



MID-ATLANTIC
AFRICAN VIOLET SOCIETY
CONVENTION GUIDE

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INTRODUCTION

This guide is a REFERENCE document directed by Standing Rule IVB Rule 2 of The Mid-Atlantic African Violet Society. It is modified (as required) each year based on our experience running a MAAVS Convention, and is provided as general guidance.

Several past MAAVS Conventions were hosted by Affiliate Clubs, however, because of fewer local clubs, the MAAVS Board of Directors is arranging and hosting the yearly Convention. If an Affiliate Club wants to host a MAAVS Convention, they are more than welcome to, and should consult Annex 6.

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.
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.
6. If an Affiliate Club is not hosting a convention, the MAAVS Treasurer must arrange for a 3-day selling permit if necessary (Commissioner of Revenue's office is the usual contact) and have tax rate cards available. This information should be given to the Commercial Sales Chairman prior to 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 February 12, 2023)

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 Saturday 6 pm

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 **40 people between 7 pm and 10 pm**

Saturday Sit down Plated banquet with 2 choices for **50 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 in 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; and 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. This is just a recommendation.
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 enough 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 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.midatlanticafricanvioletsociety.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 Souvenir 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 in attendance at the Convention receives a copy. Members not present should be E Mailed a copy if we have their E Mail address. Those members not in attendance with no E Mail address should be mailed a copy.

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 Commercials 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 (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. Request copies of all documents from the previous awards chairman as a guide to the various award lists that are needed.
2. 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.
3. Standing awards: MAAVS may provide a cash award for: 1) Each Best-In-Class. In the past this has been \$5 - 10, and 2) Best MAAVS collection. In the past this has been \$50.
4. Send out a letter requesting awards from MAAVS members, as well as Commercial and Club Affiliates, about 1-2 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 supplies. NOTE: The MAAVS membership chairman will provide address labels for this mailing.
5. Run a form requesting awards in *The MAAVS Memo*.
6. 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.

7. Forward checks to the MAAVS treasurer.
8. 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
9. A **single check for the Exhibitor's combined total of earned awards** will be presented to the winners at the Convention Awards Dinner.
10. Plan to be in the show room during judging to ensure that the judges give out all awards.
11. After judging, mark each winner's name on the appropriate envelope(s) and plan the presentation of awards.
12. If all awards are not given out (Example: there is no exhibit to meet requirements of a designated award such as there is no First Time MAAVS Entrant or a specific plant [such as Harbor Blue] is not entered), make a list of the awards not given. Give this list to the MAAVS Treasurer to record and present to the next year's awards chairman. Money is carried over to the next convention unless the donor specifies otherwise.
13. Return any gift certificates to donors if not awarded.
14. At completion of Convention, forward your expense account to the MAAVS Treasurer for reimbursement.
15. Generate Awards Report for Show Chairman's Report.
16. 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 guide 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 2019, the latest version was Version 2.3.0. If you already own a copy of the Entries Program, updates are available at: <http://entries2.com/upgrade>

6. Make **Section/Class Cards**. The cards are prepared each year for the show with **Class Number and Description** on a single card as illustrated in Figure 1.
7. Check with Staging to see if a specific style could be used that could be reflected on the Section/Class cards.

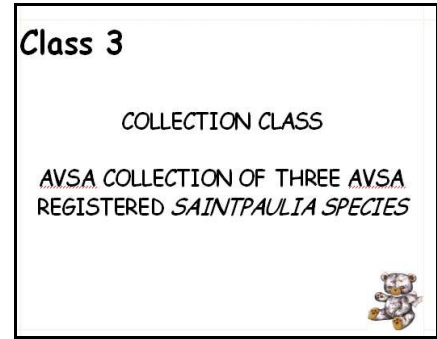


Figure1 - Class Card Sample

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
2. 180 plastic Section/Class card holders
3. Two (2) black easels
4. MAAVS Membership Pins for \$5 each (with Jackie Leitzel in November 2019)
5. AVSA Entry Cards
6. 8 clipboards for 8 1/2" x 11" paper
7. Misc Show Ribbons:

Blue 1 st streamers	Red 2 nd streamers	White 3 rd streamers
Large Green BICs	Small Green BICs	
Various AVSA Collection Awards		
Judges' Award of Merit		
Tricolor Hort	Tricolor Design	
8. Plant Sales books
9. Judges' Clerk aprons
10. "Some Plants May be for Sale" signs
11. Epson EX3200 computer projector for presentations
12. Green blind slates as Class Separators
13. AVSA Culture Folders

14. Design Niches

1. Ribbon Ordering (Appointed by the MAAVS President)

Ribbon ordering is done well in advance of a Convention so that the ribbons will arrive on time. Usually the same person performs this job from year to year.

