

African Violet Council of Florida
INSTRUCTIONS FOR HORTICULTURE AND DESIGN EXHIBITORS,
SELLERS OF SHOW PLANTS, AND SALES TABLE PARTICIPANTS

CLASSIFICATION AND ENTRIES PROCESS OVERVIEW:

The process of Classification and Entries requires undivided attention and concentration. Therefore, please proceed through the process as outlined below. Classifications and Entries are made up of a team of at least three people and two laptops. One person and one laptop will be used for classification, and one person and one laptop for entries. An additional person will place nametags with each plant, attach a sticker with the price if the plant is for sale, and a sticker to identify the plant if it qualifies for a special award.

TO ENTER AND SELL YOUR SHOW PLANTS:

Note: Only two exhibitors will be allowed in the Entries/Classification room at one time: one entering plants and the second preparing plants to be entered.

1. CHECK YOUR PLANTS CAREFULLY TO ENSURE YOU HAVE REMOVED ALL NAMETAGS, PICKS, LEAF SUPPORTS AND SUCKERS. No plants will be allowed for entry displaying any of these items.
2. Make certain that all pots conform to Rule 9 of the show schedule and that your name has been taped to the bottom of the pot.
3. GROOM ALL PLANTS **BEFORE** GOING TO ENTRIES. Grooming at the Entries and Classification tables will disrupt the entries process. A separate area may or may not be available for this function, depending upon the show venue.
4. Complete your Exhibitor's List of Entries (Exhibit E) **BEFORE** approaching the Classification Reception Table in front of the Entries/Classification room. If you do not know the name of your plant, please contact someone beforehand to help you identify it. Do not fill in the Exhibitor Number, Award Eligibility or Class sections of the form. It will be filled in later.
5. Place the Exhibitor's List of Entries form in the receptacle provided. Sign in on the sheet provided and pick up your call-back number. Your name is now on the waiting list in the order listed. Then, wait to be called.
6. If the Exhibitor wishes to sell a plant they are entering in the show, the Exhibitor's Show Plant Sales Form (Exhibit F) must list those plants for sale and the price the Exhibitor wishes to receive for each plant. The form is presented at the time of Entries. The price of the plant will be placed on the Entry card before it is folded and attached to the plant. The Exhibitor later gives the Show Plant Sales Form to the Show Plant Sales Chair for further action.
7. After the plants are classified and entered, Placement aides will carefully take your plants, nametags and Entry cards from the classification table to the nametags area for nametag placement and then to the show area. Nametag picks will be at entries for those exhibitors who prefer to place picks in their plants themselves rather than by the Placement aide.
8. After you have completed the classification and entries process, please remove all boxes that you may have brought with you. The entry area must be cleared so that

other exhibitors may bring in their exhibits. There most likely will be no room to store boxes or plants.

TO ENTER DESIGNS:

1. COMPLETE YOUR Exhibitor's List of Entries form (Exhibit E) for your designs and place it in the receptacle provided on the Classification reception table in front of the Entries/Classification room. Sign in on the sheet provided and pick up your call-back number. Your name is now on the waiting list in the order listed. Then, wait to be called.
2. Make sure that a 3" x 5" card accompanies each exhibit in the Design Division classes. See Rule 3 in the Design Division in the show schedule.
3. After you have completed the classification process, you may enter the show area to work on your design. See the show schedule for specific times.

TO CLAIM PLANT AND DESIGN ENTRIES AT THE CLOSE OF THE SHOW:

All exhibits must be removed promptly at the close of the show as posted in the show schedule. Show plants that have been sold may be picked up by the buyer 30 minutes prior to the close of the show.

