

SHOW MANUAL - STOS

Each year the Southern Tier Orchid Society (STOS) has an annual show around the end of April at the Oakdale Mall in Johnson City, NY. The purpose of the show is education, obtaining new members, and for the enjoyment of STOS members and the public. The success of the show is due to the hard work of STOS members working months in advance. This Show Manual will serve as a guide for the Show Chairman, the President of STOS and the membership. It provides duties of the members involved, contact information, and lists where equipment and supplies are located. The overall responsibility for the show lies with the Show Chairman and the President of the Society with oversight by the Board. This manual lists subcommittees or "coordinators" who will aid the Show Chairman in setting up the show. The Show Chairman and coordinators are appointed by the President and approved by the membership no later than January to allow sufficient time for planning and pre-show meetings.

Duties and Responsibilities

A. Show Chairman and the President

1. The Show Chairman and the President of STOS are responsible for the overall setup of the show and have

the final say on decisions related to the show, with oversight by the Board of STOS. Starting in January, the Show Chairman will hold monthly meetings of a show committee to discuss plans for that year's show. All members may attend these meetings.

2. The Show Chairman will be the liaison between STOS, the Oakdale Mall, and The American Orchid Society (AOS). Duties include: obtaining a date for the show which is negotiated between STOS, the Mall and AOS; making sure the Mall rules (attached) are available and followed; giving the Mall a list of required equipment (attached) for the set up in center court and the storefront. The chair will discuss a storefront with the Mall. The storefront will be setup by the storefront coordinator as discussed below. As the show is an AOS-sanctioned event, the requirements of AOS must be followed (attached). The Show Chair will obtain necessary approvals, fill out required forms, secure commitments from judges (2013 contact information attached), and arrange for payment of fees to AOS. This process must start in early fall, as approvals from AOS need to be obtained at least 6 months in advance. The AOS sends revised forms to the Show Chairman each year.

3. The Mall requires liability insurance for the show. This is currently provided by Dryden Mutual Insurance Co.

(contact information attached). This policy also covers STOS at our meeting place at the United Methodist Church in Endicott, NY. The premium for this policy is due in January. The Chair and the President will make sure that the premium has been paid by the treasurer, and documentation of coverage is available to be given to the Mall before the show.

4. STOS currently hires private security to cover the morning hours 7-9am on Saturday and Sunday of the show. In 2013, this was arranged by Pete O'Connell through Securitas. (Contact information attached).

5. The Show Chairman will arrange for show judges (Contact information for 2013 attached). We currently have had volunteers willing to accommodate judges overnight. This needs to be arranged in advance of the show. Whether or not a judges' dinner will be held (paid for by STOS) will be decided at a show committee meeting. Clerking on Saturday morning of the show has been by member volunteers and is to be arranged in advance of the show. Forms related to judging of the show, as well as judges and show setup map, were provided in 2013 by Pete O'Connell and needs to be updated yearly. (attached)

6. Ribbons, rosettes, and plaques are ordered each year from Zappias in Vestal. (A sample order is attached along

with contact information). The current method of ordering is to order 80 minus the ribbons left over from last year. Zappias has a file for the plaques and we keep about 8 rosettes on hand. We have about 8 green ribbons 'honorable mention' on hand. They are not usually used. (In 2013 these items were ordered by Bob Rudin).

7. Advertising has been through various media outlets, and was done in 2013 by Bob Howe. (A list of media outlets is attached).

8. The number of vendors currently have been limited to three (3), plus a member's table where members can sell orchid-related items to the public. (rules for members' table attached). The show chair will discuss vendors with the show committee and arrange for letters and contracts to be sent in advance of the show (sample attached). The current vendor fee for 2013 was \$250. Pete O'Connell has been sending out the contracts, with the treasurer collecting the fee.

9. The Show portion of the STOS website needs to be updated each year with Show information and forms for plant pre registration and new member forms. Son Tran is the webmaster (stran2651@gmail.com). The Show Chair or President needs to send the updated forms (updated 2013 by Pete O'Connell) to Son to be placed on the website in advance of the show.

10. The chair will contact the Central New York Orchid Society (CNYOS) (contact information attached) regarding commitment to set up a display at our show as well as verifying other displays (including the Vendors, Tom Ostrander, Charles Ufford, John Zygmunt or other new displays). Members are encouraged to set up a display or share a table. The Show Committee should review and approve displays planned for the coming year at a Show Committee meeting. The STOS display is supervised by the STOS display coordinator as discussed below.

11. Items that are required for the entire show setup such as black plastic and tape (Bob Rudin), and vendor and display signs (John Zygmunt) should be available in sufficient quantity before the show. We use about 13 rolls of black table plastic (which is available from Maines' on Front Street and about 6-8 rolls of masking tape (which is available at Lowes in a "contractor pack"). Tables, chairs, partitions for artwork and photography, stanchions, plastic chains, sign holders, a cart for transporting items, and special floor tape for electrical cords is supplied by the Mall. It is the responsibility of the Show Chair or President to see that these supplies are available for the show. (list of equipment given to the mall for 2013 attached)

B. Show Coordinators

The following show coordinators will be appointed by the president with input from the Show Chairman.