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.

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 after regular entries closes 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. You must fill out the temporary plant ID card with the plant name, your name, and the class number. *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, you will be direct you to one of the classification teams.

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 _____

Checked By	Class #	Name of Plant
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		

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:

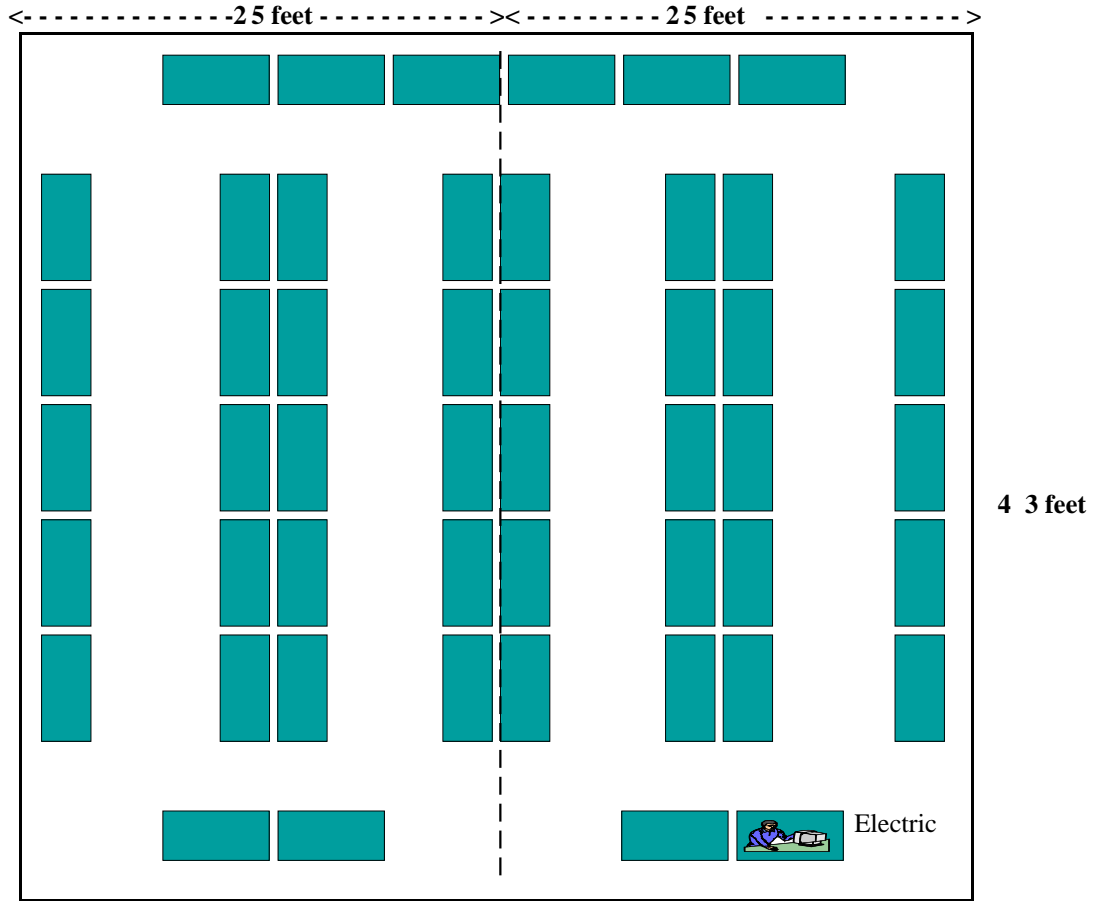
Class #:

Exhibitor's name:

Annex 2
Previous MAAVS Convention Venues

Year	City	Hotel
2023	Gettysburg, Pennsylvania	Wyndham Gettysburg <i>(30 exhibitors, 47 MAAVS members, 7 guests, 184 hort 45 design 2 special)</i>
2022	Baltimore, Maryland	Delta by Marriott – Baltimore Hunt Valley <i>(29 exhibitors 203 hort 35 design 2 special)</i>
2021	No Convention or Show Due to COVID-19	
2020	No Convention or Show Due to COVID-19	
2019	Virginia Beach, Virginia	Holiday Inn & Suites North Beach <i>(25 exhibitors 128 hort 34 design)</i>
2018	Camp Hill, Pennsylvania	The Radisson Hotel in Camp Hill <i>(59 registered, 58 of them were MAAVS members - 27 exhibitors 166 hort 23 design)</i>
2017	Fredericksburg, Virginia	Fredericksburg Hospitality House <i>(47 registered, 49 Friday dinner, 27 Saturday dinner - 22 exhibitors 109 hort 16 design)</i>
2016	Mt Laurel, New Jersey	ML Hotel <i>(51 registered, 45 Friday dinner, 46 Saturday dinner - 21 exhibitors)</i>
2015	York, Pennsylvania	Wyndham Garden York
2014	Wilmington, Delaware	Crowne Plaza, Wilmington North <i>(31 exhibitors 265 hort 25 design)</i>
2013	New Bern, North Carolina	Double Tree by Hilton <i>(29 exhibitors 95 hort 20 design)</i>
2012	Richmond, Virginia	Sheraton Richmond Park South <i>(29 exhibitors 191 hort 20 design)</i>
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**

