

SOUTHERN ONTARIO ORCHID SOCIETY
ORCHID SHOW & SALE
 Toronto Botanical Garden
 FEBRUARY 11 & 12, 2023 • SAT & SUN 11 - 4



2023 VENDOR AND EXHIBITOR APPLICATION FORM

Important Dates and Times

| | | |
|--|--|----------------------------|
| Sunday, December 4th, 2022 | Sales space application deadline | |
| Sunday, January 8th, 2023 | Display only application deadline | |
| Friday, February 10 th , 2023 | 10 am – 8 pm | Setup & plant registration |
| Saturday, February 11 th , 2023 | 8 am – 11 am | Ribbon judging |
| | 11 am – 2 pm | AOS judging |
| | 11 am – 4:30 pm | Show open to the public |
| Sunday, February 12 th , 2023 | 9 am – 11 am | Photographers only session |
| | 11 am – 4:30 pm | Show open to the public |
| | 4:45 pm | Teardown |

Contact Information

For all inquiries, please contact Beatrice Paterson, Assistant to the Show Chair

Email applications to: show@soos.ca (**preferred**)
 Mail payment to: Southern Ontario Orchid Society
 c/o Beatrice Paterson
 2149 The Chase
 Mississauga, Ontario, Canada L5M 3E1
 Phone: 905-569-2628
 Show Address: The Toronto Botanical Garden
 777 Lawrence Ave East, Toronto, Ontario, Canada M3C 1P2

Applicant's Information

| | |
|--|--|
| Name of exhibitor | |
| Name to appear on display | |
| Contact person | |
| Complete mailing address | |
| Email | |
| Telephone | |
| Number of badges required (please include names of all participants if known) | |

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Exhibitor type (Please check one):

- Commercial vendor (complete both sections)
- Conservation organization
- Hobbyist
- Novice or Junior Grower
- Orchid society

Do you grant permission to be listed in SOOS publicity (including on website) as a participant?

- No
- Yes, please specify link to your web information _____

Section 1: Sales Space Reservation (Do not complete if only entering an exhibit)

Type of sales (Please check main one):

- Orchids
- Orchid growing supplies
- Conservation and/or education
- Orchid paraphernalia including art and jewelry
- Other _____

Size of table in sales area and fee (Please check one):

- \$250 - 5 feet / 1.5 metres (min. 11 orchids in display)
- \$400 - 8 feet / 2.5 metres (min. 16 orchids in display)
- \$500 - 10 feet / 3 metres (min. 20 orchids in display)
- \$800 - 16 feet / 5 metres (min. 32 orchids in display)

Section 2: Exhibit Space Reservation (No fee required)

Type of exhibit (Please check one):

- Plant display
- Flower arrangement / Ikebana display
- Educational display
- Artwork display (Not required if work is to be part of SOOS's Art/Photography Exhibit)

Size of display (Please check as applicable):

- Short rectangular table (5 x 2.5 feet / 1.5 x .75 metres) Qty required _____
- Long rectangular table (8 x 2.5 feet / 2.5 x .75 metres) Qty required _____
- Round table (5 feet / 1.5 metres) Qty required _____
- Small display – shared table Qty required _____
- Island display – indicate dimensions and configuration _____

Location of display (Please check one):

- Wall or Stage
- Floor / Freestanding
- No preference

Other (Please check all that apply):

- Electrical outlet required
- Sketch of display layout attached
- Will supply own table
- Please indicate expected arrival time _____

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Terms and Conditions

- Sales space is limited and is reserved upon receipt of a **fully completed application accompanied by full payment** on a first-come, first-served basis.
 - Sales applications must be received by Sunday, December 4th, 2022.
 - Exhibit applications must be received by Sunday, January 8th, 2023.
- Acceptable forms of payment:
 - Make cheques payable to **Southern Ontario Orchid Society**.
 - For payment by credit card, please email show@soos.ca for an invoice. A 2.9% surcharge will be applied.
- If, for any reason you need to cancel your reservation, please email show@soos.ca immediately. **Refund of sales fees will be considered on an individual basis if requested after the Sales Application deadline.**
- SOOS will seek to reserve the requested space. However, since there is a limited number of each size of table available, SOOS reserves the right to alter table sizes and their location. Priority will be given on a first-come basis.
- The location and size of displays are fixed. Only the Show Chair may change the allocation of display and sales areas on the Friday in order to ensure the success of the show for everyone involved.
- All vendors are required to enter a quality exhibit proportional to the size of the sales table reserved:
 - 2 blooming orchid plants (or equivalent) per foot of table space rented with a minimum of 11 plants;
 - An educational or artistic display of comparable size;
 - No minimum size for non-vendor exhibits.
- Vanda falcatas, Chinese cymbidiums, Jewel Orchids and cut inflorescences are equivalent to flowering plants.
- Displays that do not meet the size requirement will need Show Chair approval.
- Each vendor's display and sales area will be evaluated by non-vendor members of the show committee to determine the vendor's eligibility for the following year's show.
- Please be considerate of neighbouring exhibitors by limiting the number of individuals involved in the set-up of the display to six (6).
- For security reasons, plant sales on Friday will be restricted to participants with valid badges. No pre-order pickups outside of Exhibition times (11 am to 4 pm) on Saturday and Sunday.
- Anyone helping with set-up, tear-down or sales should be identified ahead of time and wear the name badge provided by SOOS at all times.
- Set-up is from 10 am to 8 pm on Friday. For security reasons, alternate times must be approved in advance.
- Vendors are responsible for supervising their own sales area at all times.
- Vendors are responsible for collecting and remitting HST (13% in Ontario) as applicable.
- For assistance with the exhibit, please email show@soos.ca in advance so that a volunteer may be assigned.
- Exhibitors entering a multiple table or island display are requested to send a sketch of the dimensions and shape as early as possible in order to best accommodate the display.
- All orchids in the exhibit **and** in the sales area must have accurate and complete name tags.
- A black cloth covering the exhibit table will be provided by SOOS.
- Please incorporate the Show's theme, *Celebrating the Fringe*, into the exhibit.
- All plants to be judged must be registered online by 1 pm Friday or with hard copy by 8 pm Friday. Late entries may be exhibited but will not be judged.
- Please do not start teardown until 4:45 pm on Sunday.
- Unwanted cardboard boxes must be broken down and placed in one of the designated collection areas.
- Please review and adhere to the Show Schedule when preparing for the show.

In submitting this application, the exhibitor accepts the terms stated in this application and assumes the entire responsibility and liability for losses, damages, and claims arising out of the exhibitor's activities at the Toronto Botanical Garden and will indemnify, defend, and hold harmless the Toronto Botanical Garden, its agents, servants, employees, and the Southern Ontario Orchid Society, its officers and members from any and all losses, damages, and claims.

Signature: _____

Date: _____