



MID-ATLANTIC
AFRICAN VIOLET SOCIETY
CONVENTION MANUAL

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INTRODUCTION

This manual is a REFERENCE document directed by Standing Rule IVB Rule 2 of The Mid-Atlantic African Violet Society. The approved procedures for the Convention Committee (which have been approved by the Board of Directors) are set forth below. The rest of this document does not require APPROVAL and is modified as required each year through our experience running MAAVS Conventions, and is provided as general guidance.

IVB SPECIAL COMMITTEES - CONVENTION (from the MAAVS Bylaws & Standing Rules)

- RULE 1. The President shall act on the appointment of the Convention Chairman as soon as possible after the convention state has been selected and approved. The appointment should be made at least two (2) years prior to the day of the convention and should be someone from the hosting organization and located in the site area. The Convention Chairman will work closely with the Vice President to ensure continuity from year to year. The Vice President will act as Convention Coordinator and as a direct link to the President.*
- RULE 2. The procedures for the Convention Committee shall be those set forth in the Convention Manual and approved by the Board of Directors.*
- RULE 3. The Convention Chairman shall submit a proposed budget to the Finance Chairman by December 1. A petty cash fund of two hundred dollars (\$200) may be maintained by the Chairman of the Convention Committee when required. Any disbursements from petty cash, supported by paid invoices, shall be reported to the Treasurer throughout the year. An accounting of petty cash funds for the preceding year shall be reported to the Treasurer by December 31.*
- RULE 4. The Convention Chairman shall keep the Vice President informed of the activities of the committee and submit a report to the President at least six (6) weeks prior to the scheduled Board of Directors meetings and the Convention. At the Board of Directors meeting during the convention for which the chairman is responsible, an oral report may be substituted for the written report, with the written report to follow.*
- RULE 5. The Convention Chairman shall appoint a Convention Photographer who shall:*
- 1. Record the winners (horticulture and design) of the annual convention show,*
 - 2. Prepare a photo board of pictures taken in previous years for display at Annual Convention, and*
 - 3. Prepare slide programs with written commentary of each annual convention show.*
- RULE 6. The Convention Chairman shall place a Convention Committee member in charge of a convention raffle.*
- RULE 7. The Convention Chairman shall include a list of MAAVS Affiliate and MAAVS members in the Convention Souvenir Book.*
- RULE 8. The President shall appoint a Convention Registration Chairman.*
- RULE 9. Commercial members selling at the Convention will be charged \$3.00 per linear foot for table space.*
- RULE 10. Convention vendor must be a MAAVS commercial member in good standing and registered for the convention. First time vendors will receive complimentary membership for the remainder of the current year.*

HOSTING CLUB

1. The Host Club usually provides awards for Best in Show Horticulture and Design (\$50 for each). This is a tradition that dates back to the first MAAVS show in 1992, but is not a requirement.
2. Usually only MAAVS members can attend Convention events and exhibit in the Convention Show. This is governed by the fees schedule developed for each Convention, and the Convention Show Rules. It is *not* a hard and fast rule of the MAAVS Bylaws and Standing Rules! Some Host Clubs charge a registration fee for people attending even a single meal (such as a spouse of a member), and some do not because they hope to encourage maximum participation at meal events. Some Host Clubs offer a non-member class in the show for local African violet growers who are not members of MAAVS. Be creative in this area, and seek the guidance of our Vice President (Convention Coordinator).
3. The Host Club should provide drinks (coffee, soda or tea) for Thursday show setup, registration and plant placement. A hospitality room is optional at this time, but ice water should be available during all activities. *Expenses for any hospitality room is reimbursed by MAAVS.*
4. The Host Club may wish to register for a room at the hotel so working members have some place to go rest in the hotel in lieu of going home. MAAVS may have a gratis room at the hotel, called a COMPED room. If it is not needed for other purposes, this may be available for Hospitality.
5. All other reasonable expenses are covered by MAAVS.
6. The Host Club Treasurer should arrange for a 3-day selling permit if necessary (Commissioner of Revenue's office is the usual contact) and have tax rate cards available. Further information may be obtained from the MAAVS Treasurer. This information should be given to the Commercial Sales Chairman prior to convention.
7. Local convention and show chairpersons make the onsite planning much easier.
8. MAAVS usually pays for the MAAVS President's room. If the Host Club does not use any COMPED room for Hospitality or gets a second COMPED room, it should be used for the MAAVS' President.

CONVENTION RELATED JOBS

I. MAAVS Vice President (Elected)

The MAAVS Vice President is the liaison between the MAAVS President and the Convention Chairman and is known as the Convention Coordinator.

II. MAAVS Treasurer (Elected) and Convention Treasurer

1. Signs all hotel contracts.
2. Serves as the Convention Treasurer.
3. All convention expenses must be submitted for payment to the Treasurer no later than December 31, following the convention.
4. The treasurer receives all checks for awards and writes a check to the Awards Chairman who will prepare cash awards for distribution. Check should be mailed about 10 days prior to convention.
5. The treasurer will handle all tax money from Commercials, unless they opt to do it individually. This should be decided prior to the convention.

III. Convention Chairman (Appointed by the MAAVS President)

A. Find a Convention Site

Work with the MAAVS Vice President (Convention Coordinator) and Future Conventions Committee Chairman to locate a convention site (hotel, convention center, etc) that is easily accessible to the Host Club and that includes all the necessary space for convention activities (proper banquet rooms, lecture rooms, meeting rooms - Board and General Membership meetings, sales room with easy access for commercials to load/unload, adequate area for registration, low room rates with the minimum number of guaranteed rooms possible, FREE parking- - if possible, and **wheelchair/handicap accessible**. Also, make sure there are **handicap accessible rooms in our room block**. Tips: 1) Check for other events in the area on the convention weekend to insure they will not interfere with activities. EG: Marathons with travel routes to hotel blocked, etc; 2) The hotel location should not be isolated from other business/stores that bring the public into the area. After finding a likely hotel, make arrangements to tour the facility. The MAAVS President and Treasurer must be in agreement on hotel contract and the Treasurer must sign it after the MAAVS Vice President (Convention Coordinator) has passed approval of the location. **Send hotel floor plan to the Commercial Chairman for their inputs.**

B. Educate the Hotel Staff

If the hotel has never had a flower convention before, educate them as to the specific needs of our organization. Take photographs of prior shows to educate management about what to expect. For example, hotels think in terms of number of diners, not the number of plants, when counting tables. They also don't think that tables need to be skirted.

1. Hotels frequently change management which means they back out or change promised items (be sure EVERYTHING is in the contract). Keep in touch with management to establish good communication, then be flexible.
2. Know the contents of the contract with the hotel to avoid unexpected charges for items requested during the convention. Extra-contractual charges **MUST BE APPROVED** by the Convention Coordinator (MAAVS Vice President) and ultimately by the MAAVS Treasurer who signs all contracts for MAAVS.
3. Establish your requirements for the convention early. This includes determining the necessary number of tables (Showroom and Commercial Sales, adding a few for Ways & Means and Registration as mentioned above) reviewing menu selections and agreeing on the charges with both the Vice President and Treasurer. This must be completed before the registration form can be put together for *The MAAVS Memo*. Keep an open line between the hotel staff and MAAVS Vice President or Future Conventions committee chairman. See prior contracts for pertinent information (number of tables, amount and charges for dinners, etc.) Try to keep hotel reservations to a maximum of two per room, since there is a room-night or rooms/day quota.

Hotel signs - See if the hotel will put MAAVS on their street sign (if they have one). Arrange, with the hotel's permission, to make large signs so the public will be able to find the commercial sales area.

