

**New Hampshire Orchid Society  
Attachment #1  
Show Schedule & Vendor/Exhibitor Regulations**

<b>General Information (Vendors &amp; Exhibitors)</b> <i>Applies to all Vendors &amp; Exhibitors</i>			
<b>Purpose</b>	The purpose of Attachment #1 is to: Define the dates/times of the show Describe the regulations for the exhibit area, including types of exhibits Describe the regulations for the vendor area		
	No exhibit or vendor space can be disassembled or removed before the close of the show on Sunday. All plants show shall be packaged to protect them from the elements outdoors.		
<b>Show Schedule</b>	<b>Event</b>	<b>Date</b>	<b>Time</b>
	Plant Exhibit & Vendor setup	Thursday	10:00am – 9:00pm
	Art Exhibit setup	Thursday	3:00pm – 9:00pm
	Plant registration – we encourage pre-registration of plants.	Thursday	12 noon – 7:00pm
	Judging – <u>authorized personnel only</u>	Friday	8:00am – 5:00pm
	General Public Hours <i>Note: Vendor and Exhibit areas will be open during this time.</i>	Friday	1:00pm – 5:00pm
	Awards Ceremony <i>Note: Vendor and Exhibit areas will be open during this time.</i>	Friday	7:30pm – 10:00 pm
	Photographers only	Saturday Sunday	8:00am – 9:00am 8:00am – 9:00am
	General Public Hours <i>Note: Vendor and Exhibit areas will be open during these times.</i>	Saturday Sunday	9:00am – 5:00pm 9:00am – 4:00pm
<b>Federal, State &amp; Local Regulations</b>	All federal, state, and local safety codes and smoking ordinances must be observed at all times.  Any lighting, display material, props and equipment provided by the Exhibitor/Vendor must be UL approved, in good working condition and fully incorporated in the Exhibit or Sales space. Pole lights are not allowed in the exhibit area.		
<b>Loss or Damage</b>	Neither NHOS nor the Radisson is responsible for loss of or damage to plants, exhibit or sales materials, merchandise, equipment, etc. Reasonable precautions will be taken to protect the environment and maintain security. <b><u>Do not leave personal belongings unattended.</u></b>		
<b>Maintenance &amp; Restocking</b>	Maintenance and restocking must be done with discretion during the scheduled public hours, or outside of the public hours.		
<b>Approvals</b>	<ul style="list-style-type: none"> <li>• Any lighting, display material, props and equipment provided by the Exhibitor/Vendor must be UL approved, in good working condition and fully incorporated in the Exhibit or Sales space. Pole lights will not be allowed in the Exhibit area.</li> <li>▪ These items must also be approved in advance of setup by the NHOS Show Chair. Anything not approved in advance may be removed by the Show Committee.</li> <li>▪ Any items or layouts deemed unsafe by the Show Chair will be removed or made safe to the satisfaction of the Show Chair.</li> </ul>		

