

Santa Barbara International Orchid Show

P.O. BOX 62154, SANTA BARBARA, CA 93160 ~ SBORCHIDSHOW@GMAIL.COM ~ 805-403-1533

October 5, 2011

To: Show Exhibitors and Vendors

From: Santa Barbara International Orchid Show
Lauris Rose, President

Sandra Russell, Show Manager

Re: 2012 Santa Barbara International Orchid Show

Show Dates: March 16 – 18, 2012

Show Theme: “Orchidelic”

We invite you to submit an application to participate as an Exhibitor and Vendor during the 67th Santa Barbara International Orchid Show, held at the Earl Warren Showgrounds. Come celebrate the enticing kaleidoscope of orchid colors and diversity with “Orchidelic,” the theme of the 2012 show. Last year’s show was a spectacular success, thanks in part to the “Road Trip with Huell Howser” television program. We are pleased that it will air again in February of 2012. Help us continue our tradition of quality and excitement as one of the longest running orchid shows in the United States.

Exhibitors should be aware that all displays will be evaluated to insure that they meet or exceed the high standards expected at the Santa Barbara International Orchid Show. The evaluation criteria are adapted from the American Orchid Society Judging Rules and include aspects of design, flower quality, and labeling. All orchid plants in your display must be properly labeled

Please submit your applications via email, fax or US Mail, along with your deposit, by check or credit card, by November 15, 2011. Note that submission of the application does not guarantee participation. You will receive written notification from the SBIOS board of directors of the acceptance of your application following the monthly board meeting. **Sales booths will be assigned in the order that complete applications, including deposit and sales permit, are received.** Payments may be made by check; if you prefer to pay by credit card or PayPal, visit our web site or contact the Show Manager.

Ad space will be available in the Program handed out during the show. Approximately 7500 brochures were picked up by attendees in 2011; no more remain, so enclosed is the gorgeous full color program from 2010, as well as pricing and specifications. Please review both and

consider placing an ad in the 2012 Show Program, whether to promote your products, nursery, or an upcoming show or orchid society event.

Also included are an Exhibitor's Guide, plant registration form, and map of the vendor area.

The California State Board of Equalization visits orchid shows to check for Sales and Use Tax permits. All vendors **must** have a current and valid Sales and Use Tax Permit in their possession. A copy of your permit must accompany vendor applications. No sales booth will be issued until the Santa Barbara International Orchid Show has a valid copy of your SALES AND USE TAX PERMIT. Show personnel will not be responsible for contacting you to obtain a copy of the permit.

Thank you in advance for complying with all requirements. Please e-mail us at sborchidshow@gmail.com with any questions, or call 805-403-1533 and leave a detailed message.

We anticipate another world class show, and look forward to your participation in the Santa Barbara International Orchid Show.

SHOW MANAGER

Sandra Russell : (805) 403-1533

E-mail: sborchidshow@gmail.com

OFFICERS

President: Lauris Rose ~ Vice-President: George Hatfield ~ Treasurer: Don Burkey

DIRECTORS

Lance Birk, Joal Clayton, Jr., John Ernest, Gary Gallup, Parry Gripp, Paul Gripp, George Hatfield, James Rose, John Rowe, Jim Sloniker

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VENDOR APPLICATION

Company Name _____

Web Site _____

Contact Name _____ E-mail _____

Address _____ Phone _____

City/State/Zip _____ Mobile Phone _____

Number of Staff Parking Passes Needed _____ Number of Staff Exhibitor Ribbons Needed _____

Vendor Booth Fees

- **\$900 per booth**
- An exhibit less than 100 sq ft (minimum size 8 ft x 30 inches) qualifies for the purchase of one 9' x 10' vendor booth. Displays of 100 square feet or larger qualify for the purchase of two (2) or three (3) vendor booths.
- **Payment in full is required by January 15, 2012 with a non-refundable \$300 deposit per booth due by November 15, 2011; payments must be postmarked on or before the due dates.**
- Send checks to the address below OR pay by credit card / PayPal on our web site or by contacting the show manager
- Vendor booth fees are non-refundable.

Number of Booths Requested:	Number of Booths (9 ft x 10 ft each)	<u>1</u>	<u>2</u>	<u>3</u>
_____	Total Cost <u>\$900 per booth</u>	\$900	\$1800	\$2700
Deposit Enclosed: \$ _____	Deposit Due by November 15, 2011	\$300	\$600	\$900
	Balance Due by January 15, 2012	\$600	\$1200	\$1800

Desired Location (See enclosed vendor map):

1st Choice) _____ 2nd Choice) _____ 3rd Choice) _____

I/We have read the Exhibitor, Vendor, and Exhibitor Guide rules, agricultural commissioner requirements, regulations, and standards, and agree to abide by them.

