



American Peony Society Convention – Venue Requirements

GENERAL REQUIREMENTS

An APS Convention venue needs to meet the following requirements:

- Scheduled late enough for northern growers to bring flowers
- Central location
- Easy airport access / Shuttle Service?
- Ample Parking (preferably free)
- Co-located or near flower show
- Easy access for the public
- Offers event planning and catering

While not required, also consider:

- Restaurant options including both onsite and within walking distance
- Additional attractions including stores/shopping, museums, sightseeing, public parks/gardens, etc.
- Easy access to public transportation

LODGING OPTIONS

- Will hotel reserve block of rooms for convention attendees at discounted rate?
- What contractual obligations involved? (Does APS need to guarantee minimum number of rooms? Is APS liable for unsold room fees?)
- Are room rates affordable to ensure maximum member participation?

HOSPITALITY SUITE

- Does the hotel offer suites with separate sitting room?
- Will the hotel comp/discount a centrally located suite to serve as hospitality room?

- Will they provide the room number in advance?

MEETING ROOMS

During the course of the convention, the following meeting rooms may be needed:

- **Board meeting(s)** – An evening board meeting will be scheduled and may include BOD dinner in either the same or an adjacent room. Seating for 15-30 people with conference tables. A brief BOD meeting will also be scheduled on Saturday evening following the banquet/auction.
- **Special classes / Training sessions** – Will APS be offering any special training (i.e. judges training, educational workshops, etc.) during Convention? Check with APS Committee Chairperson for requirements.
- **Exhibiting Peonies** – Schedule for Friday afternoon/early evening with lecture hall seating for approximately 40 people, small table for digital projector and laptop, screen, associated extension cords, etc. Also 8' skirted speaker's table. Will a microphone be needed?
- **Educational Seminars** – Schedule for Saturday afternoon (and possibly Friday/Sunday?) with lecture hall seating for 75-100 people, digital projector and screen, microphone, etc. Also easel for schedule

PREP ROOM

Requirements:

- Needed from Friday afternoon thru mid-day Saturday at minimum. Can we use through close of show for storage?
- Adjacent to flower show
- Easy access for loading/unloading (dock?)
- Access to water and drain (floor drain?)
- Need 24-30 work tables (no cloth or skirt needed). Consider plastic covering.
- Approximately 15–20 chairs for exhibitors (these can be stacked or placed on sides for use as needed)
- Approximately 4-6 large wastebaskets for water
- Additional 4-6 large wastebaskets for waste
- Does venue require plastic floor/table coverings for work area? If so, who and when will these be placed?
- Can prep room be locked? Who will have keys?
- Climate controls – Can room be cooled to 65° at night to keep flowers fresh?

EXHIBITION HALL

Requirements:

- Consider lighting – flowers look best with natural lighting
- Climate controls – Can room be cooled to 65° at night to keep flowers fresh?
- Need 30 to 40 8' tables with white cloths and skirts. (unskirted tables look sloppy)
- Additional 3 to 4 8' tables with cloths/skirts for Court of Honor



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- Need 1-2 8' tables at entry for brochures and information
- Approximately 3-4 tables for APS seeds and book sales
- 2 Easels for welcome and seminar location/schedule
- Security – Ability to lock at end of day

Arrange for plenty of volunteers to oversee the show and sales table on both Saturday and Sunday.

In addition to greeters at the Flower Show entrance, there should always be at least two APS members on the show floor to oversee the exhibit and answer visitor questions.

BANQUET / AUCTION

- Seated dining for 100-150 people
- Will dinner be served or buffet?
- Lectern with microphone for General Meeting (consider wireless mic to be used later for the auction)
- Need 6-10 skirted 8' tables at front of room for auction items
- 2 skirted 8' tables near electrical outlet for auction tally/check-out. These need to be located near the front for easy communication with the auctioneer.
- Table and outlets/power strip for laptop and digital projector
- Screen for auction presentation

Arrange for key contact at hotel throughout event to address questions, changes, unforeseen needs, etc.

Will there be a welcome letter for attendees? If so, will front desk personnel be available to deliver these as guests arrive? (This option won't be needed if we are able to communicate registration location/times in advance. If registration will be done in the Hospitality Suite, it's imperative that the Suite # is communicated to attendees in some way – letter, small counter sign at front desk, welcome poster on easel in lobby, etc.)

ADDITIONAL CONSIDERATIONS

Arrange for easels and signage as needed to guide guests to show/seminars

Decide if Convention will include a Welcome Picnic. Will the local/sponsoring region society sponsor this? If picnic will be sponsored by APS, select a venue and appoint committee to handling planning, food, etc.