

British
Cactus and Succulent
Society

Organising Exhibitions and Shows

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2010

EXHIBITIONS

First, consider the purpose of your exhibition. Are you hoping to increase branch membership or are you creating an educational display? Maybe both? To some extent the answer will influence how you proceed in organising the event. The value of a well-designed display of plants in introducing the public to the beauty and interest of cacti and the other succulents cannot be overrated.

Choice of Venue

A public exhibition can be organised solely by a branch of the Society, or advantage can be taken of the many opportunities offered by local flower shows, which usually welcome the presence of society stands. A limited number of flower-show exhibits are sponsored annually by the Society through the Shows Committee. If planning a display at any show it is essential to study the show rules very carefully and to maintain full consultation with the organisers. For example, at some shows no sales are permitted from a display stands. At others it may be possible to sell literature, plants and seeds.

The form of the stand must be acceptable to the show organisers: in some cases a sketch and explanation are required in advance. Remember that manual assistance will generally not be available and any large or heavy items will need to be positioned by your own members. If any structural work is to be done check with the organisers to find out if this can be performed by BCSS members or not. (In some instances Trade Union regulations may be strictly enforced.) If you are requested to show that you have appropriate insurance to cover your presence at the event details of the Society's policy can be obtained from the Treasurer.

Type of Site

Various types and sizes of sites may be offered for displays. A wall site has many advantages, but a snapping canvas tent-wall can be hazardous to any tall and fragile plants. An "island" site can be made very attractive, but demands more care as it has to be planned for viewing from all directions. If organising a display for the first time, beware of getting too large a space. For a wall-site about twelve feet of staging is ample since this will require at least fifty good plants.

Exhibition Design

A display made up solely from plants in pots can be very uninteresting. At some shows the organisers may, on request, supply rock and sand. Failing these, sand and coir or other materials may be obtained for the display. Artificial stonework made from light plastic materials can be very effective. In designing the overall effect, a fussy appearance should be avoided. It is not necessary to crowd plants closely together to create a good effect; a stark simplicity is often far more striking.

There is little point in using rare species on a publicity stand: your audience will not appreciate their finer points. Flowering plants are essential, for example, *Rebates*, *Mammillarias*, Epiphytes, *Parodias*, *Gymnocalyciums* and so on will be available for spring events, whilst many of the *Crassulaceae* and shrubby *Mesembryanthemaceae* will provide colour in the autumn. A few really outstanding specimens should be included if possible: a large *Cereus* or *Opuntia*, or possibly an *Agave* or *Aloe*. These can provide a striking focal point when placed among smaller plants.

Remember that plants alone will not necessarily achieve your aim, sample journals, introductory leaflets and membership application forms may improve your impact. These can be obtained from the Society's Publications Officer.

Stewarding

It should be remembered that the public, children especially, are inquisitive and, regrettably, sometimes acquisitive too. Vulnerable plants particularly *Lithops* and similar genera, should be placed well out of reach of prying fingers. In some districts vandalism and thieving are said to be rife: here wire guards are usually put round all displays.

During the whole period of the show the exhibition must be attended by stewards. This is a tiring job and must not be left to just one or two individuals. Prepare a rota to enable your members to relax and enjoy themselves. As an incentive Show organisers may issue a number of free passes for the use of stewards.

COMPETITIVE SHOWS

Shows play a most important part in the life of our Society. They give every member the opportunity of participating actively instead of passively, they enable us all to see a far wider range of plants than we can grow ourselves and by showing us first-class plants they help us to improve our standards of cultivation. In addition, a show is a public occasion at which we can stimulate interest in our plants and recruit new members to our ranks.

Careful advance planning is absolutely essential if the show is to be a success. The following advice is offered to those branches without experience in running shows. This preliminary work should be done at least twelve months before the intended date of the show.

The Committee

A Show Committee should be formed. This can be the Branch Committee or can include additional members. A Show Secretary should be appointed: this need not be the Branch Secretary. Depending upon the size of the Show, a Show Manager may also be necessary. Other members of the Show Committee should be given responsibility for publicity, catering, finances and so on.

The Site and Date

Obviously there is considerable interaction between date and hall choices. The sooner you make the decisions, the easier it will be to get the date and hall you want.

Decide the day or days you want for the show, remembering that you may not be able to find a suitable hall available at that time. Prepare to be flexible at this stage.