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<b>Storage Space</b>	<ul style="list-style-type: none"> <li>▪ Limited storage space is available for all vendors and exhibitors.</li> <li>▪ Stored items should be clearly marked with the vendor or exhibitor's name.</li> <li>▪ No empty boxes, crates, wrappings, etc. are to be left in plain view in the exhibit or vendor areas.</li> <li>▪ All trash must be properly disposed of in the receptacles provided.</li> </ul>
<b>Exhibit Types</b>	
The following types of exhibits are permitted for ribbon and trophy judging:	
<b>Type</b>	<b>Consists of</b>
<b>Plant</b>	Large and small, tabletop or floor exhibits of flowering orchid plants.
<b>Artwork</b>	Art exhibits featuring orchids: <ul style="list-style-type: none"> <li>▪ Paintings, etchings, drawings, etc.. (original artwork).</li> <li>▪ Photographs – mounted, matted or framed (original photos).</li> <li>▪ Ceramics, china, glass, sculpture, jewelry and metal art (original by artist).</li> <li>▪ Needlepoint, tapestry, needlework, sewing, knitting, etc (original work).</li> <li>▪ Collectables, any type orchid related item other than above.</li> </ul>
<b>Floral Design</b>	Orchids in Design – individual judging for amateur and professional floral exhibitors. <ul style="list-style-type: none"> <li>▪ “Orchid Body Flowers” – orchids predominating (corsages, hairpieces, wristlets, etc...).</li> <li>▪ “Orchid Wedding Bouquet” – orchids predominating.</li> <li>▪ “Orchid A Cappella” – solitary orchid or orchid stem uniquely featured.</li> <li>▪ “Orchids En Masse” – floral design featuring multiple orchid stems.</li> <li>▪ Entries will be judged according to the following: originality, color, harmony, balance, mechanics and overall design of each arrangement.</li> </ul>
<b>Educational</b>	Materials relating to the orchid family, including, but not limited to, culture, propagation, conservation.
<b>Orchids in Everyday Living</b>	Orchids in every day living with collections of orchid representations in prints, books, stamps, china, crystal, silver, apparel, etc.
<b>Exhibit Area Regulations</b>	
<b>Judging</b>	An AOS sanctioned show must comply with current rules as published in the AOS Handbook on Judging and Exhibition and the interim rules issued by the AOS Awards Committee. Judging of the NHOS Orchid Show will be conducted by NHOS judges and as appropriate by AOS Judges. <p>Judging is as follows:</p> <ul style="list-style-type: none"> <li>▪ Any registered plant, cut flower or exhibit may be judged by the AOS Judges and considered for AOS awards.</li> <li>▪ Registered plants, cut flowers and exhibits may be judged by the NHOS Judges and considered for NHOS trophies and ribbons.</li> <li>▪ Artwork will be judged by art judges.</li> <li>▪ Authorized personnel only in the Exhibit Area during judging.</li> </ul>

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<b>Exhibit Space</b>	
<b>NHOS Furnishes</b>	NHOS will furnish exhibit spaces with the following items as needed: <ul style="list-style-type: none"> <li>▪ Kick boards and/or skirted tables</li> <li>▪ Artwork exhibit panels (limited number, available on a first-come, first-serve basis)</li> <li>▪ Signs</li> <li>▪ Registration forms</li> <li>▪ Backdrop material (pipe and drape) appropriate to the exhibition area</li> <li>▪ Plant identification materials</li> <li>▪ Registration materials (Note: pre-registration of exhibit items prior to set up day is greatly encouraged as it will save the exhibitors/vendors significant set up time. Judging materials will be provided in ample time before show week in order to facilitate pre-registration. Registration and printing of judging tags will be on a first come, first served basis during set up day.)</li> <li>▪ NHOS may supply supplemental lighting.</li> </ul>
<b>Exhibitor/Vendor Furnishes</b>	Vendors/Exhibitors may/will provide (at their own expense and subject to approval of the NHOS Show Chair prior to setup): <ul style="list-style-type: none"> <li>▪ Booth</li> <li>▪ Easels</li> <li>▪ Pedestals</li> <li>▪ Supplemental lighting and backdrop material <b>only with prior approval of the Show Chair</b>. Pole lights are not permitted in the exhibit area.</li> </ul>
<b>Water Features</b>	Water features are permitted as follows: <ul style="list-style-type: none"> <li>▪ If moving water is desired, design plans <u>must be submitted as a special request to the Show Chair prior to setup.</u></li> <li>▪ Water for filling props must be carried in closed containers.</li> <li>▪ All watering and maintenance of exhibit and sales spaces must be done via spray tanks. <b>DO NOT USE A GARDEN HOSE.</b></li> </ul>
<b>Water Damage</b>	All exhibitors and vendors will be held responsible for damages from improper water use or disposal. The following is required: <ul style="list-style-type: none"> <li>▪ Exhibitor/Vendor must immediately correct or drain any leaking prop and clean up any water spills.</li> <li>▪ Excess water is to be discarded appropriately and not in planters or other exhibits.</li> </ul>
<b>Use of Non-Orchid Plants</b>	<ul style="list-style-type: none"> <li>▪ Green plants, other than orchids, may be used to provide fill in the exhibit.</li> <li>▪ Orchids are the only flowering material allowed in any exhibit except cut flower arrangements. Cut flower arrangements must be predominately orchids.</li> </ul>
<b>Use of Artificial Materials</b>	The use of any artificial or dyed foliage or moss, or other artificial material <u>is prohibited</u> .
<b>Plant Material &amp; Moss</b>	All plant material must be clean and pest free. This applies both to exhibit and sales areas. Any materials not meeting these criteria shall be removed by the Show Committee.
<b>Special Requests or Requirements</b>	Special requests that fall outside of the terms of this agreement must be made in writing to the show chair at our mailing address: NHOS, Attention Show Chair PO Box 5375 Manchester, NH 03108-5375 Every effort will be made to accommodate special requests. The Show Chair will respond in writing to any special requests by January 15 <sup>th</sup> .
<b>Artwork &amp; Photographs</b>	<ul style="list-style-type: none"> <li>• Work must be suitably framed, wired and ready for hanging.</li> <li>• NHOS has a limited number of art panels, available on a first come, first served basis. NHOS art panels are 7' x 2'.</li> <li>• Artwork should be labeled on the back with artist's name and phone number.</li> <li>• Care will be taken in the handling of your artwork. Artwork and floral pieces may be moved into a secure area at the close of show each day. By submitting to this show the entrant agrees to hold harmless the NHOS for any damage to artwork or floral pieces.</li> </ul>

