



The American Hemerocallis Society

CONVENTION GUIDELINES

Fall 2007 Edition

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AMERICAN HEMEROCALLIS SOCIETY, INC.

CONVENTION GUIDELINES

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Introduction

The original American Hemerocallis Society Handbook for National Conventions was written by Olive Bailey Langdon and published in 1975 as a special project of the AHS Board of Directors. The handbook was corrected in 1990 with the help of President Dorothea Boldt.

In 1993 Curtis High, AHS Publications Chairperson, restructured the entire handbook with the help of the AHS Convention Committee, the AHS Publications Committee and President Nell Jessup.

Changes in the convention procedures and requirements have been necessitated by the rapid growth of AHS membership, changes in technology, and the economy. Our purpose is to clarify the answers to the many questions asked by convention chairpersons and their committee chairpersons. The AHS National Convention Chairperson and the AHS president are always willing to help. Do not minimize the contact *you* have with either.

Ginger Goudeau, Chairperson
2007 AHS Convention Committee

Revised Fall 1996
Earnest Yearwood, Chairperson
AHS Conventions Committee
Second Revision Fall 2002
Joan Jackson, Chairperson
AHS Conventions Committee
Third Revision Fall 2007
Ginger Goudeau, Chairperson

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Application to host an AHS National Convention

An application to host a national convention of The American Hemerocallis Society, Inc. shall be submitted to the AHS Convention Chairperson. Once the AHS Convention Chair is satisfied that all the information on the application is complete, the application will be presented to the full AHS Board of Directors at the board meeting immediately following the Convention Committee's final acceptance of the application. The application shall include the following information and shall be presented in the following format:

I. ORGANIZATION INFORMATION

- A. Name and address of the local club.
- B. Number of members in the local club.

II. DATES THE CONVENTION IS TO BE HELD

III. INFORMATION ON POTENTIAL GARDENS TO BE TOURED

A representative number of well landscaped gardens is desirable; at least five and no more than eight.

- A. Identification of Garden (Can be identified as Garden A, Garden B, etc., without naming hosts.
- B. Type of Garden (Private, Commercial, or Hybridizer)
- C Approximate number of cultivars expected to be grown in the garden.

IV. POTENTIAL CONVENTION SITES

- A. Are there hotels with facilities to house the members estimated to attend the convention? One facility is preferable to avoid transportation issues.
- B. Does the hotel selected to be the site of the convention have banquet facilities adequate to accommodate the Annual Business Meeting of the Society and the Awards Banquet?
- C. If the answer to B is no, give the name of the site expected to be used for these functions and the approximate distance involved.
- D. Does the hotel selected have a convenient area where attendees can mingle or visit?

V. SIGNATURES (An application form is located in the Appendix)

- A. President of local club
- B. Convention Chairperson-Elect

THINGS TO CONSIDER BEFORE APPLYING TO HOST A CONVENTION

1. Taking the growth rate of membership in AHS into consideration conventions may easily draw up to 1,000 attendees sometime in the future.

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2. Do you have a sufficient number of gardens that are large enough to accommodate the number of registrants and buses your geographical area of the country might expect to draw?
3. The bus company contracted to transport attendees should have an adequate number of buses, or be able to lease buses from the bus companies. Limiting the attendance is allowable, but not preferred.
4. The host group should have 20 to 30 good workers willing to take an active role in planning. Several should have strong computer skills with the ability to handle the registration process, plant record-keeping, handbook production, budgeting, etc.
5. The host group should have \$5,000 up front money to be used for convention costs that may be incurred before convention registration fees are received. Operating funds, up to \$4,000, may be borrowed from the AHS for part of this. The AHS Conventions Chairperson will furnish details if a loan is desired. (See "AHS National Conventions Advance Funding Contract/Promissory Note," page 23. The convention, if carefully planned, should not cost the host group money nor be a money-making project.
6. It is recommended that the convention chairperson and members of the local group who will be actively participating in the planning and execution of the convention attend a national convention before submitting this application. Once the application has been approved by the AHS Board of Directors, it is recommended that convention planners attend as many conventions as possible prior to their own.
7. Is the club incorporated? If not, this must be done as soon as the application is approved before any additional planning takes place. The AHS Convention Chair should be notified as soon as this is completed so it can be noted in the convention file.
8. It is suggested, from the start of your convention planning, that a sectioned loose leaf paper binder be used to track notes and schedules.
9. Do not be afraid to ask questions. The AHS Convention Chair and AHS President are always willing to answer any questions. Ask early, ask often, please pass on any problems as soon as they arise.

Scheduling

*T*he convention host group will be given a broad range of authority in arranging the schedule except for required time blocks for the Board of Directors meeting, Board Committee Meetings, the Annual Business Meeting, Regional Vice Presidents' Meeting, Exhibition Judges Clinics, Garden Judges Clinics and Awards Banquet.

These time blocks are not arbitrarily imposed, but are necessary to enable the Board of Directors and Society officers to conduct the business of the society in an orderly manner.

The preliminary schedule of all activities should be completed at least two years in advance of the convention, and should be given to the AHS Convention chairperson for review with his/her committee.

The ultimate responsibility for the planning, the financing and the execution of the convention rests with the host group.

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I. REQUIRED TIME BLOCKS (Attached is an example room allocation schedule from a prior hotel contract)

A. Wednesday night through Saturday night:

AHS President's Suite -The host group will provide a suite for the AHS president for up to five nights.

B. Wednesday Afternoon:

1. Long Range Committee Meeting – 10:00 a.m. to 12:00 p.m..
2. Publications Committee meeting – 12:30 p.m. to 3:00 p.m.
3. Executive Committee Meeting – 3:00 p.m. to 5:30 p.m.

Schedules for these meetings may be switched by committee chairpersons to accommodate flight schedules of committee members. A small meeting room to accommodate ten (10) people will be required. (In some cases, the President’s Suite may contain a Board Room table sufficiently large enough to handle some of the meetings.)

C. Wednesday Evening:

Board of Directors Dinner –Historically, the local group has hosted the board of directors and staff for dinner at convention expense. Three months prior to the convention, the AHS president will send a list (with addresses) of the persons to be invited, to the convention chairperson. The local group should send each person an invitation; it is customary to invite each to bring a guest. The scope of the dinner and local members to be invited is at the discretion of the host group.

D. Thursday 8:00 a.m. to 5:00 p.m. – Board of Directors Meeting

A meeting room to seat up to forty (40) people will be required. Lunch should be provided between 12:00 noon and 1:00 p.m. Refreshments such as coffee, ice water, and soft drinks should be available to board members during the meeting.

E. Thursday 1:00 p.m. to 5:00 p.m.

1. Exhibition Judges Clinic I – A meeting room to seat approximately twenty-five (25) people.
2. Exhibition Judges Clinic II – A meeting room to seat approximately twenty-five (25) people.

F. Thursday 1:00 p.m. to 4:00 p.m.

Exhibition Judges Clinic III (Refresher) – A meeting room to seat approximately fifty (50) people.

Garden Judges Workshop I – A meeting room to seat forty (40) people.

Other sessions to be scheduled on Thursday afternoon:

Regional Officer’s Forum (1.5 hours)

Scientific Forum(1.5 hours)

Round Robin Meeting (45 minutes)

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G. Thursday evening – Plant Auction~ Slide Show – or both. Suggested start time is 7:30 to allow convention attendees to eat dinner). This room should be large enough to accommodate all convention attendees . Theater seating would be sufficient.

H. Thursday 9:00 a.m. to 4:00 p.m.

Should AHS or the host decide to sponsor any kind of symposium, the scheduled time would be on Thursday – The afternoon portion of the symposium would run concurrent to the Exhibition Judges Clinics.

I. Friday-Garden Tours/Lunch

J. Friday afternoon sessions held at the hotel should be scheduled for -one and one-half (1-1/2) hours time determined by the bus schedule.

1. Regional Vice Presidents' and regional Publicity Directors' business meeting. A meeting room to seat approximately forty (40) people.

Other Friday Afternoon sessions include:

- **Youth Meeting (1 hour)**
- **Scientific Committee Meeting (1 hour)**
- **Hybridizer Meeting (1 hour)**

K. Friday 7:30 p.m. to 9:30 p.m. – Dinner/AHS Business Meeting

If a slide show or other program is to follow, the dinner should start at 7:00 p.m. A banquet hall to seat all attendees of the convention will be required. Seating arrangements are to be determined by the AHS Convention Chair/Protocol.

L. Saturday- Garden Tours/Lunch

Other Saturday Afternoon session include:

- **Garden/Exhibition Judges Forum (alternate yearly) (1 hour)**
- **Convention Planning Workshop (1.5 hours)**
- **Regional Business Meeting (1 hour)**

M. Saturday 7:30 p.m. to 10:00 p.m. – Banquet and Awards Presentations

Tables should be reserved for past presidents and their spouses, charter members and youth. Seating arrangements are to be determined by the AHS Convention Chair/Protocol.

CLINIC and WORKSHOP SCHEDULING

Exhibition Judges Clinics

The convention chairman needs to appoint an exhibition clinics chairperson to be responsible for exhibitions clinic requirements. *A likely candidate for the job could be the Regional Exhibition Judge Liaison.* This chairperson should be a senior exhibition judge.

