



APS Exhibition Committee Chair Duties and Roles

The Exhibition Chair heads all aspects of the flower show at the annual APS convention. This includes the peony flower and photography exhibits,

- Position is appointed/renewed through appointment by the President every two years.
- A qualified member who is very familiar with Convention Exhibitions may be appointed to the position and can be a shared position with up to two co-chairs.
- Requires:
 - In-depth knowledge of showing peony flowers
 - Strong leadership and interpersonal skills
 - Effective organizational and communication abilities
 - Adhere to deadlines

The Exhibition Chair will work directly with the Convention Chair and the Convention Steering and Planning Committee. The Exhibition must fit well in the Convention Schedule and ensure exhibitors are accommodated to allow their exhibits to be adequately shown. Exhibition planning starts when the convention location is selected. There are a number of pre-planning issues to consider. Refer to the *HANDBOOK FOR HOSTING THE APS CONVENTION AND PEONY EXHIBITION* Key for full details. Some site criteria are as follows:

1. A minimum of 3000 square feet for the show floor space, depending on location
2. Adequate preparation space
3. Cold storage
4. Room temperature
5. Loading and unloading
6. Vendor space
7. Information table space
8. Seed sales space
9. Public access
10. Tables, coverings, bottles, display signage and supporting material

The Exhibition Chair should enlist separate committees when planning the convention flower exhibition. This allows for the duties to be distributed since planning and executing the exhibition is a large task. The exhibition has several sub-sections that require slightly different considerations and planning activities. These sub-sections include artistic designs, photography show, seedlings exhibit, commercial exhibit, etc. The committees are as follows:

Staging Committee – Assists with the show floor layout and placement of exhibits. Utilizes runners and works with classification.

Classification Committee – Ensures that the entries are placed in the correct class

Exhibition Awards Committee – Ribbons, Court of Honor (CofH) Awards, Special Awards and prepare PowerPoint presentation with CofH photos and titles for the annual convention banquet.

Artistic Design Committee – requires separate Federated Garden Clubs judges

Clerks Committee – recording of show results

Judges Committee– select certified flower show judges

Photography Exhibit Committee – has its own set of rules and needs for the Photography Contest

Photographer Committee – photograph exhibition including CofH photos for Awards presentation and future publicity, etc.

Seedlings Committee – will judge and score seedling entries

Volunteer Committee – build a volunteer base for the various committees and well as workers for setup and takedown based on the list of attendees or local help.

Duties

1. Works with Convention Chair to ensure all requirements for a successful peony flower show are met.
2. Establishes a location liaison (at hotel or other) so details are understood by all parties.
3. Work with bulletin editor and social media for articles in bulletin for promoting the exhibition.
4. Compiles show results for article and publication on the APS website.
5. Works with Volunteer Chair for the various committees and well as workers for setup and takedown based on the list of attendees or local help.
6. Write and publish the APS Exhibition Schedule that includes rules, classes, Artistic Design classes and Photography sections.
7. Before the convention:
 - a. Solicit for exhibitors, artistic designers, photography entries.
 - b. Collect all materials required
 - i. Bottles
 - ii. Signs
 - iii. Classification and Photography cards and stands
 - iv. Blind entry and stem tags
 - v. Office Supplies
 - vi. Award ribbons, special awards, certificates
8. Work with Photography Exhibit Committee for all their needs including setup, judging, awards, takedown and follow-up information.
9. Work with Artistic Design Committee for space, extra design materials, and peonies for use in arrangements and designs. Are there clerks and judges?
10. Work with the Seedling Committee for their needs including space, judging and scoring sheets and ribbons.
11. Coordinate with Staging Committee for table layout and logistics for staging.
12. Set up a classification committee to check entries for proper staging
13. For exhibitors, have volunteers to fill bottles and help with preparation.
14. Work with Volunteer Chair to assure time all slots are filled for the Exhibition.
15. Set up Court of Honor Display
16. Setup the potential Court of Honor winners staging location. Runners pull blue ribbon winners eligible for Court of Honor immediately after judging of class is completed and logged. Blue ribbon blind entry tags to be closed after being recorded. All potential court of honor ribbons should be on the staging table for Court of Honor judging as soon as all entries have been judged.
17. Assist Photography Committee to photograph Court of Honor winners.
18. Follow the *CHECKLIST FOR THE APS CONVENTION AND EXHIBITION* for all details.
19. Collect all necessary material (clerk sheets, ribbons not picked up) at end of exhibit.
20. Post-convention, send thank-you to volunteers and others.