



OSWP 2024 SPRING ORCHID SHOW

EXHIBITOR & PLANT REGISTRATION INSTRUCTIONS

The 2024 Orchid Society of Western PA (OSWP) Annual Spring Orchid Show will take place on March 16-17, 2024. Setup and In-Person Registration is on Friday March 15, 2024. The show is again being held at Crowne Plaza Pittsburgh South located at 164 Fort Couch Rd., Pittsburgh, PA 15241. All registration entries must be completed by early evening on March 15, 2024

A new Registration Team is in place this year. The registration process has been adjusted slightly this year to help ensure it goes as smoothly as possible for the new Co-Chairs, so please carefully read this document.

The Registration Team will do our best to catch and correct entry errors. However, it is the ultimate responsibility of exhibitors to ensure the registration data of their plants is accurate. Judges are under time pressure to finish judging to get exhibits open to the public, so may not have the ability to correct errors once judging begins.

Registration Dates and Hours

The Plant Registration Team will begin accepting Plant Registration Entries starting at Noon EST on Sunday March 10, 2024. All entries prior to Friday March 15, 2024, must be submitted through email to the Registration Team. We will do our best to accept email entries until Noon on Friday March 15, 2024, but exhibitors are responsible to confirm in-person that we received it. Any entries after Noon on Friday March 15 must be done in-person at the Registration Table. We will accept paper entries at the Registration Table on March 15, but this is not our preference for large lists. Changes to entries can be made at the Registration Table until the close of registration. Registration closes at 5:00 PM on March 15, 2024, unless prior arrangements have been made with, and agreed to, by the Registration Team.

Entry Labels in Exhibits

Registration does not provide any plant entry labeling for the exhibits. All exhibitors are required to provide their own Plant Entry Labels in their exhibits of a format of their choosing. The labels must be reasonably easy to spot but not detract from the exhibit. Also, the text size on these labels must be large enough so the information on them is easy to read by the judging team standing outside the exhibit. All Exhibit Plant Entry Labels within a multi-exhibitor exhibit must be of consistent format and color.

Exhibit Plant Entry Labels in the exhibits need to only include the Entry Name that matches exactly with registration data. Anything else is optional. If adding Class Number or Exhibitor Number to the Entry Labels, then please ensure information included on a label matches our registration data. All exhibitors in a multi-exhibitor exhibits should be consistent with each other in these parameters also. Try to avoid using sticky labels to add information if possible. Be sure each label with identical plant names in an exhibit have the correct suffix letter



OSWP 2024 SPRING ORCHID SHOW

EXHIBITOR & PLANT REGISTRATION INSTRUCTIONS

Registration Process

ABOVE ALL ELSE, ASK QUESTIONS WHEN YOU HAVE THEM OR GET HELP AT THE REGISTRATION TABLE.

Exhibitors are encouraged to register themselves and their plants before March 15, 2024, by sending an email to the Registration Team with a completed Exhibitor Registration Form and a Registration Entry Form attached. These forms are available at the OSWP.org website. Please use “OSWP Show Registration” as the email subject. Although we will accept alternative formats for entry, such as a simple list of exhibitors and entries in an email, we strongly prefer exhibitors to use the Entry Forms. It makes adding entries easier and less prone to typo mistakes on our end. Submitting entries and changes can also be made at the Registration Desk on March 15, 2024. The Exhibitor Registration Form is new this year. This new form is just so the Registration Team has current contact information so we can directly and rapidly contact an exhibitor if a last-minute question comes up with one of their entries.

Each plant registration entry must include Class Number, Exhibitor Number, and Entry Name to be a valid entry. Consult the Show Schedule for available classes for your entry. Use one of the X-ref documents to find the correct one if not sure. Ensuring a plant is assigned to the proper Class Number and the Entry Name is consistent with current taxonomy are aspects this year where the Registration Team may not be able to catch all mistakes this year, so please do your best to be sure.