Further I/we acknowledge that the Santa Barbara International Orchid Show, its officers, directors, management, and employees accept no responsibility or liability for loss of any kind.

I/We agree to abide by all CITES regulations. Any violations may result in the vendor being prohibited from participating in the current and future Santa Barbara International Orchid Shows.

Signature Title Date

California Sellers Permit Enclosed: A copy of your current and valid Sellers Permit issued by the California State Board of Equalization must be submitted with the completed vendor application. No booth assignment will be made until the Santa Barbara International Orchid Show receives this copy.

Send completed form to: SBIOS, P.O. Box 62154, Santa Barbara, CA 93160-2154 OR
sborchidshow@gmail.com OR 805-967-6882 (FAX)

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VENDOR RULES

**Earl Warren Showgrounds at Las Positas and Highway 101
3400 Calle Real, Santa Barbara, CA 93105**

Plant Exhibit Set-up:

Monday, March 12, 2012 – 12 NOON to 4:00 PM
Tuesday, March 13, 2012 – 9:00 AM to 6:00 PM
Wednesday, March 14, 2012 – 8:00 AM to 9:00 PM
Doors locked at 10:00 PM
Thursday, March 15, 2012 – 7:00 AM until 8:00 AM

Plant Exhibit Take Down:

Sunday, March 18, 2012 – ~5:15 PM to 8:00 PM
After everyone exits the exhibit hall

Vendor Set-up:

Wednesday, March 14, 2012 – 8:00 AM to 9:00 PM
Doors locked at 10:00 pm
Thursday, March 15, 2012 – 8:00 AM to 8:00 PM
Friday, March 16, 2012 – 7:00 AM to 9:00 AM

Vendor Take Down:

Sunday, March 18, 2012 – 5:00 PM to 8:00 PM

BOOTH:

- The size of each vendor booth is 9' x 10'. The booth includes three tables (two 6' x 30" and one 8' x 30"), two (2) chairs, and three (3) table coverings. Any additional supplies are at current costs.
- Final assignment of vendor spaces is at the discretion of Show Management and subject to approval by the Show Board. Show Management may use factors such as years of continuous participation, exhibit quality, and vendor area layout when making final booth assignments.
- Electricity is provided as part of the vendor booth fee and is only for a cash register and lighting.
- Vendor must staff booth during open hours of the entire show from 9:00 AM until 5:00 PM, including Sunday, March 18.
- All doorways and isles must be kept clear of boxes, plants, carts, etc. during open hours of the show, from 9 AM to 5 PM, Friday, March 16 through Sunday, March 18.
- Vendors are to restore their vendor space to its original state (all trash removed). Show provides large trash containers outside. Please flatten all cartons, etc.
- The carpeted vendor area will be inspected before and after the Show. Any damage to the carpet (i.e., water, bark or food stains) will be billed to you, the vendor. Further, vendor agrees to accept full responsibility to pay for any damage caused by them to the premises.
- Vendor booth space cannot be sold by anyone other than Show Management.

SELLERS PERMIT:

A copy of your current and valid Sellers Permit issued by the California State Board of Equalization (BOE) must be displayed at your vendor booth. BOE agents visit orchid shows to check for permits

It is **MANDATORY** that a copy be attached to your completed vendor application. **If we do not have a copy of this permit submitted with your application, no booth assignment will be made.** Refunds will not be given for failure to secure or provide the show management your Sellers Permit.

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For your convenience in obtaining further information, please see the California State Board of Equalization web site at <http://www.boe.ca.gov/info/reg.htm#sales>. Answers to frequently asked questions, including a link the Forms and Publications Section of the BOE is available at <http://www.boe.ca.gov/sutax/faqseller.htm#1>.

For in-state vendors, the application permit is available online at <http://www.boe.ca.gov/pdf/boe400spa.pdf>. You can request that an application for a seller's permit be mailed or faxed to you by calling 800.400.7115.

For out-of-state and out-of-country vendors, an application form can be found online at <http://www.boe.ca.gov/pdf/boe400csc.pdf>. This form is for persons or businesses that do not maintain a place of business within the state but by law collect tax on sales in California. It is also for businesses with sales personnel having no fixed business address. The completed form can be faxed to 916.227.6641. For information, call 916.227.6600.