Key Parameters Regarding Convention Hotel (Updated 5 Nov 2016)

Space requirements for the Show and Commercial Sales, and Presentations/Meetings area are as follows:

Large Single Room **Show Space** needed Thursday 8 am thru Saturday 5 pm

2,150 sft (50 feet by 43 feet) with **50 6' x 30" or 36" skirted tables (or 36 8' x 30" or 36" skirted tables)** for a 300 exhibit show. This is usually 2 standard Holiday Inn 25' x 43' salons. Inside the Show Space, 1 permanent table (**with electricity**) is reserved for the Entries computer work station and 2 tables are reserved for pre-placement of exhibits (which ultimately will hold ribbons and water during show judging). Space can be given up at 5 pm on Saturday to allow dinner service.

Large Single or Multiple (to add up to 2,250 sft) **Sales Space** needed Thursday 8 am thru Sunday 11 am

1,075 (25 feet by 43 feet) to 2,150 sft (50 feet by 43 feet) with **29 6' x 30" or 36" skirted tables (or 28 8' x 30" or 36" skirted tables)** for 10 commercial sellers with an average of 2 tables per seller (This is usually 2 standard Holiday Inn 25' x 43' salons). We can use several smaller rooms that add up to approximately 1,075 to 2,150 sft. We must also provide 3 6' or 2 8' tables for Ways and Means Sales.

Hallway Space

Registration *Needed Thursday noon thru Saturday 3 pm* **270 sft (10 feet by 27 feet)** with **4 6' x 30" or 36" skirted tables (or 3 8' x 30" or 36" skirted tables)** (These tables support the registration committee, the membership committee, and Ways and Means. They are usually located in the lobby or hallway outside of the Show/Sales area.)

Classification *Needed Thursday 11 am thru 11 pm* **270 sft (10 feet by 27 feet)** with **4 6' x 30" or 36" skirted tables (or 3 8' x 30" or 36" skirted tables)**. (These tables support the grooming and classification process used to set up the show and **must have electricity**. After Thursday evening is over, these tables can be incorporated into the Show Room, but definitely do not need to remain for the following day. The space can also be given up after Thursday night.)

Total skirted tables **87** 6' x 30" or 36" skirted tables or **70** 8' x 30" or 36" skirted tables. These should be part of the contract with no additional cost, but be careful to make sure it is included at NO COST.

Meeting Space

Presentation *Needed Friday noon thru Saturday 4 pm* **1,050 sft (30 feet by 35 feet)** with theater seating for **40 people** facing a projection screen or dais with a United States flag. This room will serve for the presentations, a Judging School, and the General Membership meeting.

Hospitality *Needed Friday 9 am thru Saturday 4 pm* Any standard hotel room close to the Show and Sales area. Usually this is a COMPTED (complementary) room.

President's MAAVS usually reimburses the MAAVS President's hotel room reservation

Dinner Space

Friday Sit down Plated banquet with 2 choices for **30 people between 7 pm and 10 pm**

Saturday Sit down Plated banquet with 2 choices for **40 people between 7 pm and 10 pm**

Saturday Night and Sunday Commercial Member Storage

Arrange for Saturday night and Sunday storage for commercial members' materials. (This can be the Commercial Sales space.)

Financial: Meeting, show, sales, presentation, and storage rooms should **not cost** anything. Skirted tables should also **not cost** anything. Usually to get these kind of concessions, we must guarantee a minimum number of total room nights using either **Formula One: 80 room-nights between Wednesday and Saturday; or Formula Two: Wednesday 5 rooms, Thursday 15 rooms, Friday 25 rooms, Saturday 25 rooms.**

- Room rates should be the same for 1 or 2 persons sharing a room and be approximately \$100/night.

- Skirted tables should be provided at **no cost**. Usually hotels have skirted tables and include them at no charge. Occasionally, a hotel has to rent additional skirted tables to meet our needs—these we have usually had to pay for.

- Complimentary room (s) may be included by the hotel based on total number of room nights, but while this is a freebie it should NOT be accepted in lieu of no cost meeting, show, sales, presentation, and storage rooms; and skirted tables. Make sure we have **handicap accessible rooms in our room block.**

C. Financial Issues the Convention Chairman Must Consider

1. The MAAVS President will decide if the Convention is to make money, be subsidized, or break even; and the Annual MAAVS Budget will identify the amount of MAAVS money to be added to the Convention Treasury.
2. The MAAVS Treasurer will be the Convention Treasurer.
3. The Convention Chairman and the Host Club will not incur any liability if the Convention losses money—MAAVS will absorb all losses. All convention profits will go to MAAVS.
4. The Convention Chairman must develop a Registration Fee schedule to cover the cost of the Convention. Registration fees, fees for guests, mark-ups on meals, etc. are your call.
5. Key Financial Parameters for hotel contract: See box above with Key Points Regarding Convention Hotel
6. Show plant sales usually return 80 percent of the sale price to the exhibitor, and 20 percent of the sale price to MAAVS. When you decide on percentages, make sure all exhibitors know it before they price and sell their plants.
7. Determine who will obtain a Certificate of Insurance and the selling permit for commercials. The selling permit comes from the State Department of Taxation. In some case we use an existing club's permit—in others we have to get our own individual one-time permit.
8. Decide if entertainment will be part of the Friday meal and coordinate with the hotel. Budget \$100 - \$200 for entertainment if you have it.
9. Security: Determine how the show room and commercial sales rooms will be secured each evening and opened each morning. Who will contact the hotel staff or hold the keys?
10. Coordinate times and places for various meetings: Board of Directors, affiliates, and general membership.
11. Consider putting up a bulletin board for members and attendees to post messages to each other.

D. Dinners

(1) Thursday night event - The First Night

Usually no event is planned for this evening as everybody is engaged in Show set up.

(2) Friday night event - The Fun Night

1. This should be a casual plated dinner with at least 2 choices. This is the "let it all out night". The show has been judged, the "work" part is finished - now it's time to have a party.
2. Keep total cost \$40 (with tax and gratuity) or below. Occasionally buffets will run more in price. Trade out on meal expenses. If Friday night runs \$35/person, charge \$30 and make it up on the Saturday night meal. Be sure to add tax and gratuity to the hotel prices; in many cases this runs as high as an additional 25%! Taxes have a significant impact on meal prices.
3. Past conventions had MAAVS subsidize meals by about 15 %.
4. Coordinate any entertainment that is scheduled. Make sure a podium is provided for the Master of Ceremonies.

(3) Saturday night event - The Awards Banquet

1. Arrange for a Master of Ceremonies, and prepare a schedule of events.
2. Have an Invocation.
3. Decide who will present the Show Awards: i.e. President, Awards Chairman, or Show Chairman, but have the President give the award and shake the person's hand.
4. In an election year, arrange for the installation of officers by an appropriate person during this banquet.
5. Select two meal choices in the \$35 - \$40 price (with tax and gratuity) range.
6. Past conventions had MAAVS subsidize meals by about 15 %.
7. If a head table is set up, decide who will be seated there. In most recent conventions, we have been very informal and did not use a head table. In that case, make sure a podium is provided for the Master of Ceremonies.

E. Joint Regional Organization Conventions

1. The Convention and Show Chairmen should be members of both organizations.
2. Sharing of profits and losses must be agreed to before you proceed. Formulas that identify number of members of both organizations may be used.
3. All committees should only have one chairman from either organization
4. A single Convention Treasurer should be assigned. The individual should be one of the organization Treasurers.
5. A consolidated schedule should be developed that accommodates each organization's special classes.