All Exhibit Numbers are assigned by the Show Exhibit Chair prior to the show plant registration opening. If you are a single exhibitor in your exhibit, then the Exhibitor Number is the same as Exhibit Number. This will be true for vendors as well as individual amateur exhibitors, e.g. Exhibitor 6 is displaying in Exhibit 6. Multi-exhibitor exhibits like societies and shared amateur exhibits will need to have an A, B, C, etc. added to the Exhibit Number creating a unique Exhibitor Number to distinguish individuals within the Exhibit. Please let us know if you initially plan to be a single exhibitor but might need to use plants from other exhibitors if you come up short on plants. We may decide to start you as a multiple, so we do not have to later change data. You will have more than one Exhibitor ID to keep track of if you exhibit plants in more than one exhibit.

In the example below, Exhibitor 2 and Exhibitor 7 are exhibits where only one person has entries. Exhibitor 11B is person #2 exhibiting in Exhibit 11.

CLASS	EXHIBITOR	ENTRY	Not For AOS
3	2	Open Exhibit 25 sq-ft	
83	11B	Odontioda Rustic Shadows x (Odontioda Mallee x Odontioda Harry Baldwin)	
22	7	Rth. Young Min Orange ‘Golden Satisfaction’ AM/AOS	X

- Entry of Exhibit Number is not necessary as every Exhibitor Number includes the Exhibit Number.
- All entries are considered “eligible for AOS judging” and incur any associated costs if awarded by the AOS Judging Team. If not desired or not eligible for AOS Judging, the



OSWP 2024 SPRING ORCHID SHOW

EXHIBITOR & PLANT REGISTRATION INSTRUCTIONS

exhibitor is required to designate each such entry as “Not for AOS Judging” as stated in the Show Rules & Regulations. According to the AOS Rules for Exhibition, any plant previously displayed in an AOS-sanctioned show with its current flowers is deemed AOS-judged even if not pulled for judging.

- Any mark in the “Not For AOS” column for an entry line will identify that the plant is not to be judged for AOS on the ribbon judging sheets. It will still be judged for OSWP ribbons, but AOS Judges will then overlook that entry for AOS judging. Just leave this blank if the entry can be included in AOS Judging. Please consider adding a “Not for AOS” label next to your Entry Label in the exhibit as a safeguard.
- Specimen Class (113) is the ONLY plant class allowing dual entry. An exhibitor can enter it in its appropriate genus plant class and this Specimen Class (113). However, this does require an additional entry registration for Specimen Class 113.

Step-By-Step Registration

1. An Exhibitor (or Exhibit Coordination for a multi-exhibitor exhibit) receives an Exhibit Number from the Exhibit Chair. For an exhibit containing the orchids of just a single exhibitor, the Exhibitor Number is the same as the Exhibit Number. No suffix is needed.
2. The Exhibit Coordinator for a multi-exhibitor exhibit is responsible for assigning Exhibitor Numbers to those placing plants into that exhibit and then communicate this information to the individual exhibitors. For an Amateur Exhibit, The Exhibit Coordinator could assign themselves the A suffix. For Societies or groups wanting to share credit for a trophy, the Group Name should be assigned the A suffix. Exhibitor Numbers for a Society or Amateur multi-exhibitor exhibit would look like these examples for Exhibit 6:

6A Bob Wilson (like this if just a few plants are borrowed)
6B Martha Washington
6C George Washington

Or

6A Wilson’s Group (or whatever the group name is if a group effort)
6B Bob Wilson
6C Martha Washington
6D George Washington

3. Complete and email the Exhibitor Information Form to the Registration Team for every exhibitor likely to have plants in the exhibit. Registration would like this form prior plant registrations if possible, but emailing it along with Plant Registration Form is fine. You may just include the information requested in this form within the content of the plant registration email if just one or two exhibitors. The information this form requests is Exhibitor Name, Exhibitor ID Number, Exhibitor Email, Exhibitor Phone



OSWP 2024 SPRING ORCHID SHOW

EXHIBITOR & PLANT REGISTRATION INSTRUCTIONS

Number, Can Phone Number Receive Text Messages, and if the Exhibitor can be classified as an Amateur for the few trophies limited to Amateurs.