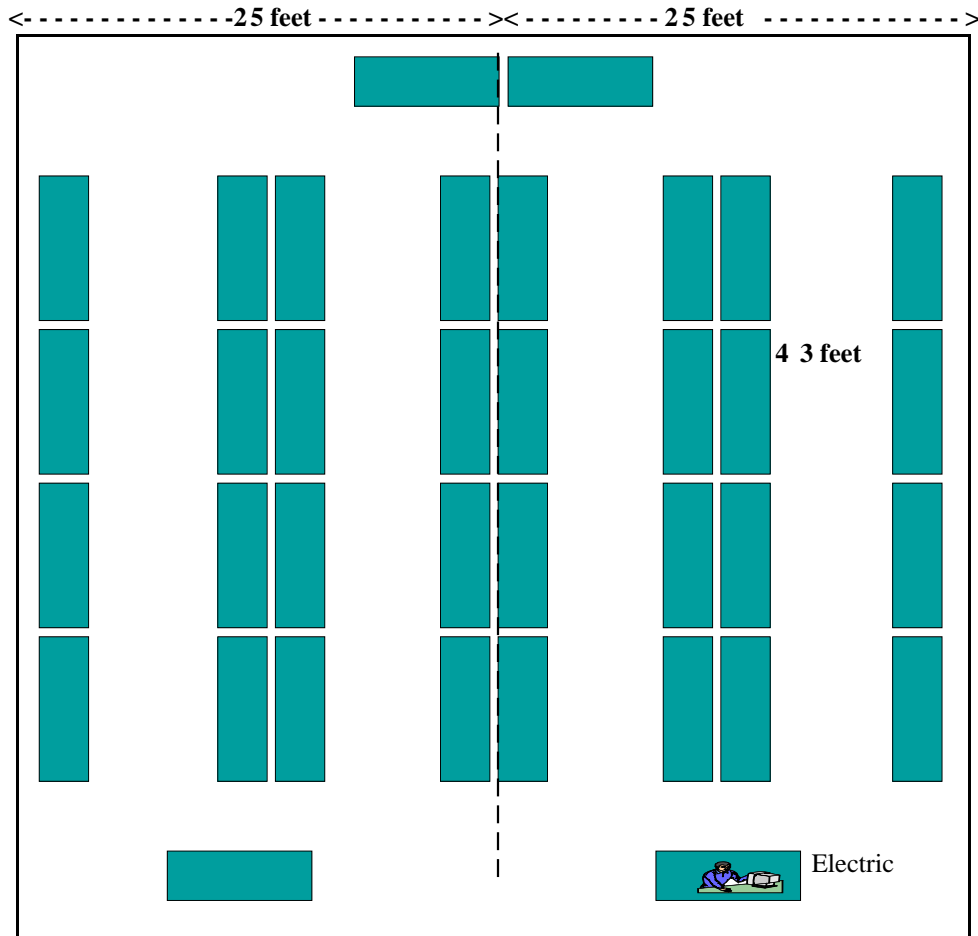


This diagram shows two 25 ft x 43 ft connected ballrooms with *50 6 ft x 36 inch tables* arranged for a show



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 2023 31st Annual Show Schedule

“Violets in the Animal Kingdom”

November 1 - 3, 2023

Gettysburg, Pennsylvania

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 semi-miniature 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, semi-miniature, same type trailers and species. They need not be registered.
5. **Russian/Ukrainian 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 - Semi-miniature 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 - Semi-miniature 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 trailing, pots up to and including 4 inches in diameter.
- 41. Miniature and semiminiatures trailing, pots over 4 inches in diameter.

Section VIII - Special Classes

- 42. Saintpaulia species
- 43. Plants in unusual or novel containers that are single crowned standard, miniature, or semi-miniature (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 1998 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. Semi-miniature and miniature Vintage Violets Registered over 25 years ago (registered or recorded prior to October 1998 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, Clackamas, 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 - Petrosavia
- 61. Fibrous - All other fibrous-rooted gesneriads

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

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

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 white. 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.** Limit of four entries in classes 70-73.