A suitable hall, large enough to take all the expected entries, must be found and booked well in advance, maybe as much as 18 months before the proposed date. You should look for a location likely to attract the public with good car-parking facilities. (It is sometimes possible to make arrangements with local police concerning parking at the show). Civic, church or trade union halls are often useful. Some branches have developed good relations with garden centres to the benefit of both parties. Besides providing the accommodation and often publicity, some garden centres even give trophies! The hall should be well lit by both natural and artificial lighting. It should also be affordable, bearing in mind your expected income.

If you are fortunate enough to have a choice of halls, look also for available and suitable tabling (it will save you hiring), kitchen facilities (to increase your income) and space to administer the show.

Study any rules governing the use of the hall. It is usually valuable and often essential to have the hall available for the evening before the show, but this could cost you much more. Check to see if you can have early access (say 7 am) to the hall on the morning of the show as an alternative. Prepare yourself a scale diagram of the hall so that you can work out a suitable layout for the tables. Pay particular attention to the position of all doors, fire exits and obstructions.

The Schedule

The Show Committee must draw up the Show Schedule. This is a most important matter and is discussed in detail in Appendix I. A sample schedule of classes is given in Appendix II.

The Judges

The number of judges required will depend upon the number of classes and the time allocated for the judging. Depending upon the number of entries a show of thirty classes may require one hour for judging. You should allow the judge(s) at least two minutes for each class. The Society's Shows Committee recommends that you have two judges if you anticipate more than 45 classes. If more than one judge is to be engaged, try to choose them from the same area, if they travel together this will reduce your costs.

Select your judge(s) from the Official List of Approved Judges which is held by all Branch Secretaries, and contains details of members who are approved to judge cacti, the other succulents, or cacti and succulents. In exceptional circumstances the Shows Committee may approve the appointment of other judges.

Make the arrangement immediately. The timing of booking must be such that you have time for the judge(s) to see the proposed schedule (in draft form, but legible) and comment on it before you print it. (Printing will be about three months before the show to permit distribution to likely exhibitors.) Please send a SAE for their reply. You are expected to act on any comments made by the judge(s).

Remember that the Society's judges work in accordance with the Society's rules and will not be prepared to judge according to any rules that might conflict with these. In particular, the Society's judges have the right to withhold awards in classes where, in their opinion, no entry merits an award. Judges do not use this right indiscriminately, and are reluctant to do so, but it is not reasonable to expect a judge to award a first prize to a plant in bad condition merely because there is no better exhibit in the class.

Copies of the final printed schedule should be sent to the judge(s) along with any necessary information about finding the venue, arrangements for meals and so on.

Finance

The Show Committee will need to consider the finances of the show at the earliest possible stage. Prize cards, awards and all other necessary items (see Appendices IV and V) should be ordered, at least one month before the event, from the Society's Assistant Shows Secretary.

More advice on finance is given below (see "Financing the Show").

Publicity

Notification of the date and other details of the show should be sent as early as possible to the Society's Collator of the "Calendar of Events", the Zone Representative and to neighbouring branches. This can save much confusion due to clashing dates.

Publicity should be organised as vigorously as possible. There is more advice below (see "Publicising the Show").

Financing the Show

Outlay

Many of the bills for show expenses will not fall due until after the show, so that as long as it is a financial success there is no problem here. The outlay will fall under the following headings:

◆ **Printing and/or duplicating**

High-class printed schedules are really only justified for large and successful shows. Printing and duplicating technology has advanced by leaps and bounds in recent years, and photocopying services are now common on the high street. They provide a rapid, reasonably cheap and efficient service. Most branches have a member who is familiar with computers and willing to produce a master copy of the schedule for duplicating. Failing this, one of your members may have a child who is only too happy to show off his or her expertise in this field. Do not over-order, surplus schedules waste money!

◆ **Prize-money**

The Show Committee should decide whether or not to award cash prizes. Where they are given, the top prize for individual exhibits is commonly £1, with second and third prizes of 50p and 25p. This can present quite a large bill, since a show of 20 classes would require £35.00 prize money, whereas entry fees, usually not more than 50p per class, rarely compensate for this outlay.

◆ **Staging**

It may be necessary to hire trestle tables if the chosen hall does not have sufficient for your needs. These can be obtained from companies that specialise in tabling, marquees, etc., for fetes. Charges are usually quite high and demand is keen so enquiries and reservations should be made in good time.

Covering for the tables can be plain paper (black paper is very effective) or plain or dyed hessian. Paper has a short life (one show), but a stock of hessian can be kept for future shows. Your local newspaper printer may have end of roll newsprint for collection or sale.

