

“SHOW TITLE”

STATED: “An NGC, Inc. Standard Flower Show, An NGC, Inc. Small-Standard Flower Show, An NGC, Inc. Horticulture Specialty Flower Show, An NGC, Inc. Design Specialty Flower Show, or the category (General, Petite, Holiday, Patriotic, Show Cosponsored with a Plant society or Major) or any others listed in the HB. (Pg. 23)

Presented by

STATE: Name of Garden Club, District, Council, or State Organization

At

STATE: Site/venue for show

Full street address

Phone number for location or contact person

On

Day, month, date and year

List time/s show will be open/closed daily

STATE: Open and Free to Public, or Open and admission (with price),
or By Invitation Only

STATE: Member of

National Garden Clubs, Inc.

Region Name

State Organization’s Name

District name and/or number

Name of local Affiliation (plant society, etc.)

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COMMITTEE CHAIRMEN

Contact for Major Chairmen and Consultants should be listed as needed. Contact information may be a telephone number, an email address, or other form deemed appropriate by the Chairman. A person can hold more than one chairman position.

General Chairman/Co-Chairmen

Schedule Chairman

Staging/Properties Chairman

Horticulture Division I

 Entries Chairman

 Classification Chairman

 Placement Chairman

 Consultants

Design Division II

 Entries Chairman

 Classification Chairman

 Placement Chairman

 Consultants

Education Division

 Entries Chairman

 Consultants

Youth And Sponsored Groups Division

 Entries Chairman

 Classification Chairman

 Consultants

Botanical Arts Division

 Entries Chairman

 Classification Chairman

 Placement Chairman

 Consultants

Judges Chairman

Clerks Chairman

Awards Chairman

Publicity Chairman

Hospitality Chairman

Others as needed or assigned by General Chairman

GENERAL RULES

These rules apply to the entire show.
The statements in “quotations” after the word **STATE** in bold type,
should be copied exactly in the rules.

1. **STATE:** “This Flower Show conforms to the standards established by National Garden Clubs, Inc. (NGC). The *Handbook for Flower Shows* (HB), *2017 Edition*, with any revisions or corrections listed on the NGC Website, is the authority for all issues not covered by the schedule which is The Law of The Show.”
2. State: Who may enter exhibits in each Division of the Flower Show.
3. State: Complete procedure for making entries (if procedure varies from Division to Division, then state in the Division Rules). (Pg.24)
4. **STATE:** “Entry cards are available from the Entries Chairman (name and contact information) or from the General Chairman (name and contact information) on (date).”
5. **STATE:** “Exhibitors are encouraged to fill out entry cards in advance (typed, in water-proof ink, with labels or in pencil)” or however required in the show.
Registration may be online, if so, **STATE:** “All entries, with the required entry card information, must be sent to the appropriate Entries Chairman (contact information) by (date) in order to be computerized”. **OR** “Exhibitors are required to bring list of all entries with the required entry card information on the day of the show.”
6. Date/s, time, and place for accepting exhibits
7. Date, time, and place for removing exhibits.
8. Time judging will begin.
9. **STATE:** “The Classification Chairmen for each Division checks exhibits for conformity to the schedule prior to judging. Final determination for conformance is the judges’ responsibility.” (Pg.24)
10. **STATE:** “The General Chairman and the Classification Chairmen for each Division are available during judging for possible consultation. They, along with the Judges and Clerks, are the only personnel allowed on the floor during judging.” (Pg.25)
11. **STATE:** “The decisions of the judges are final. Awards may be withheld if not merited.” (Pg.25)
12. **STATE:** “There must be an emphasis on FRESH plant material; no artificial plant material is permitted in any exhibit in any Division.” (Pg.25)
13. **STATE:** “Each exhibitor is limited to one entry per class, except in the Horticulture Division and the Botanical Arts Horticulture Section.” (Pg.25)
14. **STATE:** “The (name of sponsoring group) will strive to assure the safety of all items after arrival and placement but is not responsible for any loss or damage to exhibits.” (Pg. 25)
15. State the **policy** concerning use of the sponsoring State’s native plants, invasive plants, noxious plants, and those on the State’s conservation list (include website).