F. Convention Chairman Assign Committee Chairmen

Oversee the work of all chairmen to ensure tasks are completed. In addition:

- Assign and work with the Convention Brochure Chairman for a complete convention brochure (also known as the Souvenir Book). Write a welcome note to be included, assist with the convention schedule (use the prior year's copy - if everything went well, don't try to change it), have someone obtain a letter from the mayor or other official welcoming MAAVS to the city, and provide a floor plan of the hotel to appear in the brochure. The Show Schedule portion will be handled by the Show Chairman but must be included.
- Assign and work with the Program Chairman to find speakers for educational programs. Make sure a program aide is assigned to secure any articles required.
- Choose a theme and colors with the Show Chairman.
- Critical Inputs for *The MAAVS Memo* (Earlier inputs are always welcome for example the May/June edition):
 - An approved or unapproved Design Schedule by February 25th for inclusion in the 1st Yearly Edition which is sent to the members on March 1st
 - An approved or unapproved Horticulture Schedule by May 25th for inclusion in the 2nd Yearly Edition which is sent to the members on June 1st
 - Registration forms, hotel information, Request for Judges and Clerks, and other information by September 10th for inclusion in the 3rd Yearly Edition which is sent to the members at the beginning of October
 - Get all the above information posted on the MAAVS web site at www.maavs.org

CONVENTION COMMITTEE CHAIRMAN

A. Hospitality Committee Chairman (Appointed by the Convention Chairman)

1. Sets up a room close to the Show and Commercial Sales Room to provide a place to rest and have refreshments.
2. Refreshments are reimbursed by MAAVS. Donations from the host club may supplement MAAVS coverage.
3. The Hospitality Room should be open all day on Friday and Saturday during the Convention. It doesn't have to be manned during all these hours, but should have some local oversight.
4. Consider buying coffee service from the hotel to reduce committee workload.

B. Convention Treasurer (The MAAVS Treasurer)

1. The MAAVS Treasurer will be the Convention Treasurer.
2. The Convention Treasurer receives all checks and cash from convention sales, and pays all hotel and expense bills.
3. Collects Commercial members' sales tax and either pays the State directly, or gives the money to the Host Club Affiliate Treasurer to pay the State.
4. Provide cash to the Awards Chairman for distribution to show award winners.

C. Convention Brochure Chairman (Appointed by the Convention Chairman)

1. Get an up-to-date membership roster from the Membership Chairman for the brochure. This listing will serve as the MAAVS annual address booklet.
2. Commercial Chairman or the Convention Brochure Chairman will run an ad will run in *The MAAVS Memo* soliciting advertisements to be included in the convention brochure.
3. Obtain letters from the President, Convention and Show Chairmen. Include letters from local officials such as the mayor or governor if possible.
4. Responsible for production and copying of the brochure, keeping costs as low as possible. Enough should be produced so each member of MAAVS receives a copy. Also, each new member who joins during the year should be mailed a copy. Suggest you put away copies to be mailed to MAAVS members not in attendance before the convention starts so you have enough. Many times, we give away too many brochures during the convention and do not have enough to mail to the non attending members.

D. Publicity Chairman (Appointed by the Convention Chairman)

1. Mail a notice of our show to all local individuals who normally attend local shows, and to local garden clubs.
2. Go to SENIOR CENTERS, ASSISTED LIVING FACILITIES, and ELEMENTARY SCHOOLS to see if they will advertise your event. Senior Centers and Assisted Living Facilities are always looking for places to take their members.
3. Send a publicity sheet to all media in the area (newspapers, TV, radio, cable stations, all local community newspapers. Make fliers or posters for libraries, local plant societies, nurseries, Home Depot, Lowes, etc.
4. Submit an article to the AVM and any other plant magazines that might be of interest. Magazine deadlines are very early. Check their schedules.
5. Send publicity information to the hotel as well and make sure the hotel has the hours of opening at the desk and switchboard.

E. Registration Chairman (Appointed by the MAAVS President)

1. Prepares a registration form for *The MAAVS Memo*.
2. Receives all registrations. Tracks money paid, members registered, meals ordered, field trips, programs, estimates number of exhibits/exhibitors (*Can non-members exhibit? Indicate on registration form*).
3. Update President, Convention and Show Chairmen and Convention Brochure Chairman on current number of registrants. Inform Convention Chair of all meals ordered by hotel deadline so the appropriate number/type will be ordered.
4. Send Treasurer all checks received for registration.
5. Breakout registrants by state and send this information to the Convention Brochure Chairman for inclusion in the brochure by printing deadline.
6. Registration Chairman makes badges with each registrant's names and other pertinent information.
7. The Convention Chairman may appoint a special committee to assemble registration packets or "goody bags", and man the registration table. This is optional, but has been quite successful in the past. Information on local history, shopping, nurseries, or sightseeing should be available.

8. The registration Chairman must make sure the registration table is manned during registration hours. Consider an hour or so on Saturday morning for late arrivals.
9. A copy of the Convention Brochure is easily handed out with the name tag, meal assignments, and goody bag.

F. Membership Chairman (Appointed by the MAAVS President)

1. This is an ideal time to set up a membership renewal table. Membership Chairman should have a current roster, a receipt book, membership cards (if applicable), and extra pens.
2. Assign a few people to work the renewal table. If renewals are light, hand out forms Friday night.
3. Maximize the collection of annual dues so you do not have to send reminders to members after the Convention through the mail.

G. Table Decor and Favors (Appointed by the Convention Chairman)

1. Depending on the Friday night event - table decorations/party favors may be appropriate. An individual or affiliate other than the Host Club may assume these responsibilities. The Convention Chairman will decide.
2. The Awards Banquet should have a centerpiece which can be given away, as well as some sort of table favors/decorations. Stay with the show theme. Be innovative in how things are awarded. People love to second guess: dot on cup, under chair, on napkin, etc. Keep them guessing!

H. Commercial Sales Chairman (Appointed by the MAAVS President)

1. The Convention Commercial Sales Chairman is the Chairman of the Commercial Activities Committee appointed by the President.
2. The Convention Chairman should provide a layout of the area with dimensions, information on light fixtures, ability to secure area during non-selling hours, availability of electrical outlets, sizes of the available tables, and what type of draping/ skirting will be used to the Convention Commercial Sales Chairman as early as possible. (Skirting is necessary in the Sales Room)
3. The Commercial Sales Chairman lays out the floorplan for the sales room and assigns commercial locations.
4. The Convention Commercial Sales Chairman will provide necessary information to all Commercial Members planning to sell at the Convention, and collect the table fees. The table fees will be given to the MAAVS Treasurer
5. MAAVS Treasurer will arrange handling of sales tax money from Commercial Members, unless they opt to do it individually. This should be decided prior to the convention.
6. Commercial Sales Chairman will send out letters soliciting ads for the Convention Brochure to all Commercial Affiliates.

I. Ways and Means Chairman (Appointed by the MAAVS President)

Coordinates all fund-raising activities for the convention to avoid duplication of effort. This includes working with the host club regarding any specific efforts they present for fund-raising.

Raffles and Auctions

1. Run an article in all affiliate newsletters, including *The MAAVS Memo*, for raffle and auction donations for the convention.
2. Have a roll of tickets and bags to hold tickets for raffle sales. Prepare sign-up sheets for auctions with pens available.
3. Set up a schedule for volunteers to cover the table.
4. Arrange for people to conduct the raffle during the Saturday night banquet if there is time and select a person to announce winners.

Show Plant Sales

1. Maintains a 2 part receipt book for show plants that are sold. Try to get volunteers to help handle sales.
2. The buyer pays Ways & Means, the plant is marked "SOLD," and the buyer is given a receipt with his/her name, the plant name, and the purchase price. This receipt is the claim check for the plant. It is shown during the pickup time as the show is being taken down. This is usually 4 - 5 pm on Saturday.
3. Proceeds are turned over to the Treasurer who distributes 80 % to the exhibitor.

J. Photography/Show & Candid's (Appointed by the Convention Chairman)

1. Convention chair appoints a show photographer to take pictures of the show, winning entries, plus candid shots during the convention and dinners. All expenses will be paid by MAAVS.
2. All photos are sent to the Historian for MAAVS archives. The Historian brings the official photo library for viewing at all MAAVS Conventions.

K. Judging School Chairman - when applicable (Appointed by the Convention Chairman)

1. Reasonable expenses will be paid for the Judging School Teacher (s). These expenses normally do NOT include travel expenses (i.e. airlines, milage) which would be cost prohibitive. They should include one day (or two days if the Judging School takes place over a two day period) of hotel accommodations and meals.
2. Writes to the AVSA Judging School Chairman for approval to hold the school **at least 2 months before the convention**. Give dates and other necessary information (see *AVSA Handbook For Growers, Exhibitors, and Judges* for particulars and the proper form).
3. Writes notice for the *AVM* and *The MAAVS Memo* announcing the Judging School. Include what participants must bring with them. (AVSA entry cards, ribbons, Judges Handbook).
4. Contacts a teacher for the Judging School. Check to see if they have any special requirements.
5. Have plants available for use in the Judging School.
6. One month after the convention, checks with those who took the test to see if they have received their grades.

