

**Registration Process for Individual Plants and Exhibits**

1. Arrive at the Hallway adjacent to the Registration Area with the individual plants and exhibits that you wish to register at that time. There will be tables in this location for your use.
2. Take a numbered card, which indicates your **Line Position** for registration. Additional visits are allowed; however, a new **Line Position** number will be necessary for each subsequent visit.
3. Fill out **Green Tag(s)** for each of your entries in accordance with the Guidelines and Regulations specific for each Class and Award.
4. When your **Line Position** number is called, enter the registration area with your individual plants and exhibits.
5. Submit your **Completed Green Tag(s)** to the Registration Clerk for **Verification**.
6. Present your individual plant or exhibit to the Registration Clerk when asked.
7. Each **Verified and Registered Green Tag** will be handed to you, at which time you may place your individual plants and exhibits on the Show Floor and hang each **Green Tag** according to individual plant and exhibit identification guidelines.
8. The **Spotter** will guide you to the proper location for individual plant and exhibit placement.

**General Requirements for Educational Exhibits-Class E**

1. All Educational Exhibits must be registered by completing a **Green Tag** and presenting it to the Registration Clerk before 4:30 pm on Thursday. **Absolutely no entries after 5:00 PM.** **Green Tag** details may be filled in prior to the Show and pre-verified at our January or February meeting, or by other arrangement.
2. Awards may be bestowed for First Place, and Ribbons may be bestowed for First, Second and Third Place.
3. All entries must remain in place for the duration of the show.
4. Precaution is taken for the safety of exhibits; however, the Society will not be responsible for damage, loss or theft.
5. Exhibitors are asked to remove exhibits promptly at 4:30PM, Sunday, the day the show ends, so that exhibit take-down can proceed starting at 5:00 PM.

**Suggestions for Preparing an Educational Exhibit**

The American Orchid Society Judges Handbook (2012 edition, from *Orchids Plus*) uses the following scale for evaluating Educational Exhibits.

Educational value	25
Effectiveness of presentation	25
Clarity of labeling explanation	25
Appropriateness and attractiveness of staging	15
Originality	10
<b>Total Points</b>	<b>100</b>

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There are no specific guidelines stated in the AOS Judges Handbook other than the evaluation scale above. However, most educational exhibits are created on 24 x 30 feet foam "trifolds"  
The topic of the exhibit should not be too broad but focus on a particular subject,

Normally a combination of photographs and written explanations are used. These are often mounted on a colored background. Explanations should be typed and large enough to read. Keep the explanations simple, more pictures, less writing. Props may also be used.