

**PROCEDURE AND INFORMATION FOR SUBMITTING A REQUEST FOR A
STANDARD BSI SHOW
Prior to Show**

1. Request must be sponsored by a BSI affiliate or group of affiliates.
2. The General Show Chair should send the formal request by letter to the BSI Affiliate Show Chair and include:
 - a. The proposed show schedule (requires BSI approval) and must be in accordance with the BSI Standard Show requirements (found on this website). The ASC verifies that the schedule is in conformance to the Handbook for Judges, Exhibitors and Affiliates.
 - b. Original list of proposed judges must be sent to the JCC Chair (requires JCC Approval) (See APPROVAL OF JUDGES) and a copy of that listing included with letter to ASC.
 - c. Requests for:
 - 1) Mulford B. Foster Best of Show - Horticulture Award (the Foster Award)
 - 2) Morris Henry Hobbs Best of Show – Artistic Award (the Hobbs Award)
 - 3) BSI medallions (number of gold, silver and bronze needed)
 - 4) Entry tags
 - d. No payment should be included with this letter of request. The ASC will bill the affiliate or group of affiliates at the time of shipping.
 - e. Current costs are:

1) The Foster Award	Courtesy of BSI	Actual postage is billed
2) The Hobbs Award	Courtesy of BSI	Actual postage is billed
3) Medallions		\$8 each, plus postage
4) Entry tags		\$6 per 100, plus postage
3. No BSI Awards will be shipped until the following two conditions have been met:
 - a. The final corrected copy of the approved schedule has been received and approved by the ASC.
 - b. The final list of judges has been approved by the JCC Chair.
4. Entry tags may be requested and shipped prior to the approval of a final copy of the show schedule.
5. An approved written show schedule must be available to all exhibitors and judges.
6. MINIMUM time requirement after receipt of proposed show schedule and approval of that schedule is 4 weeks. JCC requires 4 weeks after receipt of judges listing for approval. A greater lead time is strongly suggested for approval of the show schedule.
7. Approval of the show schedule is sent in writing or via email to the affiliate society or group of affiliates by the ASC.
8. Approval of the list of judges is sent in writing or via email to the affiliate society of group of affiliates by the JCC Chair.

After the Show

BSI Show Report Form (found on the BSI website) or may be requested from the ASC.

1. The Show Report Form must be submitted by the Awards Chairman to the ASC within four weeks after the show dates. Include with this form, four color slides: two each of the entries winning the Foster and Hobbs Awards. Good quality digital images of the Foster and Hobbs Awards (either on a CD or sent via email to the ASC at bsi@gator.net) are preferable. Should the Awards Chairman be unable to send this information directly to the Editor of the Journal of the Bromeliad Society, the ASC will forward to the Editor the digital images and include show information for inclusion in future articles of the Journal (*JCC 1998*).
2. Should the show report form and images not be received within one month following the show, the affiliate will be billed for the cost of the Foster and Hobbs Awards (presently \$28 per award).
3. Once the judges list is approved by the JCC Chair, judge's record forms will be sent to the affiliate for distribution to the judges. Requirements for Judges' Record forms may be found under the heading: JUDGES & JUDGING, JUDGES' RECORDS. See JUDGES & JUDGING, APPROVAL OF JUDGES for information concerning a change in the proposed judges previously approved.