- 70. **“Polar Bears”** – These beautiful animals are the largest and most powerful carnivores on land. In this design, feature mainly white flowers. **Limit 4 entries.**
(22”H X 18”W X 10” wings - maximum depth 14”)
- 71. **“Elephants”** - These beautiful, family oriented beasts are the world’s largest land animals, and they are herbivores. Their tusks can weigh up to 200 pounds and can grow to 10 feet in length. Show your interpretation in this design. **Limit 4 entries.** (22”H X 18”W X 10” wings - maximum depth 14”)
- 72. **“Zebras”** – These unique African equines are recognized by their distinctive black-and-white striped coats. Your arrangement should come alive with stripes. **Limit 4 entries**
(22”H X 18”W X 10” wings - maximum depth 14”)
- 73. **“Beavers”** - These are the largest rodents in North America. They have stocky bodies with a yellow-brown almost black coat and a broad, flat, scaly tail. They are known for their use of wood. Incorporate some wood in your design. **Limit 4 entries.** 18”H X 15”W X 9” wings - maximum depth 12”)

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 white. 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.** Limit of four entries in classes 74 - 76.

74. **“Pandas”** - Round, black ears and black eye patches stand out against white face and neck; this captivating appearance has endeared Pandas to people worldwide. Show us your interpretation of the Panda.

Limit 4 entries. (12”H x 10”W x 6” wings- maximum depth 8”)

75. **“Leopards”** – This large carnivore is powerfully built with a long, slender, muscular body, relatively short legs and a broad head. The coat of this graceful cat is pale yellowish to dark golden in color with dark spots grouped in rosettes. Show your interpretation in the use of blossoms in this design.

Limit 4 entries. (18”H X 15”W X 9” wings - maximum depth 12”)

76. **“Butterflies”** – There are about 17,500 different species of butterflies which come in a array of colors and sizes. The smallest butterfly is only about 1.8 of an inch whereas the largest butterfly is nearly 12 inches. Show us your Butterfly vision in this kinetic arrangement. May have implied movement or be a mobile.

Limit 4 entries. (22”H x 18”W x 10” wings- maximum depth 8”)

77. **“Lemurs”** - Lemurs are indigenous to Madagascar and range in size from 2.5 inches to 2.5 feet tall. They are the only non-human primate with blue eyes, and the attractive ring tail is a feature in several varieties. Lemurs became popular after appearing in several Disney movies. Your miniature arrangement will be staged in front of an 8” disc (to be supplied). **Limit of 10 entries.**

78. **“Starfish”** - These beautiful creatures are commonly call Sea Stars because they are not fish. There are over 2,000 species living in the world’s oceans. They have the ability to display striking colors that camouflage them amongst plants and coral. Create your underwater arrangement in a clear, transparent container completely submerged in water. **Limit of 6 entries.**

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.*

79. **Terrarium** - A landscape design in a covered glass container. No base is permitted. Must be no larger than 24” in any dimension.

80. **Dish garden** - A landscape design in a dish no greater than 24 inches in its longest dimension. One planting area.

81. **Natural garden** - A landscape design in a natural container. No base is permitted. May have multiple planting areas. Limit of 24 inches in any dimension.

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, November 2, 2023 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 Qualities Other than Bloom.” 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 43 & 44) 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 43 & 44) 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/Ukrainian 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 1998) 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 Class 45 and 46 will be considered for a Vintage Violet Award (if given).

6. African violets with distinctive foliage such as Bustle, Clackamas, 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 terra cotta color plastic 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, November 3, 2023. 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 on Saturday, November 4, 2023 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 (2022 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. Each exhibitor may have only one exhibit per class and may exhibit in all classes. All design exhibits shall be the exclusive work of the exhibitor.

3. African violets should be emphasized in the design. One or more plants or cut flowers may be used except in Container Gardens. 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, painted and fresh-cut plant materials are permitted only in Design Classes 70 thru 78.

5. All niches are white in color. Accessories are permitted in all classes. Back-boards 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 reservations with Pat Knight at kemts@cox.net or mail to: 8572 Patrick Henry Way, Gloucester, VA 23061. Entries will be accepted ONLY if postmarked or emailed starting Saturday, October 1, 2022, and no later than Friday, November 4, 2022. Questions can be answered by calling Pat at 757-681-0279.

Annex 6
Hosting Club Information

- 1. If there is a Host Club, they have provided awards for Best in Show Horticulture and Design at their discretion. 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 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 are 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 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.**