

AMERICAN HIBISCUS SOCIETY
MANUAL FOR SHOW CHAIRPERSONS

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Revised from the original "Show Handbook", June 1979, by Royal & Mary Ranney,
by Paul Felsberg, Sunrise-Conrad Chapter and Marti Graves, Lone Star Chapter

I. Qualifications and Requirements

1. The Show Chairperson will be appointed by the Chapter Board of Directors and is in charge of all preparation for chapter show and plant sale activities. They resolve any questions concerning room layout and judging area set up.
2. They must be a leader who can involve as many helpers and assistants as necessary.
3. It helps if they are flexible yet firm in their decision making.

II. Show Preparation

1. Well in advance of the show the following activities must be addressed:
 - A. Local advertising and publicity (Show flyers, posters, paid advertising)
 - B. Order ribbons and awards (if necessary)
 - C. Show ad in Seed Pod
 - D. Order handbooks
 - E. Plan food for luncheon for exhibitors, workers and Judges
 - F. Security (if necessary)
 - G. Check storage inventory for lunch supplies, judging supplies, trays for transporting blooms, decorations, wires and blocks, table covers, etc.
 - H. Some chapters have sponsors who contribute money or supplies. Coordination in this area may be necessary.
 - I. Any additional items such as music, door prizes, etc.
 - J. Prepare Winning Bloom Display Cards in advance and designate in advance a person to “fill-in” the needed information.

III. Plant Sale Preparation

1. Show Chairpersons need to work closely with Chapter Presidents and other chapter officers on location(s) for shows.
2. The Show Chairpersons need to work with the Chapter Treasurer and vendor(s) in regards to plant sale activities that include set up requirements for the cashier's area, number of plants available for sale and space requirements, and any other layout concerns. Some chapters sell other products such as fertilizers, handbooks, etc. All of these products will need an area for display and be ordered in time for delivery to the show site.
3. Some facilities include tables but some do not, determine any items needed ahead of time so that arrangements can be made.
4. Invite judges to attend in plenty of time to arrange for replacements for those who can not attend. Clerks should be selected from Chapter membership at this time as well. A judges list is available from the AHS 1st Vice-President.

VI. Judging Standards

The assigned AHS Show Director is responsible for all judging activities and oversees the display of blooms as tastefully and in the best way possible. The AHS First Vice President makes show assignments from a list of approved AHS Show Directors to available spots on the show calendar. The show calendar is published in each issue of *The Seed Pod*.

1. The Chapter Show Chairperson is responsible to make sure that show standards such as judging facilities, a separate Gold Seal area, correct awards, etc., meet with show standards set by the American Hibiscus Society.
2. The Chapter Show Chairperson furnishes the materials used in the judging process and delivers them to the AHS Show Director. These materials are contained in the show packets available from AHS Publications (see any issue of *The Seed Pod* for ordering information). The Chapter Show Chairperson furnishes markers, pencils and pens in enough colors so that each judging table uses a different color to circle on the entry tags the award given to blooms.
3. Exhibition tables in the Gold Seal area are supplied by the Chapter Show Chairperson, who is also in charge of directing Bloom Runners from the judging area to the Gold Seal area. It is important that Bloom Runners clearly understand where the Gold Seal blooms are to be placed for pick up and placement by the AHS Show Director and/or the Assistant Show Directors.

V. Organizing Gold Seal Area

1. Set up the Gold Seal area with enough tables for display. This depends upon the number of blooms expected. The following are needed:
 - A. Designate an area and a sign for each Single and Double category, i.e., Amateur, Collector, Open Collector, Commercial, Miniature, and Seedling and Seedling Miniature. To aid in numbering the blooms, print the last pages of this manual for those designated areas.
 - B. A table for runners to place Gold Seal blooms.
 - C. Space for displaying category winners for run-off and Best of Show judging.
 - D. Separate table for tallying votes.
 - E. Chairs and a work table will be needed for Director and Assistants.

Some space may serve two purposes.

