

CONVENTION GUIDELINES BOOK

Train Collectors Association

CONVENTION GUIDELINES COMMITTEE

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TCA Mission:

To develop an appreciation of and to preserve an important segment of history—Tinplate Toy Trains—through research, education, community outreach, fellowship, establishment of collecting standards, and to promote the growth and enjoyment of collecting and operating toy, model and scale trains.

GETTING STARTED – HOW TO BID FOR A NATIONAL CONVENTION

The Convention Guidelines Book has been developed from past TCA National Conventions. The National Board of Directors voted in June 2008 to make this manual a freestanding guide, incorporating all current National Board policies. This Convention Guidelines Book will take you through the convention process as to what is involved, from your initial bid for a convention to the final post convention report.

Your Convention Committee will highlight your home Division or Chapter and put it in the national spotlight. Those Divisions and Chapters that have risen to the challenge have found that it is a solid source of local pride and accomplishment for the participating officers, chairs and volunteers.

SECURING YOUR CONVENTION BID

In recent years attendance at TCA National Conventions has increased because we have added more tours, with extra emphasis on making the convention a family vacation, this may include having things to do before and after “convention week.” Your planning should now include tours starting on Sunday of convention week and ending with a tour on the following Sunday. This is a big responsibility for the Division/Chapter and requires careful planning and organization. Because of our increasing convention attendance and a full week of activities, our economic impact on the community can be substantial.

“The two immediate past Convention Chairpersons shall be on the Convention Guidelines Committee.”^a They, along with the Convention Guidelines Chairperson, have experience that you will find quite helpful. “All convention bid presentations shall be held seven (7) years before the convention date. Until that time, any Division or Chapter proposing a convention shall submit a simple letter of intent to the Convention Guidelines Chairperson and copy to the National Secretary. Only Divisions or Chapters submitting in writing will be considered.”^b Beginning more than eight years before you plan to host a convention you should contact the Convention Guidelines Chair with your intent. There will be much work to do to get ready for your Convention bid presentation. It is also recommended that you download additional copies of the current Convention Guidelines book from the National TCA website for all of your key Committee Chairs.

PAPER REVIEW SEVEN AND ONE HALF YEARS OUT

Following the receipt of the letter of intent the Convention Guidelines Chair will set up a visit to the proposed convention site. In preparation for the site visit the Convention Guidelines Chair will contact the local Convention & Visitors Bureau. “National Officers and the Convention Guidelines Committee shall oversee the administration and financial liability to TCA for the National Convention each year. Six (6) months prior to seeking tentative approval from the BOD to sponsor a TCA National Convention (7 1/2 years out) the Division(s) or Chapter(s) must submit a written Convention report on the convention facilities, location, tentative budget, potential staffing, and overall plan to the Convention Guidelines Committee. The bidder will present a plan to the BOD in June (seven years out). Commercial promotional TV videos from convention cities are barred from presentation.”^c All requirements must be met to receive further consideration. A review of the convention Hotel, meeting space, convention plans, staffing, financial/budget will be conducted on site. The National Treasurer will review the budget. If you are planning on having the Welcome Party you need to start thinking about a Division/Chapter fundraiser.

TCA Bylaws require that the Annual Membership Meeting be held between June 7th and July 7th of each year. While this may seem that it gives a great deal of latitude in which to plan your convention, care must be given considering TCA blackout policies. “No meet, at any level of the TCA, shall be held 10 days before or after the National Convention if within a 250 mile radius of the convention site.”^d Working with you and the local Convention & Visitors Bureau, the Conventions Guideline Chair will suggest a week that will be both economically feasible and fit within our policies and Bylaws.

BOARD PRESENTATION FOR TENTATIVE APPROVAL SEVEN YEARS OUT

“The Convention Guidelines Committee shall submit its recommendations for the selection of future convention sites to the Board of Directors.”^e “All convention bid presentations and updates for approved conventions are to be scheduled on the agenda for 9:00 AM on Thursday of the annual BOD meeting.”^f The Division/Chapter presentation to the BOD is limited to 15 minutes. “Commercial promotional TV videos for convention cities are barred from presentation.”^g

“The Board of Directors shall review all future convention sites with the thought of making reasonably sure the Train Collectors Association does not lose money.”^h After this review “the Board of Directors will give tentative approval to the Division or Chapter to sponsor the TCA National Convention seven (7) years out during the June BOD meeting”ⁱ This is only tentative approval. Now the work begins.

