



St. Augustine Orchid Society
Guidelines for Individual Exhibitors and Show Committee Members
Preparation, Setup and Breakdown

I. Individual Exhibitors

If you have a really nice plant that will be in full bloom during the show weekend, you may want to consider entering it into the SAOS exhibit or exhibiting the plant individually for a potential award. To prepare your plant, follow these steps.

Groom Your Plant. You should remove dead or brown leaves and pseudobulbs from the plant. Trim dead areas from leaves if possible with a single edged razor blade, but not too early or edges will brown. When cutting tips of leaves, be sure your cut follows the basic shape of the natural leaf ending. Make sure it is insect and disease free. Clean the leaves with a mildly acidic solution like lemon juice, sprite, 7 Up, etc to remove calcium build up or other spotting. Remove trash, debris, dead leaves, stems and weeds from the pot along with wires and extraneous staking material. Stake the inflorescence to show the flower to its best advantage and make sure the stake is cut below the flower.

Identify Your Plant. To make sure your plant is properly labeled and to make sure you get your plant back after the show, some preparatory steps are necessary. Email a list of your plant(s) to the Plant List Coordinator providing all the information from your plant tag along with a brief description of the flower color. You will receive a number to identify your plant. You should mark your pot with this number and your name to make sure your plant is returned to you after the show. Affix the number with masking or duct tape to the side of the pot with an indelible ink Sharpie pen. Remove or bury the plant tag in the pot so it is not visible above the potting medium, but is there for your future use.

Getting Your Plant to the Show. If you are not going to participate in setting up the exhibit, arrangements will be made to transport your plant to the show. Work with Exhibit Chair to either arrange for an individual to pick up the plant or bring the plant to a central collection location for transportation to the show. In either case, secure your plant in a carry box with newspapers to hold the plant stationary. The plants must be ready no later than the day before set up.

Checklist. Here's a handy checklist to follow for preparing your plants.

1. Clean the pseudobulbs and leaves (water helps to soften the dry papery covering (cataphyll) around mature pseudobulbs so that you can gently rub it off).
2. Make sure the media in the container is clean and free of weeds.
3. Wipe the top of the leaves (lemon juice, sprite, 7 up, diluted milk, etc.) to remove residue. Do not use commercial spray to shine the leaves, it is not good for the plant.
4. Carefully inspect plant for pests and if any are found remove them with alcohol and a Q tip. If there is a bad infestation, do not bring the plant to the show.
5. Inspect the flowers for thrips and other damage. If a flower is marred by the spots of Botrytis fungus it is better to leave the plant at home.



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6. Carefully stake inflorescences if this will help present the flowers to their best (if you can plan ahead of time it is best to train the inflorescence as it emerges and is soft – mature inflorescences are hardened off and can break easily).
7. Provide the plant label information to the plant list coordinator who will assign a plant number to your plant. Take a piece of masking tape, write your name and the number you received from the plant list coordinator and affix to the side of pot. This unique number identifies your plant and this is how the Exhibit Committee knows the proper plant owner so it will be returned to you.
8. Once your plant is identified by your name and the plant number, remove or bury the label in the pot so it is not visible.
9. Remove any wire hangers, hoops, etc.
10. Water each plant thoroughly before bringing to the show.
11. If the plant is in plastic, drop it into a clay pot for stability. Place each plant carefully in a large box or container for transport. To keep the plants from moving around and sustaining damage you can put crumpled newspaper around the pots. Some people use cotton batting, florists shred or other material to protect the flowers and inflorescences from damage.

II. Exhibit Committee

The Exhibit Committee is established for each individual show in which the SAOS decides to put up an exhibit. Responsibilities for each individual are as follows.

Show Chair - is responsible for the successful execution of the St Augustine Orchid Society exhibit at shows hosted by other orchid societies. Specific responsibilities include:

- Coordination with the host orchid society.
- Selection of the Show Committee volunteers.
- Distribution of the show packet to all members of the Show Committee.
- Making arrangements or safely packaging plants for delivery to and return from the show and arranging for transport of the plants.
- Updating the emergency call list for coordination between the Show Committee and the host society.