L. Program Chairman (Appointed by the Convention Chairman)

1. Contacts possible speakers for the Convention, working out details such as arrival and departure times. Make sure they have adequate transportation to and from the hotel.
2. Offer one nights free lodging as a speaking inducement, and depending on the speaker offer to reimburse for air/car travel. How much to reimburse is a decision the Convention Chairman must make.
3. Ask the Treasurer how to handle the payment for the lodging, either by check to the speaker as reimbursement or direct payment to the hotel.
4. Arrange for introductions of speakers at each session.
5. Assign a Program Aide.

Program Aide

1. Arrange for a sign announcing the session outside of the room.
2. Work with program speakers, to obtain any props or items they might need for their presentation (podium, microphone, blackboard, etc). Ask for this information BEFORE the convention. Some of these items are part of the contract with the hotel, but there are charges.
3. Make certain water is available during the program.
4. The Convention Chairman must approve any additional costs for programs.

M. Show Chairman (Appointed by the Convention Chairman)

1. Choose a show theme and colors with the Convention Chairman.
2. Oversee all show committees.
3. Notify the Ribbon Chairman of the number of classes and types of ribbons needed. Help select the show theme Best-In-Class ribbon design.
4. Write letter for convention brochure and send to Brochure Chairman.
5. Put an article in *The MAAVS Memo* with contact information for Design space reservations.
6. Obtain floor plans of the show room to share with staging chairman. Ensure that the floor plans with table layouts are complete and submitted to the hotel by their deadlines.

SHOW COMMITTEE CHAIRMEN

a. Staging Chairman (Appointed by the Show Chairman)

1. Show Chairman should supply the Staging committee with a detailed floor plan of the showroom and the number of tables that are available. Staging Chairman determines the layout of tables so that the show has a pleasing appearance from the main entry. Annex 2 and 3 show how to set up a standard Show Room with the required number of either 6 foot or 8 foot long tables. Prepare a detailed drawing that will be used by the Show Chairman and hotel in setting up tables.
2. Requirements for commercial display tables:
 - Sized to accommodate commercial displays described in *The AVSA Handbook For Growers, Exhibitors, and Judges*.
3. Design and set up a theme table for top winning plants.
4. Coordinate with the show theme and colors, as well as the hotel decorating. Check with the hotel as to color of skirting and also determine what lighting is used in their fixtures. Try to put designs in an area without direct sunlight or large fixtures to avoid glare and distortion.
5. Be available during the show set up to assist the show chairman if there are last minute changes needed.

b. Schedule Chairman (Appointed by the Show Chairman)

1. Use schedule from the prior year for format and classes. Make only required changes, and add new Design Sections. See Sample Schedule at Annex 5.
2. Decide if non-members will be allowed to exhibit. You might want to have a NOVICE class.
3. Obtain information on sizes and numbers of niches to be supplied for the show. Write design classes and forward to show chairman for approval.
4. Forward a completed schedule to show chairman for APPROVAL by specified date so once approved by the show chairman, the schedule chairman can submit it to AVSA for AVSA Approval.
5. Forward copy of AVSA approved schedule to brochure chairman.
6. Forward a copy to editor of *The MAAVS Memo* and the Entries Chairman once approved by the show chairman.
 - Critical Inputs for *The MAAVS Memo* (Earlier inputs are always welcome):
 - An approved or unapproved Design Schedule by February 25th for inclusion in the 1st Yearly Edition which is sent to the members on March 1st
 - An approved or unapproved Horticulture Schedule by May 25th for inclusion in the 2nd Yearly Edition which is sent to the members on June 1st
7. Submit show schedule for AVSA approval along with a check to cover the AVSA Collection rosettes - check inventory first to determine how many AVSA collection rosettes are needed.

c. Design Reservations Chairman (Appointed by the Show Chairman)

1. Accept reservations for design classes and transmits any corrections or changes to those entering designs.
2. Design entry cards are made by the Entries Chairman using the AVSA First Class and Entries Computer Programs. After the design reservation deadline, forward the names of the individuals in each design class to the Entries Chairman.

d. Show Awards Chairman (Appointed by the Show Chairman)

1. Purchase Show Award Ribbons
 - a. Inventory ribbon needs and order only what is needed. Check on current ribbon inventory in Placement Chairman section. Obtain number of classes in show schedule to determine number of BIC ribbons and special rosettes.
 - b. Work with the Show Chairman to pick selected ribbons that *interprets the show theme*.
 - c. Order Best in Class (BIC) ribbons *without show theme and year* so they can be reused each year. This will save the organization money.
 - d. Ensure that ribbons are delivered to the show room before judging. Be sure that the show chairman delivers the AVSA collection ribbons.
 - e. Leftover ribbons are given to the Properties Chairman for use at the next convention.
2. Request copies of all documents from the previous awards chairman as a guide to the various award lists that are needed.
3. Determine with the treasurer if there are any funds carried over from the previous convention. Start an awards list with these funds, listing donors and any designations for the awards.

4. Standing awards: **MAAVS may provide \$5 for each Best-In-Class award, \$50 for best MAAVS collection, and \$20 for second best MAAVS collection. The Host Club *may* provide \$50 for the Best in Show in horticulture and \$50 for Best Design or a comparable gift for each award. This is a tradition, but not a hard and fast rule.**
5. Send out a letter requesting awards from MAAVS members, as well as Commercial and Club Affiliates, about 2-3 months prior to convention. Include in the letter a statement that monetary donations will be carried over to the next convention if not awarded. Letters may also be sent to commercial vendors who supply African violet items such as fertilizer or physan. NOTE: The MAAVS membership chairman will provide address labels.
6. Run a form requesting awards in *The MAAVS Memo*.
7. Keep a list of all awards received, and forward a copy of this list to *The MAAVS Memo* editor for publication in the September Edition, to the Entries Chairman, and to the individual who publishes the Convention Souvenir Booklet.
8. Forward checks to the MAAVS treasurer.
9. Assign monetary awards to the standard show award ribbons, and advise the Entries Chairman which ribbons will be awarded. These ribbons are as follows:

Hort Tri-color	Design Tri-color	1 st Best Hort	2 nd Best Hort
3 rd Best Hort	1 st Best Design	2 nd Best Design	3 rd Best Design
Sweepstake Hort	Sweepstake Design	Best Standard	Best Mini
Best Semimini	Best Container Garden	Best Plant Arrangement	Best Flower Arrangement
Best New Cultivar	Best Gerneriad	Best Trailer	Best Species
Best Variegated plant	Best Non-Variegated plant	Best Novice	Best 1 st Time MAAVS Entrant
10. Request funds from MAAVS treasurer to cover cash awards 10 days prior to the convention. Prepare cash award envelopes for all winners, listing each award and the donor on the front of the envelope. Determine how to distribute cash and items that have been contributed as undesignated awards.
11. Plan to be in the show room during judging to ensure that the judges give out all awards.
12. After judging, mark each winner's name on the appropriate envelope(s) and plan the presentation of awards.
13. If all awards are not given out (Example: there is no exhibit to meet requirements of a designated award such as there is no novice entry or a specific plant is not entered), make a list of undelivered awards for the treasurer and the next year's awards chairman. Money is carried over to the next convention unless the donor specifies otherwise.
14. Return any gift certificates to donors if not awarded.
15. Generate People's Choice Award Envelopes with label on outside "People's Choice Ballot" and inside place 1 ballot for Horticulture and 1 ballot for Design. Deliver to Convention Registration so they can be placed into each Convention Registration Packet.
16. At completion of Convention, forward your expense account to the MAAVS Treasurer for reimbursement.
17. Generate Awards Report for Show Chairman's Report.
18. Give out awards at Awards Dinner. ***Ask the MAAVS President come down from the podium and shake each award winners' hand as the award envelop is presented.***

e. Judges & Clerks Chairman (Appointed by the Show Chairman)