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Three AHS Exhibition Judges Clinics are required at a national convention. They are Introductory Training Clinic I, Secondary Training Clinic II and Refresher Clinic III. (An exhibition judges instructor clinic is now in the planning stages). Detailed instructions for the exhibition judges clinic chairperson are included in the latest edition of the Judging Daylilies handbook and on the AHS Website.

In order for the attendees to be accredited, these AHS Clinics should be in strict compliance with AHS requirements. The exhibition clinics chairperson acts as the on-site representative of the AHS Judges Education Chairperson (or exhibitions clinic scheduler/expediter) and will assist that chairperson as necessary, to obtain sufficient accredited instructors and master panel members. The local convention clinics chair also needs to see that proper and sufficient forms and exams are available, and that proper facilities and equipment are scheduled. The exhibition clinics chairperson must also insure that the daylily scapes (as specified in the handbook for clinic instruction) be furnished.

The main convention registration forms must contain a section where attendees may select the clinics they wish to attend. (This pre-registration will assist the exhibition clinic chairperson in estimating the number of clinic exams and other forms to order for the event.) The following is example of the wording to use on the registration form (sample in Appendix):

Please check if you plan to attend:

- Exhibition Judges Clinic I
- Exhibition Judges Clinic II
- Exhibition Judges Clinic III (Refresher)

Fees will need to be collected at the door.

The room requirements included under *Scheduling* are repeated here for the convenience of the on-site Exhibition Judges Clinic Chairperson:

Thursday 1:00 p.m. to 5:00 p.m.

1. Exhibition Judges Clinic I. A meeting room to seat approximately twenty-five (25) people.
2. Exhibition Judges Clinic II. A meeting room to seat approximately twenty-five (25) people.

Thursday 1:00 p.m. to 4:00 p.m.

3. Exhibition Judges Clinic III (Refresher). A meeting room to seat approximately fifty (50) people.

The room accommodations for the exhibition judges clinics must be set up classroom style and should be conducive to good instruction. The following suggestions should help:

- The registration table should be in an area that is not part of the room where instruction is taking place.
- Each Clinic should be scheduled in a separate room or back-to-back.

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Exhibitions Workshop

An exhibitions Workshop is offered at each AHS National Convention. The one-hour (1) workshop will review requirements and procedures necessary in staging an accredited daylily show.

Allow space or a room to seat approximately thirty people. Arrangements should be coordinated with the Exhibitions Chairperson. Scheduling should not conflict with the AHS Board of Directors meeting.

The Workshop outline will be:

1. Welcome and brief description of program
2. Presentation of exhibitions material
3. Panel discussion
4. Questions and answers
5. Wrap-up

Garden Judges Workshops

The AHS National Convention Chairperson needs to appoint an AHS Garden Judges workshops coordinator/chairman to be responsible for the Garden Judges' Workshop requirements. *A likely candidate could be the Regional Garden Judge Liaison.* This chairperson should be a Garden Judge.

Garden Judges Workshop 1 and Garden Judges Workshop 2 are required at each AHS National Convention. The workshops must be in strict compliance with AHS requirements in order for the attendees to be accredited. The convention garden judge workshops chairperson should be a garden judge and act as the on-site representative of the AHS Judges Education Chairperson (or Garden Judges Workshop Scheduler and Expeditor). The convention workshops chairperson will assist the education chairperson to ensure that sufficient accredited instructors are obtained; that proper and sufficient forms, exams and handouts are available, and that proper facilities and equipment are scheduled.

The national convention registration form must contain a section where attendees may select the workshops they wish to attend. This pre-registration will assist the national convention workshop chairperson in estimating the number of workshop exams and other forms to order. The following is an example of the wording which might be used on the registration form:

Please check if you plan to attend:

- Garden Judges Workshop 1
 Garden Judges Workshop 2

Fees will be collected at the door.

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GARDEN JUDGES WORKSHOP 1 should be scheduled along with the exhibition clinics on Thursday and the room requirements are repeated here for convenience of the on-site Garden Judges Workshop Chairperson:

Thursday 1:00 p.m. to 4:00 p.m.

The room for Garden Judges Workshop 1 should seat approximately forty (40) people, be classroom style and be conducive to good instruction. The registration table should be in an area other than where instruction is taking place.

GARDEN JUDGES WORKSHOP 2 requires *a minimum* of 1 hour training in a garden where registered named cultivars and seedling daylilies are in full bloom. Transportation must be provided to and from the qualified garden. The garden should allow adequate space for students to assemble into small groups for instruction.

All students wishing to take Workshop 2 should ride a designated or specified bus both days. Most of the course's review can be accomplished on route to and from the gardens. If additional bus seats are necessary, other tour busses may be designated to carry the overflow.

Each convention presents new opportunities for holding Garden Judges Workshop 2. Here are a few suggestions:

- Busing students to a qualified garden near the convention hotel after returning to the hotel from Saturday's garden tours could be ideal.
- Conducting it in the last garden on the Saturday tour.
- A proper display garden of registered cultivars and seedlings at the hotel could be utilized.
- Workshop 2 can be taught on Friday or Saturday after tours or on Thursday afternoon in a display garden.

NOTE: Since it is now possible to take both Garden Judges 1 and Garden Judges 2 during the same convention, care should be taken so they do not conflict with each other.

THINGS TO CONSIDER IN PREPARING THE CONVENTION SCHEDULE

1. Activities that may be included in a convention schedule are a silent auctions, plant sales, boutique, flower show, and programs of an educational nature, etc.
2. Optional tours may be scheduled for attendees on Thursday afternoons or Sunday mornings if the host group feels there is enough interest to support these tours.
3. Special activities for youth attendees are encouraged.
4. Experience of past conventions shows that attendees like blocks of free time for relaxation on Friday and Saturday afternoons. If garden tours could be completed by 2:00 p.m., concurrent programs, workshops, slide shows, plant auctions, etc., could be scheduled after that time. Attendance at these activities would be optional. Common areas that allow convention attendees

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to sit and relax with other attendees is very inviting.

5. The slide show or auction should not be held on Saturday night. The Saturday night banquet is the last official function of the convention.

6. Evening programs should be planned to end by 11:00 p.m.

7. The AHS will not request scheduling change that will increase convention expenses later than one year prior to the convention. Schedule changes must be approved by AHS president.

Convention Planning Time Table

The following outline is a summary of things that should be considered in planning a convention, and is intended as a guide only. Most of the suggestions are from prior convention chairpersons. A review of convention reports of prior chairpersons should be helpful. Your Steering Committee should prepare its own five-year plan to direct your convention planning.

BEFORE SUBMITTING A REQUEST TO THE AHS BOARD TO HOST A CONVENTION

Five Years In Advance

1. Select a Steering Committee to investigate the financial feasibility of holding a convention. This should include investigating food facilities, housing and potential gardens,
2. Send invitation to the Convention Chairperson of the AHS Board of Directors. Use the application form in the appendix.
3. Receive approval by the AHS Board at the next scheduled board meeting. The board meets twice a year, once during the summer convention, then again in the fall. In order to protect the individual members, a condition of approval is the incorporation of the local club.

AFTER OBTAINING AHS BOARD APPROVAL

Five to Four Years In Advance

1. Finalize the selection of the Convention Chairperson, Co-Chairperson, Secretary, Treasurer or Finance Chairperson, and Registrar.
2. Select a Theme Coordinator to formulate ideas to be used throughout the convention planning.
3. Select a Budget Chairperson. Begin to establish a budget that will guide your planning throughout the various stages of the convention.
4. Some states exempt non-profit organizations from paying sales taxes. Check to see if your state permits this. Clubs might avoid sales tax by becoming incorporated. This process can take up to two years.
5. Sign a hotel contract. (A redacted sample contract is attached.) All contracts must be approved by the host club's Board of Directions/Executive Committee and signed by its officers. The financial responsibility of the facilities contracts and entertainment contracts rests solely with the host club. It is suggested that your contract be reviewed by the AHS President and AHS Convention Chair prior to approval. Both are knowledgeable in contracts and will be helpful in

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making sure all major needs of the AHS are met.

Three Years In Advance

1. Finalize Garden Tour selections. There should be five to eight gardens on tour. Plan for emergencies and have two or three backup gardens in reserve. In selecting gardens, avoid those that are so small that they could not accommodate a minimum of two bus loads of people. Factors to consider are (a) safety, (b) traffic flow in the garden, (c) willingness of the hosts to undertake the additional work and financial expense associated in being on tour, and (d) and answer the question "are the hosts good gardeners-do they grow daylilies well?"
2. Finalize the Convention Headquarters, Housing and Meals. Be certain that contracts with hotels (see #4 under Four to Five Years in Advance) provide for tentative space requirements. Remember it is easier to release unused space than add more as the date of your convention draws closer. Just make sure you are not committed to paying for the meeting space. Most of the obligation associated with booking at the hotel is associated with your sleeping room block not your meeting space. See Scheduling section of these guidelines for meeting room requirements. Note: these requirements may change. Your AHS Convention Chair will notify you of any additional requirements as they arise.
3. The Budget Committee should formalize a Convention Budget. The budget will probably have to be amended several times during the planning process, but the budget committee should begin including an estimate of the number of attendees so that a preliminary cost per person can be determined. The host group has the responsibility to set all convention fees. Partial registration fees may be appropriate for those who do not wish to go on the bus tours, or to local members. The convention registration fee should be set to reflect all convention expenses. Monies spent to purchase plants to place in tour gardens, buy merchandise for a boutique, plant auction expenses and other similar expenses of a self-supporting nature should not be recouped through the convention registration fee. Note: The AHS strongly recommends that the host group charge a lower registration for youth to encourage youth attendance. It is hoped that this would be a significantly lower fee, thereby prorating this cost among all attendees.
4. The Transportation Chairperson should contact available Tour Bus Companies to obtain bids and/or information regarding costs and services. See Section on Busing.
5. The Program Committee should begin planning so that requirements for space, equipment needs, etc. will be scheduled. See Section on Scheduling.
6. The Handbook Editor and Advertising Chairperson should begin layout plans for the Program Handbook to be included in the packet given to attendees at time of registration. (See #2 under Two Years in Advance).
7. A Photographer should be appointed a season ahead to take pictures of tour gardens for publicity purposes*Note: Advance publicity does not get "free" color; that is for post-convention coverage.
8. Appoint a Typist and Telephone Committee to assist the Convention Chairperson and all the standing committees.
9. The requests for guest plants should be finalized and mailed to the *Journal* editor for inclusion in the *Journal*.