Exhibit Coordinator - is responsible for the physical layout of the exhibit. Specific responsibilities include:

- The conceptual design of the exhibit before the show
- Assembling all materials required for the show, which includes double checking the checklist items and making sure all required items are available. The checklist is provided in Section III.
- Assembling the exhibit shell at the show location
- Placing orchids and filler plants in the exhibit
- Having assistants at the show to help with assembly, placement, and finishing touches



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Plant List Coordinator - generates a master plant list of all plants to potentially be exhibited in the show two or three days before set up. This master list will be used by all other Show Committee volunteers. Specific responsibilities include:

- Prepare the Plant Registration Form and instructions for completing the form and distribute electronically to facilitate information transfer. The Plant Registration Form and Instructions used at the 2009 JOS Show are attached for illustrative purposes.
- Preparation of a spreadsheet in an excel-like format identifying each plant by a unique plant number, plant name per the tag, plant description and plant owner plus columns for the verified plant name, and parentage. The Master Plant List used at the 2009 JOS Show is attached for illustrative purposes.
- Check the tag information against the OrchidWiz data base and fill in the columns with the following information to make sure the plant tags at the exhibit are correct (though recent changes in taxonomy should be ignored until further notice).
 - ✓ List the correct orchid name as it should appear in the orchid exhibit and include periods after abbreviations. If the plant is awarded, the award should be listed after the name.
 - ✓ List the parentage (if applicable) to facilitate the paperwork for the Awards Coordinator.
- Distribute this spreadsheet to each member of the Show Committee before the set up date.
- Before breaking the exhibit down, note whether the plant won an award or ribbon.

Plant Tag Coordinator - is responsible for preparing the tags identifying each plant for the exhibit. Specific responsibilities include:

- Assembling all materials required for the show, which includes the precut plant tags, plant stakes, silver sharpies, method of attaching label to stake (masking tape, wire, etc. with appropriate tools), table tray and chair.
- Preparing the plant tags before or at the show. Pull the tag as the selected plant number is called out.
- Having assistants at the show to make sure the plant tag is inserted into the proper pot before or after placement in the exhibit.

Awards Coordinator - is responsible for completing the paperwork for any plants which are to be submitted for judging. Specific responsibilities include:

- Determine the Show Class for each plant on the Master Plant List and insert this information into the Master Plant List
- Prepare the paperwork prior to the show for each individual with plants to be judged based on the information in the master plant list.
- Update the paperwork at the show as required. This includes adding the plant, location and exhibitor numbers to the registration form as well as deleting from the registration forms any plant not used (or putting in the correct location for

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plants transferred from the society exhibit to the individual judging area).

- Insert the stake with the plant number by each plant once the numbers have been assigned by the judges.

III. Exhibit Checklist

The inventory of exhibit items should be double checked against the checklist before each show to make sure items are available and functional. Items like mulch, ferns, sheet moss may have to be obtained prior to every show.

Item	Storage Location
Bamboo Backdrop	Terry & Sue's
Styrofoam Boxes	Terry & Sue's
Metal Trellises	Terry & Sue's
Wire Cutters	Show Chest
Short Handled Broom	
Dustpan	
40 Gallon Garbage Bags**	Show Chest
2 Bags Mulch**	Terry & Sue's
30 Ferns**	Terry & Sue's
3 Hanging Baskets of Ferns**	Terry & Sue's
15 each of 4 and 6 inch Plastic Pots	Show Chest
Sheet Moss**	Terry & Sue's
Black Matte/Car Stock for Labels	Lola's
4 Silver Sharpies**	Show Chest
Black Sharpie**	Show Chest
Masking Tape (1/2 inch and 1 inch wide)	Show Chest
Duct Tape	
80 Bamboo Stakes	Show Chest
Good Quality Scissors	Show Chest
Plant Shears	Show Chest
Single Edged Razor Blades	Show Chest
Plant Labels	Show Chest
Black Material	Terry & Sue's
Stockings	
Razor Cutter	
Metal T Square or Ruler	Show Chest
Florist Wire	Show Chest
Pig Tale/Bell Wire	Show Chest
Green Florist Tape	Show Chest
Butane Lighter for Sterilizing	Show Chest