AWARDS

THE NGC STANDARD SYSTEM OF AWARDING

The NGC Standard System of Awarding (HB pg. 5) is used in all Divisions.

Only one (1) first-place (blue) ribbon per class or subclass; must score 90 points or more.

Only one (1) second-place (red) ribbon per class or subclass; must score 85 points or more.

Only one (1) third-place (yellow) ribbon per class or subclass; must score 80 points or more.

One (1) or more honorable mention (white) ribbons as merited; must score 75 points or more.

NGC TOP EXHIBITOR AWARDS

List all Awards being offered in the show. State the requirement that they must be the highest scoring blue ribbon winner scoring 95+. Horticulture awards require correct binomial names. Reference HB pages. List eligible Sections and Classes and number of awards offered for each award. State the color of the Rosette. Specifics as to individual requirements should be listed in sections.

Horticulture:

Division Award: Award of Horticultural Excellence (HB Pg. 40)

Section Awards: Arboreal Award (HB Pgs. 40-41), Award of Merit (HB Pg. 41), Collector's Showcase Award (HB Pg. 41), Elfin Award (HB Pg. 41), Grower's Choice Award (HB Pg. 41).

Design:

Division Award: Award of Design Excellence **OR** Holiday Excellence Award (HB Pg. 42)

Section Awards: Award of Distinction (HB Pg. 42), Designer's Choice Award (HB Pg. 42), Petite Award (HB Pg. 43), Table Artistry Award (HB Pg. 43), Tricolor Award (HB Pg. 43).

Club Competition Award: (HB Pg. 43)

Horticulture: Displays only

Design: Floor Designs, Functional Tables for four (4) or more, or Vignettes

Botanical Arts: Gardens

Educational Top Exhibitor Award (HB Pgs. 43-44)

Youth Top Exhibitor Award (HB Pg. 44)

Horticulture

Design

Education

Botanical Arts

Botanical Arts Top Exhibitor Awards (Section Awards)

Botanical Arts Artistic Crafts Award (HB Pg. 44)

Botanical Arts Design Award (HB Pg. 44)

Botanical Arts Horticulture Award (HB Pg. 44)

Botanical Arts Garden Award (HB Pg. 45)

Botanical Arts Photography Award (HB Pg. 45)

NGC Recognition Awards

Award of Appreciation (HB pg. 45)

Best-in-Show Award: Horticulture Division and/or Design Division (HB pg. 45)

Sweepstakes Award (HB pg. 46)

Horticulture Division, Design Division, Botanical Arts Division and/or Overall Flower Show
Regional, State, and local awards (HB pg. 4)

DIVISION I HORTICULTURE

“Title”

HORTICULTURE RULES

1. **STATE:** “The NGC exhibit policies are printed in the *Handbook for Flower Shows*, Chapter 6, Exhibiting in The Horticulture Division.” (Pg. 27)

Alternatively, these NGC Horticulture Policies (Pg. 55) could be individually **listed as Horticulture Rules** in the schedule:

- All exhibits must be FRESH. Dried and preserved specimens may be entered in the Botanical Arts Horticulture Division.
- All exhibits must have been grown by the exhibitor.
- Plant material must be in its natural state and may not be altered by application (treatment) of oil, commercial “shine” products, etc., that change the natural appearance. No wiring of specimens is permitted.
- Only foliage and/or flowers naturally grown and still attached to the specimen are permitted in the Flower Show. Unattached foliage is never included with a cut bloom specimen.
- All plant material must have been in the possession of the exhibitor the appropriate number of days listed in chart (Pg. 55).

