

Plant Registration and how to complete the 'Exhibitor's Show Entry Form'

All entries (orchids and Section 4 foliage) to be judged must be nominated using an Exhibitor Show Entry Form. These forms may be obtained from the AOC 2025 website, www.aoc2025.org.au, the **Show Marshal** (email origma505@gmail.com), the **Show Registrar**, (email paigesinclair@me.com) or forms and Instructions on Form Completion may be collected from the Show Registrar at the Show from 7:30 AM on 1 October 2025.

Lodgement of Exhibitor Show Entry Form closes at 2:00 PM, Wednesday, 1 October 2025.

Copies of the AOC 2025 Show Schedule, Exhibitor Show Entry Forms and 'Instructions on how to complete the Exhibitor Show Entry Form' (see Rules 5) may be downloaded from the AOC 2025 website, www.aoc2025.org.au. Although Exhibitor Show Entry Forms must be lodged with the Show Registrar before 2:00 PM, Wednesday, 1 October 2025, **it would assist the Show Team if completed forms are emailed to the Show Registrar (paigesinclair@me.com) before 12 Noon, on 30 September 2025 or earlier if possible**

If you are unable to complete an electronic version of the entry form, you can email the Show Registrar (paigesinclair@me.com) a list of your entries - one per line - along with the details required for each show entry (see Rules 4 & 5). Please separate each detail with a comma. Use a separate line for each plant. Alternatively, you can submit a Handwritten version of the Exhibitor Show Entry Forms **provided it is legible** to the Show Registrar before 2:00 PM, Wednesday, 1 October 2025.

Each **Exhibitor Show Entry Form** must correctly list the exhibitor(s) name, the complete name of each plant, the Class Number entered for each plant and, if entered in any Display, the name of the Display/s. Entries as First Flowering Seedlings and Species must also be nominated (Rule 8).

Section 4 Foliage Plants comprise ferns, fern allies, bromeliads, begonias, aroids/arums and anthuriums only.

NOTE: There is no requirement to bench every plant for which you have requested an Exhibit Label BUT PLEASE include every plant that you hope to have ready for the show.

Exhibit Labels may be collected at the venue from the Show Registrar on Wednesday, 1st October 2025.

A guide to competing the Exhibitor Show Entry Form and an completed example follows:

Plant Registration - how to complete the 'Exhibitor Show Entry Form'

- (a) Open the Word document after downloading it onto your device.
- (b) Save the document to your Document Folder using your name, e.g. 'MarciaSmith AOC 2025-1';
- (c) If you wish to enter more than 20 plants, save a second copy of the document using your name and separate number, for example: 'MarciaSmith AOC 2025-2';
- (d) Start by entering your Name in the space provided and then, using **Column 1**, type the complete name of each plant you plan to enter using both upper-and lower-case letters,

e.g. **Item 1:** Cymbidium Marcia Pettijohn 'Long Legs'

Item 2: Cattleya Mari's Beat 'Michaela' HCC/OSCOV

Item 3: Paphiopedilum Orchilla 'Chilton' AM/AOC, etc., etc.

Where possible, CHECK the accuracy of each plant's name and spelling through the RHS websites (Royal Horticultural Society, Kew), Orchidwiz or another appropriate website.

If a hybrid plant is unregistered, please list the complete parental combination that produced that plant, e.g. Den. kingianum x Den. speciosum. If you don't know the parentage, record the genus and add 'No ID' or 'unknown';

- (e) Move to **Column 2**, using either the tab key or click your cursor in that field. **Column 2** requires you to nominate the Section and Class in which each plant is to be entered. Use the Section and Class codes in the AOC 2025 Show Schedule, (see AOC 2025 website, www.aoc2025.org.au);

(f) in **Column 3** indicate if the entry is a **Species** or a **Hybrid**: enter 'S' or 'H', as appropriate, using CAPITAL LETTERS only.

Then, in **Column 4**, if nominating a seedling for a Seedling Class, insert a CAPITAL 'Y' in this column.

(g) For plants that will be included in a Display, insert in **Column 5** either the initials of the society/organisation concerned, or a unique number/letter combination, to identify the display where that/those plants will be located.

IF displaying plants in more than one Display, you need different, unique, codes for each display;

(h) Once completed, **SAVE** your file and then email a copy to paigesinclair@me.com please before **12 Noon, Tuesday,30th September 2025** or earlier if possible.

(i) Next page is an example of a completed Exhibitor Show Entry Form:

(Please read the instructions on how to complete this Document
ENTRIES CLOSE AT 2:00 PM, WEDNESDAY 1 OCTOBER 2025
 HOWEVER, it would be appreciated if you complete and email this form to
paigesinclair@me.com before 12 Noon on Tuesday 30th September 2025.

Your Name
 Marcia Smith

Column 1	Column 2	Column 3	Column 4	Column 5
Full name of the plant - please check the name of each of your plants (using Orchidwiz, the RHS or other websites) for correct name and spelling. If a plant is not registered write the parentage that made that plant. If plant name is unknown, insert 'No ID' or 'Unknown' after the genus. ANY PROBLEMS? CONTACT PAIGE, 0427 591 901	Section and Class	Species or Hybrid (S or H)	Seedling Y	Display Use the initials of your Society
1 Cymbidium Marcia Pettijohn 'Long Legs'	L2	H		WDO S
2 Cattleya Mari's Beat 'Michaela' HCC/OSCOV	D3	H		
3 Paphiopedilum Orchilla 'Chilton' AM/AOC	U2	H		
4 Phalaenopsis Big Foot Angel	Z3	H		
5 Pholidota articulata	AG7	S		WDO S
6 Rhynchostylis retusa	AG1	S		
7 Tolumnia Golden Sunset x Rodonticidium Maggie	T3	H	Y	

Example of an Exhibit Label

2025 **ROC**

International Conference & Show

Woolgoolga District Orchid Society

Epi. Candy Valley 'Candy Pink'

Species or Hybrid: **H**

Seedling: **N** Class Number: **A4**

Exhibitor Code: **J14** Display **Y** **0259**