

LONE STAR AFRICAN VIOLET COUNCIL (LSAVC)
CONVENTION AND SHOW MANUAL

I. Convention Site Selection

The LSAVC Board will entertain invitations to host the annual Convention and Show by any LSAVC affiliate in good standing.

The invitation should be submitted to the President of LSAVC. The invitation must then be presented to the Board for consideration. If no invitation has been received it will be the responsibility of the LSAVC President to contact representatives of affiliates as potential hosts for convention sites.

II. Convention Dates

The convention is held on the first weekend of November. While other weekends may be considered, the date should be as close as possible to this time.

III. Convention Hotel/Motel Site Selection

Hotel/Motel site selection is left up to the host affiliate since it is aware of the available resources. The following should be taken into consideration:

Showroom: The showroom, usually a ballroom, must be a minimum of 3,600 – 4,000 square feet to accommodate the show, its tables and its wide aisles. Other considerations for appropriate space include: good lighting, convenience of access, ease of “load in”, proximity to sales area, ease of regulating temperature, and adjacent space or room for: registration, entries and classification and access to storage space.

Salesroom: The sales room should be large enough to accommodate the expected number of sales tables and wide aisles for shoppers.

Banquet Rooms: Separate banquet space must be available and should be large enough to accommodate head tables seating Board members, the Convention Chair, the Show Chair and, if possible, their spouses/guests.

Workshops: Rooms for workshops should provide seating for approximately 50 persons. Many hotels use the same rooms that are provided for banquets.

Hospitality: (Optional) The Hospitality Room should be located near the show/sales area or in another high-traffic area, if possible. A separate room, which can be locked, is preferred.

Presidents' Reception: Both the LSAVC President and Immediate Past President host this function. Members may contribute food and beverages at this function. This gathering occurs after show breakdown on Saturday night. Snacks and beverages are available, as allowed, by the hotel. Space for this function should be determined early in the planning stages with the host hotel staff. Plans for this event depend entirely on whether the hotel will allow LSAVC to bring in its own food and beverages, including alcoholic beverages.

LSAVC will pay for the President's Reception out of convention funds, not to exceed \$500, with it being the LSAVC President's responsibility to make the arrangements for it. Under special circumstances should the amount exceed \$500, it will require special approval of the Board.

Storage: Accommodations must be made for an area, or two smaller areas, to be used for storage of boxes and equipment by commercial members and exhibitors. The storage area(s) must be able to be locked or secured.

Rates: Convention rates must be determined early in discussion with a potential site hotel. Every effort should be made to balance economy of rates for members attending the convention with quality of facilities. Usually 30 to 40 rooms required by the hotel must be reserved in a block for the convention, with a deadline date established. Reservations for this block of rooms may help guarantee a lower price on other space needed by LSAVC.

Other Contract Negotiation Considerations:

The hotel management must be provided with all details regarding the nature of the Convention and Show.

Determine, as early as possible, the Banquet menu and prices.

Determine that the fire, safety and city ADA codes will be met.

Determine whether hotel policy allows for food and beverages normally brought into the Hospitality Room and Presidents' Reception.

The following must be discussed and included in the contract: set up, staging, use of electrical outlets, microphones, audio-visual equipment, commercial sales, tables, etc.

Determine whether the management charges for use of electricity in the Commercial Sales Room.

Determine if the management of the site hotel would be willing to provide any complimentary rooms. (Most hotels provide the President a complimentary suite, which can be used for board meetings, etc.) If complimentary rooms are not provided, a separate meeting room will be needed. (With the exception of the President, LSAVC does not provide hotel accommodations for officers or Convention/Show volunteers/workers.)

IV. Convention Chairs

The host affiliate appoints the Convention Chair with consent of the LSAVC Board. The Convention Chair appoints a Convention Co-Chair, Show Chair and Show Co-Chair. These chairs appoint all other chairs and volunteers according to Standard AVSA Judged Show guidelines.

