



## ***Orchid Fair 2017 Plant Registration Instructions***

Before filling in the registration form, please read the **40th Annual Orchid Fair Show Schedule**, which can be downloaded or viewed through the Orchid Society of Alberta website. The **Rules and Regulations** governing the submission of plants for exhibition are on pages 7 and 8. **It is your responsibility to enter each plant in the correct class(es)**. Each plant should be entered into one (1) Alliance Class only. Where a plant could conceivably fit into more than one class, the exhibitor shall enter it into the first applicable class listed. The plant classes are described in the Schedule of Classes on pages 9 to 12 of the Show Schedule. Also make sure to enter your plant(s) in any of the Special Trophy Classes on page 16 for which you think they may be eligible.

### **Instructions for filling out the entry form**

- 1) Enter your name, full address, company name (if applicable) phone number and email address on the entry form.
- 2) Select the name of the display from the drop down list in the "Display Name" field. This typically your last name or company name or "OSA" for Orchid Society of Alberta display or 'Landscape' for the landscape display table.
- 3) For species and registered hybrids enter the genus, registered name, clonal name and awards. For unregistered hybrids (or if you do not know the registered name), enter the genus and the names of the parents. Please enter the names of species in lowercase and only capitalize the first letter of the name for hybrids.
- 4) Enter the number of the plant class or display class.
- 5) Enter a 'Y' under the Special Trophy Class(es) column that applies to your plant.

To fill in the form, simply type your information into the appropriate spaces. Please use the Excel version (**Orchid Fair 2017 Plant Entry Form.xlsx** file name) of the form if possible. If you do not have an Excel compatible program please use the word processor version (**Orchid Fair 2017 Plant Entry Form.rtf** file name).

When the entry form is complete, please e-mail it to [registration@orchidsalberta.com](mailto:registration@orchidsalberta.com).  
**Remember to save a copy to your computer before emailing it to us!**

Plants can also be entered on-site at the show at the Enjoy Centre, 101 Riel Drive, St. Albert, Alberta from **9:00 AM to 5:00 PM** on Thursday, April 6, 2017.

**Plant registration deadline is 5:00 pm April 6.**

**Advance registration is STRONGLY encouraged!  
If in doubt whether your plant will be ready in  
time for the show, please pre-register any plants  
that you think you may want to enter. It is much  
quicker to delete an advance entry than to register  
a plant at the last minute.**

On the show setup day you will receive a confirmation copy of the registration form that will have a unique Plant Identification Number assigned to each plant. The Plant Identification Number stickers are provided for placement on your plant label. Each exhibitor is responsible for labeling their plants and attaching the plant numbers.