



## OSWP 2026 SPRING ORCHID SHOW

### EXHIBITOR & PLANT REGISTRATION INSTRUCTIONS

The 2026 Orchid Society of Western PA (OSWP) Annual Spring Orchid Show will take place on April 11 and 12, 2026. The Exhibit Set-up and In-Person Registration is on Friday April 10, 2026. The show is again being held at Crowne Plaza Pittsburgh South located at 164 Fort Couch Rd., Pittsburgh, PA 15241. All plant registration entries must be completed by 5 PM on April 10, 2026

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 April 5, 2026. All entries prior to Friday April 10, 2026, must be submitted through email to the Registration Team. We will do our best to accept email entries until Noon on Friday April 10, 2026, but exhibitors are responsible to confirm in-person that we received it. Any entries or changes after Noon on Friday April 10, 2026 must be done in-person at the Registration Table. We will accept paper entries at the Registration Table on April 10, 2026, 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 April 10, 2026. You can continue to set up your display beyond 5 PM, but we will not accept entries after 5 PM.

#### ***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



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### *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 April 10, 2026, by sending an email to the Registration Team with a completed Registration Entry Form attached. This form is 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 Form. 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 April 10, 2026.

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 where the Registration Team may not always be able to catch all mistakes, 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. **It is Absolutely Critical that Registration knows if a plant is pulled or swapped to a different exhibit after it is entered.**

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 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



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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). The Judges may add a plant to Class (113) at the time of Judging if it is not already entered.

#### ***Step-By-Step Registration***

1. An Exhibitor (or Exhibit Coordination for a multi-exhibitor exhibit) receives an Exhibit Number from the Exhibit Chair. This is typically a week before registration starts as we sometimes have last-minute adjustments that change the numbering. 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 working with the Registration Team in assigning Exhibitor Numbers to those placing plants into that exhibit and then communicating 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. Getting the Exhibitor Names correctly aligned to Exhibitor Numbers in multi-exhibitor exhibits is where we need to put in extra effort to be sure things are accurate. The Registration Team will work with each Multi-Exhibitor Exhibit Coordinator to ensure each exhibitor in it is assigned a unique number and our database matches. All we absolutely need is the full name of each exhibitor but contact information could be helpful in case of last-minute questions. We also need to know if the Exhibitor can be classified as an Amateur for the few trophies limited to Amateurs.



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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. However, this might be difficult come Friday afternoon if Registration is busy with other issues.
7. The Registration Team will acknowledge receipt of your list with an email reply if received by 5:00 PM on Thursday April 9, 2026. Confirmation of emails received after then will be at the Registration Table on Friday April 10, 2026.
8. The Registration Team can review entries and will provide printouts of what we have registered for each exhibit at the Registration Table starting at 9:00 AM Friday April 10, 2026. We can provide updated lists if not busy with other issues. 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 something similar of their own) during setup to track plants as they are placed in the exhibit (or not). We can provide the coordinator for Multi-Exhibitor Exhibits with 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.

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



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**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 Phalaenopsis 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 April 10, 2026, where flower color or size is the issue, or for assistance of experts for the few that also stump us.



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**OSWP Registration Team (please send all emails to both)**

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