Affiliates need not provide all persons to perform all tasks of the Convention and Show. Other LSAVC members can volunteer or be asked to fill some of these positions. Requests for volunteers should be made in the July and September newsletter (see Timeline, p. 7-8). Host affiliates and chairs may consider asking former chairs for suggestions.

V. Convention Treasurer/Account

All Convention monies will be handled by the host affiliate. The host affiliate may ask for up to \$1,000 as a seed fund from the LSAVC Convention Reserve Fund. Such a request for assistance should be made in writing to the President. This fund is used to cover any early expenses incurred by the host affiliate. This seed fund amount is re-paid in full to the LSAVC treasury after the show. All profits from the show are divided "fifty-fifty" between the host affiliate and LSAVC.

VI. Registration

The host affiliate prepares the registration information and forms to be submitted to the September or the Convention issues of the LSAVC Newsletter (see Timeline, p. 7-8).

The host affiliate Registrar receives registrations electronically, by mail or at Convention Registration.

All LSAVC members pay the full registration fee as determined by the host affiliate, **EXCEPTION:** Those guests who only attend the Saturday Night Banquet, and who do not attend any other Convention functions, do not pay a registration fee.

Only LSAVC members registered for the Convention may enter plants or designs in the Show. This registration fee also allows the member to attend all convention presentations and workshops. (See Constitution and By-Laws, Article III-Membership for how LSAVC defines the term “members”.)

Upon occasion, the host affiliate may decide to assess a ticket price for non-registered members/guests to attend a presentation, especially if the speaker must be compensated for his/her expenses (presentation, travel, accommodations, etc.)

All members pay a separate fee from registration for the Awards Banquet. Guests of members and other guests attending the Awards Banquet must pay full price for the banquet. The public and non-registered members/guests are welcome to attend and view the show at no charge.

Name tags for registrants should be prepared in advance. Some Chambers of Commerce or Tourist Bureaus will provide name tags, brochures or other materials at no cost.

Provision of “Goody Bags” by the host affiliate is optional.

At completion of registration, the Registration Table may be used as a Membership Table to welcome and converse with guests. Providing a Guest Registry for names and contact information of guests proves invaluable to local clubs and LSAVC for purposes of attracting new members, and providing notification of future sales and shows.

The Registration Chair gives the Convention Chair count totals for banquets, workshops, etc.

VII. Awards

The affiliate Awards Chair keeps/maintains a record of all awards for the Convention. An article requesting awards should be placed in the LSAVC newsletter no later than the

May issue and repeated in the Convention issue. LSAVC incurs all the expense of rosettes and ribbons used for the LSAVC Convention and Show for both the amateur and commercial awards. The Show Chair is responsible for obtaining and transporting to the show: AVSA and LSAVC collection rosettes.

VIII. Schedule

The Show Chair sends copies of the Schedule to the AVSA Schedule Approver, including the requests for the: Standard Show Form and AVSA Collection rosettes. The Schedule Chair should have the Schedule prepared to submit to the newsletter editor for the September issue.

The host affiliate shall produce a Souvenir Booklet which will contain: the Show Schedule, the Convention Agenda, a list of awards and information about the hotel, etc.

IX. Awards Banquet

The Awards Banquet is held Saturday night. The host affiliate selects the banquet menu. The menu and prices should be established as early as possible. A small amount may be added to the meal prices to cover expenses and gratuities.

Tickets for the Banquet will be placed in the Registration Packet. They should be collected before functions to provide an accurate account of attendees. The host affiliate will determine whether or not to give and collect tickets for workshops.

A sturdy table(s) should be placed in front of the lectern for use in awards presentations.

The host affiliate provides centerpieces. Table favors are optional. When offered, table favors are made or donated by members of the host affiliate or by other LSAVC affiliates. Whenever possible, plant materials should be considered for table favors.