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10. Finalize the selection of restaurant(s) for lunches. Make sure that the restaurants selected have adequate bathroom facilities. In arranging lunch schedules, do not schedule more people at the same time that the restaurant can accommodate.

11. Plans for gift plants (if to be given) should be started.

12. Begin plans to host fall board meeting 18 months prior to your convention. Arrangements should be completed and ready to communicate at the summer board meeting. Local club member attendance at any meal held during the board meeting is at the host club's.

Two years in Advance

1. The Plant Auction Chairperson should begin plans to secure plants.

2. The Handbook Editor should obtain garden write-ups for this publication. Toward the end of year two, the Editor and the Advertising Chairperson (who may already have secured ads) should begin to finalize this project. The host group can decide whether or not to have "ads" in their handbook.

3. If advance funding from AHS is desired, submit contract, p. 23. (See also item 5, p. 4.)

4. Host fall board meeting.

One Year In Advance

**Note:* Copies of minutes of Convention Committee meetings during the last year should be sent to the AHS Conventions Chairperson so that progress can be reviewed. These may be sent via e-mail.

1. The Transportation Chairperson should finalize all arrangements for buses and travel to and from the gardens. Make contingent plans for transporting handicapped person(s), a kneeling buss should be sufficient.

2. The Insurance chairperson should finalize plans for insurance coverage. Contact the AHS General Counsel for available coverage under AHS insurance.

3. If a flower show is scheduled, ascertain that the show committee has submitted a show schedule to the AHS Exhibition Chairperson for approval.

4. The Decorations Chairperson should begin plans for table arrangements and coordinate them with the convention theme. Many hotels will provide these at no charge, alleviating one job. Always take advantage of what the hotel will provide for you. Volunteers can be used in other areas.

5. The Artist should finish the cover design for the handbook, and any special signs that are needed for the convention.

6. Finalize and put into action plans to secure plants for the plan auction.

7. Finalize plans to secure gift plants if they are to be given to attendee.

8. Complete plans for the Scientific Symposium, i.e., date, time, and subject. Obtain speakers and finalize the program. AHS will provide up to \$250 for speaker feeds. A request for funds for the speaker should be submitted to the AHS Convention Chair before the fall board meeting prior to your convention. (See p. 31 in Appendix)

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Six Months In Advance

1. The Hospitality Committee should organize its efforts.
2. Finalize the selection of your Garden Hosts and Hostesses.
3. All completed bus routes should be reviewed six months prior to the convention. One month before – Run all bus routes with any available bus captains/pilots to make sure no new road construction has begun which could change your bus routes or schedule. Adjust your routes accordingly. Ask your host gardens to contact you if there are any additional traffic flow changes after this trial run is complete. Confer with registration to identify any unusual handicap needs identified during the registration process.
4. Make a final check to see that insurance coverage for the convention is in effect.
5. Finalize the decorations.
6. The Slide Show Chairperson should make contacts to secure slides for the slide show at the convention.

Plant Auctions

*P*lant auctions have been used very successfully to raise funds to defray convention expenses. **After the final expenses of the convention have been determined and paid, it is traditional to donate a portion of the excess proceeds (excess of receipts over expenditures) to AHS.**

The following are offered for your consideration:

A. It is suggested that the plant auction be divided into two functions: a silent auction or raffle/drawing type auction for the large number of inexpensive plants that may be donated, and a live auction for the more expensive plants. Convention attendees do not like to sit through a three or four hour live auction of older inexpensive cultivars even though there may be some plant(s) they are interested in bidding on. Even an auction involving only the newest cultivars (three years or newer) can still be very time consuming.

B. For a Silent Auction or raffle/drawing type auction, the following procedure is recommended:

1. Include in the Convention Registration Packet a list of all cultivars being auctioned or drawn for outside of the live auction. List could include: :
 - Name of cultivar and hybridizer
 - Name of donor
 - Donor's suggested retail price
 - Single or double fan
 - Approximate date of shipment
2. The list should have complete details of the rules governing the auction, including:
 - For a silent auction - No bid under one-half the retail price will be accepted .Deadline time for completing the bidding. Place and person to whom the bids are to be delivered .Time

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and place for announcing successful bidders. Time and a place for making payments, picking up plants.

- For a drawing/raffle auction – a place for depositing raffle tickets. A time when the drawings will take place and when and where to pick up plants.

C. For the Live Auction, the following procedure is recommended:

1. Limit to recent introductions that will bring a higher bid
2. Hold the auction on Thursday evening. When setting a start time, keep in mind that many convention attendees will have dinner plans. It is recommended that the auction not start before 7:30.
3. Pass out a list of plants to be auctioned with the information included in B. (1) above, and the rules of the auction at registration.
4. Note: If requested. AHS can recommend an auctioneer or auctioneers.

Slide Shows

Convention attendees like to see slides of the most recent introductions and cultivars scheduled to be introduced in the immediate future. This also gives hybridizers an audience to show new advancements. The following suggestions are made for your consideration:

1. Schedule the slide show on Thursday evening after the auction.
2. Limit the number of slides a hybridizer may submit for viewing to ten (10). The show should last no more than two hours.
3. Distribute a list of slides to be viewed, including the name of the hybridizer.
4. The narrator and equipment operator should rehearse the show several times.
5. Prepare a list of needed equipment. Have backup equipment available, if possible.

Tour Gardens

Quality gardens are a very important feature of a successful convention.

There are conditions that garden hosts and hostesses should agree upon up front:

1. All daylilies must be legibly labeled with the name of the cultivar and the hybridizer (the year of registration is also desirable).
2. Guest plants should be displayed in a prominent location, and adequately labeled. A concerted effort should be made to ensure that all guest plants are either registered or listed as seedlings by seedling numbers. "Garden" names are unacceptable.
3. A diagram of each garden should be included in the convention handbook indicating the names of cultivars grown in each bed.
4. The host group will notify the tour garden owners in writing that their homeowner's liability insurance is the primary coverage for their premises and that purchased liability coverage is secondary. Secondary coverage should be extended to all gardens publicized as

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open gardens.

5. Tour garden owners should provide coffee and ice water in the gardens as a minimum. It is customary but not required to have food items in addition. The host group may at its discretion provide a refreshment allowance to garden owners in their budget. The convention should consider serving breakfast at the hotel which minimizes the garden's need to provide refreshments.

6. The host group may sponsor a local or regional hybridizer's bed and have the attendees vote. The results will be announced at the banquet following the national awards. Instructions for voting should be included in the bus captain package.

7. Tour garden owners may elect to restrict the use of photographer's tripods in their gardens during the tour.

8. It is strongly recommended that the convention provide temporary bathroom facilities in each tour garden.

OPEN GARDENS NOT ON TOUR

A list of open gardens that might be visited en route to and from the convention is helpful to members planning their trip to the convention. If any of these gardens are public gardens that have a national or international reputation, flyers may be made available by the gardens that can be included in the registration acknowledgement mailed to registrants.

Financial Reporting

Advanced planning should include the preparation of a detailed budget of receipts and expenditures. It would be helpful to include a local club member with some accounting background in this function. Classify expenditures into two groups: those that are fixed in amount (do not vary based on the number of attendees) and those that will vary. This will enable you to set your registration fee at a price that will cover your expenditures in case the number of attendees is near the low end of your projected range.

The following detail of receipts and expenditures is intended only as a guide for your budget committee.

Budgeted Receipts:

- Registration Fees-Regular
- Registration Fees-Late
- Registration Fees-Youth
- Plant Auction Donations
- Loans
- Advertising-Handbook
- Booths, Boutique Sales, Raffles, etc.
- Miscellaneous

Budgeted Expenditures-Fixed:

- Insurance
- Garden Expenses
- Loan Repayment
- Publicity
- Security
- Equipment rental
- Shipping cost to cover return of guest plants

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Budgeted Expenditures-Variable:

- Food and Entertainment: -Banquets
 - Tour Meals -Refreshments.
 - Hospitality
- Bus rentals
- Postage
- Printing (Booklets, etc.)
- Registration refunds
- Decorations
- Hospitality
- Gifts
- Auction Expenses

After the convention, a final financial report MUST be sent to the AHS Conventions Chairperson. It will be made available to future convention hosts to help in their planning. All final reports are due by August 30 for inclusion in the fall board meeting booklet. (The most recent financial report is attached.)