Coloured ribbon can usually be obtained cheaply and is useful for marking off the class spaces on the tables. Split canes are a suitable alternative.

◆ **Catering materials**

If catering is to be handled by members, check to see if the hall is provided with stocks of crockery, cutlery, etc. If not, disposable plastic-ware is your cheapest solution, the alternative being hiring. Food stocks will need to be bought: these are not easily estimated in advance. Ensure copious supplies of tea, coffee, milk and sugar are available!

◆ **Miscellaneous**

This will include the show awards, etc., judges' expenses and secretarial expenses such as postage and telephone calls, and of course the hire of the hall.

Income

The income from the show comes from the following sources:

- ◆ **Exhibitors' Fees**
Where prize money is given, a fee, usually not more than 50p per entry, is charged to the exhibitors.
- ◆ **Admission**
Public admission charges are usually about 50p but higher charges may be justifiable for large shows.
- ◆ **Plant Sales**
Plant sales are very popular and give your members a chance to generate income for the branch. Care should be taken to offer clean, healthy plants.
If the hall is large enough, space can be let to cactus nurserymen for a fee that might range from £1 to £5 per foot run of tabling or whatever is considered fair and suitable.
- ◆ **Catering**
Good quality refreshments can attract visitors from the street, and be a useful source of income. Of course they are also a convenience for the exhibitors and helpers alike.
- ◆ **Raffles**
A draw based on the sale of tickets in advance can be useful. Prizes offered should be good ones, commensurate with the anticipated sale of tickets. The branch must be registered with the local authority and a registration fee is payable. There are legal limits on the value of prizes offered and the amount of expenses that can be incurred. The registering body will require accounts of the raffle. Details of the main prizes must be printed on the tickets, together with the time and place at which the draw is to be made (this will be the day of the show of course). Also include the name and address of a branch official appointed to act as the draw promoter. It is illegal to offer raffle tickets for sale on the street or to minors if the prizes include alcohol. These draw tickets can also give admission to the show.
A small raffle with the tickets being offered to visitors during the show can be run either in addition to the registered one or as an alternative. No registration for this under the Lotteries Act is required if it is confined to the show premises. It must be drawn on the day of the show.
Another possibility is a tombola stall. For this and an additional raffle, plants, fruit, sweets, bottled drinks, etc may be offered as prizes.
- ◆ **Other sources of income**
Advertising space in the show schedule can be sold. Rates charged depend on the number of schedules printed and on local conditions.

Publicising the Show

Local publicity is most important, and all possible methods should be used to make sure that local residents know that a cactus show is taking place. The local newspaper can help a lot if you notify the editor three or four weeks in advance, with full details. Posters can be printed for putting in members' windows and, if allowed, in local shops and libraries. Car-stickers are useful. Publicity in our Journal at discounted rates can be arranged if full details are sent to the Advertising Manager early enough. All materials for printing and duplicating should be prepared well in advance of the show date and sent to the printer. This will include the schedule and all handbills, posters, tickets for admission and raffles, and additional items like car-stickers if required.

Local radio stations are often keen to publicise events of an "unusual" nature. For major shows, the possibility of television publicity and coverage opens up.

An Information Stand at the show is a way of recruiting members. Make sure you have available membership forms, specimen Journals, Society booklets and information about the local branch. Most of these items can be obtained from the Publications Officer.

Please remove all advertising after the show as it can then cause confusion and frustration in a public whose continued support we require.

Insurance

The Society holds a third party Public Liability insurance policy (WA/2802/8502985) with C.E. Heath (UK) Ltd., giving cover up to two million pounds. This provides indemnity against claims from the public, including members not involved in the organisation of an event, and for injury and damage as a result of "negligence" by the Society. This covers all Branch, Zone and National meetings and shows, as well as

stands and shows put on by Branches at organised events. It does not cover speakers, judges, etc. for damage to their cars or property while taking part in Society events.

You may be required to provide evidence of this insurance to the letting agency of the facilities you wish to hire. Contact the Treasurer (address inside the cover of every journal) for this evidence, if required.

In the unlikely event of a claim, contact the Treasurer who will help you deal with it.

Any other insurance required must be arranged and paid for by the organisers. Usually it is not possible to insure the exhibits.

Administering the Show

In the Month before the Show

The main responsibility for the administration of the show falls on the Show Secretary, together with the Show Manager if one is appointed. Other functions (finance, publicity, etc.) can be delegated to other members of the committee. Details of these aspects of the show are not considered further.

