



Orchid Fair 2019 Plant Registration Instructions

Before filling in the registration form, please read the 42nd **Annual Orchid Fair Show Schedule**, which can be downloaded or viewed through the Orchid Society of Alberta website. Please review the **Rules and Regulations** governing the submission of plants for exhibition. **It is your responsibility to enter each plant in the correct Plant Class and Special Trophy Classes.** Each plant should be entered into only one (1) Plant Class. Where a plant could conceivably fit into more than one plant class, the exhibitor shall enter it into the first applicable plant class listed. The plant may be entered to multiple Special Trophy Classes as applicable. For example, a miniature species mounted plant grown under lights could be entered into the Under Lights, Miniature, Mounted and Species classes. In order to streamline the judging process, please enter only your best grown plants in the special trophy classes and not necessarily all of your plants. The plant and special trophy classes are described in the Schedule of Classes of the Show Schedule. Don't forget to enter your plant(s) in any of the appropriate Special Trophy Classes for which they are eligible.

Instructions for filling out the entry form

- 1) Enter your name, full address, company name (if applicable) phone number and email address on the entry form.
- 2) Select the name of the display from the drop-down list in the "Display Name" field. This typically your last name or company name or "OSA" for Orchid Society of Alberta display or 'Landscape' for the landscape display table.
- 3) For species and registered hybrids enter the genus, registered name, clonal name and awards. For unregistered hybrids (or if you do not know the registered name), enter the genus and the names of the parents. Please enter the names of species in lowercase and only capitalize the first letter of the name for hybrids.
- 4) Enter the number of the plant class or display class.
- 5) Enter a 'Y' under the Special Trophy Class(es) column that applies to each plant.

To fill in the form, simply type your information into the appropriate spaces. **Please use the Excel version (Orchid Fair 2018 Plant Entry Form.xls file name) of the form if possible.** If you do not have an Excel compatible program, please use the generic word processor version (Orchid Fair 2018 Plant Entry Form.rtf file name).

When the entry form is complete, please e-mail it to registration@orchidsalberta.com.
Remember to save a copy to your computer before emailing it to us!

Plants can also be entered on-site at the show at the Enjoy Centre, 101 Riel Drive, St. Albert, Alberta from **9:00 AM to 5:00 PM** on Thursday, April 4, 2019.

Plant registration deadline is 5:00 pm April 4th.

**Advance registration is STRONGLY encouraged!
If in doubt whether your plant will be ready in
time for the show, please pre-register any plants
that you think you may want to enter. It is much
quicker to delete an advance entry than to register
a plant at the last minute.**

On the show setup day, Thursday April 4th, you will receive a confirmation copy of the registration form that will have a unique Plant Identification Number assigned to each plant. The Plant Identification Number stickers are provided on site for placement on your plant label. Each exhibitor is responsible for labeling their plants and attaching the plant numbers.