X. Workshops

The time, type and place of workshops are left to the discretion of the host affiliate. One or two workshops may be presented. Presenters usually are not compensated for their presentation. On occasion, the host affiliate may compensate speakers who travel great distances or for other reasons. Requests for audio-visual equipment and aids for

workshops should be arranged for and should be checked for working order in advance. LSAVC provides them at no cost to the presenter.

XI. Showroom

The Show Chair calls a meeting with the Show Committee Chairs. Records of previous number of entries should be reviewed. Inform the hotel, well in advance, how many tables and table covers will be needed. If the hotel does not provide table covers, other solutions/arrangements will need to be made. If necessary, arrange to borrow design niches from local and other affiliates to ensure sufficient numbers on hand.

Classification and Entries: Classification works in sync with Entries. Classification requires one computer with First Class II for verifying each plant to be entered. Other items needed: sizing rings, brushes, extra entry forms and pencils.

Entries 2 is the program for entering all exhibits for the show. *Read instructions carefully.* Enter the Schedule into this program. At least one month before the show, order about 600 entry cards from AVSA. Entries needs: pencils, a copy of the Schedule for reference and 2-3 additional persons who have knowledge of the program to relieve the person working on the computer. Fresh minds lead to fewer mistakes.

Showroom Hours: Showroom hours and hours open to the public are left to the discretion of the host affiliate. Every effort should be made to maximize the hours the showroom is open to the public. Making a connection with guests, encouraging interest, promoting membership at local, regional and national levels is a primary purpose for the LSAVC Convention and Show. Volunteer members assigned as hosts should be scheduled during Showroom hours to visit with guests about the show and to provide security for the entries.

Signage: Signs should be posted with directions to the Show Room, Commercial Sales Room, Workshops and Hospitality Room.

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XII. Judging

The Judges Chair is responsible for securing judges and clerks. A form requesting volunteer judges and clerks is submitted to the editor of the newsletter for the July and Convention issues (see Timeline, p. 7-8).

The Collection Classes should be judged by one (1) panel of judges. Whenever possible, judges of Horticulture Classes should not judge classes they have entered. Judges judging the Design Division should not enter that division.

The Judges Chair will determine which judges make up the final panel to select the top awards. The Awards Chair will provide a list of all awards to be selected. This list is to be given to the Show Chair, the Entries Chair and the Judges Chair in advance of the show. A computer list for use in awards selection will be provided by Classification and Entries.

XIII. Commercial Sales Room

The host affiliate plans the Commercial Sales Room. A fee will be charged for each table. Commercial members, affiliate clubs and individual LSAVC members may rent a table for the purpose of sales. Hours for the Commercial Sales Room should be coordinated with the Convention Agenda. If the hotel charges for the use of electricity in the Commercial Sales Room, an additional fee may be charged to each individual table rental. All signs, extension cords, lights, etc. are to be provided by the vendors, affiliates and individuals.

XIV. Convention Report

Convention reports must include a full financial report of the Convention, a summary of the number of entries, awards, banquet attendance, etc. These reports are published in the Newsletter.

XV. Publicity

The importance of timely local publicity cannot be overemphasized. Planning may begin months ahead. Notices should be sent in a timely manner. The Publicity Chair is responsible for submitting information for listing the Convention and Show in the AVSA Website, [African Violet Magazine](#), electronic/social media, appropriate newsletters and appropriate media. Adequate publicity increases public attendance.

XVI. LSAVC Newsletter Timeline

May

Article with invitation, time, date, place, etc.

Article calling for award donations

July

Second article repeating invitation information, plus tour, shopping information

Article listing show awards donated, special awards

Form to call for awards repeated

Form to call for volunteers, judges, clerks, placement, etc.

Design reservation form

September

Show Schedule

Convention Registration blank

Hotel information and registration form

Repeat of call for volunteers and forms

Sales table reservation blank

Repeat of call for awards, list of awards donated

Article on speakers and workshops

November-December

Show results

List of awards

Marge Savage, Vice-President

LSAVC Board of Directors

10/31/13

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October, 2013