Busing (Coaches)

A written contract with a reputable tour bus company should be obtained far in advance of the convention. The bus company may not be willing to commit to a firm price two years in advance. However, the bus company should be able to commit to an estimated required number of buses, a price range, and certain other details such as time of payment, and coach facilities (i.e., restrooms, air conditioning, etc.).

SUGGESTIONS

1. Advertise far in advance of the convention date that you will use buses that local or regional groups bring to the convention. Specify in your agreement with these groups that coaches must have restrooms and be air-conditioned. Be open to working with these buses. Each out of town bus is one less you will have to rent.
2. Have two bus captains on each bus, one pilot and one host. The pilot should be from the local area and be thoroughly familiar with the routes to be traveled between tour gardens. This bus captain should work closely with the coach driver. The host bus captain should be responsible for contact with passengers-making announcements, passing out ballots for voting on Awards
3. Include in the convention handbook detailed instruction as to where tour coaches will be located, including time for loading and departure, etc. Consider a diagram of the convention site with the loading area highlighted. It is suggested that you provide back-up materials of interest or history the bus host can use to familiarize attendees with the area. Remember most convention attendees are from out of town.
4. Provide a sign up bus sheet to be completed during registration. This will minimize the mad dash for the bus on Friday morning. While this will not eliminate the crowd, it will eliminate the need to choose a bus that has enough empty seats to accommodate your group.
5. Color code/number coaches clearly so that passenger will be able to identify his or her coach from some distance. A sign for the bus captain to hold up that can be seen from a distance would help riders find their bus.
6. The bus captain should announce clearly the time allotted for touring each garden and the departure time for the next garden.
7. Make arrangements for handicapped. A kneeling bus is usually sufficient.

CONVENTION GUIDELINES

AHS Awards presented at the National Convention

I. PRESIDENT'S CUP

This cup was donated by Elmer A. Claar to encourage hybridizers and introducers to send their newest cultivars to national convention gardens. This cup is awarded to the originator of the cultivar considered most outstanding by the members attending the convention. In order to win, a registered and introduced cultivar must be in an established clump (no less than three fans), in bloom, and exhibited in at least one of the convention gardens.

II. FLORIDA SUNSHINE CUP

This cup, given by Region 12, is awarded annually at the national convention to the best registered and introduced small-flowered or miniature daylily displayed in a convention tour garden. It must be an established clump (no less than three fans), and must be in bloom.

III. THE GEORGIA DOUBLES APPRECIATION AWARD (2000)

This award is given annually at the AHS National Convention for the best registered double (miniature through large flower) displayed in a convention tour garden. It must be in bloom on an established clump of at least three fans. The cultivar receiving the largest number of votes from all attending members at the conclusion of the garden tours is declared the winner. The hybridizer of the winning cultivar receives a plaque, donated by AHS Region 5, that includes the name of the winning cultivar, name of the hybridizer, location of the AHS National Convention, and the year the award is presented. The AHS Awards and Honors Chairperson oversees the vote tally and announces the results at the annual Awards and Honors Banquet.

IV. NED ROBERTS SPIDER/UNUSUAL FORM AWARD (2007)

This award is to be awarded annually at the national convention, to the most outstanding spider or unusual form displayed in a convention tour garden. It must be an established clump (no less than three fans), and must be in bloom.

Bus captains should remind people of the awards and the voting procedures on Friday morning before arriving at the first tour garden. Remind first-time attendees to take notes of the cultivars they see that might warrant their consideration.

Ballots for these awards must be made available to convention attendees. This can be accomplished in the following manner.

- A. Provide three separate ballots, preferably color coded for the bus captains to distribute on their buses on Saturday so that the members can vote their choices after the last garden has been toured.
- B. Have a statement of the rules written by the AHS Awards and Honors Chairperson included in the convention handbook. An abbreviated rule description should be included on each ballot. (see I., II., and III. above) written on the ballots.
- C. Bus captains should collect the ballots as the attendees are leaving the bus after arriving back at the hotel. Deliver collected ballots to bus captain chairperson. If the ballots are separated by award, it will help minimize the time needed to tally the ballots.
- D. Bus captain chairperson delivers the ballots to the AHS Awards and Honors Chairperson who shall be responsible for tallying the votes and announcing the winners at the Convention Awards Banquet. Provide a private space and a table for ballot tallies for approximately one and one half hours on Saturday afternoon after the buses arrive back at the hotel.

CONVENTION GUIDELINES

Banquets

*T*here will be two banquets where business will be conducted. (Apply suggestions on page 8 regarding sales tax relief, to meals, if possible). See the section on "Scheduling" in these guidelines for room requirements for the banquets.

The Friday night banquet¹ will include the Annual Business Meeting of the Society. It is suggested that the starting time be at 7:00 p.m.

The Saturday night banquet includes the recognition of the recipients of most of the Awards and Honors given by the Society.

The AHS president or his/her designee will provide the local protocol chairperson with the seating arrangements for the business meeting and the awards banquet. Last minute changes in the head table seating should be minimal.

If an invocation is planned for any convention meeting or banquets, it should be recognized that the American Hemerocallis Society is now an international organization containing members from varied cultures and religions. A special effort should be made to ensure that all remarks directed to AHS members in a public forum will be all-inclusive and mindful of sensitivities of our diverse membership.

The AHS president or historian will be responsible for arranging to have the AHS seal transported or shipped to the next convention site. The seal is the property of the AHS who will assume expense and liability for its shipping.

No flowers should be placed in front of the lectern since this space is reserved for the AHS seal.

Invitation to the next convention is given at the Awards Banquet. The invitation is issued by chairperson of said convention who shall be seated at a reserved table.

Advance Publicity

*I*t is recommended that the advertising campaign for the convention be almost completed at least two years before the convention date. Advertising copy should be complete at least twelve months in advance. Since the *Daylily Journal* reaches approximately one hundred percent of potential conventions attendees, it is the most effective publication in which to advertise. The policy with regard to advertising in the *Daylily Journal* is as follows:

1. No free publicity, except requests for guest plants, on the next convention until the *Journal* following the current convention.
2. Four free pages allowed in each of the three following journals (or a total of twelve, allocated as desired, not counting the review, which would be in the 4th journal). One or two Registration Forms (two or four pages) may be printed and should be counted as part of the total. Color photos (a maximum of one for each tour garden) may be included as part of "free" copy, they

¹ For more details on banquet setup, refer 10 ..AHS Protocol" by Bertie Ferris, pages 26-27.

CONVENTION GUIDELINES

should be supplied in the form of 35 mm. color slides or digital image. . Pictures of persons will be printed in black and white. (Example of a Registration Form is attached)

3. One free request for guest plants may be made in the *Journal* two or three years in advance of the convention.

4. One free request for auction plants may be made as a part of the 12 pages of publicity.

5. Post-convention coverage is arranged by the editor who will determine the page or word count. A registration list to-date should be sent to the editor approximately one month before the convention to aid in contacting writers. Garden writers for post-convention coverage may be secured by the convention hosts, if desired, subject to approval of the editor. It is preferred that the post-garden write-ups be done by outside guest rather than local members so as to complement the pre-convention "inside" coverage.

It is suggested that the chairperson of the Advertising Committee contact the *Journal* editor in advance of the copy deadline date for each issues. Differences in page count due to differences in copy layout by the Journal editor will likely be acceptable. Please send material electronically when possible.

Handbooks, Hospitality Packets, Door Prizes and Favors

*T*he host group will provide a hospitality packet, name badge, list of registrants, and a handbook for each registrant.

The names on the badge should be large enough to be easily read from a distance, particularly the first name, and should include the home town and state of the registrant. If the attendee is a regional or national officer holder, please include office on badge. Your registration form should ask for this information.

A copy of the convention handbook must be mailed to: Ken Cobb, Archivist/Historian, 7301 Grist Mill Road, Raleigh, NC 27615.

A convention handbook should be sent as soon as possible in advance of the convention to the AHS president and AHS Convention Chair.

At a minimum, all guest plants in the tour gardens should be listed in the handbook.

The host group should confirm each registration. The registration number assigned to each registrant can be printed on the name badge and serve as a bidding number at plant auctions or for other occasions where attendant identification is needed.

Hospitality packets should be minimal. It is strongly recommended that host groups *not* provide gifts and favors other than daylily plants for attendees (including the board of directors). Keep in mind that many attendees fly making gifts a burden to transport.

Banking - Opening Convention Bank Accounts

Most host convention clubs open a special convention account 2-5 years before the convention. It is most convenient to open the account at an existing bank where your club currently has an

CONVENTION GUIDELINES

account. The banks as well as the convention hotel might ask for reference. In most cases, they want your local club account information and the location and dates of at least 2-3 recent AHS conventions. Since our conventions spend a lot of money at hotels, these references are usually sufficient and to our knowledge, there has never been a financial problem. A tax number is also needed. Each region has its own Tax ID number. It is contained in the *Regional Officers Guidelines*. Your RVP can provide this number to you. If the bank asks for a Group Exemption number or GEN #, it is 4120. If your state has sales tax, you will probably not be exempt from it. A suggested name for your account is AHS Convention 20__.

