



2024 VENDOR AND EXHIBITOR APPLICATION FORM

Important Dates and Times

Sunday, October 15th, 2023

Sunday, January 7th, 2024

Friday, February 9th, 2024

Saturday, February 10th, 2024

Sunday, February 11th, 2023

Sales space application deadline

Exhibit Only application deadline

10 am – 9 pm

6 pm

7:45 am – 11 am

11 am – 4 pm

11 am – Noon

Noon – 5 pm

9 am – 11 am

11 am – 4 pm

4:15 pm

Setup

Plant registration ENDS

Ribbon judging

AOS judging

Early Bird Shopper's Hour (Sales Only)

Show open to the public

Photographers session

Show open to the public

Teardown

Contact Information

Email show@soos.ca for all inquiries.

Email applications to:

show@soos.ca **(preferred)**

Mail payment to:

Southern Ontario Orchid Society

c/o 41 Laurel Valley Court

Concord, Ontario, Canada L4K 2B3

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 (Title of Educational Exhibit)	
Contact person	
Mailing address	
Email	
Telephone	
Number of badges required (please include names of all participants, if known)	

SOUTHERN ONTARIO ORCHID SOCIETY
ORCHID SHOW & SALE
Toronto Botanical Garden
SATURDAY AND SUNDAY • FEBRUARY 10 & 11, 2024



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 included in SOOS publicity 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

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

- \$300 - 6 feet / 1.8 metres (min. 12 orchids in display)
- \$400 - 8 feet / 2.4 metres (min. 16 orchids in display)
- \$600 - 12 feet / 3.6 metres (min. 24 orchids in display)
- \$700 - 14 feet / 4.2 metres (min. 28 orchids in display)

I will be bringing a lot of pre-orders that could cause excessive lines (Please check one):

- Possibly
- Not likely

Section 2: Exhibit Space Reservation (No fee required)

Type of exhibit (Please check one):

- Plant display
- Flower arrangement / Ikebana display
- Educational display
- Other _____

Size of display (Please check as applicable):

- Rectangular table 6 foot _____ 8 foot _____ Qty required _____
- Round table (5 feet / 1.5 metres) Qty required _____
- Shared table/stage (5 feet / 1.5 metres) 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



Terms and Conditions

- Sales space is limited and is reserved upon receipt of a **fully completed application accompanied by full payment.**
 - Sales applications must be received by Sunday, October 15th, 2023.
 - Exhibit applications must be received by Sunday, January 7th, 2024.
- Priority is on a first-come basis. Applications received after the deadline will be approved based on space availability.
- Acceptable forms of payment:
 - Cheques made payable to **Southern Ontario Orchid Society.**
 - Credit Card (plus surcharge); email show@soos.ca for a Square invoice.
 - Cash (in-person only).
- If, for any reason you must 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.
- The location and size of exhibits are fixed. Only the Show Manager 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.
 - 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.
- Exhibits 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 limit the number of individuals involved in the set-up of the exhibit to six (6).
- For security reasons, plant sales on Friday will be restricted to participants with valid badges.
- SOOS will provide name tags to all assisting with set-up, tear-down or sales ahead of time; please wear all times.
- Set-up is from 10 am to 9 pm on Friday. For security reasons, alternate times must be approved in advance.
- All plants to be judged must be registered by **6 pm** Friday. Late entries may be exhibited but will not be judged.
- 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, *Be My Valentine*, into the exhibit.
- Please do not start tearndown until 4:15 pm on Sunday. Plants are not to be removed from the exhibits until that time.
- Customers picking up pre-orders during the Show are expected to pay the usual entry fee.
- Given that the Show is in winter, please provide appropriate packaging for your sales.
- 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 participant 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: _____