2. **STATE:** “The rules for single species, cut or container-grown specimens are listed in the *Handbook for Flower Shows* or its supplement, *Horticulture Exhibiting and Judging*.” Alternatively, the specific requirements could be individually listed within sections or classes for the specific specimen. (Pg. 27)

3. **STATE:** “In order to receive an NGC Top Exhibitor Award, the Exhibitor must identify his/her entry by its binomial name or currently acceptable scientific designation.” (Consult *Handbook for Flower Shows*, Exhibiting in The Horticulture Division, Chapter 6.) (Pg. 27)

4. **STATE:** “Entry cards are to be filled out in advance if possible.” (Specify if cards are to be typed, written in waterproof ink or pencil or if address labels may be used.) Refer to the *HANDBOOK FOR FLOWER SHOWS*, CHAPTER 6, for a correctly filled out entry card.” (Pg. 57)

5. **STATE:** “Cut specimens should not have foliage below the water line, except for *Gladiolus*.” (Pg. 27)

6. **STATE:** “If a plant is considered a flowering plant, it should be exhibited as a flowering specimen. Foliage plants may flower but, should be exhibited as foliage plants if they are grown for their leaves.” (Pg. 27)

7. **STATE:** “Specimens with a class designation in the schedule may not be entered in the ‘Any Other Worthy’ class.” (Pg. 27)

8. **STATE:** “The Horticulture Classification Committee Chairman and/or General Show Chairman are free to subdivide classes by color, form, size, cultivar, variety or other distinguishing characteristics.” (Pg. 27)

9. **STATE:** “The Scales of Points for Horticulture are located in Chapter 14 of the *Handbook for Flower Shows*.” The Scales of Points may also be listed in the schedule. (Pg. 27)

10. The schedule **must state** who is to furnish clean, clear containers and may dictate the type of wedging allowed. (Pg. 56)

11. Double-potting is allowed unless prohibited by the schedule. Inner pot must not be visible. (Pg. 58)

DIVISION I HORTICULTURE

SECTIONS AND CLASSES

(Refer to HB Pg. 28)

This Division and all Sections must have titles related to overall show theme. (Pgs. 20, 28)

- All Sections must have a title related to the Horticulture Division title/ theme. (Pg. 28)
- All Sections are to contain at least three (3) specific Classes. “Any other worthy named specimen” does NOT count as one of the (3) three classes. It is listed as the last class in the section, after the previous three (3) or more listed classes. (Pg. 28)
- STATE within Sections/Classes, the required number of specimens, stem length, sets of leaves, size restrictions, staging, etc., as appropriate for each horticulture type. (Pg. 28)
- Sections are easily created by following requirements for specific Horticulture Section Top Exhibitor Awards.
- Classes in each section are listed alphabetically by *Genus* or binomial name. (Pg. 28)

EXAMPLE FORMAT

DIVISION I HORTICULTURE

“Division Title”

Eligible for Award of Horticultural Excellence

Section A: “Title”

Eligible for (name Top Exhibitor Award)

Type of Horticulture Ex: Cut specimens, container grown, foliage or flowering, etc.

Size or amount required, specific exhibiting information

Class 1 *binomial or current scientific name*

Class 2 *binomial or current scientific name*

Class 3 *binomial or current scientific name*

Class 4 Any other worthy specimen

Section B: “Title”

Eligible for (name top award)

Type of horticulture Ex: cut branches from evergreen trees and shrubs, etc.

Length of specimen and other exhibiting requirements

Class 5 *binomial or current scientific name*

Class 6 *binomial or current scientific name*

Class 7 *binomial or current scientific name*

Class 8 “Any other worthy named specimen”

DIVISION II DESIGN

“Title”