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<b>General</b>	<ul style="list-style-type: none"> <li>▪ Any exhibit or sales material used must be contained within the designated exhibit or vendor areas.</li> <li>▪ No exhibit or vendor display can exceed eight feet in height as measured from the floor.</li> <li>▪ Signs, exhibit material, merchandise or sales material cannot be attached to walls, floors, benches, or plants anywhere in the exhibit or sales areas or in the hotel common areas.</li> <li>▪ There can be no extensive carpentry or construction on site.</li> <li>▪ All exhibits and vendor displays must be pre-built for easy assembly on-site.</li> <li>▪ The use of any heavy-duty equipment or power tools on-site is prohibited.</li> <li>▪ No vendor name, exhibit name, designer name, etc. may appear on the exhibit until after judging, with the exception of artist's signatures on artwork.</li> <li>▪ Brochures, business or name cards may be put on displays after the completion of judging. The Show Committee reserves the right to remove materials it deems inappropriate.</li> <li>▪ Any exhibit and/or related materials not picked up by the close of take down hours will become property of the NHOS.</li> <li>▪ All exhibit materials should be properly labeled with owner information.</li> <li>▪ <b>All vendors/exhibitors must immediately move their vehicles away from the hotel doors upon completion of unloading or loading.</b></li> </ul>
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**Vendor Area Regulations**

<ul style="list-style-type: none"> <li>•1 All seedlings, mature plants, mericlones, flasks, community pots, etc. <u>must be labeled with the appropriate plant name.</u></li> <li>•2 All seedlings, mature plants, mericlones, flasks, community pots, etc. <u>must be clean and free of pests.</u></li> <li>•3 No field collected plants are allowed.</li> <li>•4 Newly potted plants or double potted plants (one pot inside the other w/top dressing) must be clearly identified as such.</li> <li>•5 Non-plant material such as artifacts, jewelry, pictures, paintings, books, plant accessories, pots, potting material, supplies, apparel, etc. may be sold as long as they pertain to or depict orchids.</li> <li>•6 All sales items must be <u>clearly priced</u> before being placed in the sales area.</li> <li>•7 Prices shall not be deeply discounted, nor marked down as the end of the show approaches.</li> <li>•8 Vendors will collect payment for their own sales – NHOS is not responsible for collecting any monies or taxes due to the vendor as a result of their sales activities.</li> <li>•9 Vendors will provide a receipt to customers before they leave the sales area.</li> <li>•10 Vendors will provide their own bags, business cards, catalogs and other sales-related items.</li> <li>•11 All plants shall be wrapped or packaged to protect them from the weather conditions outdoors.</li> <li>•12 Vendors will provide NHOS with their Federal Tax Identification Number on the Vendor Agreement.</li> </ul>
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