

LONE STAR AFRICAN VIOLET COUNCIL

CONVENTION AND SHOW MANUAL

August, 2005

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I. Convention Site Selection

The LSAVC Board will entertain invitations to host the annual convention by any LSAVC affiliate in good standing.

The invitation should be submitted in writing to the President of LSAVC. The invitation must then be presented to the board for consideration. Affiliate issuing invitations shall be notified of the board's decision in writing. If no invitation has been received, it will be the responsibility of the LSAVC President to contact representatives of affiliate as potential hosts for a convention site.

II. Convention Dates

The convention is held on the first weekend of November. While other weekends may be considered, the date should be as close as possible to this time.

III. Convention Hotel/Motel Site Selection

Hotel/Motel site selection is left up to the host affiliate since they are aware of the available resources, but the following should be taken into consideration:

Showroom: The showroom, usually a ballroom, must be large enough to accommodate the show, including all tables and have wide aisles. Other considerations for appropriate space include good lighting, convenience of access, ease of "load in", proximity to sales area, space or room adjacent for registration, entries and classification, access to storage space, and ease of regulating temperature.

Salesroom: The sales room should be large enough to accommodate the expected number of sales tables with adequate aisle space for shoppers.

Banquet Rooms: Separate banquet space must be available and should be large enough to accommodate a head table seating the officers, board members, convention and show chairmen. Spouses should be included at the head table if possible.

Workshops: Rooms for workshops usually need to provide seating for approximately 50 guests. Many hotels use the same room that is provided for banquets.

Hospitality: If possible, the hospitality area should be located near the show/sales area or in another high traffic area. A separate room which can be locked when hospitality is not open is preferred.

Storage: Accommodations must be made for a storage area, or two smaller areas, to be used for storage of boxes and equipment by commercial members and exhibitors. The storage area(s) must be able to be locked or secured.

Rates: Early in discussion with a potential host hotel, convention rates must be determined. Every effort should be made to balance economy of rates for members attending the convention with quality of facilities. An appropriate number of rooms, required by the hotel, must be reserved in a block for the convention and a deadline or cutoff date established.

In negotiating with the management of a convention site hotel, determine if they would be willing to provide any complimentary rooms. Most hotels provide the President with a complimentary suite, which will be used for the board meetings. If a suite is not provided, a separate meeting room will be needed.

LSAVC does not pay for or provide any hotel accommodations for officers or show workers with the exception of the President should the hotel not provide a complimentary room. The hotel must be provided with all details of the nature of the convention and show, and a determination made that the fire, life/safety, and ADA codes for the city will be met. The hotel should be made aware of the foods and drinks normally brought into the hospitality room to ensure that no policies are violated. Set up, staging, use of electrical outlets, microphones, audio-visual equipment, commercial sales, tables, etc., must be discussed and included in the contract.

IV. CONVENTION CHAIRMEN

The convention chairman is appointed by the hosting affiliate with agreement of the LSAVC Board. The convention chairman appoints a convention co-chairman, show chairman and show-co-chairman. These chairmen appoint all other chairmen and volunteers according to Standard AVSA Judged Show guidelines.

Affiliates do not have to provide all persons to do all the work of the show. LSAVC members make themselves available to fill some of these positions. Requests for volunteers should be made in the July and September newsletter. Hosting affiliates and chairmen may consider asking past show chairmen for suggestions.

V. Convention Treasurer/Account

All convention monies will be handled by the hosting affiliate. The host affiliate may ask for assistance from the LSAVC Convention Reserve Fund. Such a request for assistance should be made in writing to the President. This fund will be used to cover any deficit incurred by hosting affiliate.

If there is a surplus after all convention debits have been paid, the hosting affiliate will return any advanced monies first. Any remaining surplus will be divided equally between the hosting affiliate and LSAVC. LSAVC's portion will be placed in the Convention Reserve Fund.

VI. Registration

The publicity chairman needs to have the registration information and forms ready for the September newsletter or convention issue. See timeline for details.

Registrations will be received locally by mail and at the time of the convention at the registration table. A registration fee of no more than \$25 for members and a fee of \$10 for spouses and guests will be charged. LSAVC requires that anyone attending any function of the convention or working on any committee be a member or spouse of a member of LSAVC and be registered for the convention. Only LSAVC members registered for the convention may enter plants or designs in the show. The public and non-registered members are invited to attend and view the show at no charge. In some cities, the Chamber of Commerce or Tourist Bureau will provide name tags, brochures, or other materials at no cost. Name tags for registrants should be prepared in advance.

After registration is complete, the registration table can be expanded to a membership table to speak with guest who attend the show. Whenever possible, names and addresses of visitors should be recorded for membership information for LSAVC and the hosting affiliate or notices of future shows.

The registration chairman gives the convention chairman a total count for reservations for the banquet, workshops, etc.

VII. Awards

The local awards chairman keeps track of all awards for each convention. An article asking for awards should be placed in the newsletter no later than the May issue and repeated in the convention issue. LSAVC incurs all the expense of rosettes and ribbons used for the annual convention for both the amateur and commercials awards. The show chairman is responsible for obtaining AVSA, LSAVC, and Dixie rosettes and getting them to the show.