DESIGN RULES

1. **STATE:** “The NGC Exhibit Policies are printed in the *Handbook for Flower Shows*, Chapter 7, Exhibiting in the Design Division, NGC Policies and Guidelines.” (Pg. 28)
Alternatively, these policies could be listed in the Design Rules of the schedule. (HB Pgs. 79-80).
 - Some plant material must be used in every exhibit. This includes fresh and/or dried plant material.
 - Exhibitor may enter multiple Classes within the Design Division, but only one (1) exhibit per class.
 - The exhibit entered into competition must be the work of only one (1) exhibitor and that exhibitor’s name must appear on the entry card with the following exceptions: Club Competition and Companion Design Class/es
 - If the designer is unable to fulfill the assignment, it is the designer’s responsibility to provide a substitute.
 - If the designer is unavailable to transport and/or set up his/her completed design, a substitute person may enter the exhibit for the designer. The designer may receive exhibiting credit if needed.
 - A single flower is not a design. Container-grown plants are fresh plant material and are permitted in the Design Division where appropriate, but they are **never** considered floral designs.
 - Landscapes, scenes or anything representing an actual item of clothing, person, animal, etc., are not considered acceptable in the Design Division. (NOTE: Refer to the Botanical Arts Division for exhibiting these items)
 - Religious symbols used in a design must be displayed in a respectful manner.
 - When Design techniques are required, they must be listed on a card.
2. **STATE:** “Advance registration with the Design Entries Chairman/Consultant (name and contact information) is required by (date).”
3. **STATE:** “Plant material and non-plant material permitted and not permitted in the Design Division are printed in the *Handbook for Flower Shows*, Chapter 7.” (Pgs. 80-81) Alternately, they may be listed as rules individually in the schedule.
4. **STATE:** “All plant material used in the design must be identified on a card (specify type and size of card to be used), provided by the exhibitor and included with the entry card.” (Pgs. 29 and 80)
5. **STATE:** “The exhibitor is required to conform to the stated descriptions and limitations of the Design Type if named in the class.”(Pg. 29)
6. **STATE:** “Rules for Design Types, Advanced Design Types, Table Designs and Table Appointments are printed in the *Handbook for Flower Shows*, Chapter 7.”(Pg. 29)
7. **STATE:** “Designer is on his/her honor that the design being entered has not been previously entered or judged in an NGC Standard Flower Show.” (Pg. 137)
8. **STATE:** “Scale of Points for all Designs is listed in the *Handbook for Flower Shows*. Chapter 14”
or include a reference to HB Pg. 130.

DIVISION II DESIGN SECTIONS AND CLASSES

This Division, Sections and Classes must have titles relating to the overall show theme. (Pg. 28)

- List the Sections and Classes included in the show. Sections and classes must have titles related to the overall theme. (Pg. 29)
- All Classes eligible for a specific Design Section Top Exhibitor Award must be listed together in the schedule but Classes may be staged apart. (Pg. 29)
- For each Section or Class, give the measurements of the space (Frame of Reference) allowed.
- For shows staged in a home, the furnishings and their placement are described and an advance viewing date of the show site for exhibitors must be provided.
- Give a precise description of the staging (type/style/color of staging, color of background, and if used, dimensions of staging panel) provided by committee or required of the exhibitor for each class. (Pg. 29)
- State when and where exhibitor may obtain specific staging provided by committee.
- **STATE:** "The designer has the freedom to choose Traditional or Creative Style with any design listed unless restricted by the schedule".
- Sections are easily created by following requirements for specific Design Section Top Exhibitor Awards.

EXAMPLE FORMAT

Division II Design
"Division Title"

Eligible for Award of Design Excellence or Holiday Excellence Award

Section A "Title"

Eligible for (name top award and give HB page reference)

Class 1 "Title" 4 entries

Give a precise description of staging, provided or required of exhibitor, frame of reference.

Class 2 "Title" 4 entries

Give a precise description of staging, provided or required of exhibitor, frame of reference.

Class 3 "Title" 4 entries

Give a precise description of staging, provided or required of exhibitor, frame of reference.

Section B "Title"

Eligible for (name top award and give HB page reference)

Class 1 "Title" 4 entries

Give a precise description of staging, provided or required of exhibitor, frame of reference.

Class 2 "Title" 4 entries

Give a precise description of staging, provided or required of exhibitor, frame of reference.

Class 3 "Title" 4 entries

Give a precise description of staging, provided or required of exhibitor, frame of reference.