PLANT SALES:

- **Owners of imported plant materials must be prepared to provide copies of phytosanitary and CITES documents upon demand. All plants must be nursery grown and not obviously collected from the wild. Exhibitors and vendors will follow Agricultural Commissioner requirements. All CITES regulations must be followed. Any violations may result in the vendor being prohibited from participating in the current and future Santa Barbara International Orchid Shows.**
- All plants should be properly labeled. Seller contact information must be available to purchasers either on the plant label, receipt, or a business card.
- Colored dot stickers will be supplied for identifying sold plants. Dots will be checked by security at the sales area exits. A dot must be affixed to each plant sold.
- All sales are final between seller and buyer. Santa Barbara International Orchid Show accepts NO responsibility for these transactions. The sale price of all plants and materials must be clearly marked.
- Vendor agrees to assume all responsibility for the proper collection and payment of all federal, state, and local taxes.
- If bare root plants are sold, we suggest that a culture sheet for the genus be provided by the vendor.
- Sales materials, flyers, lists, etc., must be distributed in the vendor area, not in the exhibit area or parking lot.
- Any plants shipped in care of the Show will be handled as best as possible, but The Santa Barbara International Orchid Show accepts no liability for shipments. Large shippers please notify the Show Management to make arrangements.

Questions:

**Show Manager – Sandra Russell e-mail: sborchidshow@gmail.com
P.O Box 62154 Santa Barbara, CA 93160-2154
805-403-1533 FAX: 805-967-6882**

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EXHIBITOR APPLICATION

Company Name _____

Web Site _____

Contact Name _____ E-mail _____

Address _____ Phone _____

City/State/Zip _____ Mobile Phone _____

Please indicate your exhibit type and requirements below: (answer each question marked with an *)

* I/We are a: _____ Commercial grower _____ Amateur grower _____ Group/society

* I/We would like to have a display entered into competition: _____ Yes _____ No
(If yes, your display will be automatically entered into competition – no entry form is needed)

* Educational Exhibit: _____ Yes _____ No

* **Display Judging Category:** * **Display Dimensions:** * **Diagram** (if other than rectangle):

_____ Less than 25 sq ft:	8 ft. wide by 2.5 ft. deep
_____ 25 to 100 sq ft:	_____ ft. wide X _____ ft. deep
_____ Over 100 sq ft:	_____ ft. wide X _____ ft. deep

* **Location Preference:**

_____ Center Island Area - edging & sand provided _____ Perimeter Wall – limited availability
(8'x2.5' size available – no tables) (exhibitor must provide backdrop, sand/edging optional)

* **Perimeter Wall Supplies Requested** (please fill out if requested Perimeter Wall location):

_____ Table: _____ One (Less than 25 sq ft) _____ Double (25 to 100 sq ft; 8' wide by 60" deep)
(1 or 2 tables, must request perimeter location, exhibitor must provide table skirt, limited number available)

Block Edging? _____ No _____ Yes (exhibitor must place blocks)

Sand? _____ No _____ Yes (exhibitor must move sand to fill space)

* **Sod** requested? _____ No _____ Yes; _____ % coverage or _____ sq ft

Other special requests: _____

- Electrical hookups are provided. *Please bring your own lighting for enhancement.*
- *We encourage you to bring foliage plants to enhance the display of your orchids.*

NOTE: All plant vendors must have a display

I/We have read the Exhibitor and Exhibitor Guide rules, agricultural commissioner requirements, regulations and standards and agree to abide by them. Further I/We acknowledge that the Santa Barbara International Orchid Show, its Officers, Directors, Management and Employees accept no responsibility or liability for loss of any kind.

I/We agree to abide by all CITES regulations. Any violations may result in the exhibitor being prohibited from participating in the current and future Santa Barbara International Orchid Shows.

Signature Title Date

Send completed form to: SBIOS, P.O. Box 62154, Santa Barbara, CA 93160-2154 OR
sborchidshow@gmail.com OR FAX to 805-967-6882

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EXHIBITOR RULES

Earl Warren Showgrounds at Las Positas and Highway 101
3400 Calle Real, Santa Barbara, CA 93105

Displays should represent the 2012 theme – “Orchidelic!”

Plant Exhibit Set-up:

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Tuesday, March 13, 2012 – 9:00 AM to 6:00 PM

Wednesday, March 14, 2012 – 8:00 AM to 9:00 PM

(Doors locked at 10:00 PM)

Thursday, March 15, 2012 – 7:00 AM until 8:00 AM

Plant Exhibit Take Down:

Sunday, March 18, 2012 – ~5:15 PM to 8:00 PM

After everyone exits the exhibit hall

Plant registration will be accepted until 9:00 PM on Wednesday, March 14, 2012. The preferred method of plant registration is online, at www.sborchidshow.com by 7 PM Tuesday, March 13, 2012. Please contact the Plant Registrar by e-mail at sborchidshow@gmail.com with any questions. Displays will automatically be entered unless otherwise noted on your entry form. You **MUST** notify the Show if your display size changes from your original application.

