

## 2019 MCG CLIVIA EXPO Guidelines

### DISPLAY

- Set-up of venue: Friday 20th September 4:00-8:00pm. Please lend a hand with set-up.
- Delivery of plants for the display: Friday 6:00-8:00pm, otherwise Saturday 8:00-9:15am.
- **Only members on duty are to enter the display area of the hall before 10:00am on the Saturday.** Members bringing plants for the display will be asked to leave their plants at the tables which will be set up inside the hall entrance to receive these plants.
- All plants *must* be healthy, and free of diseases and pests. The MCG reserves the right to exclude any plant from display or sales which shows signs of disease or pests.
- Plants and pots *must* be clean and well presented. Saucers will not be used in the display therefore, plants should not be watered for at least the 3 days prior to the day.
- Exhibitors are asked to provide the Registrar, Paul Smith (gizellea666@gmail.com; ph. 03 95475561) with details of the number of plants they anticipate bringing for the display on Wednesday 18<sup>th</sup> or Thursday 19<sup>th</sup>. This information helps the stewards plan the allocation of space for the display. At the time that plants are brought in to be benched for the display, exhibitors will be assigned a (consecutive) number for each plant and provided with two stickers (bearing the same number), one of which is to be placed on the plant card and the other on the pot. This enables the plants to be tracked for eventual return to the owner. In addition, the numbers will be used in voting for the People's Choice award.
- Display plants **MUST** be accompanied by the MCG's plant card affixed to a card holder (available at the time plants are brought in for the display). The card holder is to be placed in the pot to the front of the plant. Plant cards and paper will be available at the **August meeting**. A template for the plant card can be downloadable from our website and typed out in advance. It is preferred that plant cards are typed, but if that is not possible then please print the required details clearly, using black pen (only).

The details to be included on the plant card are:

cultivar name (if there is one) and/or cross (if known),

exhibitor, breeder (if known), and,

any information of interest.

Download the plant card template from <http://www.melbournecliviagroup.org.au/mcg-expo-2019/>

You can also download an instruction sheet on how to use the template.

- Plants on display are not to be handled nor pollen or berries removed by anyone.
- Members, particularly those who are officiating, are asked to wear their MCG name tags.
- The People's Choice Award is open to MCG members and members of the public who have the opportunity to select their favourite *Clivia*. Owners of the three plants receiving the most votes will receive a People's Choice Award (rosette and framed certificate) with the winner name being engraved on the MCG trophy.

- Members are needed to assist with various tasks throughout the day so a roster will be set up to cover a variety of functions. We hope that all members will make themselves available for rostered duties. If family members or friends of members are also available to help on the day, they will need to complete an *Application for Volunteer Membership*, preferably in advance of the event, or on the day if necessary. A committee member will coordinate the roster and volunteer applications. The roster will be released on or about the 18<sup>th</sup> of September.
- After the hall is closed at 4:00pm, exhibitors are to assemble their own plants in a section and be responsible for checking off their own plants. Following a closing announcement by Brenda Girdlestone, the Chief Steward, plants may be removed. Finally, the furniture will be dismantled, and the hall cleaned.
- When transporting display plants, secure the pots well and stake the flowering stem as these can be easily damaged. Generally, the stake should be removed when on display. If a flower is accidentally broken off during transit, it can be displayed on the pot or in a suitable container next to it. It is permissible to stake a stem of berries, and, if you wish, cover this with plastic netting for protection.
- While utmost care will be taken with the plants on display, the MCG cannot be held responsible for unforeseen events and any damage or losses.
- To maximise visitor parking, we request that members move their cars away from the immediate hall area after unloading plants and equipment. In addition to the carpark adjoining the main hall, there is plenty of parking in side streets and the train station car park.
- All monies received should be passed to the Treasurer on the day. Evidence of expenses to be claimed as expenditure (with prior approval received from the Committee) are to be submitted on the day or within one week.

#### **PLANT & SEED SALES**

- All current members of the MCG are offered the opportunity to sell their *Clivia* plants and seed through the club's Trading Table, by Auction *or* to sell their plants & seed as independent sellers. The Trading Table and Independent Sellers will be located inside a room to the right of the front entrance.
- A commission of 15% is payable to the MCG for all plants and seed sold at the Expo. Each seller must complete a Trading Table form, recording details of plants offered for sale. Sales will then be recorded against this and the commission payable calculated at the end of the Expo.
- Every member who elects to offer for sale their plants and/or seeds at the Expo, whether through the Trading Table, auction or via the Independent Sellers arrangement, is expected to contribute a minimum of two hours to assisting with the roster, as well as donate a plant for the raffle or bring plants for the display tables.
- Plant limits. The number of plants that a member may sell through the Trading Table is 50. Independent Sellers have no limit. There are no limits relating to the amount of seed offered for sale. It is expected sellers will, if needed, be able to store excess stock in their vehicles.
- In the case of Independent Sellers, the members concerned are wholly responsible for staffing their stall (note that any non-members assisting a member with their sales will be required to complete before the Expo day an *Application for Volunteer Membership*). More than one member may share a given stall site.

- Any member wishing to sell plants as an Independent Seller is required to register their intention to do so with **the Sales Coordinator Rae Begg (0407510273) no later than the 6<sup>th</sup> September and pay a non-refundable deposit of \$50** at that time (deposits paid will be deducted from commission owing on sales, however if the member does not proceed with plant sales the deposit is forfeited). A ballot will be conducted at an appropriate time to determine the order in which Independent Sellers can choose their stall site from among the designated spaces.
- All Trading Table sellers are asked to **advise the Sales coordinator, Rae Begg (0407510273) on Wednesday 18<sup>th</sup> Sept or Thursday 19<sup>th</sup> Sept** of the approximate number of pots that they will bring for sale. Information regarding pot sizes would also be of assistance.
- The sales areas will be prepared on Saturday morning with seller expected to assist with set up. Sellers are to bring their sale plants & seed in on the Saturday morning (8:00 am). A completed Trading Table form must be lodged at the time plants are brought to the venue in order that staff can check stock received against the form.
- When purchasing plants and/or seed from the Trading Table purchasers will pay the designated person at the Trading Table for those items. In the case of Independent Sellers, purchasers will be required to pay the Independent seller at point of purchase. Purchasers should be encouraged to place purchased plants in their own vehicles and exit via the door in the sales area.

#### **SALES STOCK PREPARATION**

- For the Trading Table, it will be the responsibility of the seller to ensure each plant is clearly identified with the seller' ID (initials) and the sales price. Stickers are available if required.
- The Trading Table form, which needs to be prepared in advance, is to list the number of items for sale, showing the total number at each price. Independent plant details are not required. This form will be available at the August meeting. It can also be downloaded from the MCG website at <http://www.melbournecliviagroup.org.au/mcg-expo-2019/>.
- It is expected that plants will be presented in sound, clean pots. Examination will also be made for any obvious sign of disease or insect infestation. Any problem plants will be rejected and the Trading Table form noted to this effect.

#### **END OF SALES**

- At the end of the sales period or at 4.00pm, a check is to be made of remaining stock. Each plant is to be counted and recorded by price on the Trading Table form provided by the seller. Rae Begg, Treasurer will calculate the total value of the remaining plants which will be deducted from the total value of plants provided for sale.
- In the case of Independent Sellers, the calculated commission is to be paid to the Treasurer at the conclusion of the Expo. For those selling through the Trading Table, a commission of 15% payable to the MCG will be deducted and the balance paid to the seller either at the conclusion of the Expo or within one week thereof.
- Sellers are expected to remove their remaining plants as soon as possible after 4.00pm