

Hello all!

I have volunteered again to handle plant sales at our Spring 2019 show. Yea!! With your help, I know we will have a very successful plant sale. My goal is to have an organized and enjoyable sales table.

Success will happen if everyone follows the following simple rules. If you have questions on any of this, please contact me at [iosplantsales@gmail.com](mailto:iosplantsales@gmail.com) , and I will get back to you asap.

If you have any brown paper grocery bags with handles, our plant buyers really like those, so please bring them in on Friday night. Boy, did we go through them at the spring show! Not matter how big or small the plant, everyone wants it bagged, and handles were the #1 choice!

Also note that you can also sell things other than Orchids – other plants (must still meet criteria as mentioned below) old orchid magazines, groups of clean pots, mounts. Just be sure to put them on your sales form. **ANYTHING MISSING A NEW LABEL CAN NOT BE SOLD.**

### **Readying plants for sale:**

- Plants that look good are more likely to be sold. Spiff up your plants prior to bringing them in for sale. Plants that have been recently repotted are more likely to be sold.
- Plants that have pictures of the flowers, and growing info accompanying the plants help with their sale. Remember, not everyone working the sales table may have grown the plant you bring in.
- Plants that show insects, diseases, or just look bad, will be removed from the sales table, at my discretion. If you wouldn't be willing to buy it, don't bring it. We don't want the IOS to have a reputation for selling poor plants. Remember, the people who purchase our plants are potential new members (as well as many current members!). That potential new member was me once, and maybe you...
- If you are bringing little, wee plants to sell, be sure to put them into something that prevents them from being easily knocked over – like a tray or a bigger, more stable pot.
- We do need to apply a barcode label to each plant. On round pots or small plants, it might be helpful to put in a blank plastic label that the barcode label can be put on. The bar code reader has a hard time reading around the corners of square pots – so a plastic label to attached the bar coded label to is helpful.
- You **must** remove any old barcoded tags from previous sales. Those old barcodes **will not work** and **must** be removed and replaced.
- Please remember that the IOS portion of your sale price is 27%, so price your plants with that in mind.
- Non-orchids are allowed at the sale, following the above rules. All items for sale **MUST** have a barcoded label to be sold. No exceptions.

### Required information:

- **All plants/supplies must have a new barcoded label.**
- There is a file being sent with the newsletter for you to return to me via e-mail (see next bullet point). Please note the first line on this file is just an example. You must fill out all the yellow columns; the green column is optional; leave all other columns blank. Please label your file with your name in the file name, then send to me.
- E-mail your completed file to: [iosplantsales@gmail.com](mailto:iosplantsales@gmail.com) This is the address I will be monitoring for label requests, and questions. **No other e-mail address should be used.**
- Files **MUST** be returned to me by **2/25/19**, or **before NO EXCEPTIONS**. Returning the files to me by this date will hopefully allow me to mail back your labels to you, in time for you to label your plants prior to bringing them in.
- Failure to provide me with filled out forms, by the deadline above, may mean that you either won't be able to sell your plants, or your labels will be late in coming. I **will not** make up labels the night of set up. If you do not have your labels 1 week prior to the show, and you sent me your labels by the above due date, **please contact me**.

### General Sales procedures:

**I will be striving for organization and calm during plant sales set up. Please keep in mind the following rules:**

- Plant sales will open for business when all plants have been labeled and put on tables, not before. 'Open for business' status, will be determined by me.
- **Do not put plants aside until the sales table is open for business.** Any plants put aside before table are 'open for business' will go back onto the table for sale.
- All plants must be paid for before being set aside. Any plants put aside and not paid for, will be put back onto the sales table. There was one person who put plants aside, unpaid for, until Sunday afternoon, and then wasn't sure if they would buy them or not – this was not acceptable, nor will it be.
- No plants may be left overnight after being paid for. Take your new plants with you, or they will be put back onto the sales table. All plants unclaimed Friday and Saturday nights, will be put back on the sales table. No refunds will be given.

Hopefully, by following these guidelines, everyone will have a profitable, and enjoyable sales experience!

Again, if you have any questions about any of this, please contact me at: [iosplantsales@gmail.com](mailto:iosplantsales@gmail.com).

Beth