DIVISION III EDUCATION
“Titled”
EDUCATION DIVISION RULES

1. **STATE:** “Education Exhibits may be the work of more than one individual or organization unless a Student Judge, or an Accredited Judge is seeking exhibiting credit for preparing an education exhibit.” (Pg. 29)
2. Names of exhibitors may appear in the schedule ONLY if the exhibits are not being judged.
3. If an Educational Top Exhibitor Award is being offered, **STATE:** “An exhibit must occupy eighteen (18) square feet of surface area. (For a Petite NGC Flower Show or a Youth Exhibits state six (6) square feet of surface area instead.)” (Pg. 29)(Pg. 86)
4. If desired, the schedule may state: “Some plant material is required.” Otherwise, it is not mandatory, but encouraged. (Pg. 29)
5. Provide all staging information including background information and dimensions of space provided by the committee. (Pg. 30). If an NGC Top Exhibitor Award is offered, schedule must also state the dimensions of the space permitted providing the minimum space required to place award. (Pg. 37)
6. The schedule states “Advanced registration with the Education Entries Chairman is required by (date).” (Pg. 30) Schedule must list a brief description of the exhibit.
7. **STATE:** “Scale of Points for Education Exhibits is listed in the Handbook for Flower Shows, Chapter 14 Pg. 130.” (Alternatively, the scale of points may be listed in the schedule).
8. State if exhibits are Competitive or Non-competitive.

DIVISION III EDUCATION
EXHIBITS

- In large shows, related exhibits may be listed in classes with at least four (4) exhibits per section.
- The schedule lists each exhibit individually as Exhibit 1, Exhibit 2, etc.
- The schedule lists exhibit titles and a brief description of each subject by exhibitor.

EXAMPLE FORMAT FOR EDUCATIONAL EXHIBITS

DIVISION III Education
“Title”

Eligible for Educational Top Exhibitor Award (if Applicable)

Exhibit 1 “Title”

Short description given by exhibitor. Name of exhibitor not included if in competition.

Exhibit 2 “Title”

Short description given by exhibitor. Name of exhibitor not included if in competition.

DIVISION IV Youth and Sponsored Groups “Title”

*Youth and Sponsored Groups do NOT compete against each other. Separate sections need to be created for each group. Judging is based on the adult scale of points.

YOUTH RULES

State: Youth age divisions must be stated in the schedule:

Juniors: preschool through age seven (7), or elementary grades.

Intermediates: age eight (8) through twelve (12), or middle school grades.

High School: ages thirteen (13) through eighteen (18), or Junior/Senior High School grades.

These categories may be adjusted as local circumstances dictate.

State: The NGC exhibit policies are printed in the *Handbook for Flower Shows*, Chapter 9, exhibiting in the youth and sponsored groups division All NGC policies and rules apply.

List the following rules if applicable:

1. All Design exhibits must be created solely by the exhibitor.
2. All Horticulture exhibits must be grown by the exhibitor, though plants could be part of a family garden or yard.
3. Container-grown plants must have been in the possession of the youth exhibitor for a minimum of sixty (60) days.
4. Combination plantings must have been grown together for at least three (3) weeks.
5. Youth Educational Exhibits require a minimum of six (6) square feet and may be created by more than one (1) youth.
6. **STATE:** “Youth Exhibits are evaluated using the adult Horticulture, Design, Education, and Botanical Arts Scales of Points”
7. The NGC Standard System of Awarding is used to judge all Youth Exhibits
8. A minimum score of ninety (90) is required to place an NGC Youth Top Exhibitor Award.
9. Judges must consider ages and abilities of exhibitors when evaluating the exhibits.

YOUTH/SPONSORED GROUPS SECTIONS AND CLASSES

(This Division and Sections must have titles related to the overall show theme/title.)

- If Youth and Sponsored Groups are both included **subsections** (listed in the schedule as A1. A2, B1 and B2) for Horticulture, Design, Education and Botanical Arts are created.
 - Sections and subsections may be divided into Horticulture, Design, Education and Botanical Arts for each age group of Youth. Sections may be divided into Horticulture, Design, Education and Botanical Arts for Sponsored Groups.
3. **SPECIFY** all staging in this division. Staging is provided by committee. (Pg. 37)
 4. For more information regarding Sections/classes for Sponsored Groups, refer to (Pg. 89).