If you have a lot of money in your convention account several years before the convention, six month CDs are an option. Even though the interest is low at this time, it still gives a few extra dollars. Most of your outlay of money will begin to occur about 6-12 months before the convention.

Important: This financial information is for information only. The choices are up to you. Many chairpersons have asked for information. Therefore, this is a guide only. If you have accountants or financial managers in your club, it is suggested that you also seek their advice.

Personnel and Standing Committees

SUGGESTED CONVENTION OFFICERS:

Convention Chairperson/Convention Co-Chairperson

Secretary

Treasurer

Registrar

SUGGESTED STANDING COMMITTEES

Artists

Advertising

Auction* - both live and silent (this could be one or separate chairs)

Budget *

Protocol - should work closely with the AHS Convention Chair

Busing

Flower Show -optional - should work with Exhibition Special Chair

Gardens* - could be included with Busing

Gift Plants (at convention host discretion)

Guest Plants * - note this includes after convention responsibilities

Handbook Editor* - this person should have excellent computer and organization skills

Headquarters, Banquet Meals, Meeting and Space Arrangements* - this person should

work closely with the AHS Convention Chair

Host and Hostesses

Hospitality

Judges' Clinics/Judges Workshop – should work closely with the AHS Education Chair

Registration/Hospitality Packets

Plant Sale -optional

Publications - work with the AHS Journal Editor

Slides

Telephone

Theme Coordination

Ways and Means

Youth Program – should work with the AHS

Youth Chair

* Denotes major committee member

CONVENTION GUIDELINES

American Hemerocallis Society

AHS National Conventions Advance Funding

Contract/Promissory Note

It is recognized that some Hemerocallis societies/clubs wishing to host a National Convention do not have sufficient funds *for* such an undertaking. The AHS National Board of Directors is authorized to loan up to \$4,000.00 as advance funding for convention expense with no interest incurred. This loan can be made available 24 months prior to the convention date and is due for repayment in full no later than the year of the convention at the date set for the cutoff of early registrations. A second loan in the amount of 2,000.00 is available 18 months prior to the convention date and due at the same time as the \$4,000.00 loan. (The second loan is available due to a donation from Region 1).

Any AHS member society or clubs wishing to apply for either these funds should contact the AHS Convention Chair. Complete the requested information in full.

Name of Society/Club/Organization_____

Address (City, State)_____

Region_____ Name of current President_____

Date of Convention_____

Convention Chair (Name, Address, Telephone)_____

Convention Treasurer (Name, Address, Telephone)_____

Amount of Loan Requested_____

Date Requested for Issue of Loan_____

The below signed individual, acting as official representative of the_____

does hereby agree to fulfill the agreement of repayment of \$_____ to the Treasury
of the American Hemerocallis Society.

(President)_____ (Date) _____

(National Convention Chair) _____ (Date) _____

(National Convention Treasurer) _____ (Date) _____

(Special Chair National Conventions) _____ (Date) _____

CONVENTION GUIDELINES

American Hemerocallis Society (AHS)

PROTOCOL

Prepared by Bertie Ferris, October 1995

Revised by Ginger Goudeau, October 2007

Protocol is the code prescribing strict adherence to correct etiquette, or simply stated, good manners. The main objective of protocol at any meeting is to honor the office of leadership. The leadership office is recognized and honored, not the individual who holds the office.

The Protocol Chairperson's responsibilities are (1) to uphold the image of the AHS at all times, (2) to respect the wishes of the President or Presiding Officer and (3) to ensure that those wishes are properly administered. Good planning, courtesy, and diplomacy will help assure a smoothly managed meeting with few problems or misunderstandings.

National Convention Procedures

1. The Convention Chairperson will receive, in writing from the AHS President, a list of all persons to be seated at reserved table(s) by event (business meeting and awards banquet). The following are the offices that are normally seated at the reserved table(s) by event:

BUSINESS MEETING

President
Executive Committee to include the
Treasurer
Registrar
International Secretary
Executive Secretary
Editor
AHS Director responsible for the RVPS Regional Vice Presidents
Any Director or Special Chairperson
responsible for a report during the business meeting
The individual giving the invocation

AWARDSBANQUET

President
All Directors
The individual giving the invocation
Awards & Honors Chairperson (if not a Director) Exhibition Chairperson (if not a Director)
Chairperson of the next year's convention AHS Staff
All Special Chairpersons (if possible)

The arrangements listed above can be changed at the president's discretion with assistance from the AHS Convention Chair.

2. At least four (4) weeks before the meeting, the Convention Chairperson notifies, in writing, the individuals who are to be seated at a reserved table for the business meeting (normally Friday evening) and the Awards Banquet (normally Saturday evening).

Notification to each individual should include the following:

- An invitation to sit at a reserved table by request of the AHS President.

CONVENTION GUIDELINES

- The date, time and location of the event (may be both events).
- A return address with the Convention Chairperson's address for the invitee's use to include a response for the following:
 - Whether he/she will attend the meeting
 - Whether he/she accepts the invitation to be seated at a reserved table.
 - Whether he/she will have a guest, if appropriate

The Convention Chairperson is responsible for the following: (1) placing the place cards on the reserved table in the correct order, (2) checking list of all seated at reserved tables, and (3) helping to seat guests at the reserved table(s).

3. Reserved table for the following individuals may be requested. at the discretion of the AHS President for the awards banquet. The Convention Chairperson should be notified of the number of table(s) and their use at least four (4) weeks before the Convention.

Past AHS Presidents and spouses
Hosts of Convention Tour Gardens
Photographer
Former Directors and spouses (if not seated with spouse)
Current Director spouses
Youth members
International] guests (when known)
Charter members and spouses

A written invitation similar to the one used for the head table should be issued at least three (3) weeks before the Convention. A final number of reserved tables should be provided to the Convention Chairperson at least two weeks before the event.

4. HEAD TABLE SEATING – if used

Business Meeting

The AHS President is the highest ranking officer of the Society and should be seated at a table to the right of a well lighted lectern on an elevated platform. First to his/her right should be the seating of the Executive Committee according to rank. The Convention Chairperson should occupy the first seat left of the lectern. The person giving the invocation/inspiration should be seated second to the left of the lectern. The Chairperson of the RVPs should occupy the third position to the left of the lectern (if not an Executive Committee member) and then AHS Staff. The procedures set forth herein can be applied to those cases where multiple tables are used in lieu of a head table.

Close access to a workable microphone is most important to any speaker or presenter. Following the seating of the Executive Committee and AHS Staff, any Individual giving a report or a presentation should be seated. The RVPs should then be seated starting with Region One. In the event the RVP is not present, the RPD may be seated as the official representative of the Region.

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In the event neither the RVP nor RPD is in attendance, representation is not required.

Awards Banquet

The AHS President is the highest ranking officer of the Society and should be seated at a table to the right of a well lighted lectern on an elevated platform. First to his/her right should be the seating of the Executive Committee according to rank. The Convention Chairperson should occupy the first seat left of the lectern. The person giving the invocation/inspiration or the person who will introduce the guest speaker (if one) should be seated second to the left of the lectern. The procedures set forth herein can be applied to those cases where multiple tables are used in lieu of a head table.

Close access to a workable microphone is most important to any speaker or presentation. Following the seating of the Executive Committee at the Awards Banquet, other AHS Directors in alphabetical order, alternating right and left of the lectern should be seated because of the important functions of their elected positions, these Directors should be seated before the Special Committee Chairpersons. All Special Committee Chairpersons are of the equal rank and should be seated alphabetically, again alternating right to left. While it is not necessary to seat all Special Committee Chairpersons at the head table, those who are giving reports should be seated at the head table if at all possible. If sufficient space is not available at the head table, the Special Committee Chairpersons should be seated nearby at a reserved table with charter members, the photographer and international guests.

5. INTRODUCTIONS

Service to the AHS by former presidents should be recognized by the President during the official meeting of the AHS. Youth members in attendance should also be recognized by name and region, starting with Region One.

CONVENTION GUIDELINES

Convention Chairperson

1. All chairpersons received two copies of the convention handbook. **READ IT**
2. Your responsibility to the AHS Convention Chairperson is the submission of copies of your convention meeting minutes and budget on a timely basis. An easy way to do this is to instruct your secretary to forward copies to the chairperson. It is important to keep AHS informed (via the chairperson of conventions) so that problems or issues can be addressed promptly. This includes a final report by August 1 after your convention is complete.
3. When the actual convention concludes, there is one very important obligation due. A conclusion report and financial report should be sent to the Chairperson of Conventions as soon as possible, but no later than August 30. The chairperson of conventions submits these reports to the AHS Board for inclusion in the Agenda Book for the Fall Board meeting. Therefore, it is important to take care of this matter promptly.
4. The Scientific Forum speaker is the responsibility of the host group. AHS can provide up to \$250.00 for speaker fees. This request should be submitted by August 31 before the Fall Board meeting the year before your convention. This is important so that your request can be budgeted. A request form is included in the Appendix.
5. Clinic instructors, AHS Board members, speakers etc. should submit their space and meeting room requirements to the AHS Convention Chair and pass on to you before your convention program is finalized and submitted to the Journal. A copy of the form used for this purpose is included for your information.
6. Finally, do not be afraid to ask questions. Many people are willing to answer your questions. Ask early, ask often and keep the AHS Conventions Chairperson informed of your progress or issues that are problematic.
7. Suggestion: It is handy to keep a sectioned loose-leaf binder with notes, letters, etc., according to activity/purpose such as buses, bus captains, food etc.
8. Remember, this should be an enjoyable experience for you and your committee. Appoint dependable individuals to chair committees. Set realistic goals and expect them to deliver on time. If you find the work is not being done, delegate to others in your committee, do not assume the work of your subcommittee chairs. Utilize volunteers whenever possible. The more people that are involved in the work, the better for everyone.