VIII. Schedule

The schedule chairman should have the schedule ready to send to the newsletter for the September issue. The show chairman sends copies along with the request for the Standard Show Form, Collection rosettes, and the Sweepstakes Award for Regional Councils to the AVSA affiliate chairman no later than September 1.

The hosting affiliate shall produce a souvenir booklet which will contain the show schedule, the convention agenda, a list of awards, information about the hotel, etc.

IX. Social Events

A Friday night social is optional. Should there be a social, the nature of this event is left to the

hosting affiliate. There may or may not be a Saturday breakfast.

The Saturday night banquet is the awards banquet. The hosting affiliate has autonomy in selecting the banquet menu. The menu and prices should be established as early as possible. A small amount may be added to the meal prices to cover unexpected expenses.

At the Saturday banquet, the convention chairman and show chairman along with the LSAVC officers and board members, and the awards chairman are usually seated at the head table, along with their spouses. A head table, however, is optional at the discretion of the host affiliate. Tables should be arranged at a front area for use in the awards presentation.

Tickets for meals and workshops will be placed in the registration packet and should be collected at the door before functions to provide an accurate account of attendees.

Table favors are optional. When offered, table favors are usually made or donated by members of the hosting affiliate. Whenever possible, plants should be considered for table favors.

X. Workshops

Time, type, and place of workshops are left to the discretion of the hosting affiliate. Usually one or two workshops are presented. Presenters are usually not compensated for their presentation. Arrangements for audio-visual aids for workshops should be checked in advance and provided at no cost to the presenter.

XI. Showroom

After site selection is made, the show chairman needs to plan with various chairmen for staging, entries, etc. Records of previous number of entries should be reviewed. If necessary, arrangement should be made to borrow design niches from other clubs to ensure sufficient number. The hotel should be informed well in advance, of the number of tables needed. Arrangements should be made for table covers, usually from the hotel.

Classification and Entries: May now be handled by one committee using the computer program. This program will also print entry cards and plant name tags.

Showroom hours: Showroom hours and hours open to the public are left to the discretion of the host affiliate. Every effort should be made to maximize the hours the showroom is open to the public to encourage publicity and membership. Signs should be posted with directions to the sales room, show room, hospitality room, and workshops. Hostess/host members should be scheduled to talk with guests about the show and to provide security for the entries. Ribbons or badges should be provided to identify these host members.

XII. Judging

The judges chairman is responsible for securing judges and clerks from among those who volunteer. A form for volunteer judges and clerks is placed in the newsletter (see timeline). Judges who judge the design division should not plan to enter that division. Whenever possible, judges should not judge horticulture classes they have entered. The collection classes should be judged by one panel of judges.

The judges chairman will determine which judges make up the final panel to select the top awards. The awards chairman will provide a list of all awards to be given to the show chairman, the entries chairman, and the judges chairman in advance of the show and to each panel of judges during judges instructions. A computer list for use in selection awards will be provided by the member handling classification and entries.

The request for volunteers to judge and to clerk should be submitted to the editor of the newsletter in time for the July issue and the convention issue.

XII. Hospitality

The hospitality chairman should coordinate the hours of the hospitality room with the schedule of the show. Volunteers should be recruited to ensure that there is a host/hostess at all times when the hospitality room is open. Food for the hospitality room is usually donated by members of the host affiliate, although other affiliate members may contribute.

XIV. Commercial Sales Room

The hosting club is expected to include plans for a commercial sales room. A fee will be charged for each table. Commercial members, affiliate clubs, and individual LSAVC members may rent a table for the purpose of sales. Hours for the sales room should be coordinated with the show schedule. An additional fee may be charged to each individual's table rental should the hotel charge extra for use of electricity. All signs, extension cords, lights, etc. are to be provided by the person selling.

XV. Convention Report

A notebook with convention reports from all chairmen should be maintained by the show chairman. The report is to be submitted to the President as soon as possible after the show. The report is provided to the next chairman after a site is selected. The report must also include a full financial report of the show, a summary of the number of entries, awards, banquet attendance, etc.

XVI. Publicity

Notices should be sent to local paper, TV and radio stations several weeks before show. The publicity chairman is responsible for submitting information for listing the show in the AVSA Magazine, the AVSA web site, the Dixie Magazine, Southern Living, Texas Highways, etc. Local publicity is important to increasing attendance by the public.

Following is a suggested schedule for LSAVC newsletter articles:

May issue

- Article with invitation, time, date, place, etc.
- Article calling for award donations.

July issue

- Second article repeating invitation information, plus tour, shopping information
- Article listing show awards donated, special awards
- Form to call for awards repeated
- Form to call for volunteers, judges, clerks, placement aids, etc.
- Design reservation form

September issue

- Show schedule
- Convention registration blank
- Hotel information and registration form
- Repeat of call for volunteers and forms
- Sales table reservation blank
- Repeat of call for awards, list of awards donated
- Article on speakers and workshops

January issue

- Show results
- List of awards