- Final assignment of exhibitor spaces is at the discretion of Show Management and subject to approval by the Show Board.
- **Exhibitors must provide a sign at their exhibit with the name or logo of their company or organization.** The sign shall be placed face down or obscured during judging, and in clear view during Show hours. Name and logo only are allowed on the sign. No banners.
- **All orchid plants must be properly labeled...** legible, and sized appropriately. Labeling is one of the judging categories for your display.
- Exhibits must contain 2/3 blooming orchid plants. There may not be more non-orchid plants than orchids.
- All table top displays **must** have a table skirt or covering that extends to the floor. The Show does not provide such coverings.
- Exhibitors may use water, gravel, wood, bark, sod, sand, soil, etc. in their displays. No artificial or dyed plants or materials. Please avoid plants and materials with offensive odors.
- Plastic pots should be covered to enhance the display. Clay pots must be new, or cleaned.
- Exhibitors are responsible for the lighting of their display. **The Show provides ambient lighting, but NOT individual display (flood) lighting.**
- Exhibitors must use fireproof materials.
- Management has the authority to exclude or disqualify any display under competition not conforming to Show standards and regulations.
- All exhibits will be reviewed by a team of impartial judges for the purpose of quality control

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based on the criteria used for AOS display judging which include: General arrangement; quality of flowers; number of plants; and labeling. Exhibitors not meeting these standards will be notified in writing outlining deficiencies.

A special evaluation will be done the following year. Exhibits which do not meet Santa Barbara International Orchid Show criteria two years in a row may be refused exhibition space.

- No distribution is allowed of sales materials, flyers, lists, etc. in the exhibit area or Show parking lot.
- Any plants shipped directly to the Show will be handled as best as possible, but The Santa Barbara International Orchid Show, Inc. accepts no liability for shipments. Large shippers should notify Show management for assistance and to make special arrangements.
- Exhibitors are to restore their display space to its original state (all trash removed). Show provides large trash containers outside. Please flatten all cartons, etc.
- **Under no circumstances may plants be removed from an exhibit before 5:00 PM on Sunday, March 18, 2012.**

Importers of plant materials must be prepared to provide copies of phytosanitary and CITES documents upon demand. All plants must be nursery grown and not obviously collected from the wild. Exhibitors will follow Agricultural Commissioner requirements. Please see letter enclosed. If illegal plants are part of a display or offered for sale, the Santa Barbara International Orchid Show will request their immediate removal from the Show grounds. Any violations may result in the exhibitor being prohibited from participating in the current and future Santa Barbara International Orchid Shows.

Questions:

Show Manager – Sandra Russell

E-mail: sborchidshow@gmail.com

P.O Box 62154

Santa Barbara, CA 93160-2154

PHONE: 805-403-1533

FAX: 805-967-6882

IMPORT REQUIREMENTS FOR ORCHIDS

The County Agricultural Commissioner's Office must be notified of the arrival of all plant material from outside the state or country, and the plant material must be held for inspection. Plants should be free of injurious insects and diseases.

FROM HAWAII

All plants must meet the entry requirements of California's Burrowing and Reniform Nematode Quarantine by meeting conditions a, b, or c below.

- a. Invoice/containers stamped with Hawaii Department of Agriculture "Bench grown/Soilfree" certificate.
- b. Invoice/containers stamped with Hawaii Department of Agriculture nematode certificate.
- c. Inspector (county) determines that plants are epiphytic and are grown exclusively in or on soil-free material such as osmunda fiber, tree fern trunk or bark.

FROM FOREIGN COUNTRIES

All plants must satisfy the entry conditions of the USDA and California Department of Food and Agriculture.

- a. Plant material must be inspected by USDA officials at the US port of entry.
- b. Phytosanitary certificates and import permits may be required.
- c. Shipper must provide valid CITES (Convention on International Trade of Endangered Species) certification from the country of origin. Seedling flasks, tissue cultures, seed pods, and cut flowers are generally exempt from this requirement. Note: Because of CITES regulations, there may be restrictions on returning to your origin country with orchids which you brought into the USA. Contact agriculture officials in your own country for more information.
- d. Plants should be bare root (exception: epiphytic plants mounted on approved materials such as tree fern trunks or coconut husks.)

Telephone numbers which may be of assistance to you:

USDA/APHIS/PPQ Inspection Station in Los Angeles – 310.725.1910
Santa Barbara County Agricultural Commissioner – 805.681.5600