CONVENTION GUIDELINES

APPLICATION to HOST an AHS CONVENTION

Date of Application_____

Year requested for convention_____

Chairperson of Requested Convention if known_____

Address_____

Phone/Email_____

Name of local club_____

Region number_____

Name of club president_____

Address of club president_____

Telephone_____ Email_____

Number of members_____

Number of AHS members_____

Proposed Date of Convention_____

Proposed location of Convention_____

Proposed Gardens for convention and brief description including special features, number of cultivars, private, commercial or hybridizer.

1. Garden-1

2. Garden-2

3. Garden-3

CONVENTION GUIDELINES

4. Garden-4

5. Garden-5

6. Garden-6

Are there hotels available with adequate conference space available as well as mingling space for 650 or more convention attendees? _____

Is there adequate banquet space to hold attendees and reserved table requirements as well as risers for Friday and Saturday nightbanquets?

If not, do you have an alternative site? _____ How far _____? How will attendees to be transported? _____

Will you be able to obtain sufficient buses for the garden tours _____?

The law requires at least one handicapped bus. Will you be able to get a handicapped accessible bus? _____

CONVENTION GUIDELINES

REQUEST FOR MEETING SPACE and SPECIAL NEEDS

Please mail to the AHS Convention Chairperson to be communicated to the convention hosts.

Board members, Speakers, Instructors and others needing meeting space.

Please make your request for meeting space as soon as possible. Requests submitted within six months of the convention will be processed if hotel space and equipment allows.

Year of Convention: 20XX

Location of Convention _____

Date of submission _____

Name of Requestor _____

Address _____

City _____ State _____

Phone _____ Email _____

Purpose _____

Length of time needed _____

Number of attendees expected _____

Type of setup _____ classroom _____ theater _____ other _____

Sketch of setup

Audio Visual Needs _____

Other Needs or Requests _____

CONVENTION GUIDELINES

REQUEST OF FUNDS FOR SCIENTIFIC FORUM SPEAKER

The AHS will provide \$250 to help defray the cost of your Scientific Forum Speaker. This form should be completed and submitted to the AHS Convention Chair prior to the fall board meeting before the scheduled convention so the funds can be included in the next years AHS Budget.

Name of Society/Club/Organization_____

Address (City, State)_____

Region_____ Name of current President_____

Date of Convention_____

Convention Chair (Name, Address, Telephone)_____

Convention Treasurer (Name, Address, Telephone)_____

CONVENTION GUIDELINES

Sample of Registration form:

2008 AHS National Convention Houston, Texas May 15-17-2008

*Hosted by Brazosport, Cypress Creek, Houston Area,
Houston Hemerocallis, & Lone Star Daylily Societies*

Convention Chair

Maureen Valenza
5903 Riverchase Trail
Kingwood, TX 77345
281-360-0765
valenza@kingwoodcable.com

Headquarters

Wyndham Greenspoint Hotel
124000 Greenspoint Drive
Houston, Texas 77060-1998
281-875-2222

Co-Chair

Mary Gage
25150 Gosling
Spring, TX 77389
mary@springcreekdaylily.com

HOTEL RESERVATIONS

281-875-2222. Mention you're with the 2008 American Hemerocallis Society National Convention. \$95 group rate is available until 4/1/2008. You are responsible for your own hotel reservations.

2008 AHS NATIONAL CONVENTION WEB SITE

www.daylilies.org/AHSconv.html#national2008

ACT TODAY! REGISTRATION IS LIMITED TO THE FIRST 650 PEOPLE

PLEASE PRINT - Print your names as you wish them to appear on badges.

Indicate youth reservations with a "Y" after the name.

YOUR NAME

ADDITIONAL NAMES IN HOUSEHOLD

ADDRESS

CITY STATE ZIP

PHONE E-MAIL

Special Needs? Please provide names & details:

Please check if e-mail confirmation is acceptable to you: **YES NO**

P

Please Indicate Name(s) of Persons Who Plan to Attend:

Garden Judges Workshop 1 (Thursday 1-4)

Garden Judges Workshop 2 (Friday Tour)

Exhibition Judges Clinic I (Thursday 1-5)

Exhibition Judges Clinic II (Thursday 1-5)

Exhibition Judges Clinic III (Thursday 1-4)

DO NOT INCLUDE WORKSHOP OR CLINIC FEES WITH THE REGISTRATION.

FEES WILL BE COLLECTED AT THE DOOR. EACH PERSON ATTENDING SHOULD OBTAIN, STUDY, AND BRING A COPY OF THE HANDBOOK, **JUDGING DAYLILIES**

Are you a Regional Officer? Provide Region number and name(s):

Region RVP RPD Editor

2008 AHS NATIONAL CONVENTION REGISTRATION FEES

RETURN REGISTRATION FORM AND CHECK
(PAYABLE TO AHS NATIONAL CONVENTION 2008)

TO: Eddie Raye Andrews, Registrar

AHS 2008 Convention

P.O. Box 167, Waller, Texas 77484

Phone: 936-931-3846 E-mail: dera2@sbcglobal.net

PLEASE NOTE: CONVENTION FEES REFLECT THE LARGE INCREASE IN FUEL COSTS.
NUMBER AMOUNT

CONVENTION GUIDELINES

Early Registration fee \$ 239.00 (postmarked by 3/24/2008)

Late Registration fee \$ 269.00 (postmarked after 3/24/2008)

Youth Registration fee \$ 159.00 (postmarked by 3/24/2008)

TOTAL AMOUNT ENCLOSED \$

Pre-Registration is required. Registration received with incorrect payment will be returned.

Registration Fee includes motor coach bus tours of Convention gardens, full breakfast at the hotel, lunches and banquet dinners on Friday and Saturday. Upon registration at the Convention, each attendee will receive a daylily hybridized by Leon Payne.

Cancellations received by 4/14/2008 will receive full refund. Partial refund (50%) paid after Convention, will be given for cancellations received by 5/1/2008. Sorry, no refunds will be made after 5/1/2008.

Registrants unable to attend may swap their registration with others.

Groups who wish to use their own buses for garden tours must contact Billy Lewis, at 281-356-2543, e-mail: billyandjean@sbcglobal.net. These arrangements must be made by 3/1/2008.

You are responsible for your hotel reservations. The Wyndham Greenspoint Hotel, 281-875-2222, must receive your registration by 4/1/2008 to guarantee discount rate of \$95 (single/double/triple/quad). Wyndham Hotel Shuttles are provided free to guests using IAH (Bush Airport). The shuttles run every ½ hour.

CONVENTION GUIDELINES

Sample of Hotel Contract

WYNDHAM GREENSPOINT HOTEL CONTRACT

DATE: Effective Date of this Contract is December 15, 2003

GROUP NAME: The 2008 National American Hemerocallis Society Convention Combined Texas Clubs hereinafter collectively called the "Group"

CONTACT: Mrs. Maureen L. Valenza Mrs. Mary Gage
ADDRESS: 5903 Riverchase Trail 25150 Gosling
Kingwood, TX 77345 Spring, TX 77389
PHONE: 281-360-0765 281-351-8827

The 2008 National American Hemerocallis Society Convention is sponsored by the following clubs (Group):

Brazosport Daylily Club
Cypress Creek Daylily Club
Houston Area Daylily Society
Houston Hemerocallis Society

MEETING DATES AND GUEST ROOM BLOCK

Once this "Contract" is accepted, we will remove from our inventory and consider sold to you for your use room nights pursuant to the following arrival and departure pattern:

	Wed 05/14/08	Thu 05/15/08	Fri 05/16/08	Sat 05/17/08	Sun 05/18/08
Single	90	300	300	100	10

Total Room Nights: *800

*This estimate is based on (1) an annual average over the last few conventions and (2) local attendees that may not require a hotel stay. The Group reserves the right to amend this estimate as required to include additional attendees at least three months prior to the convention.

GUEST ROOM RATES:

Room	Single Rate	Double Rate	Triple Rate	Quad Rate
Run of House	95.00	95.00	95.00	95.00

Room rates quoted above are non-commissionable, net rates, subject to tax, which is currently 17%. The Group maintains a Texas State Tax exempt status, which will be provided to the Hotel at least sixty (60) days prior to the convention in order for the Group to be exempt from sales tax charges.

Your group rates will be honored for your attendees three (3) days before group arrival and three (3) days after group departure based on availability.

CONVENTION GUIDELINES

COMPLIMENTARY ACCOMMODATIONS

The "Hotel" shall provide one (1) complimentary room night, at the lowest group room rate, on a cumulative basis, for each 40 room nights actually occupied by attendees of The 2008 National AHS Convention and paid for at the full contract rate. The Hotel shall credit The 2008 National AHS Convention's Master Account for the total number of complimentary accommodations accrued by The 2008 National Convention at the conclusion of its meeting.

The Hotel will provide one (1) complimentary presidential suite for use by the AHS President for the duration of the conference.