4. Determine the class for each entry and include in your registration list: Class, Exhibitor Number, Entry Name, Not For AOS (leave blank unless pertinent) for as many entries as you wish to enter. Use multiple pages of the form, if necessary, but compile into a single document, or make each file name unique. Use the Show Schedule and X-ref Lists to assist you.
5. Compile your list of entries and email to the Registration Team using the Registration Entry Form, or a simple text list.
6. No two plants in the same exhibit can be labeled exactly the same regardless of exhibitor. If there are two or more identically named plants, then they must be registered AND LABELED to distinguish them. Please add #1, #2, #3, etc. for duplicates. The Registration Team will be screening for such and will have sticky labels if needed to distinguish duplicates.
7. The Registration Team will acknowledge receipt of your list with an email reply if received by 5:00 PM on Thursday March 14, 2024. Confirmation of emails received after then will be at the Registration Table on Friday March 15, 2024.
8. The Registration Team can review entries and provide printouts of what we have registered for each exhibit at the Registration Table starting at 9:00 AM Friday March 15, 2024. It is the responsibility of the coordinator for each exhibit to verify the accuracy of our data upon arrival. The Registration Team will make corrections as needed.
9. It is recommended that each Exhibitor utilize a copy of our exhibit printout (or similar) during setup to track plants as they are placed in the exhibit (or not). The coordinator for Multi-Exhibitor Exhibits will be given blank forms for adding plants and/or exhibitors not already registered. We ask exhibitors to return to the Registration Table often enough with changes or additions so the task of updating registration data by the Registration Team is not overwhelming in the evening.

Entry Name Guidelines

Orchid Registration databases have made most hybrid registration commonly available. Parent information for hybrids only needs to be provided if additional information is known such as clonal names or awards on parents. Otherwise, simple hybrid names are just fine.

Some examples showing how much information to include from your label.

Open Exhibit 25 sq-ft

Amateur Tabletop Exhibit

Dendrochilum wenzellii or **Dendrochilum wenzellii 'Dave'** if specified.



OSWP 2024 SPRING ORCHID SHOW

EXHIBITOR & PLANT REGISTRATION INSTRUCTIONS

Paph. fairrieanum ‘Red Hot Fire’ x Paph. Pandemonium ‘Hurricane’ where there are clonal names but this hybrid has not yet been named.

Psychopsis Mendenhall ‘Hildos’ FCC/AOS where there is a clonal name and AOS award.

Odontioda Rustic Shadows x (Odontioda Mallee x Odontioda Harry Baldwin) where this is a complex hybrid but not yet named.

Phalaenopsis Yaphon Green Lotus where there are no awards or clonal name.

Rth. Young Min Orange ‘Golden Satisfaction’ AM/AOS (Rlc. Viola Nuggett x Ctt. Trick or Treat) No need to list the parents as we already know them and there is no additional detail. Enter as **Rth. Young Min Orange ‘Golden Satisfaction’ AM/AOS** instead or simply **Rth. Young Min Orange** if no clonal is listed on the label.

PLANTS OF UNKNOWN PARENTAGE: It is helpful for registration and judging if you give us a little more information about your plant that is of unknown origin. It will be presumed to be a hybrid by using the term “hybrid” in the name, give it a descriptive clonal name then go ahead and exhibit it. Have fun and use your imagination. Please try to refrain from using ID like Phalaenopsis NOID or unknown.

Phalaenopsis hybrid ‘Big Pink’ or Phalaenopsis hybrid ‘Dave’s Best’

Cymbidium hybrid ‘Yellow with Red Lip’.

References (all available at the OSWP.org website)

The Show Schedule (list of entry classes)

Exhibitor Registration Form

Plant Registration Entry Form

Genus to Class List (the list at the OSWP website is the one we will stick with)

The Show Schedule is generally self-explanatory for many entries but not all. If unsure of the class use the Genus to Class List to find the most likely class. Some classes are organized by flower color or size and the X-ref alone will not help without knowing color and size. Please contact the Registration Team for help if you are confused or not sure. We may need to wait until the show setup on Friday March 15, 2024, where flower color or size is the issue, or for assistance of experts for the few that also stump us.



OSWP 2024 SPRING ORCHID SHOW

EXHIBITOR & PLANT REGISTRATION INSTRUCTIONS

OSWP Registration Team (please send all emails to both)

Gary VanGelder

vangeldergary@gmail.com

Cell - 412-638-9756

Mona Rice

mona.rice@gmail.com