

NORTH JERSEY ORCHID SOCIETY ANNUAL SHOW & SALE JANUARY 18-20, 2019

SHOW RULES AND GUIDELINES

General Information

The show venue is **Douglass Student Center of Rutgers University**, located at 100 George Street, New Brunswick, NJ 08901. The hours of the show are 9:00 am to 5:00 pm Friday and Saturday, and 9:00 am to 4:00 pm on Sunday.

Exhibitors and vendors may set up between **9:00 am and 5:00 pm Thursday, January 17, 2019**. We must vacate the premises at 5:00 pm on set-up days to avoid being charged an additional fee. If you cannot set up in a single day, it is permissible to begin set up on Wednesday January 16 from 1 to 5 pm – please contact the show chair.

Plant registration is until 2:00 pm Thursday January 17th. Early submission is encouraged and appreciated. Late entries may be exhibited but not judged. If you do not want to participate in the show judging, please inform the show chair at the earliest opportunity. Electronic registration entry forms are provided in MS Excel format. Electronic registration is requested. If you are unable to submit your registration list electronically, please contact NJOS prior to the show. The registration form, the Show Schedule, and other relevant documentation will be emailed to vendors and exhibitors approximately 4 weeks prior to the show and are available on the NJOS website.

Plants may not be removed from an exhibit before 4:00 pm, Sunday, January 20, 2019 (except for AOS judging). Vendors may sell plants from their exhibits 30 minutes prior to the show closing on Sunday; i.e., starting at 3:30 pm.

Exhibitors and Vendors must restore their display space to its original state at the end of the show. All trash must be removed and the floor swept clean. Please flatten all cardboard boxes and deposit them in recycling area.

Live moss is available for order. Price is \$50 per box, \$30 per half box, \$20 per quarter box. Please note that this price is our best guess of the actual cost and is subject to change. **Deadline for orders is December 31, 2018.**

Parking

Vehicles may park in the loading dock during active loading and unloading. At no time may a vehicle block access to the dumpsters, or you will be ticketed. Once a vehicle is loaded or unloaded it must be removed from the loading area. Oversized vehicles may park in the open lot adjacent to the Douglass Student Center. All others may use the covered parking garage.

Exhibition Guidelines

All exhibitors are expected to familiarize themselves with the show schedule and exhibition guidelines. This year's show schedule has changed! All questions regarding the interpretation of these rules shall be referred to the Show Chair, Carrie Buchman, or the Judging Chairman, John Sullivan.

Each exhibitor agrees, upon entry, to abide by the rules and regulations of the show.

Foliage plants, moss, etc., may be used to complement orchids in exhibits, but no artificial, dyed, or dried plant material may be used. Plants in flower, other than orchids, are not permitted in any exhibit that is to be considered for judging.

Neither the North Jersey Orchid Society nor its volunteers nor Rutgers University nor its employees are responsible for damage, lost or stolen plants, or other property, but every precaution will be taken to safeguard them.

NORTH JERSEY ORCHID SOCIETY ANNUAL SHOW & SALE JANUARY 18-20, 2019

SHOW RULES AND GUIDELINES

Lighting used for effect in an exhibit is encouraged and is the responsibility of the exhibitor. Extension cords and lights must be supplied by the exhibitor. You must request electricity for your exhibit in advance.

Exhibits, and all plants or flowers therein, must be properly labeled without identification of the owner. Exhibitors supply their own labels.

No cut flowers are permitted in exhibits.

Vendor Rules

Vendor participation is by invitation only. All vendors must be pre-approved by the Show Committee. Sales tables are set up with tablecloths prior to your arrival. Vendors supply their own signs for their sales area. Please do not move any sales tables. Every attempt will be made to locate the vendors' exhibit in close proximity to their sales table(s).

Each vendor is required to have an exhibit at the show. Plant labels in the exhibit are the responsibility of the exhibitor.

Vendors must clearly indicate the price of all items for sale, and shall label plants accurately with genus and species/hybrid name and cultivar, if applicable.