ROOM RESERVATION PROCEDURES

From the moment this Contract is accepted, we will be holding your contracted guest room block for the use of your attendees. The Hotel has no obligation to provide room nights beyond those contained in the room block.

In order to assign individuals to specific rooms, room reservations will be required. The Hotel understands that your guests will be phoning in their reservation requests, to the following number: 281/875-2222. It is important that each of your guests contact the Hotel at least thirty days prior, 04/14/08 12:00:00 AM, to your arrival date and identify themselves as part of the Group, and provide us with guest name, home or business address, email address (if any), requested type of room, requested bed type (i.e. king, double/double, queen, twin or suites), check-in and check-out dates, preference for smoking or non-smoking room and VIP status. Any requests for special room arrangements must be made at the time of this call. The Guest should inform the Hotel if they require airport shuttle service. It would be appreciated if the Hotel could be included on the attendee mailing list, in order to be informed as to when reservations are likely to begin arriving. The Hotel does not confirm reservations to the individual in writing but will at the request of the individual forward a confirmation number for their records.

Thirty days prior to the Group's arrival date, 04/14/08 12:00:00 AM, all room nights that have not been reserved as described above will be deemed to be room nights, which the Group will not use, and they will become subject to the attrition provisions herein. Such room nights will at that date be returned to the Hotel's general inventory. Reservation requests from your attendees received less than thirty days prior to your arrival date will be accepted on a space available basis, at the higher of the contract rate or rate available at that time. Should such requests be accepted, such room nights will be credited to your block for purposes of any calculation of attrition. Both parties will validate the Group attendance with the convention registration list and the Hotel listing before calculating the attrition rate.

CHECK-IN / CHECK-OUT

Guest accommodations will be available at 3:00 pm on arrival day and reserved until 12:00 pm on departure day. The Hotel would appreciate receiving flight arrival times for your Group, if available. Any attendee wishing special consideration for late checkout should inquire at the front desk on the day of departure. Hotel will provide, at no charge, shuttle service to and from airport (Bush Intercontinental) for convention attendees.

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GUEST ROOM CHARGES

It is our understanding that your guests will pay their own account upon departure. Please inform your attendees of the Hotel's hotel fees and portage fees. Upon check-in, each guest will be required to present a valid credit card upon check-in, on which an amount of sufficient pre-authorization can be obtained to cover the room and tax charges and hotel fees for the length of the guest's stay, plus the anticipated use of the Hotel's ancillary services, and we require each guest's home/business address and e-mail address. Should any guest not settle his or her account in full upon departure, the Group will be responsible for those charges.

FOOD & BEVERAGE / MEETING REQUIREMENTS

Though we usually charge for usage of our function space, the Hotel will provide all of the function space you require in accordance with the schedule of events, which is described below on a complimentary basis, in recognition of the revenue we will derive from the provision of room nights and food and beverage services and ancillary services hereunder. The Hotel reserves the right to adjust function space at the reservations due date based on attendance at levels lower than contracted. The meeting requirements are defined in Exhibit A attached hereto, which includes all space necessary to accommodate set-up and break-down times, all audio-visual needs, head tables and displays. Ninety days prior to the convention, the Group will ensure any modifications to these requirements and forward their changes to the Hotel.

Hotel will provide, at no charge, the required amount of meeting equipment (for example chairs, tables, trash receptacles, etc.). These complimentary arrangements do not include special setups or extraordinary formats that would deplete Hotel's present in-house equipment to the point of requiring rental of an additional supply to accommodate Group's needs. If such special setups or extraordinary formats are requested, Hotel will present Group two alternatives: (1) charging Group the rental cost for additional equipment, or (2) changing the extraordinary setup to a standard format, avoiding the additional cost. The Hotel shall ensure that all additional charges are brought to the attention of the Group in writing prior to invoicing such charges.

FOOD AND BEVERAGE SERVICES

The Wyndham Greenspoint Hotel is responsible for the quality and freshness of food served to our guests. Due to current health regulations, all food served at our hotel must be prepared by our culinary staff. Food may not be taken off the premises after it has been prepared and served. Please note that sales and service of *Alcoholic Beverages* are regulated by the state. The Hotel's bartender or server reserves the right to refuse alcoholic beverage service to any person whom, in the Hotel's judgement appears intoxicated.

ENTRÉE SELECTION

In the event that your group requires a split menu, entrée selections are limited to a maximum of two. If there is a price difference between the two entrées, the higher price will prevail for all entrées. It is recommended that you provide your guest with some type of identifying symbol of the entrée selected, i.e. colored tickets, to ensure better service. There will be a \$50.00 fee for each buffet that the guaranteed number is less than 30.

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MENU PRICING

The menu prices are subject to change to meet the increase in food cost, beverages, labor, etc. Menu prices cannot be guaranteed until 60 days prior to the function. The Hotel shall guarantee a maximum 4% per year annual increase over their 2003 rates.

GUARANTEES/CANCELLATIONS

A guaranteed attendance figure is required for all meal functions by 2:00 PM, three business days prior to the function date. In the event that the Group does not submit its figures, then the Hotel will consider those figures final and they will not be subject to reduction. If the catering office is not advised by this time, the estimated number will automatically become the guarantee. We will be prepared to set 5% over the guarantee for groups below 400 and 3 % for groups over 400. However, food is prepared for the guarantee only. Cancellations must be made with our Catering office between the hours of 8:00 AM - 5:00 PM Monday through Friday. Lunches for 5/16/08 & 5/17/08 (Friday and Saturday) are scheduled off premises since the Group will be on garden tours.

FUNCTION ROOM ASSIGNMENTS

Room assignments are made according to the guaranteed minimum number of people anticipated. Because these attendance figures may vary from the expected attendance, we reserve the right to change room reservations to best accommodate either increasing or decreasing attendance. Once the room has been set by the Hotel staff, if the on site contact asks to change the current set there will be a \$100.00 change fee assessed.

SECURITY/LIABILITY

The Hotel does not assume responsibility for damage or loss of any merchandise or articles left on premises prior to, during or following any event. The Hotel may require you to provide, at your expense, security for your function due to the nature or size of the function. All liability for damages to the premises will be charged accordingly if the damages were caused by a Group attendee in accordance with the indemnity provisions of this Contract. Arrangements for security prior to the event can be made through your Catering Manager. The Hotel shall be responsible for ensuring that the Hotel premises remain secure from those that are not part of the convention nor a Hotel employee.

ELECTRICAL REQUIREMENTS

Special electrical requirements must be specified to our Catering Department at least three weeks prior to the function. Charges will be based on labor involved and the power used.

SHIPPING AND RECEIVING

Small packages for meetings may be delivered to the Hotel no more than two days prior to function. Items should be addressed to the meeting contact with attention to the Hotel's catering staff member working the program. Your catering or convention services manager must approve any shipment over ten boxes.

ROOM BLOCK AND SERVICES COMMITMENT

When you contract for a block of rooms and meeting facilities and for food and beverage services, those room nights, facilities and services are removed from our inventory and considered sold to

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you, and the Hotel makes financial plans based upon the revenues it expects to achieve from your full performance of the Contract. It is impossible for the Hotel to know in advance whether or under what circumstances or at what rates it would be able to resell your contracted room nights, services or facilities if you do not use them, either as the result of a cancellation of your meeting or as the result of less than contracted room block usage or less than contracted usage of food and beverage functions ("attrition"). In most instances, when groups do not use their contracted room nights or services, the Hotel is unable to resell those room nights or services and even when room nights or services are resold, they are generally not resold at the same rates, may be resold to groups which would have utilized the Hotel at another time, are not resold to groups that have the same needs as the original group, etc. Even when rooms or services may be resold, it is costly to re-market the rooms and facilities, and such efforts divert the attention of our sales staff from selling the Hotel's rooms and facilities at other times.

For all these reasons and others, we agree that in the event of cancellation or attrition, (with the exception of Force Majeure) the following charges, which represent a reasonable effort on behalf of the Hotel to establish its loss prospectively, shall be due as liquidated damages. Because the Hotel reasonably expects to derive revenue from your meeting above and beyond that revenue derived from the provision of room nights and food and beverage services, and because it is difficult to estimate the actual revenue which may be derived from your meeting, the amounts due as and for liquidated damages are intended to compensate the Hotel for all of its losses associated with cancellation and/or attrition.

ANTICIPATED ROOM NIGHT AND BANQUET FOOD AND BEVERAGE REVENUE FIGURES

At this time, the hotel is holding 800 room nights for your use over the contracted dates, will generate total revenues of \$ 76,000.00. Planned banquet food and beverage revenue is (conservative estimated at \$ 30,000). These figures shall be referred to herein as the "Anticipated Room Night and Banquet Food and Beverage Revenue Figures." All food and beverage is subject to a 20% service charge. All revenue figures are net and not inclusive of taxes, service charge or commissions.

ATTRITION

The Hotel agrees to allow for a 25 % reduction in each of the "Anticipated Room Night and Banquet Food and Beverage Revenue Figures", which are considered cumulative for the entire convention provided that you make a written request for that reduction between now and 60 days prior to your arrival date. At the conclusion of your meeting, we will subtract the rooms revenue derived from your meeting and the amount of any permissible attrition you have taken from the Anticipated Room Night Revenue Figure set forth above. Any remaining amount will be posted as a charge to your master account, plus applicable taxes. Additionally, at the conclusion of your meeting, we will subtract the banquet food and beverage revenue derived from your meeting and the amount of any permissible attrition you have taken from the Anticipated Banquet Food and Beverage Revenue Figure set forth above. Any remaining amount will be posted as a charge to your master account, plus applicable taxes and service charges.