Entries to the show will normally be made on forms issued by the Show Committee (usually printed in the schedule) which are returnable to the Show Secretary or Manager by a stated date. By having entries made in advance the Show Committee is able to plan the layout of classes before plants actually arrive at the hall.

An Exhibitor's Entry Card is made out for each entry of each exhibitor. The exhibitor's name and branch goes on one side of the card, and the class number and exhibit number in that class on the other. An exhibitor may be given the same number for all classes, or may be given a different number in each class. The purpose of the card is to conceal the identity of the owner of the exhibit while judging is taking place, yet to enable the Show Secretary to identify rapidly the ownership when preparing the prize cards. After judging, the same card turned over will enable the visiting public to discover the ownership of the plants they admire. The Show Secretary must check that exhibitors are entitled to enter the classes that they specify.

The Show Secretary should provide himself with a large ruled sheet upon which the exhibitors' names can be entered together with the classes they have entered. This sheet will be used for recording the results of the judging.

All the prize cards and certificates should be filled in before the show, leaving only the spaces for the winners' names.

Transport

To increase the number of entries, volunteers should be asked to help members who do not have cars to get their plants to the show. Borrowing or hiring a van to make a tour collecting plants is worth considering.

Show Stewards

Organise stewards for the show. All stewards should be provided with badges. The duties of the show stewards are as follows:

1. Judges' Stewards

Each judge should be accompanied by a steward who will carry a copy of the schedule and will guide the judge to the classes concerned. Make sure that the steward has full details of all classes the judge is required to see, and of additional awards required (such as "Best Cactus in Show"). The steward will assist the judge as required, e.g. by bringing the show secretary or manager for consultation on the rules and by assisting with the checking of pot sizes where necessary. The steward will record the judge's decisions (Stewards' Cards, which are available from the Assistant Shows Secretary, are admirable for this purpose) and transmit these to the show secretary. An extra steward to serve as runner for this purpose is ideal.

The steward must not in any circumstances discuss the merits or otherwise of the exhibits with the judge and should not offer any observations at all unless asked to do so. Only questions of interpretation of rules can be discussed between the judge and his or her steward, and it will usually be desirable for the show secretary or manager to be included in such discussions.

2. Other Stewards

Other stewards are required to serve at the show doors, on the information, sales and refreshments stands and also to patrol the show benches during the show to prevent damage and pilfering.

On the Day of the Show

Lay out the hall.

Issue the exhibitors cards.

Make sure a copy of the current "Handbook of Shows", a rule and callipers are available for the exhibitors.

Check that the exhibitors have placed their entry cards correctly, face down with the names underneath, before judging begins. When the judges have completed their work reverse the cards to show the ownership of the plants.

See that the judge, when he or she arrives, is accommodated comfortably in a place away from the exhibits until the appointed time for judging. Offer them some refreshment,

Clear the hall for judging, unless you intend to open to the public during the process. If judging with the public in the hall, please ensure the judge(s) can get to the classes without interference.

As judging proceeds, the judges' stewards should convey the results of each class to the Show Secretary who will record them on his sheet and fill in the prize cards. A clearly written copy of the show results should be made available to the press. It is advisable to write winners' names in block capitals.

Arrange for the judge to be given a meal at a suitable time, after judging.

Deal with objections.

Present the trophies and awards to the winners.

Pay the judge's expenses before he or she leaves the show. It is embarrassing for both sides if expenses have to be settled later.

Ensure that any other business (raffles, presentations, etc) are completed.

When time is up, break down the show and relax.

If it is felt that the judge's conduct calls for any comment, the Branch Secretary or Zone Representative concerned should make this in writing to the Society's Shows Secretary.

Appendix I — Show Schedules

So many difficulties have arisen because of the wording of show schedules that we have drawn up a brief guide to schedule writing in the following pages. It is quite impossible to deal with the subject in great detail in a few pages, but we hope that these notes will be helpful to show committees. The advice given is derived from many consultations with our judges and with experienced show secretaries. There is a sample schedule intended to help schedule compilers use the classification system described in Appendix III. It is essential that this classification is followed if confusion is not to result at shows.

There are several basic components of a full schedule.

1. Rules

Rules of entry to the show are necessary. Without clear rules there is likely to be dissention and confusion.

2. Classes

The choice of classes and their description in the schedule call for the greatest of care. It is recommended that in general all classes should be based on groups defined in the current "Handbook of Shows". Although this may seem difficult, it has been found necessary. Classes of other kinds very frequently lead to confusion among the exhibitors and to difficulties for the judges. On later pages we give a list of classes which we feel would be best excluded from schedules (see "Show Classes" below). We also give brief notes on classifications and other aspects as a guide to schedule writers.

