

Massachusetts Orchid Society 2018 Annual Show & Sale
“World of Orchids – Up Close and Personal”
Rules of Participation for Vendors, Exhibitors, and Speakers

Massachusetts Orchid Society (‘MOS’) will hold its Annual Show and Sale “World of Orchids – Up Close and Personal” at Sons of Italy, 117 Swanton Street, Winchester, MA from November 1st (set-up) to November 4, 2018. This is an American Orchid Society sanctioned show and shall comply with current and interim rules published in the AOS Handbook on Judging and Exhibition. Participants shall also comply with the rules contained in this document and those posted throughout Sons of Italy.

Participation as a **PLANT, SUPPLY, or ART VENDOR** may be arranged using the ‘*Massachusetts Orchid Society Show Vendor/Exhibitor Reservation Form.*’ All vendors are required to pay a fee for Sales Space.

Participation in this event by an Orchid Society or Individual as a non-commercial **EXHIBITOR** may be arranged using the ‘*Massachusetts Orchid Society Show Vendor/Exhibitor Reservation Form.*’ There is no charge to stage an exhibit.

Participation as a **SPEAKER** may be arranged with the Show Committee. *No honorarium or fee will be paid to a SPEAKER for his/her services unless arranged in advance.* MOS will provide a laptop and audio video equipment for the SPEAKER’s use. MOS may choose, at its discretion and own expense, to provide demonstration materials for the SPEAKER’s use; unused items are the property of MOS.

MOS shall oversee SHOW SECURITY in cooperation with Sons of Italy.

TENTATIVE SCHEDULE: All times to be confirmed (Changes in Highlighted Bold/Italics)

Thu, November 1	Exhibitor and Vendor Setup 9:00 AM to 7:00 PM Registration 11:00 AM to 5:00 PM Sharp!
Fri, November 2	Exhibit Area Grooming 8:15 to 8:45 AM Sales Area Set-up 8:15 to NOON Coffee and pastries for Judges/Clerks 8:15 to 9:00 AM Judging Team Assignments and Instructions 9:00 AM Ribbon Judging 9:15 to NOON (Judging Personnel Only) <i>Judges Luncheon – following Ribbon Judging (Judging Personnel Only)</i> AOS Judging 1:00 until complete Sales and Exhibit Area Open to Public approx 12:30 to 5:00 PM Awards Presentation 5:30 – 6PM
Sat, November 3	Exhibit and Sales Area Grooming 8:45 – 9:45 Public hours Sat. 10:00 AM to 5:00 PM
Sun, November 8	Exhibit and Sales Area Grooming 8:00 to 8:45 Public hours 9:00 AM to 4:00 PM Break Down 4:00 PM to 6:00 PM Sunday

NO EXHIBIT OR VENDOR SPACE MAY BE DISASSEMBLED BEFORE SUNDAY, Nov. 4 at 4:00 PM.

VENDOR INFORMATION

MOS shall lease **up to two Selling Units** to each **PLANT/SUPPLY VENDOR** at \$250 per unit. **PLANT/SUPPLY Unit** is defined as 6 feet of frontage (plant and merchandise display), 6 feet at rear of unit (storage) with **approximate** depth of 8 feet (front to back of unit). Each Selling Unit is approximately 48 square feet. No Plants or Merchandise may be displayed outside of the selling unit as laid out by MOS.

OR

MOS shall lease **one Selling Unit** at \$250 per unit to **ART VENDOR**. **ART VENDOR Selling Unit** is defined as 6 feet (**MINIMUM**) frontage and other space arranged in **approximately 48** square feet. No Merchandise may be displayed outside of the selling unit as laid out by MOS.

MOS/Sons of Italy Staging Committee shall lay out all **Selling Units** to comply with all current public safety codes. Modification to Selling Area except by the STAGING COMMITTEE is prohibited. Increases to a Selling Unit without permission will result in **additional Selling Unit charges** (if increase is reasonable and safely accommodated) or **immediate removal** if such increase is unreasonable, unsafe or disruptive to other vendors.

Selling Units shall be equipped with:

- ◇ Table(s), chairs, electrical access suitable for each Selling Unit;
- ◇ Identification sign with the LESSEE'S company name;
- ◇ MOS will provide VENDOR refreshments during show and assist with sales if requested when Vendor takes breaks.

Vendors shall:

- ◇ Submit a complete request to MOS on or before 8/24/18 consisting of a signed "2018 Vendor/Exhibitor Reservation Form" and 50% deposit for each Selling Unit reserved, (check payable to the Massachusetts Orchid Society). Full payment of any balance is due on or before 9/21/18.
- ◇ Agree that Selling Unit(s) will be open for business as listed in above Schedule; and that **UNSOLD ITEMS SHALL REMAIN IN SELLING UNIT UNTIL SUNDAY, NOVEMBER 4th AT 4:00 PM.**
- ◇ Clearly indicate the price of all plants/supplies/artwork. **Vendors will be asked to remove any items without a clearly labeled price.**
- ◇ (PLANT VENDORS only) Label plants accurately with **minimum** genus and species or grex name.
- ◇ (SUPPLY VENDORS only) Identify items offered for sale as accurately as possible.
- ◇ (ART VENDORS only) Identify / describe items offered for sale as accurately as possible.
- ◇ Bag or provide protective covering on all items before customer leaves the sales area.
- ◇ Provide sales receipt(s) to customers.
- ◇ Shall offer one blooming plant, supply, artwork or other item to MOS for its Raffle.