1. Information Table Coordinator:

The information table coordinator will be responsible for everything involved with the information table. He or she will make sure 3 tables are set up, skirted and chairs provided (chairs are available in the theater opposite the pizza store at the mall). All forms are to be available in sufficient quantities including: new member forms, 50% off forms, (updated by Pete O'Connell), STOS business cards (provided by John Zygmunt), AOS culture sheets, and AOS application forms (attached). Some AOS culture sheets may be downloaded from the STOS website. A more extensive collection of culture sheets, as well as much useful information about growing orchids, is available from the AOS website (www.aos.org). If sufficient numbers of forms are not available, the coordinator will arrange for copies to be made before the show and be reimbursed by the treasurer. The coordinator will collect raffle plants from the vendors and donated orchid-related materials from the members. Supplies need to be obtained such as raffle tickets, money bag, receipt book for photo and art sales, and plastic containers to hold the raffle tickets (see John Zygmunt). The information coordinator will run the raffle at 4:00 pm on Sunday of the show and will arrange for winners that are not

present to be called. The schedule of members manning the table is to be set up prior to the show. (2013-Bob Rudin). The AOS representative (2013 Luis Matienzo) will provide AOS application forms on the information table, as well as set up the AOS table for any plants brought in only for AOS judging. At the end of the show the information coordinator will be responsible for tear down and cleanup of that area with the help of the membership, if needed.

2. Storefront Coordinator:

The storefront coordinator will obtain the key from the mall office and will make sure tables are set up in the store with green covers. He or she will assure that the laptop and printer are available for plant registration (2013-John Zygmunt) as well as sufficient ink and paper for the printer. Plastic cardettes ("pitchforks"), black foam board rectangles, gel pens, and small self adhesive white stickers are to be obtained if this system is still in use for 2014 (2013-John Zygmunt). If necessary, the coordinator will purchase these supplies before the show and will be reimbursed by the treasurer. Supplies for the storefront bathroom should be obtained prior to the show. The judges' lunch will be supervised by the coordinator, making sure that food, drinks, and sufficient plates napkins are purchased. (In 2013 Dawna Cole was responsible for ordering food from Phil's Chicken House and purchasing drinks). Cleanup

of the room after lunch is overseen by the coordinator, with the help of volunteers. Plant registration has been done by Pete O'Connell in the storefront. The storefront coordinator will assist Mr. O'Connell in obtaining supplies and volunteer help if requested. At the end of the show, the storefront coordinator will be responsible for tear down and cleanup of the room with the help of the membership if needed. The storefront key will be returned to the mall office, and if closed, to mall security.

3. STOS Display Coordinator:

The STOS display will be assigned to a member who is willing and able create the display. He or she will be responsible for display setup, including picking up materials such as sheet moss and filler plants from Tioga Gardens (2013-arranged by Pete O'Connell contact person Ed Kuhlman). Filler plants have been loaned for free and must be returned soon after the show in good condition or we are charged. Sheet moss is sold to the society at a discount. The coordinator will purchase this as well as other items for the display such as mulch or other display items, and will be reimbursed by the treasurer. The backdrop for the tables, lights, crates, "Do Not Touch" signs and display signs can be arranged for delivery with John Zygmunt who currently has these items. The STOS display represents STOS and should have oversight and approval by the Show Chair and the President. Members are encouraged to

help set up the display under the direction of the display coordinator. At the end of the show, the display coordinator will be responsible for tear down of the display and cleanup of the area with the help of the membership if needed.

4. Member Table Coordinator :

The member table coordinator will set up the member display area making sure tables are set up and skirted. All members must sell orchid-related items, such as media and plants, in accordance with member table rules (attached). Any plants sold to the public must be in good condition and free from pests and disease. The coordinator for 2013 was John Zygmunt. At the end of the show the member coordinator will be responsible for tear down and cleanup of that area with the help of the membership if needed.

5. Art and Photo Coordinator:

The art and photo coordinator (2013-Geoffrey Gould) has the responsibility of setting up the art and photography display. Partitions are provided by the Oakdale Mall as part of the equipment setup. A "Call for Entries" form (attached) is available which states entry rules; this form should be updated each year. The art and photo entries are judged by the orchid judges. The AOS has strict rules about photographing awarded plants (attached). The Art and Photography Coordinator must be aware of and follow these rules. In 2013

one judge suggested that there be two areas of judging on art and photography: one for real images and one for altered images. This should be discussed at a show committee meeting for the 2014 show. At the end of the show, the art and photo coordinator will be responsible for making sure the art and photos get returned to their owners and distribute payments for any art or photos sold minus a 20% commission to STOS.

Finally, this manual as well as all forms and procedures is made to be updated annually and as necessary.

John Zygmunt-President STOS- 2013

revised 5/10/13

Attached Forms and Contact Information

needs yearly
update

1. Oakdale Mall Rules and Regulations
2. List of Equipment for the Mall (supplied by the Mall) x
3. Show Supplies and Equipment from Members x
4. AOS forms - update sent to show chairman yearly by AOS
5. Call for Entries Art and Photo x
6. Contact Information Judges, Vendors, Others x
7. Show Schedule and Instructions for Exhibitors x
8. Show Entry Rules and Regulations x
9. Awards Form
10. Plant Entry Form x
11. Exhibit and Plant Classification Form x
12. Special Awards Nomination Sheet x
13. Special Awards Final Sheet x
14. Judging Map x

15. Exhibitor Map	x
16. Agreement with Vendors Form	x
17. Cover Letter for Vendor Agreement	x
18. Member Sales Form	x
19. 50% off Form	
20. Please Do Not Touch	
21. Business Cards	
22. New Member Application	x
23. Zappia Contact Information	
24. Media Contact List	x
25. AOS Culture Sheets	