VI. Organizing Judging Area

1. Place the tables for Judging with enough room for three judges and two clerks to sit comfortably. The three judges need to be at one end of the table so that they can easily talk and see the blooms. Additional chairs may be needed if Observer Judges are being trained at the Show. Good lighting is preferred. The number of judging tables depends on how many judges attend and how many blooms are expected.

VII. Head Table

1. Place enough tables in an area that all visitors will be able to see and get close enough to read the Winning Bloom Display Card and see the blooms. The Show Chairperson(or his/her designee) is responsible for setting the Head Table as follows: (left to right when facing the Head Table)

Best Amateur Single
Best Amateur Double
Best Collector Single
Best Collector Double
Best Open Collector Single
Best Open Collector Double
Best Commercial Single
Best Commercial Double
Best of Show Single
Best of Show Double
Best of Show Miniature
Best of Show Seedling
Best Miniature Single
Best Miniature Double
Best Seedling Single*
Best Seedling Double*
Best Miniature Seedling Single*
Best Miniature Seedling Double*
Amateur Sweepstakes
Collector Sweepstakes
Open Collector Sweepstakes
Commercial Sweepstakes

*One of these will not be needed depending upon which Seedling wins the Best of Show Seedling Award. Seedlings DO NOT move up. Twenty-one Awards total.

Note: Some Chapters have Chapter Special Awards: AHS Show Director should be reminded of this award if given so that arrangements can be made for any Judging/setup as needed. These can be placed either before or after the above list.

VIII. Exhibitor/Bloom Preparation Area

1. A large area needs to be available for exhibitors to prepare their blooms for judging. This area could be the final display area for the judged blooms as long as you have helpers who can gently yet firmly get the exhibitors to remove their discards so the judged blooms will be able to be displayed. Judging will start before all preparation is complete so this is a critical factor. Adequate trash receptacles should be in this area.

IX. Exhibitor Registration Area

A table for will be needed for Exhibitor Registration. The registration sheets and exhibitor tags should to be placed on this table which were provided as a part of the Show Packet from National. An area near the exhibitor bloom preparation area needs to be provided so that it is accessible to the exhibitors. This may function as a different area when the show opens to the public. The exhibitor registration forms must be available to the AHS Show Director for assigning Sweepstake award winners and for submission to the AHS with other paperwork.

Entry tag designations are as follows:

White – Amateur – Showing blooms for the first time having any number of varieties or an exhibitor for not more than two years.

Green – Collector – Showing for more than two years with up to 75 named varieties.

Yellow – Open – Showing for more than 2 years with over 75 named varieties.

Brown – Commercial – Showing and growing plants for sale any number of named varieties.

Orange – Miniature- Any named variety from any class that is typically less than (5) five inches.

Pink – Seedling – A new variety.

X. Finish

1. Congratulate yourself and your assistants for another good show. Clean up and dismantling of the show is basically the reverse of the show preparation. Make sure all materials are returned to storage, plants are loaded on trucks, monies are secured and the facility is as clean as when you arrived.
2. Most chapters require the awards and ribbons be displayed until the close of the show. Not all exhibitors will stay and will want their winning items. Designate someone to make sure these items are available at the next show or meeting.

3. Evaluate or critique the show and discuss with assistants ways to improve the next show. This can be done at the next chapter meeting or over the phone. Believe **us** you will be too tired at this point to be creative on problem solving.

Show Director Numbering System – Print, cut in stripes and give to the Show Director

Amateur

Single (1000 – 1499)

Amateur

Double (1500 +)

Collector

Single (2000 – 2499)

Collector

Double (2500 +)

Open

Single (3000 – 3499)

Open

Double (3500 +)

Commercial

Single (4000 – 4499)

Commercial

Double (4500 +)

Miniature

Single (5000 – 5499)

Miniature

Double (5500 +)

Regular Seedling

Single (100 – 199)

Regular Seedling

Double (200 – 299)

Miniature Seedling

Single (300 – 399)

Miniature Seedling

Double (400 – 499)