1. Put an application blank for interested judges and clerks to volunteer their services in *The MAAVS Memo*. Send a response to all persons who volunteer.
2. Subdivide the show into specific judging sections once you have reviewed all entries on Thursday night to assess size of classes. Assign judging panels for the show. Decide in advance which panel will judge for Best in Show categories.
3. Insure that both AVSA and MAAVS Collection sheets are available for the judges and that they have been filled out correctly. Place a reminder in *The MAAVS Memo* prior to the show regarding the entry process, times entries will be open, and necessary information for Collections, such as an AVSA membership card and registration numbers for plants being entered.
4. Provide clip boards for judges clerks. (Local club may provide these).
5. Arrange a work area outside of the showroom for deciding the SSA. The show should open as soon as judging of plants is completed.
6. Prepare gifts for the judges and clerks. Consider a gift certificate to be used for any commercial purchase in the Commercial Sales Room that will be reimbursed by the Treasurer to the Commercial Member.

f. Entries Chairman (Appointed by Show Chairman)

1. Use the AVSA 1st Class and Entries program. Obtains all necessary equipment for the process. See Annex 1 to this manual for guidance running the Entries and Classification tables.

2. Place colored stickers on plant entries that are eligible for special awards such as best Irish Flirt, or best Lyons. The Awards Chairman will supply a comprehensive list before the entries begin.
3. Order entry cards (if the Properties Chairman does not have enough), and an updated AVSA 1st Class data base from AVSA.
4. Receive the following inputs to build the AVSA 1st Class Show Program File:
 - The Show Schedule from the Schedule Chairman
 - The Awards to be given (Item d para 7 and 9 above) from the Awards Chairman
 - The Design Reservations received from members from the Design Reservation Chairman
5. Make sure you are using the most current version of the Entries Program. In November 2014, the latest version was Version 2.2.3. If you already own a copy of the Entries Program, updates are available at: <http://entries2.com/upgrade>

g. Classification Chairman (Appointed by Show Chairman)

The most current edition of AVSA 1st Class must be used to classify entries on a computer. A printed MVL list can be generated from the AVSA 1st Class program (by searching on a space on the Search Screen) and should be available at the classification table. The updated AVSA 1st Class is normally ordered by the Entries Chairman when they order the Entry Cards. The Table on page 4 identifies necessary tables for classification and grooming.

h. Placement Chairman (Appointed by the Show Chairman)

1. Recruit volunteers to carry plants and entry cards from entries to the show room and place in the appropriate classes. Be sure that a stake with plant name is in each entry.
2. If a plant appears to be entered into the wrong class, notify the Classification Chairman.
3. After all entries are complete, rearrange plants for better spacing and overall beauty of the show.
4. Be available at the close of the show to assist in transferring sold plants to new owners.

i. Education & AVSA Information Exhibit (By invitation to a local affiliate person by the Show Chairman)

1. Work with the Show Chairman to determine the type and size of exhibit to be set up and a location that will encourage visitors to visit the display
2. Be sure to have AVSA culture folders on the table.
3. Two entry cards are needed for this exhibit.

j. Show Plant Sales (this is handled by the Ways and Means Committee Chairman appointed by the MAAVS President)

See above under Ways and Means Committee Chairman.

k. Properties Chairman (This is a MAAVS non-board Committee appointed by the MAAVS President)

Works closely with the Show Chairman to coordinate items needed for the show that have been previously purchased and kept in storage. Stores and delivers these properties to the hotel. There are a limited number of MAAVS properties to be concerned with:

1. The MAAVS Flag with weighted base (with Ken Barbi in November 2016)
2. 6 colored DOT packages for Class cards to denote special items (with Ken Barbi in November 2016)
3. 180 plastic Section/Class card holders (with Ken Barbi in November 2016)
4. Two (2) black easels and a large easel board (with Ken Barbi in November 2016)
5. MAAVS Membership Pins for \$5 each (with Ken Barbi in November 2016)
6. 215 AVSA Entry Cards (with Ken Barbi in November 2016)
7. 12 clipboards for 8 1/2" x 11" paper (with Ken Barbi in November 2016)
8. Misc Show Ribbons (with Ken Barbi in November 2016):

530 blue 1 st streamers	166 red 2 nd streamers	97 white 3 rd streamers
88 Large Green BICs	1 Small Green BICs	
2 AVSA Species 1 st Award	1 AVSA Species 2 nd Award	
0 AVSA Standard 1 st Award	4 AVSA Standard 2 nd Awards	
1 AVSA Mini/semi 1 st Award	1 AVSA Mini/semi 2 nd Awards	
4 Blue Judges' Award of Merit	4 Red Judges' Award of Merit	
1 Best Russian Hybrid Collection		
1 Tricolor Hort	1 Tricolor Design	

9. 12 Sales books (with Ken Barbi in November 2016)
10. 2 packets of ½ “ diameter orange circles_(with Ken Barbi in November 2016)
11. 9 Judges’ Clerk aprons (with Ken Barbi in November 2016)
12. 18 “Some Plants May be for Sale” signs (with Ken Barbi in November 2016)
13. Epson EX3200 computer projector for presentations (with Ken Barbi in November 2016)
14. Green blind slates as 80 Class Separators (with Ken Barbi in November 2016)
15. 67 Plastic Name pouches (with Ken Barbi in November 2016)
16. 16 Fancy Fabric Name pouches (Made by Laurene Jones) for \$5 each (with Ken Barbi in November 2016)
17. 100 AVSA Culture Folders (with Ken Barbi in November 2016)

Section/Class cards Notes:

1. Check the show schedule to be sure there are sufficient plastic Section/Class card holders. **The cards are now prepared each year for the show with Class Number and Description on a single card as illustrated in Figure 1.**
2. Check with Staging to see if a specific style is being used that could be reflected on the Section/Class cards.
3. Ken Barbi stores the Section/Class cards holders, and updates the individual cards each year as needed based on the Show Schedules.

Nich Notes:

1. Use niches from the Host Club or another nearby affiliate. MAAVS does not want to construct, carry, and find storage for niches. Acknowledgment of the loan can go into the brochure.
2. Raise all small designs so they can be seen at eye level. This can be done easily with PVC pipe on table legs, or putting them on top of little boxes or coffee cans.

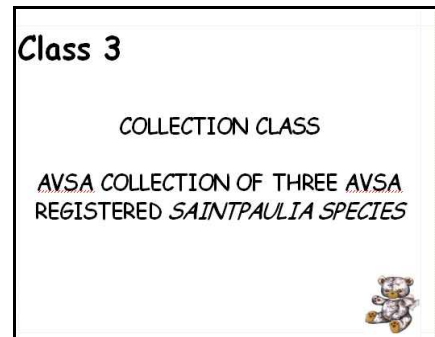


Figure 3 - C lass Card S ample

Class Divider Ribbons Notes: Ribbons to divide the classes are purchased by the Staging Chairman and generally carry out the show

theme. **In 2013, a new concept evolved - - 36 inch blind slates painted to match show colors.**

Other Items Notes: Review the hotel contract with the show chairman to determine what is supplied by the hotel. Usually skirting is included in the hotel contract. Sometimes we buy white plastic to roll over the tablecloths to protect them from water and dirt.

Annex 1

Entries Process for Use with AVSA Entries Computer Program

When you register at the convention site, you will be asked to indicate the time you will be entering on the single day of entries (Thursday), and the number of plants. This will allow us to efficiently schedule the entries process. Only members on Thursday tours will be able to enter exhibits between 6 pm and 9 pm on Thursday evening, but must provide their Entries Sheet (described below) before they leave so we can leave space for their exhibits. All DESIGN classes will be pre-entered, so design exhibitors can go directly to their niches to work.