VENDOR is solely responsible for guarantees, express or implied, related to sales activities; VENDOR is also solely responsible to collect, report and remit MA sales taxes resulting from sales activities.

EXHIBITOR / EXHIBIT AREA INFORMATION

Sales, commercial or advertising activity of any kind is forbidden in the EXHIBIT area.

EXHIBITS shall comply with these general Rules.

On set-up day, Thursday Nov. 1st, all plants, art work, and exhibit items must be registered in database by 5 PM. Exhibit set-up must be complete by 6 PM unless extended by Show Committee. See "Registration Guidelines / Judging Classification List" for specific details. Entries not in accordance with the Judging Schedule / Classification List will be disqualified. Show Committee reserves the right to remove inferior exhibits or any part of them from the exhibit area. Any question regarding interpretation or application of the Show Rules shall be referred to the Show Committee whose decision shall be final.

Space will be provided space in **Exhibit Area** for all competitive displays at no charge to EXHIBITOR. **Exhibit Spaces** shall be laid out by STAGING COMMITTEE and comply with all public safety codes. Exhibit Area modifications by anyone other than the STAGING COMMITTEE are prohibited.

PLANT/SUPPLY VENDOR EXHIBITOR shall stage a competitive exhibit, preferably with no fewer than 15 plants registered for judging.

ART VENDOR EXHIBITOR shall stage a competitive exhibit, either incorporated in Selling Unit or a separate space. At least three items representing artist's work must be registered for judging.

NON-COMMERCIAL PLANT EXHIBITORS may stage a COMPETITIVE display of any size in accordance with his/her "VENDOR-EXHIBITOR RESERVATION FORM. A COMPETITIVE display means that most, if not all, plants must be been entered into the database (registered) for judging.

NON-COMMERCIAL ART, CUT FLOWER, etc. EXHIBITS - Please use the Vendor/Exhibitor Reservation Form to reserve space. All items exhibited must be work of EXHIBITOR and be registered in ART Classification groups.

ALL EXHIBIT SPACES will be supplied with **Black** tablecloths and Pipe and Drapery backdrops as appropriate for the display space. Heavy duty plastic coverings will also be provided as appropriate for the display. Exhibitor **MUST** provide own props, filler plants, hanging materials, etc.

LIGHTING used for effect is responsibility of and must be furnished by EXHIBITOR and is subject to approval of the STAGING COMMITTEE. Electrical cords, power strips must be contained within EXHIBIT. Water features are allowed; request in the Vendor/Exhibitor Reservation Form. EXHIBITOR **MUST** provide additional 6mm plastic coverings around the water feature. EXHIBITOR is responsible to clean up spills or repair any damage arising from the water feature.

No artificial plants or foliage may be used in an EXHIBIT. Natural-looking artificial grass may be used as floor covering. ORCHIDS are to be the only flowering plants in a display, except for corsages and arrangements in which orchids **MUST** predominate.

All plants and other items in a display must be clearly labeled with plant name (genus, species, hybrid or grex, cultivar names and awards, if any). Black cards and silver ink pens will be on hand at set-up to make the labels. (Owner ID should be on the pot but hidden from view at all times while the show is open. Exhibit signs will be provided by MOS – no other signs are permitted.

All plants (pots and potting materials) must be clean and free of disease or insects. Plants that are suspect will be removed from the premises.

We will make reasonable effort to provide the amount of space requested for your EXHIBIT.

SONS OF ITALY RULES & REGULATIONS

Nothing may be hung or attached to any part of the Sons of Italy without prior approval from the MOS Show Committee and Sons staff. Pipe and drape fixtures may be used for hanging plants within reason. If in doubt, ask the Show Committee for guidance.

REFRESHMENTS

Refreshments will be provided on set-up day for VENDORS, EXHIBITORS, and volunteers.

Refreshments will also be available on Friday morning for those who have signed up for Ribbon Judging Activities. Ribbon Judging Personnel are invited to the Judges Luncheon.

Sons of Italy may offer a cash bar for the awards reception.

Refreshments will be available on Saturday and Sunday for VENDORS, EXHIBITORS, volunteers, and EXHIBITOR representatives.

There is no charge for refreshments however donations are appreciated.

ENFORCEMENT OF RULES & REGULATIONS

The **Show Committee** is defined as MOS Show Senior Chair, co-chairs, MOS President, Sons of Italy Facility Manager, Event Coordinator, and Executive Director. The **Show Committee**, by simple majority vote of the members, reserves the right to disqualify and demand the removal of any Exhibit or Selling Unit that does not meet or refuses to meet the standards of the show. Grounds for disqualification are as indicated in the SHOW RULES AND REGULATIONS. Such disqualification shall automatically cause loss of all sales area privileges.

Failure to correct a non-compliant Exhibit or Selling Unit will result in immediate removal of exhibit and/or sales materials, forfeiture of money paid for Selling Unit(s), nullification of this Agreement, and denial of Exhibit/Sales privileges at future MOS events. Show Committee decisions shall be deemed final and conclusive.