3. Other items

The schedule should include the address of the venue, the judges' names, a programme for the event, information about the local branch, an entry form for exhibitors (in duplicate — one to keep as record: one to send to show secretary) and any other information which may attract visitors. A map may usefully be included, especially if members are invited to come from other districts.

4. Responsibility

It should be stated plainly in the rules that the show committee will accept no responsibility for the exhibits or any other personal property brought to the show. This does not absolve show officials from taking all reasonable precautions against theft or damage but exhibitors must realise that all plants are staged at their owners' risk.

5. Acceptance of Rules

It is advisable to make entry into the show conditional upon acceptance of the rules and to state this in the schedule.

SHOW RULES

The rules must be stated clearly in the schedule. They should refer to the administration of the show and need not be lengthy or complicated. It is not recommended that rules be included which indicate a bias on controversial matters. A show is a co-operative activity in which all members are entitled to participate. It is not reasonable to attempt, by the framing of show rules, to show disapproval of particular methods of cultivation.

The following must be covered by any set of show rules.

Eligibility

The rules must state clearly to whom the various classes are open. Classes described as "BCSS Open Classes" are to be open to all members of the Society.

Because of the difficulty in defining a novice it is recommended that all novice classes should be excluded from BCSS shows.

Junior classes are open to those members holding junior membership of the Society.

Fees and prizes

Details of entry fees and cash prizes (if any) should be included in the rules. It is usual for the show committee to have the right to withdraw the prize-moneys from classes for which an insufficient number of entries have been received (e.g. third prizes may be withheld where not more than five or six entries are made). This matter is entirely within the discretion of the show committee, but if such a rule is agreed upon, it must be stated clearly in the schedule.

Judge's Rights and Discretion

It is the judge's right to refuse the award of the first-prize or other tickets in any class in a show if it is his

or her opinion that no plant exhibited in the class merits the award. This should be made clear to the exhibitors by the inclusion of a suitable rule in the schedule.

Judging Rules

The Official Judges of the BCSS will judge in accordance with the Society's rules and recommendations as laid down in the "Handbook of Shows". This fact should be noted in the rules of the show.

Objections

The rules should state how objections to the judging may be made by BCSS members. It is usual to require objections to be made in writing to the show secretary within one hour of the show being declared open to the public or within one hour of the conclusion of judging, whichever is appropriate. In no circumstances should exhibitors be permitted to make objections directly to the judge. Legitimate objections can only be concerned with the rules of the show, including the class designations as given in the schedule.

Any objections put forward by exhibitors after judging must be put to the secretary of the show within the stated time. The secretary must discuss such objections with the judge (the exhibitor must not be present). *The judge must decide whether an objection is valid and his or her decision is final.* If a valid objection is made, the judge will immediately re-judge the class concerned.

Authorities

The schedule should state that the "Handbook of Shows" will be accepted as the authority for naming and classification.

Ownership

All plants exhibited must belong to the exhibitor. It is of course necessary to rely on the good faith of exhibitors in this matter, and it is doubtful whether any purpose is served by rules requiring a minimum of six months' ownership.

Staging and Removal of Exhibits

The rules must state the times for staging exhibits and the time at which exhibits may be removed from the show.

A sample set of rules is given in Appendix II.

SHOW CLASSES

Before discussing individual classes, some general aspects of schedules can be considered.

Number of Plants in an entry

Show organisers are naturally anxious to see the benches well filled with plants but this should not prevent them from making a realistic approach to the schedule.

The number of plants required for an entry in a given class should be decided after careful thought. A class for One *Agave* may attract a good entry. A class for three *Agaves* might get no support at all simply because members were unwilling to transport three large plants. (This is only a hypothetical example). If, however, a class for three *Agaves* carried a pot size limit it might be well supported.

In Open classes it is quite reasonable to ask for three plants in classes for the more popular groups such as *Parodia* and *Haworthia*. Even four or six plants can be asked for in classes for such a very popular group as *Mammillaria*. In all cases it should be remembered that the intention is to give the exhibitors the chance of showing their plants. If a class calls for three *Senecios*, for example, there may be very few exhibitors who possess three plants worthy of the show bench. The class will then suffer either from lack of entries or from having many poor-quality entries.

Pot-size Limits

The Society's rules for pot-size limits are given in the "Handbook of Shows".