CANCELLATION

In the event of the Group's cancellation occurring between the time of acceptance of this Contract and arrival, liquidated damages in the amount as follows:

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From Contract signing to 5/2006 - An all-inclusive fee of \$ 25,000 to cover all damages.
5/2006 to 5/2008 – An all-inclusive fee of \$ 53,000 will be due.

FORCE MAJEURE

No damages shall be due for a failure of performance occurring due to Acts of God, war, terrorist act, government regulation, riots, disaster, or strikes, any one of which make performance impossible. In the event that a Force Majeure occurrence taking place two years prior to the convention that impacts the convention attendance (fear of traveling) as a result of such occurrence, the Group will not be held liable for damages under this Force Majeure Article.

BILLING PROCEDURES AND DEPOSIT SCHEDULE

Please complete the enclosed direct bill application and return it to our Accounting Department within 30 days so that we may attempt to approve credit for your meeting. In the event that credit is not requested or is not approved, pre-payment of your total estimated Master Account will be due prior to your arrival, in accordance with a schedule to be determined by the Hotel at its sole discretion. Under such circumstance, failure to remit the appropriate pre-payment on a timely basis will be considered a cancellation by the Group and the Group shall be liable for amounts as described in the cancellation provisions.

The following items shall be charged to the Master Account: Banquet food and beverage charges, attrition charges, meeting space rental charges (if any), cancellation charges, and any other charges billed to the Master Account at the request of the authorized representative of the Group, as designated by the Group two weeks in advance of the commencement of the meeting. Moreover, all third party charges for services and/or supplies, not directly supplied by the Hotel, will be billed to the Master Account whether they have been arranged for by the Hotel or directly by the Group.

Master Account charges may be paid in the form of cash, check or bank transfer. All Master Account charges not paid within 30 days of the billing date will bear interest at the lower of the rate of 1.5% per month, compounded monthly, if permissible by law, or the highest rate permissible by law. Should the Hotel, in its sole discretion, deem collection action necessary in regard to outstanding balances hereunder, all costs associated with that collection action, including attorney's fees, shall be posted to the Master Account.

Individual guest accounts are payable at check-out by cash, pre-approved personal check or credit card.

AUDIO-VISUAL EQUIPMENT

SWANK Audio Visual or the Hotel's subsequent provider will be the provider of Audio Visual equipment rental and meeting space decoration services. Six months prior to the commencement of the meeting, the Group will inform SWANK of its audio visual equipment and meeting space decoration needs, and SWANK will thereafter inform the Group of the charges which will apply.

OUTSIDE CONTRACTORS

The Hotel offers all services necessary for a successful meeting. However, if Group finds it necessary to use outside services, any companies, firms, agencies, individuals and groups hired by

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or on behalf of Group shall be subject to prior approval of the Hotel, with the exception of vendors selected by the Group for procurement of items such as tee shirts, tote bags, and other garden related items. Upon prior reasonable notice to the Hotel from the Group, Hotel shall cooperate with such contractors and provide them with facilities at the premises to the extent that the use and occupancy of the facilities by the contractor does not interfere with the use and enjoyment of the Hotel premises by other guests and members of the Hotel. Group's contracts with its contractors will all specify that contractor and the group will indemnify and hold the Hotel harmless from any and all damages or liabilities, which may arise by such contractors or through their use.

INSURANCE AND INDEMNIFICATION

Hotel and The 2008 National American Hemerocallis Society Convention each agree to carry and maintain and provide evidence of liability and other insurance in amounts sufficient to provide coverage against any claims arising from any activities arising out of or resulting from the respective obligations pursuant to this Contract. The Group agrees to obtain and maintain during the use of the exhibition premises Comprehensive General Liability insurance, including contractual liability covering the Group's indemnity in this Contract. Such insurance shall be in the amount of not less than \$2,000,000 combined single limit for personal injury and property damage. The Hotel, its owners, and Sunstone Hotel Investors LLC shall be named as additional insureds on such policy. The Group shall supply the Hotel with Certificates of Insurance at least thirty (30) calendar days prior to the use of the Exhibition Premises.

The Hotel reserves the right to advance approval of all specifications, including electrical requirements, from all outside contractors, and to charge a fee for outside services brought into the Hotel. The Group and/or outside contractors may provide proof of worker's compensation insurance for employees who will work on Hotel premises and proof of adequate general liability coverage for the Group and/or outside contractors' activities while on Hotel's premises, and must comply with all other similar requirements the Hotel deems appropriate, in its sole discretion, regarding use of function space, facilities and use of Hotel services.

The Hotel shall indemnify, defend and hold harmless the Group and its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by the Hotel's negligence in connection with the provision of services or the use of the Hotel facilities, except to the extent and percentage attributable to the Group's or its members', agents', employees' or Exhibitors' negligence. The Hotel shall not have waived or be deemed to have waived, by reason of this paragraph, any defense, which it may have with respect to such claims.

The Group shall indemnify, defend and hold harmless the Hotel and its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by the Group's negligence and/or its members', agents', employees', independent contractors' or Exhibitors' negligence in connection with the use of the Hotel facilities, except to the extent and percentage attributable to the Hotel's negligence. The Group shall not have waived or be deemed to have waived, by reason of this paragraph, any defense, which it may have with respect to such claims.

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HOTEL POLICIES

Utilities: All electrical services and utilities, including phone and riggings, must be contracted for through the Hotel's Convention Services Department.

Signage: Signs and banners are not allowed in the hotel's public areas without prior approval. In regard to the group's meeting space, all signs must be professionally printed and their placement and posting be pre-approved by the Convention Services Department. Nothing shall be posted, nailed, screwed or otherwise attached to walls, floors, or other parts of the building or furniture without approval from the Banquet Department. Distribution of gummed stickers or labels is strictly prohibited.

AMERICANS WITH DISABILITIES ACT

The Hotel represents and warrants that, as a place of "public accommodation", it is in compliance with all regulations implementing Title III of the Americans with Disabilities Act. Hotel facilities, including but not limited to, meeting space, restrooms, other common areas, sufficient guest rooms, and any transportation services shall be reasonably accessible and usable by persons with disabilities. The 2008 National American Hemerocallis Society Convention will provide the Hotel with the specific number of sleeping rooms requiring accessibility for persons with disabilities. The Hotel will make available to The 2008 National American Hemerocallis Society Convention any accessibility aid that the Hotel has available during the meeting, if requested by The 2008 National American Hemerocallis Society Convention for the attendees with disabilities.

AUTHORITY

Each party represents and warrants that the person whose name appears as signatory is fully authorized to enter into this Contract on behalf of the respective party.

MISCELLANEOUS PROVISIONS

This Contract is made and to be performed in Houston, Texas, and shall be governed by and construed in accordance with Texas law. By executing this Contract, The 2008 National American Hemerocallis Society Convention consents to the exercise of personal jurisdiction over it by the courts of the State of Texas. No representative of the Hotel has been or is authorized to make any representation, which varies from the express terms of this Contract, though this Contract may be supplemented or amended in writing. In the event of litigation arising from or associated with this Contract, the parties agree that the prevailing party therein shall recover its attorneys' fees and costs incurred therein. Any legal action in connection with this Contract shall be brought or maintained only in the courts of the State of Texas, and only in Harris County.

Both parties agree to cooperate and comply with federal anti-terrorism rules and regulations or other governmental authority to ensure compliance.

ACCEPTANCE

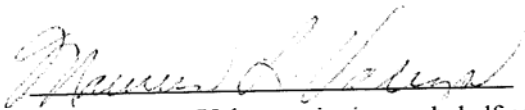
This Contract shall be deemed accepted only after it has been signed by representatives of the Group and thereafter signed by a representative of the Hotel. This Contract constitutes the entire understanding between the parties hereto with respect to the subject matter described herein. No oral statement by either of the parties hereto or any third party shall alter the meaning or interpretation of this Contract. No amendment or change hereof or addition hereto shall be

CONVENTION GUIDELINES

effective or binding on either of the parties hereto unless reduced to writing and executed by the respective duly authorized representatives of both the parties hereto. This Contract is executed in duplicate, each of which shall be deemed an original.

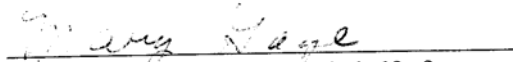
In witness whereof, the parties agree that this Contract will become effective as of the date first above written.

By The 2008 National American Hemerocallis Society Convention authorized representatives are as follows:



Date: December 15, 2003

Mrs. Maureen Valenza, signing on behalf of
The 2008 National American Hemerocallis Society Convention Chairman



Date: December 15, 2003

Mrs. Mary Gage signing on behalf of
The 2008 National American Hemerocallis Society Convention Co-Chairman

By Wyndham Greenspoint Hotel d/b/a Wyndham Greenspoint Hotel, through its authorized representative:



Date: 12/19/03

Barbara Ratier
Sales Manager
Wyndham Greenspoint Hotel, d/b/a Wyndham Greenspoint Hotel