibit Hall on Thursday, October 4<sup>th</sup>.

19. **First-Bloom Seedlings (Class 85).** This class is open to any wishing to enter a first-bloom seedling. (Mericlones are not eligible.) At the option of the exhibitor, plants entered in the First-Bloom Seedling Class may also be entered in one Division 2 – Orchid Alliance class (Classes 9 through 85) and any other Division 3 – Special Class for which it is eligible.

20. **Miniatures (Class 86).** 'Miniature orchids' are orchid plants with individual mature growths 6 inches or less in height or length, not including roots or inflorescence. (This eliminates immature plants and plants stunted due to culture.) At the option of the exhibitor, plants entered in the Miniature Class may also be entered in one Division 2 – Orchid Alliance class (Classes 9 through 83) and any other Division 3 – Special Class for which it is eligible.

21. **Sales Area.** The sales Area is a separate greenhouse located adjacent to the Exhibit Hall. This is a working nursery open to the general public and in the interest of stock security, vendors generally should not plan to stock sales areas until Friday October 5<sup>th</sup>, since no specific security monitoring is planned for Thursday afternoon. The sales area team will be completing their installation work during this interval. Vendors who wish to place stock in the sales area on Thursday must first discuss this with the show chairman or sales area coordinator, and do so at their own risk.

Sales set-up will begin Friday, October 5<sup>th</sup>, at 9:00 am; the Show Chairman will notify vendors when set-up may begin. **Live plant vendor product is limited to the offering of orchid plants only.** On Friday, the sales area will be open to NCOS members from 3:00 pm until 5:30 pm. On Saturday and Sunday, the sales area will be open to the general public from 9:00 am until 5:45 pm. On Monday, the sales area will be open to the public from 9:00 am until 3:00 pm. *These hours generally follow the nursery business hours, except for early closure of sales on Monday to allow for tear-down and removal of plants before closing time.*

Only vendors and official NCOS personnel will be permitted to enter the sales area before sales hours. VENDORS ARE EXPECTED TO BE PRESENT AT THEIR SALES TABLES ON ALL DAYS OF THE SHOW AND TO KEEP THEIR TABLES WELL STOCKED. VENDORS SHOULD NOT LEAVE THEIR TABLES UNATTENDED FOR OTHER THAN BRIEF PERIODS DURING THE HOURS WHEN THE SALES AREA IS

OPEN FOR BUSINESS. Vendors are expected to notify the NCOS SALES AREA COORDINATOR when they must leave their tables unattended.

22. **Sales Area Procedures.** Sales vendors must label each of their plants (and other items for sale) with a bar-coded price sticker provided by NCOS. Sales vendors must provide NCOS with estimated quantities of stickers needed at each price point (for example, 40 labels at \$25, 80 labels at \$40) no later than **September 1st**. NCOS uses a cash register log system to keep track of vendor sales.

The Members' Sales Table is available to NCOS members who meet the qualifying volunteer service commitments. Members may sell small quantities of plants and dry goods (non-plant material) from their personal collection. Dry goods are accepted as long as similar items are not being sold by a supply vendor. Vendors exhibiting at the show are expected to use their assigned sales area for selling their plants unless they are being gifted to the NCOS Members' Sales Table for the NCOS. ***NCOS members who also own and operate a commercial orchid business or who are affiliated with a commercial orchid business may not sell plants from those businesses on the Members' Sales Table, although they may sell a limited number of plants from their personal collections, like other members.*** Except for plants that may be offered as bare-root divisions, Members' Sales plants must be well-established (not very recently repotted or mounted), healthy, clean, insect- and disease-free; any plants found not to meet these criteria will not be allowed on the Members' Sales Table. The NCOS member overseeing Members' Sales will have discretion over whether or not any plants should be removed from the sales area if they are unhealthy looking or infested, or in any way reflect poorly on the society due to poor quality.

NCOS holds the general business license for this show and will collect all sales proceeds and submit sales tax receipts to the local government. NCOS relies solely on the accuracy of the cash registers to tabulate each vendor's sales. The cash registers have a battery backup and a dual-tape recording system to prevent data loss due to power outages or other unforeseen circumstances. NCOS retains 15% of the sales price and remits the balance to vendors within 30 days after the show.

Sales vendors who sell supplies and non-plant material should note that NCOS will retain 15% of supplies sales. ***Live Plant vendors will not be permitted to sell orchid potting/grower supplies. The NCOS Fall Show Chair/Sales Area Coordinator reserves the right to request any plant vendor to remove any grower's supplies from their sales table.***

23. **Parking for Vendors.** Specific instructions for parking will be provided on arrival or in a separate e-mailing to vendors before the Show.

## 24. Schedule of Events

<b>Date</b>	<b>Time</b>	<b>Activity</b>
Tuesday–Wednesday, October 2 <sup>nd</sup> and 3 <sup>rd</sup>	9:00 am – 6:00 pm	Horticultural exhibit staging (Committee staff)
Thursday, October 4 <sup>th</sup>	8:30 pm – 6:00 pm	Exhibit installation
Friday, October 5 <sup>th</sup>	9:00 am – 3:00 pm	Sales area set-up
	9:30 am	Ribbon and AOS judging begins
	12:30 pm – 2:00 pm	Judges’ and Members’ Brunch
	2:00 pm – 6:00 pm	Exhibit area open to members
	3:00 pm – 5:30 pm	Sales area open to members
Saturday, October 6 <sup>th</sup>	9:00 am – 6:00 pm	Exhibit area open
	9:00 am – 5:45 pm	Sales area open
Sunday, October 7 <sup>th</sup>	9:00 am – 6:00 pm	Exhibit area open
	9:00 am – 5:45 pm	Sales area open
Monday, October 8 <sup>th</sup>	9:00 am – 3:00 pm	Exhibit and sales areas open
	3:00 pm – 4:30 pm	Exhibit and sales removal, followed immediately by clean-up of both areas

### 2018 NCOS Contact Information

Web site: [www.ncos.us/ncos-fall-show](http://www.ncos.us/ncos-fall-show)

Show Chair:

Louis Ross

[ncos.dmv@gmail.com](mailto:ncos.dmv@gmail.com)

571-205-6744 (C)

Judging Chair:

Nancy Mountford

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Sales Area Operations coordinator:

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