Pot-size limits may be imposed on classes for a number of reasons:

- (a) to give more opportunity for members with small collections to compete on even terms with those having large collections;
- (b) to ease the transportation problem for those without vehicles;
- (c) to allow small-growing species to be exhibited without their being dwarfed by neighbouring entries.

For the more popular groups such as *Mammillaria*, two or more classes can be included, one or more

having a pot-size limit.

We will now discuss the classes themselves, and will begin by suggesting that certain classes, which have been popular at past shows, could well be abolished from schedules. Some of these lead to confusion among the exhibitors, others are objectionable to our judges for various reasons.

Classes to be excluded

Unofficial Groupings

Groupings not defined in the "Handbook of Shows", such as *Echinocactanae*, must be avoided.

Fossil Cacti

This class has been included in some schedules, being intended for *Ariocarpus* and similar cacti. This class designation seems to foster the mistaken idea that *Ariocarpus* and some other cacti exist in a state of suspended animation.

Mimicry Plants

Such a wide range of plants could legitimately be exhibited as Mimicry Plants, and the subject of mimicry in plants is so controversial that it is felt that this class should not be included in schedules. It was at one time assumed that *Lithops* and certain other *Mesembryanthema* were the only plants eligible as Mimicry Plants.

Cactus in Flower

This class offers considerable difficulty to the judge. A very wide range of species could be exhibited and the wording suggests that the judging to be on the basis of the flower only. This means that judging has to be contrary to the principles upon which other classes in the show are judged. A floriferous epiphyte hybrid, for example, would have to be rated above a flowering *Discocactus*, although in an ordinary class the latter would most probably be much more highly rated. This suggestion does not stop you including a class specifically for those epiphytes best seen when in flower (see Appendix III – Class 27).

"Specimen Cactus" & "Specimen Succulent"

It is usually taken that such classes as these call for very large plants, though in fact *Anacampseros rhodesica* in a 100mm pot is just as much a "specimen succulent" as *Agave xylonacantha* in a 300mm pot. The word "specimen" in these class designations seems meaningless or even misleading.

Novelty Classes

We are all in favour of making shows jolly and enjoyable occasions but we would ask organisers to spare a thought for the judges. We feel that novelty or comedy exhibits ought to be kept separate from the competitive part of the show. In this case we include classes for "the hairiest cactus", "the weirdest cactus", and so on.

Grafted Cactus

This is another class that poses considerable problems for the judge and it is doubtful whether there is any merit in it at all. It has been used in schedules where grafted plants have been specifically excluded from all other classes. We see no merit in excluding grafted plants from any classes. If exhibited they will be judged in accordance with the Society's recommendations to judges, which places them automatically at a disadvantage in relation to plants growing on their own roots.

Caudiciform Plants

This term is occasionally used by schedule compilers as an all-embracing designation intended to provide a convenient pigeon-hole for the more unusual succulents and in particular those species possessing a true caudex, a tuberous root or a swollen stem. This poses considerable difficulty for the judge, who is now called upon to decide the eligibility of a very wide range of plants, about some of which there is considerable controversy. To avoid uncertainty in the minds of exhibitors, we recommend that this term should not be used, but that the schedule should contain a list of the genera which will be accepted, e.g. *Cissus*, *Dioscorea* and *Jatropha*. Care should be taken that the genera chosen are compatible.

The inclusion in the schedule of a class for "any succulent plant" enables members to exhibit plants of any genus (*in the list of succulent genera*), whether or not this is designated by name.

Recommended Classes

It is recommended that the majority of classes be based upon the group classification laid out in the "Handbook of Shows". This does not require show organisers to have any profound knowledge of botany, but it does ensure that plants can be judged fairly and properly against others of the same type. Semi-botanical descriptions should be avoided. Among these are, for example, Golden-spined cactus,

Columnar cereus, White-haired cereus.

Containers

Care should be taken when describing containers for displays and decorative exhibits. For example a bowl is usually taken to be circular. In order to avoid disqualification it is better to use the word "container" if no particular shape is intended. The word "pan" should be avoided.

Collection of Plants

A collection of plants within a given area is a popular class in shows. The schedule must state clearly how they are to be judged (an educational exhibit or a number of plants of one genus or group). If you want a pretty exhibit judged for artistic merit, call for a display.

A sample schedule of classes is given in the Appendix III.