Vendor shall bag and/or provide protective covering on all items before customer leaves the sales area.

Each vendor shall donate one orchid plant to NJOS for its twice-daily drawing.

Vendors are required to give a 10% discount to Rutgers University students and faculty with a valid ID. The ID must be for the person making the purchase and must be presented at the time of purchase. Vendors are strongly encouraged to ask to see the Rutgers ID as we believe there may have been abuses in the past.

Each vendor is responsible for their sales activities; Vendor is also solely responsible to collect, report and remit applicable New Jersey sales tax resulting from sales transactions.

End-of-Show discounts are not permitted. Other discounts may be offered at the vendors' discretion (e.g., volume discounts) and must be available for the duration of the show.

Vendors may remain on the premises to close out, clean up, etc. for 30 minutes past show closing on Friday and Saturday; i.e. until 5:30 pm.

The issuance of an invitation to be a vendor at the show is at the sole discretion of the Show Chair. Such decisions shall be generally governed by the following criteria (not in any particular order):

- (a) Space availability at venue;
- (b) The general reputation for honesty, fair dealing, and good business practices of the prospective vendor;
- (c) Diversity/uniqueness of the prospective vendors and plant material offered for sale;
- (d) Quality, condition, and variety of plants/items for sale;
- (e) Reputation for compliance with show rules and regulations at prior events, and demonstrated ability and desire to install an exhibit of high quality as is required by the Show Committee.

One objective of this Show is to introduce new people to the hobby of growing and displaying orchids, and to promote membership in the North Jersey Orchid Society and other nearby orchid societies. Exhibits of good quality which meet the high standards set out in the *AOS Handbook on Judging and Exhibition* advances this objective. Poor exhibit quality is sufficient reason to deny or to withdraw an invitation to any vendor.

NORTH JERSEY ORCHID SOCIETY ANNUAL SHOW & SALE JANUARY 18-20, 2019

SHOW RULES AND GUIDELINES

Vendors must restore their display and sales spaces to their original state at the end of the show. All trash must be removed and the floor swept clean. Please flatten all cardboard boxes and deposit them in recycling area. Bring paper boxes to recycling area. Bring garbage to the disposal area. The sales area must be swept clean.

Entry of Plants and Exhibits

Exhibitors are responsible for labeling their exhibit plants. **Plants labels are not provided.**

All orchid flowers and exhibits, whether specifically entered for ribbon judging or not, are considered for AOS awards unless otherwise marked by the exhibitor. Unless marked "Not for AOS Judging" by the exhibitor, submission of plants for judging shall obligate the exhibitor to accept any AOS award granted and to pay any AOS fees associated with such an award

If flowers have been previously exhibited at an AOS function, they are not eligible for further consideration and the entry form must be marked "Not for AOS Judging." This will not disqualify the flower from consideration for show ribbons or trophies.

All orchid plants or flowers entered must be healthy and properly established. Obviously, diseased, infested or unestablished plants will be removed at the discretion of the Show Committee.

Exhibitors must submit entries in electronic form and are urged to register plants early. **Registration is due no later than 2 pm on Thursday January 17, 2019.** The electronic show registration form will be available on the NJOS Show Webpage and will be emailed to all exhibitors approximately 4 weeks prior to the show. Please contact the Show Chair, Carrie Buchman if you have difficulties with the registration form which requires Excel 2013 or later.

See the Show Schedule for additional information.

Judging

As an American Orchid Society (AOS) sanctioned show, the NJOS show complies with current AOS rules as defined in the *American Orchid Society Handbook on Judging and Exhibition*. The AOS system of judging is used.

All plants and flowers are considered for recognition based on present quality, without regard to previous awards or future potential.

To maintain highly competitive standards, ribbons and/or trophies may be withheld if, in the judges' opinion, no legitimate entry warrants recognition.

Judges may divide or add additional classes or awards upon approval of the Judging Chairman.

Improperly entered plants, flowers, or exhibits may be either reclassified or disqualified at the discretion of the Judging Team Leader.

All decisions of the judges are final.