Here's what you need to know to make the process work:

Step One - when you arrive in the entries area, you will be greeted by the Entries Coordinator who will give you an Instruction/Entries sheet (attachment 1), temporary plant ID cards (attachment 2), and assign you to a grooming table.

Step Two - at the grooming table, you will prepare your plants, and fill out the Entries Sheet. Make sure your name and address are under the pot.

Step Two A - you must fill out the temporary plant ID card with the plant name, your name (bring some name and address labels to stick on), and the class. *The AVSA Entries Computer Program will print the final stake name and entries cards.* **We are no longer using stakes to hold name tags.**

Step Three - when you are ready to enter your plants, the Entries Coordinator will direct you to one of the classification teams. *We will have two fully manned teams: an express team for amateur and commercial exhibitors (5 or fewer plants), and an amateur and commercial exhibitors team (6 or more plants).*

Step Four - when your plants have been through entries/classification, they become exhibits and our placement team will move them - - you're DONE!

**Mid-Atlantic African Violet Society Convention Show
Plant Entry Form**

(Design Classes have been pre-entered - - Go directly to your niches to work)

Exhibitor's Name _____ 1st Time MAAVS Show Entrant _____ Novice _____

Checked By	Class #	Name of Plant (Please write clearly so we don't have to find you to intepret)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

ONLY enter 10 plants per sheet - - Please start another form
if you have more

Plant Name:

Class #:

Exhibitor's name:

Plant Name:

Class #:

Exhibitor's name:

Plant Name:

Class #:

Exhibitor's name:

Plant Name:

Class #:

Exhibitor's name:

Plant Name:

Class #:

Exhibitor's name:

Plant Name:

Class #:

Exhibitor's name:

Plant Name:

Class #:

Exhibitor's name:

Plant Name:

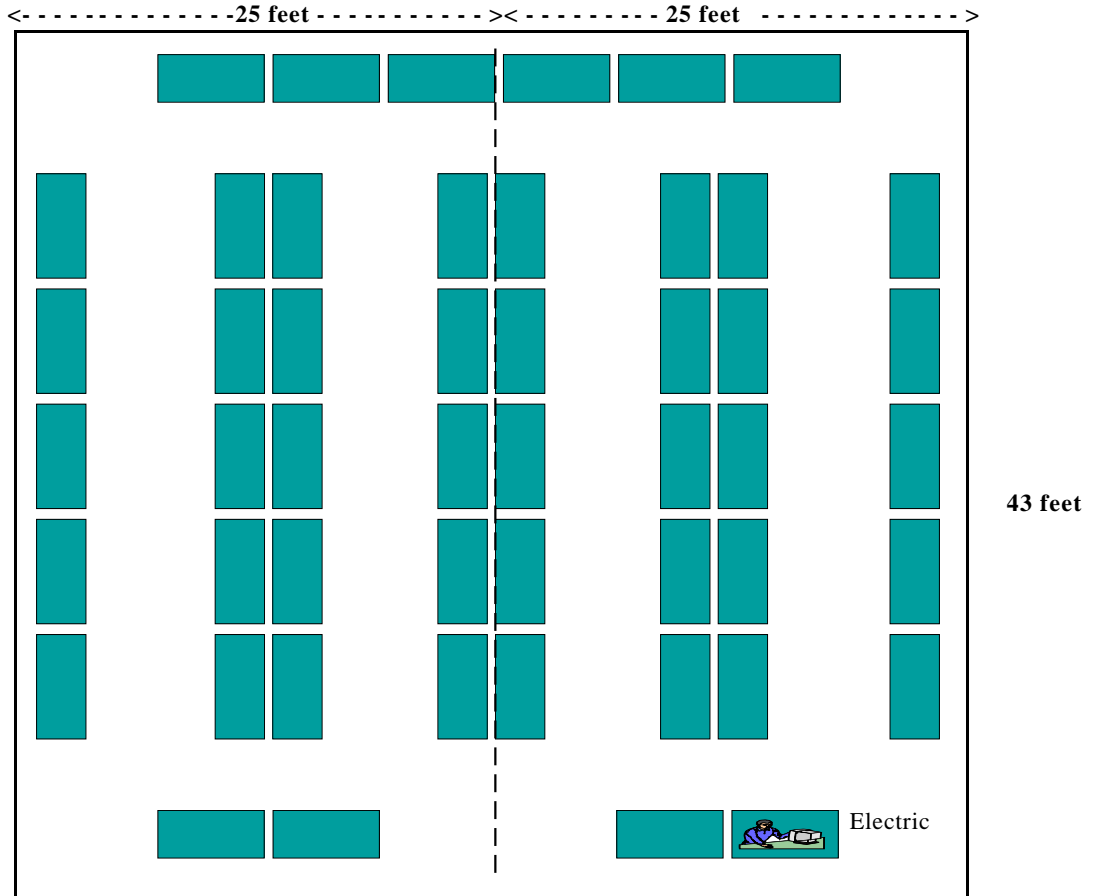
Class #:

Exhibitor's name:

Annex 2
Previous MAAVS Convention Venues

Year	City	Hotel
2016	Mt Laurel, New Jersey	ML Hotel (51 registered 21 exhibitors 45 Friday dinner 46 Saturday dinner)
2015	York, Pennsylvania	Wyndham Garden York
2014	Wilmington, Delaware	Crowne Plaza, Wilmington North
2013	New Bern, North Carolina	Double Tree by Hilton
2012	Richmond, Virginia	Sheraton Richmond Park South
2011	Baltimore, Maryland	Crowne Plaza Timonium
2010	Owego, New York	Treadway Inn (Joint NY State AVS)
2009	Williamsburg, Virginia	Woodlands Hotel and Suites
2008	Fredericksburg, Virginia	Fredericksburg Hospitality House
2007	York, Pennsylvania	Holiday Inn
2006	Owego, New York	Treadway Inn (Joint NY State AVS)
2005	Richmond, Virginia	Comfort Inn
2004	Annapolis, Maryland	Radisson Hotel
2003	Raleigh, North Carolina	Embassy Suites Harrison Oaks, Cary, NC
2002	Rochester, New York	Holiday Inn Airport (Joint NY State AVS)
2001	Raleigh, North Carolina	Four Points Hotel Sheraton
2000	Frazer, Pennsylvania	Sheraton Greater Valley
1999	Richmond, Virginia	Holiday Inn Central
1998	Baltimore, Maryland	Sheraton International BWI Airport
1997	Williamsburg, Virginia	Williamsburg Holiday Inn Holidome
1996	Virginia Beach, Virginia	Holiday Inn Sun Spree Resort Hotel
1995	Pittsburgh, Pennsylvania	Holiday Inn McKnight Road
1994	Frederick, Maryland	Holiday Inn Francis Scott Key Mall
1993	Richmond, Virginia	Holiday Inn Central
1992	Timonium, Maryland	Holiday Inn Timonium Plaza
1991	Virginia Beach, Virginia	Holiday Inn Sun Spree Resort Hotel (No show)