Appendix II — Sample Set of Rules

Show Rules

- 1 Entries will be accepted only from members of the BCSS.
- 2 No entry fee is required and no prize money will be awarded.
- 3 Entries may be sent on the form provided or telephoned to the Show Secretary – Joe Bloggs, 3, Any Street, Sometown, AB1 9YZ. 0123 456789 – not later than three days before the show.
- 4 The Judges may, at their discretion, withhold any award in any class where they consider the standard of exhibits is too low. The Judges' decision is final.
- 5 Any objections must be made in writing to the Show Secretary no later than two hours after the official opening of the show.
- 6 Judging and plant classification will be in accordance with the "Handbook of Shows" (eighth edition 1997).
- 7 All entries must be staged between 8.30 am and 10.30 am on the day of the show, and must not be removed without special permission of the Show Secretary before 5 pm.
- 8 Only persons authorised by the Show Committee may be present during the judging.
- 9 The Show Committee accept no responsibility for the safety of plants or personal property. All reasonable care against loss or damage will be taken, but exhibits are staged at the owner's risk.
- 10 For awards given on a points basis, the allocation will be as follows:
FIRST: 4 points SECOND: 3 points THIRD: 2 points HIGHLY COMMENDED: 1 point
- 11 Entry in the show constitutes acceptance of these rules.

Appendix III — Sample Schedule of Classes

Section 1 Cactus Classes (Open to all BCSS members)

Class		
1	Opuntia Group	one plant
2	Cereus Group	one plant
3	Cephalocereus sub-group	one plant
4	Espostoa sub-group	one plant
5	Mammillaria Group	four plants in pots not exceeding 90mm.
6	Mammillaria Group	two plants in pots not exceeding 200mm but not less than 100mm.
7	Mammillaria Group	one plant in a pot not less than 200mm.
8	Thelocactus Group	one plant
9	Coryphantha Group	two plants
10	Rebutia Group	two plants in pots not exceeding 90mm.
11	Rebutia Group	one plant in a pot not less than 100mm.
12	Echinocereus Group	two plants
13	Pediocactus Group	two plants
14	Strombocactus Group	two plants
15	Echinocactus Group	one plant
16	Ariocarpus Group	one plant
17	Lobivia Group	two plants
18	Gymnocalycium Group	two plants
19	Neoporteria Group	one plant
20	Neoporteria Group	two plants in pots not exceeding 100mm.
21	Notocactus Group	two plants
22	Lophophora Group	one plant
23	Stenocactus Group	one plant
24	Cactus	one plant
25	Cacti of different genera	two plants in pots not exceeding 150mm.
26	Cacti of different genera	six plants in pots not exceeding 90mm.
27	Flowering Epiphyllum	one plant

Section II Other Succulents (Open to all BCSS members)

28	Agave Group	one plant
29	Aloe Group (including intergeneric hybrids)	one plant
30	Gasteria Group	one plant
31	Echeveria Group (including intergeneric hybrids)	two plants
32	Adromischus Sub-group	one plant
33	Crassula	two plants
34	Euphorbia Group	one plant
35	Euphorbia Group	two plants in pots not exceeding 100mm.
36	Adenium Sub-group	one plant
37	Haworthia Group	two plants
38	Trichocaulon Sub-group	one plant
39	Caralluma Sub-group	two plants
40	Stomatium Sub-group	one plant
41	Lithops Sub-group	two plants
42	Succulent	one plant
43	Succulents	two plants in pots not exceeding 150mm.
44	Succulents	six plants in pots not exceeding 100mm.

Section III Junior Classes (Open to BCSS Junior members)

45	Cacti	four plants in pots not exceeding 150mm.
46	Cactus	one plant
47	Succulents	four plants in pots not exceeding 150mm.
48	Succulent	one plant

Appendix IV — Show Awards

The Society has a number of awards for use at shows held under their aegis. Most of them may be bought from the Assistant Shows Secretary, whose address appears inside the front cover of each journal.

NOTE: IT IS VERY IMPORTANT THAT ORDERS FOR STATIONERY AND AWARDS ARE RECEIVED BY THE ASSISTANT SHOWS SECRETARY AT LEAST ONE MONTH BEFORE THE SHOW.

Some awards have restrictions on their use; one is only used for National Shows. Please comply with the requirements for their use. To ensure you have the latest price list, contact the Assistant Shows Secretary.

Details of the awards are given below.

THE BCSS NATIONAL DIPLOMA

The National Diploma is the principal award at Branch and Zone Shows. It is usual to award them for the best Cactus and Best Other Succulent. The National Diplomas are issued free of charge to branches of the society and to approved Horticultural Societies. The conditions of issue are that the judges be selected from the "Official List of Approved Judges" and that a copy of the schedule accompanies the request. In exceptional circumstances, the Shows Committee may approve the appointment of other judges.