Examples:

Youth Sections and Classes *Eligible for Youth Top Exhibitor Award*

Section A "Title"

Youth Horticulture (state age groups that may enter or list ages)

Class 1 (give specifics as to what may be entered, keep in mind the abilities of the age groups.

Ex. *Helianthus* (Sunflower) One cut stem

Ex. Container grown plant, not to exceed 4" diameter

Section B "Title"

Youth Design (list age groups that may enter or list age groups in classes)

Class 2 Ex. Create a design using recycled materials, no larger than 12" L by 12" W by 12" H, staged on a 30" height table provided by committee.

*There are no required number of classes or exhibits within the Youth Division of an adult Standard Flower Show to place a Youth Top Exhibitor Award.

If both Youth and Sponsored are included, Youth is section A, Sponsored Group is section B. If group entries are further divided into Horticulture, Design, Education or Botanical arts, those sections are designated as:

Section A1 "Title"

Youth Horticulture

Classes "Title"

Section A2 "Title"

Youth Design

Classes "Title"

Sponsored Group Rules

Eligible for Award of Appreciation (If exhibits are not judged)

- Exhibits are judged by the NGC Standard System of Awarding using the Standard Scale of Points Or exhibits are not judged.
- Judged exhibits must be the work of one individual. (Exception: Education)
- All Horticulture and Design policies apply.

Section B 1 "Title"

Horticulture

Class 1 "Title"

B 2 "Title"

Design

Class 2 "Title"

DIVISION V

“Title”

BOTANICAL ARTS DIVISION- RULES

- A. STATE:** “All Botanical Arts Horticulture, Design and Artistic Crafts exhibits must contain some plant material.”
- B. STATE:** “No artificial plant material is permitted in any exhibit.”
- C. STATE:** “The Scale of Points for judging Botanical Arts Horticulture, Design, Artistic Crafts and Photography are listed in Chapter 14 of the *Handbook for Flower Shows*.”
- D. STATE: (if included in the flower show)** “The rules for Botanical Arts Horticulture are printed in the *Handbook for Flower Shows*, Chapter 10.” (Pgs. 91-93)
- E. STATE: (if included in the flower show)** “The General Guidelines for all Designs apply as printed in Chapter 7 of the *Handbook for Flower Shows*, including a card (specify size and type of card) provided by the exhibitor listing all plant material used in the design.” (Pgs. 93-94)
- F. STATE: (if included in the flower show)** “The rules for Botanical Arts Artistic Crafts are printed in the *Handbook for Flower Shows*, Chapter 10” (Pgs. 94-95)
- G. STATE: (if included in the flower show)** “The rules for Photography are printed in the *Handbook for Flower Shows*, Chapter 10” (Pgs. 95-96)

BOTANICAL ARTS SECTIONS AND CLASSES

Division V Botanical Arts

“Title”

1. List the sections individually with eligible Top Exhibitor Award if applicable. List class exhibiting requirements within sections.
2. Sections must have title related to overall show theme. Classes must have titles except for those in Botanical Arts Horticulture Sections.
3. List staging requirements within sections.
4. Include Scales of Points for Artistic Crafts and/or Photography or Reference HB page/s.

Example:

Section A Botanical Arts (Horticulture, Design, Artistic Craft, or Photography)

“Title”

Eligible for Botanical Arts (Horticulture, Design, Artistic Craft, or Photography)

Consultant: name and contact information

Class A1 Botanical Arts (Horticulture, Design, Artistic Craft or Photography)

“Title”

Give requirements. Describe staging provided or required of exhibitor.

OTHER SECTIONS THAT MAY BE INCLUDED IN THE FLOWER SHOW

(These do not count towards the Flower Show Achievement Award.)

List: Specific rules that will apply to these areas:

- a. Commercial (Nurseries, garden tools, hardscapes, irrigation, lighting, etc.)
- b. Invitationals (Designs, Horticulture, gardens or other exhibits used for theme staging.
- c. Plant sales or swaps/exchanges: NOTE: be sure to check State Dept. of Agriculture/Plant Inspections. Be aware of local regulations through county extension agency.