SALES TABLE PROCEDURE:

1. The Plant Sales Chair is responsible for all plant sales including arrangement of all plants on the sales tables.
2. ONLY CLEAN, HEALTHY PLANTS WILL BE ACCEPTED TO BE SOLD. Any plants having the appearance of disease or an unhealthy appearance will be removed at the discretion of the Plant Sales or Show Chairs and returned to the owner with an explanation.
3. Each grower who has plants on the sales tables will receive 75% of the proceeds, with the Council retaining 25%.
4. Council policies require that each person who brings plants for the Council plant sale must:
 - a. Be a member of the African Violet Council of Florida;
 - b. Enter a minimum of five entries in the show;
 - c. Prepare flags for pricing and identification of plants;
 - d. Return at the close of the show to help separate unsold plants and clean up the sales area, and
 - e. Understand that each person with plants for sale will be required to work (or provide a substitute to work) a minimum of four hours at the sales tables. The times to be worked will be assigned by the Plant Sales Chair. Exceptions may be made at the discretion of the Plant Sales Chair for those who are working in other areas such as the Education Exhibit.
5. To obtain your plant sales number, contact the Plant Sales Chair. It is essential that you have your personal sales number assigned to ensure you are paid for the plants you sell.

6. Provide assistance upon arrival to the Plant Sales Chair, only if requested. The Plant Sales Chair will designate ALL SPACE in the sales room – NO EXCEPTIONS. Please wait until he/she directs you before unloading any sale plants.
7. The Council requests a donation of leaves and cuttings. These should be identified with the names and descriptions by use of a Leaf Identification Tag [Exhibit J in the Convention Manual] or other description such as a First Class label. The money from the sale of leaves and cuttings goes entirely to the Council to help offset the expenses incurred.

VARIETY: _____
HYBRIDIZER: _____
Registered? Yes # _____ No
Plant Type: Large Standard Mini Semi-mini Trailer
Blossom: Single Double Semi-Double Star Pansy Fringed
Color: White Pink Coral Fuchsia Red Green Blue Purple
Orchid Lavender Dark Light
Characteristics: Two-toned Multi-colored Fantasy Geneva
_____ Edged
Foliage: Plain Ruffled Variegated Tailored Girl Serrated Quilted

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**African Violet Council of Florida
Judge's Request Form**

Any AVCF member who is a current AVSA certified judge and would like to JUDGE the show, please fill out the form and mail to:

Judge's Chair: Lynne Wilson 645 Hudson Ave, Tampa, FL 33606-3926

Email: tpalynne@tampabay.rr.com

Name: _____

Address: _____

E-mail: _____

Status of Judge:

Student Advanced Senior Master AGGS

Experience:

Collections Standards Mini-Semis Trailers

Species Other Gesneriads Design

**African Violet Council of Florida
Clerk's Request Form**

Any AVCF member who would like to CLERK, please fill out the following and mail to:

Judge's Chair: : **Lynne Wilson 645 Hudson Ave, Tampa, FL 33606-3926**

Email: : tpalynne@tampabay.rr.com

Name:

Address _____

Phone: (_____) _____

Email: _____

AWARDS! SO IMPORTANT

Affiliates and Individuals, Please! We need your contributions and designated Class, Section or General Fund for the Awards. In addition to a BIG Affiliate Award, we need **as large an individual award** as you can manage.

HELP! HELP! HELP! NOW!

**DON'T WAIT UNTIL THE LAST MINUTE!
SEND IN THIS FORM NOW AND TAKE IT OFF YOUR "TO DO" LIST!
Let's work together to make this another stellar awards show!**

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Awards Form

AVCF 2013 Convention and Show

Name or Affiliate _____

Address _____

I am enclosing a check for \$_____ to be used for:

- Best _____ Award
- As Needed

I am donating _____
to be used for:

- Best _____ Award
- As Needed

Please make your check payable to AVCF and send it NOW (or at least by September 1st)

to:.

**Janis and Dr. Allan L. Mink
Awards Chairs
430 East Dayton Circle
Ft Lauderdale, FL 33312**

THANK YOU!

JUDGING SCHOOL APPLICATION
Saturday, August 31st
10 AM to 3 PM

Sue Hoffmann, Teacher

Lakeland Public Library
100 Lake Morton Drive
Lakeland, FL 33801



The class with the test costs \$15.00
The cost for those just auditing without the test is \$10.00
Lunch is \$5.00

Please fill out the form below and return with your check for the appropriate amount (see above) made payable to:

African Violet Council of Florida

to: Christel Collier
1203 Greenview Drive, Lakeland, FL 33805-4715

Name: _____ **AVCF No** _____

Address: _____

Phone: _____

Email _____

\$15 (With test)

\$10 (Auditing)

\$5 (Lunch)

Make your choices above and total the amount spent

TOTAL PAYMENT ENCLOSED: _____