Applications should be made (in writing) well in advance of the show date and must be accompanied by a copy of the schedule.

For **BCSS Branch Shows** of up to 12 classes, the Assistant Shows Secretary will provide one Diploma. Shows with more than 12 classes can have two Diplomas.

Diplomas will be allocated to **Zone Shows** in consultation with Zone show committees.

Diplomas may be allocated to shows organised by **Affiliated Societies** and other **Horticultural Societies** at the discretion of the Shows Committee.

The National Diplomas carry the signature of the Chairman and Secretary. The term of office of these Officers commences at the Annual General Meeting, so Diplomas are not normally issued before the AGM. This meeting normally takes place in April each year. **The despatch of Diplomas will be after the AGM, unless arrangements are made to collect them there.**

THE BCSS GOLD MEDAL

This is the premier award of the society and is only awarded at NATIONAL SHOWS. It is not available for purchase for use at other shows.

THE RON GINNS MEDAL

This is the premier award for branch and zone shows. The conditions for award of this medal must be strictly adhered to. The Shows Committee must be satisfied that the show is of an acceptable standard with at least thirty open classes. The medal is awarded for the most points in the **open** classes of the show. **Open** means open to all Society members i.e., the performance in restricted classes, for example those for Branch members only, must not be used in assessing the winner.

In the case of a tie between two or more members then the medal should be awarded to the member with the most first prizes, if still a tie then the most seconds etc., In the case of a tie after counting the first, seconds and thirds then the judge should be requested to assess the person most deserving of the award.

A branch may purchase only one medal for each qualifying show, and only one medal will be allowed for a zone show. The medal is only available for shows judged by approved judges. When making application a copy of the show schedule including rules and name(s) of judge(s) engaged **must** be included. The names of the judges of the previous year's show should be given also.

THE BCSS SILVER AND BRONZE MEDALS

Silver and bronze medals for award at branch shows can be purchased from the Assistant Shows Secretary. The medals have the Society's badge in relief on one side. The reverse side has space for engraving the winner's name. Attractive award cards accompany the medals.

THE BCSS AWARD OF MERIT CERTIFICATE

These certificates are suitable for award to outstanding exhibits in the show that do not otherwise qualify for major awards. They are tastefully designed in modern style and can be purchased from the Assistant Shows Secretary.

BCSS SPOONS

Silver-plated spoons with the society badge on the handle are available for purchase from the Assistant Shows Secretary. They may be used for perpetual awards to be given with challenge trophies.

BCSS BRANCH TROPHY AWARD CARDS

These cards for award with branch trophies feature the Society's badge and are attractively printed on stout card. They can be purchased from the Assistant Shows Secretary.

OTHER AWARDS

Various certificates etc. supplied by gardening journals are awarded at some shows. Branch committees are at liberty to make use of these of course but the Shows Committee and our national judges deprecate the use of too many such minor awards at our shows.

Appendix V — Show Stationery

In addition to the awards detailed in Appendix IV, the Shows Committee makes available a range of show stationery that may be purchased from the Assistant Shows Secretary.

NOTE: IT IS VERY IMPORTANT THAT ORDERS FOR STATIONERY AND AWARDS ARE RECEIVED BY THE ASSISTANT SHOWS SECRETARY AT LEAST ONE MONTH BEFORE THE SHOW.

Prize Cards

These are available in an attractive design incorporating the Society's badge and a colour band. They are available as First Prize (red), Second Prize (green), Third Prize (blue) and Highly Commended (yellow) cards.

All BCSS Branches and affiliated societies are entitled to free prize cards for all their shows on submission to the Assistant Shows Secretary of a final schedule for each show. If a Branch does not hold a show, free prize cards for their table shows may be obtained by submitting a programme card instead.

These free packages will comprise such cards as the Assistant Shows Secretary deems are required.

Exhibitors' Cards

These cards contain space for class number and entry number on one side, and for the exhibitor's name on the reverse.

Stewards' Cards

Each card contains space to list entry numbers and prizewinners' names for a single class. They are ideal for conveying information from the judge to the show secretary during the show and provide a permanent record of prizewinners for future reference.

The Handbook of Shows

The current issue is available from either the Assistant Shows Secretary or the Publications Officer on payment of the required fee (see your journal for details).

List of Approved BCSS Judges

`This is available on application to the Assistant Shows Secretary.