**Annex 3
Show Room Lay Out with 6 Foot Tables**

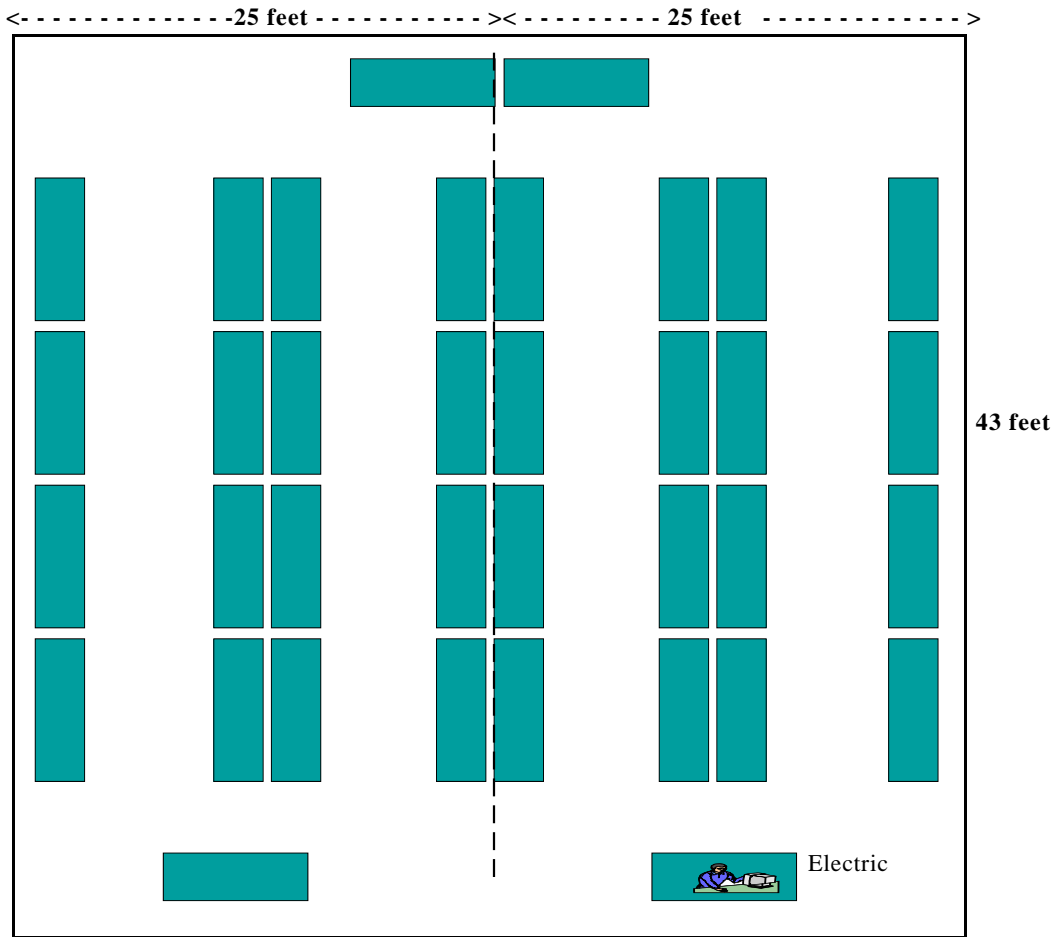


This diagram shows two 25 ft x 43 ft connected ballrooms with *50 6 ft x 36 inch tables* arranged for a show



4 6 ft x 36 inch tables are also provided right outside the Show Room for Classification and grooming

Annex 4
Show Room Lay Out with 8 Foot Tables



This diagram shows two 25 ft x 43 ft connected ballrooms with **36 8 ft x 36 inch tables** arranged for a show



3 8 ft x 36 inch tables are also provided right outside the Show Room for Classification and grooming

Annex 5
Sample Convention Show Schedule

MAAVS York Show Schedule
“Violets Visit the Fair”

Wyndham Garden York, York, Pennsylvania
October 22nd - 24th, 2015



Horticulture Division

Section I - Collection Classes (1 entry per exhibitor per class)

1. *African Violet Society of America (AVSA) Collection of 3 different, registered standard varieties of the same type (3 single crown standards or 3 standard trailers). Open only to AVSA members.*

2. *African Violet Society of America (AVSA) Collection of 3 different, registered miniature or semiminiature varieties of the same type (3 single crown or 3 trailers all of which must be either be semiminiature or miniature varieties). Open only to AVSA members.*

3. *African Violet Society of America (AVSA) Collection of 3 Saintpaulia species, any type. Open only to AVSA members.*

4. *MAAVS Collection of 3 different varieties all of the same type: standard, miniature, semiminiature, same type trailers and species. They need not be registered.*

5. *Russian Hybrid Collection of 3 different AVSA registered standard varieties.*

Section II - Standard Specimen Plants - Green Foliage

6. Blush, cream, green, white and yellow tones

7. Coral and pink tones

8. Fuchsia, red and wine tones

9. Lavender, light blue and orchid tones

10. Medium blue, dark blue and purple tones

11. Multicolored

12. White edged

13. All other edged

14. Fantasy and chimera

Section III - Standard Specimen Plants - Variegated Foliage

15. Blush, cream, green, white and yellow tones

16. Coral, pink and red tones

17. Blue and purple tones

18. Multicolored

19. Edged

20. Fantasy and chimera



Section IV - Semiminiature Specimen Plants - Green Foliage

21. Blush, cream, green, white and yellow tones
22. Coral, pink and red tones
23. Blue and purple tones
24. Multicolored
25. Edged
26. Fantasy and chimera

Section V - Semiminiature Specimen Plants - Variegated Foliage

27. Blush, cream, green, white and yellow tones
28. Coral, pink and red tones
29. Blue and purple tones
30. Multicolored
31. Edged
32. Fantasy and chimera

Section VI - Miniature Specimen Plants - All Foliage

33. Blush, cream, green, white and yellow tones
34. Coral, pink and red tones
35. Blue and purple tones
36. Multicolored
37. Edged
38. Fantasy and chimera

Section VII - Trailing Specimen Plants (See Hort Rule 8 for all classes regarding containers)

39. Standard trailing
40. Miniature and semiminiatures training, pots up to and including 4 inches in diameter.
41. Miniature and semiminiatures training, pots over 4 inches in diameter.

Section VIII - Special Classes

42. Saintpaulia species and natural hybrids
43. Plants in unusual or novel containers that are single crowned standard, miniature, or semiminiature (the exhibit must reflect the theme of the show). (See Hort Note 3)
44. Plants in unusual or novel containers that are trailing (the exhibit must reflect the theme of the show). (See Hort Note 3)
45. Standard Vintage Violets Registered over 25 Years Ago (registered or recorded prior to October 1990 in the AVSA Master Variety List, or some other form of credible documentation (subject to the approval of the Classification Committee Chairman). (See Hort Note 5)
46. Semiminiature and miniature Vintage Violets Registered over 25 Years Ago (registered or recorded prior to October 1990 in the AVSA Master Variety List, or some other form of credible documentation (subject to the approval of the Classification Committee Chairman). (See Hort Note 5)
47. African violets with distinctive foliage such as Bustle, Clackamus, girl, Longifolia, etc. (See Hort Note 6)

Section IX - New Introductions (See Hort Note 7 for all classes)

48. Seedling origination and other new introductions
49. New Introduction Sports of named plants to be exhibited as "Sport of _____"

Section X - Gesneriads other than African Violets - In Bloom (See Hort Note 8 for all classes regarding containers)

50. Tuberous - All sinningias
51. Tuberous - All other tuberous gesneriads

52. Scaly-rhizomed - Kohleria
53. Scaly-rhizomed - Achimenes
54. Scaly-rhizomed - All others
55. Fibrous - Columnea, Nematanthus and Aeschynanthus
56. Fibrous - Streptocarpus in pots up to and including 4 inches wide
57. Fibrous - Streptocarpus in pots greater than 4 inches wide
58. Fibrous - Episcias
59. Fibrous - Primulina
60. Fibrous - Petrocosmea
61. Fibrous - All other fibrous-rooted gesneriads

Section XI - Gesneriads other than African Violets - Grown for Ornamental Foliage (See Hort Note 8 for all classes regarding containers)

62. Episcias grown for ornamental foliage - Pink/White leaf color
63. Episcias grown for ornamental foliage - Green, bronze, and all other leaf colors
64. Primulina named cultivars and hybrids
65. Primulina species
66. Petrocosmea
67. Other gesneriads grown for ornamental foliage



Special Exhibit Division

Section XII - Special Exhibit Division

68. African Violet Educational display
69. AVSA Promotional Information

Design Division

Section XIII - Interpretive Plant Arrangements

Use one or more blooming African violet plants, removed from the pot, in a design with other fresh cut, dried or treated plant material. Niches are light gray. Backboards or draping may be used if attached with **pins**, but *tape is not permitted* on the niches. *You must include an index card with each exhibit naming the African violet(s) and other plants.*

70. "Royal Court" 26"high x 22" wide x 18" deep (15" wing) light gray niche, limit of 4 entries. The Queen and her court grace the fair with beauty and elegance, an elegant design.
71. "Needlecraft Extravaganza" 22" high x 18" wide x 16" deep (10" wing) light gray niche, limit of 4 entries. Always a whirl of interest, a design incorporating fabric and/or ribbon.
72. "Races" 18" high x 15" wide x 12" deep (9" wings) light gray niche, limit of 4 entries. A design suggesting speed and movement.

