



Midwest Cactus and Succulent Society

2015 Annual Spring Show & Sale!

Location: Cleveland Botanical Garden
Woodland Hall & Garden Room
11030 East Blvd
Cleveland, Ohio 44106

RSVP Karen: 440-983-4624
cell: 440-415-3949

Food: Bring lunch, snacks &
CBG café available

Date: March 21, 10 am – 5 pm
March 22, noon – 5 pm

Setup: March 20 (see details)

Our Show & Sale is next weekend!

2015 Show Setup Details & General Information

- * Our show and sale is Saturday March 21st, 10-5pm & Sunday March 22nd, 12-5pm in Woodland Hall & the Garden Room.
- * We will setup Friday afternoon March 20th, 3- 6 pm and we can return Saturday at 7am to finish. March 21st is the first day of CBG's "Big Spring Event" and CBG will be closed for setup during the week. Security will unlock doors when we get there. We enter at the East Blvd doors and unload in the pull off area. (Find directions on last page.) We will have carts and several men help unload cars and move plants inside quickly, especially if it's cold. If no one's around when you arrive, call Karen's cell 440-415-3949 or Bill's cell 440-339-4720 and tell us you're there. Cell phones work in show area, not in parking garage or basement level. After unloading, park in garage. Security will lock the doors to the show/sale area when we leave Friday.
- * Show setup needs to be completed and work staff organized (or look so!) when CBG opens at 10am Saturday; arrive early, especially if working your first show. Several of us will be there for 8am.
- * There is no parking or admission fee for show participants. Make sure I have your name if you're working during show hours or setup! Security has a list of those working each day. When you enter CBG through parking garage and check in at security office where they'll validate your parking ticket, otherwise you'll pay CBG admission and parking.
- * We now have an updateable floor plan CAD drawing of the show layout. CBG will get a copy and have setup ready for us Friday afternoon. Let Karen know if anything was overlooked.
- * After setup keep 2 small carts for assisting customers who need help loading vehicles at exhibit hallway entrance; return others to storage area. If going to parking garage to load plants and will be gone awhile, let checkout know in case more help is needed or you're stuck waiting for locked open freight elevator.
- * Don't be afraid to jump in and volunteer, make suggestions, ask questions, assist visitors, give shoppers empty boxes, etc.
- * Bill Hendricks will present 'Cactus & Succulents around the World' at 2:30 pm daily in the Hershey Classroom. Classroom has activities earlier, but we can use a back table for our coats, lunches, snacks, purchases...Remember to keep it clean!
- * Need a person in each area for dustpan and broom duty. Possibly have someone welcoming visitors at show entrance.
- * If selling material, know beginning item count. Everything must have 2 tags; one with the price and seller identity (uniform color and initials) that is removed at checkout and a plant ID tag for the buyer.
- * Bill Hendricks is plant vendor; also selling cactus soil and pumice, and displaying plants from his collection.
- * Doug Bacso, Annie Kitral and Kim Stehli will be selling plants and displaying collections.
- * Jeffrey Havel will be selling rock planters and displaying his collection.
- * Joe Kulick, Beverly Dahms, Sean Diamond, Pete Dunham, Sharon Sogn, Alice Nierenberg and Shawn Murdock will exhibit

* For 20% member discount, purchases must be paid for at end of each show day and taken home; do not store at cashier table. Because the total discounted amount is significant and is taken from club net profits (not vendors'), at checkout sale totals and price sticks need to be kept separate from general sales. It can take longer to checkout. If customer line is busy or you have a big purchase, ask a checkout person see you off to the side. It helps avoid confusion flow disruption when busy. Maybe assign one cashier for member checkout?

* Every year we run out of boxes for customer sales. Save bring small & medium boxes, drink carriers, newspaper, paper & plastic bags, packing/wrap material (bubble & fiber wrap, pillow spacers). Check places like PetSmart, Wal-Mart, grocery stores. Store extra boxes under the tables..

* Nancy will bring cashbox, change, and 2 calculators with paper rolls; Karen will have supplies, handouts, nametags, plant labels, snacks and lunchmeat.

* Beverly has aprons for members to wear during the show. Return aprons and name tags when you leave each day.

* Have large signs by sales table made saying 'Checkout' and 'Cash or Check only payable to MWCSS. No credit/debit cards'.

* Did you post your show flyers around your home area? Find any advertising sites?

* Send me your list of display plants ASAP to print table name cards – not hand written during show.

For each display, I print a brief member info card. If this is your first C&S show, send me how long you've been growing, what types and favorites or specialty interests, where/how you grow your plants (lights, windows, greenhouse, outside summers) and a word about you.

For setup:

Woodland Hall – plant sales

- 26 6' tables = 22 Sales + 2 holding + 1 empty boxes + 1 soil
- 24 table covers
- 3 coat racks (hanging baskets)
- 15 chairs

Garden Room – plant exhibits/sales check out

- 16 6' tables = 3 sales + 2 holding + 11 display
- 13 table covers
- 1 small round education/handouts table
- 1 large round center display table
- 10 chairs
- 15 stanchions + 1 with sign holder

Below is my new address and home phone.

Please let me know if you have questions and don't forget to let me know if you're attending!

Karen Snell
Secretary MWCSS

2150 McMackin Rd
Madison, OH 44057
440-983-4624 home
440-415-3949 cell
kdsnell@roadrunner.com

Directions to Cleveland Botanical Garden:

11030 East Blvd in the University Circle/Wade Park area of Cleveland, 5 miles east of downtown

From I-90 Lakeshore Memorial Freeway:

Take Martin Luther King Drive and go south on MLK. Cross E 105th and turn left onto East Blvd and follow the curve around the backside of CBG. The East Blvd entrance pull off drive is on the right, near the Ford Dr Intersection and before the CBG parking garage. If you turn right toward Wade Oval Dr, at the Art Museum turn left onto East Blvd and drive past the CBG parking garage on the left, just before the entrance pull off drive.