Section XIV - Interpretive Flower Arrangements

Use fresh-cut African violet blossoms in a design with other fresh cut, dried or treated plant material. Niches are light gray. Backboards or draping may be used if attached with **pins**, but *tape is not permitted* on the niches. *You must include an index card with each exhibit naming the African violet(s) and other plants.*

73. "Roller Coaster" 22" high x 18" wide x 14" deep (10" wing) light gray niche, limit of 4 entries. A kinetic design either suspended or standing, must have some moving part(s), designer provides support for suspended design.

74. "Band Parade" 18" high x 15" wide x 12" deep (9" wing) light gray niche, limit of 4 entries.

A design featuring brass.

75. "Animal Barn" 12" high x 10" wide x 8" deep (6" wing) light gray niche, limit of 4 entries.

A design suggesting an animal that would be judged at the fair.

76. "Cotton Candy" staged in front of an 8" light gray circle, limit of 6 entries. A sweet design featuring pink. Double sided tape can be used to attach a background.

77. "Dunk Tank" limit of 6 entries . You always wish your least favorite person was in the hot seat

An under water arrangement

Section XV - Container Gardens

Include one or more blooming African violets and other growing material in a miniature garden. All material must be planted in the container - - no cut material is permitted. All classes will be viewed from the front only. *You must include an index card with each exhibit naming the African violet(s) and other plants in your exhibit.*

78. Terrarium, a glass container no more than 24" in any dimension

79. Dish garden

80. Natural garden, planted in a natural material

SHOW RULES

Horticulture Division Rules

1. Classes are open only to members (amateur or commercial) of MAAVS who are also registered for the convention. Section I, Classes 1-3 are open only to members of AVSA. Class 4 is open only to members of MAAVS. Commercial members may enter all classes.

2. All horticulture entries must be presented Thursday, October 22, 2015, between 1 p.m. and 7 p.m. Only clean, healthy plants will be accepted. Members of the Classification Committee have final authority. All plants being entered in the Horticulture Division of the show must have been in the exhibitor's possession for ninety (90) days. All entries must be in bloom, except for classes 62 - 67 - - "Gesneriads other than African Violets - Grown for Ornamental Foliage". All African violet exhibits, with the exception of species and trailers, must be single crowned.

3. An exhibitor may enter only one of each variety in any class in the Horticulture Division, but an unlimited number of varieties may be entered. Collection classes (Classes 1 - 5) and plants in Unusual or novel containers (Classes 44 & 45) are limited to one entry per exhibitor, although an exhibitor may enter plants of the same variety in different classes. Exhibits in unusual or novel containers (Classes 44 & 45) must reflect the theme of the show. Classes may be subdivided at the discretion of the Show Chairman.

4. Exhibitors must submit a list of entries in schedule and class order to the Classification Committee when entering. All African violet species, cultivars and other gesneriads must be correctly named. All plant names are subject to correction by the Classification Committee. Plant registration numbers will be included for entries in AVSA Collections (Classes 1-3), and Russian Collections (Class 5).

5. To be eligible for entry into Class 45 and 46, the Vintage Violet Classes, the variety must have been registered or documented 25 or more years (October 1990) before the show. Documentation can be the AVSA Master Variety List, current AVSA First Class, or other credible sources as determined by the Classification Chairman. Vintage violets may also be exhibited within their appropriate size/color/type class at the exhibitor's discretion, however only exhibits in Classe 45 and 46 will be considered for a Vintage Violet Award (if given).

6. African violets with distinctive foliage such as Bustle, Clackamus, Longifolia, girl, etc. may be exhibited in Class 47, or within its appropriate size/color/type class at the exhibitor's discretion, however only exhibits in this class will be considered for a Distinctive Foliage Award (if given).

7. New Introduction Seedlings in Class 48 and New Introductions Sports in Class 49 must be originated by the exhibitor or the exhibitor needs to present a written release from the originator. New Introduction Seedlings and New Introduction Sports entries may not have been shown previously at any AVSA Convention Show or AVSA Affiliate show. A sport (mutant AKA *Sport*) may ONLY be exhibited in Class 49 as a "*Sport of _____*". If a name has been given to the sport, such as Yasuyo Sport, Susie Sport, Rhonda Sport, etc., or a unique name not including the word "Sport" such as "XYZ *Susie*", it must be exhibited in its appropriate size/color/type class - - NOT Class 49. However, if the exhibitor wants to include it as a New Introduction sport in Class 49, it must be labeled "*Sport of _____ (XYZ Susie)*". *Class 49 is for sports of named varieties that show more exceptional traits than the original plant - - it is not a class for plants not looking/blooming true.*

8. All specimen plants are to be exhibited in clean, white, green or neutral color plastic pots or terra cotta pots. Pots may, at the exhibitor's discretion, be slip-potted with an identical pot of the same size and color. If not concealed, all labels and wicks must be removed. "Other gesneriads" in Classes 50 - 67 may be exhibited in the containers in which they are grown. If an "other gesneriad" is grown as a hanging plant, we will attempt to provide a hanging venue to exhibit the plant, or will elevate it on a riser. Trailers in Classes 39 - 41 may also be exhibited in the containers in which they are grown. Oyama and Moist-rite pots are acceptable in all classes.

9. Judging will begin promptly at 9:00 a.m. Friday, October 23, 2015. During judging, only Judges, Judges' Clerks, Show Chairman, Entries Chairman, Classification Chairman, Awards Chairman, and Judges' Chairman will be allowed in the showroom. Exceptions will be made by the Show Chairman.

10. No exhibit may be removed until the show closes, Saturday, October 24, 2015 at 4:00 p.m. Exhibitors are reminded to remove exhibits promptly. All precautions will be taken to prevent damage to plants and displays during the show, however, all entries are made at the exhibitor's risk

11. The authority for judging will be the AVSA Handbook for African Violet Growers, Exhibitors and Judges (2011 edition and subsequent updates in the African Violet Magazine). This show will be judged by the merit system by AVSA Judges. Only blue ribbon exhibits are eligible for special awards. Decisions by the judges are final.

Design Division Rules

1. Design Classes are open to all MAAVS members who are registered for the convention.

2. Exhibitors are limited to one entry in each design class.

3. African violets should be emphasized in the design. One or more plants or cut flowers may be used. The American flag, state flags, flags from other nations, plants on the endangered list from any state or nation, artificial plant material and live creatures shall not be used in any design exhibit.

4. Dried, treated or painted plant material is allowed, but all designs must include some fresh material in addition to the African violet blossoms, foliage and/or plants. Plant material grown commercially or by the exhibitor is allowed.

5. All niches are a light gray neutral color. Accessories are permitted in all classes. Backboards or draping may be used if attached with **pins**, but *tape is not permitted* on the niches.

6. No exhibit may be removed after entry. Exhibitors need to maintain fresh blossoms in their designs during the show, and can do that at any time they feel their blossoms have gone by, or if requested by the Show Chairman.

7. Plants may be purchased at any time from any source for design. All plants and blossoms must be free of pests and disease.

8. Please make design space reservation with Sharon Long at Slong15781@aol.com or by phone at 804.740.5322 before October 15, 2015. No reservations will be accepted after that date. You will be preregistered for each entry, and entry cards will be placed in front of your exhibit space. You will not need to go thru the Entries Committee, unless you also have horticulture exhibits.