FIVE AND ONE HALF YEARS OUT-PREPARATION FOR BOD PRESENTATION

Six months prior to the Annual BOD meeting, (five and one half years out) “proposed convention committees shall submit a complete report on the Convention (letters of intent), plans, budget, staffing positions, and location) to the Convention Guidelines Committee for review prior to acceptance by the BOD as a firm committed date five (5) years out. In the event that the bid is not accepted, the convention date is open.”^j The Convention Guidelines Chair will review the convention site, plans, staffing and the National Treasurer will review the budget. All prices should be in current dollars with inflation guarantees. Package should include a sampling of other amenities available at the convention site. All requirements must be met to receive further consideration.

ALL CONVENTION CONTRACT NEGOTIATIONS

“All National Convention Letters of Intent and Contracts will be negotiated by the Convention Guidelines Chair and reviewed by the National President and the Operations Manager prior to being signed by the National President. All Convention contracts will be negotiated five years (or less) in advance, and until that time a Letter of Intent will be used to secure (all) the facilities.”^k ^l The situation may be to our best interest to continue with the letters of intent and go to contract at a future date. This takes the pressure off of you while the Convention Guidelines Committee continues to negotiate the best contract in the interest of the TCA. The National Treasurer will approve the convention budget.

FORMAL PRESENTATION TO BOD FIVE YEARS OUT

The Division/Chapter will make their formal presentation to the BOD at the annual meeting five years out. You will present your overall convention plan, including hotel rate, activities, and special events. Your time will be limited to 15 minutes and cannot include videos or DVD's from your local convention bureaus. This is YOUR convention and YOUR hometown! Sell the Board of Directors on why they will want you to host the TCA National Convention. The BOD will give approval at this meeting, however if not approved, then the convention date is open.

POST CONVENTION APPROVAL ACTIVITIES

Congratulations! You have made it this far and now the work will really begin. On the following pages we will outline what your responsibility will be to keep the National Board of Directors informed and also help you through the initial planning stages of hosting a National TCA Convention. Remember the Convention Guidelines Committee is here to help and is comprised of past National Convention Chairs, with that much experience you will not need to “re-invent the wheel” to host your convention.

From the time of your convention bid approval through the post convention report, your committee will be required to file annual reports and make a yearly presentation to the National Board of Directors. Following is a time-line for those reports and meetings including actions you should be taking. Next will be budget and financial responsibilities, Convention Committee composition and finally the main event, Convention Week. Proper planning will insure your Committee a successful and stress free convention.

ANNUAL REVIEW EACH YEAR UNTIL ONE YEAR OUT

The National President, National Treasurer, and Convention Guidelines Chair will oversee the administration and financial liability to TCA for the National Convention each year. This working review is to be applied to those conventions that are five years ahead or less. The results of the review are presented to the BOD at the annual meeting.

THREE YEARS OUT

Select the Convention Treasurer and the rest of the Committee Chairs. You should have been contacted by the National Convention Car Program Chairperson. Make sure your committee voices their opinions on car types and road names. You may be requested to help in securing permission to use fallen flags or licensing arrangements to manufacturers or companies unique to your area. If possible finalize food and beverage contracts and your Convention Logo. If needed, begin working on fund raising projects for the Welcoming Party and Board of Directors social.

TWO YEARS OUT

Begin regular meetings of the general Convention Committee. Committee Chairs should begin to select committee members and hold planning meetings. All committees should have submitted their budget requests, and the convention budget should be in final draft form and ready for review by the National Treasurer. Try to get the have all food and beverage contracts signed.

EIGHTEEN MONTHS OUT

Final budget should be prepared and submitted to the National Treasurer for review, with a copy to the Guidelines Chair. All tours should be finalized and contracts for tour buses signed and in place. Convention week should be full of tours and there should be no scheduling conflicts. Check publication schedule for the *TC Quarterly*, and the *National Headquarters News* to insure your Registration and Tour Chairpersons will be able to submit timely and colorful ads to promote the convention. Contact the NBO or the National Treasurer regarding the registration software. Due to TCA's compliance with the Patriot Act, only TCA approved software will be used for registration. Templates will be made available from previous conventions that can be easily modified for this registration software and financial reports must follow strict accounting revenue and expense categories as outlined by the TCA Operations Manager and National Treasurer.

ONE YEAR OUT

Final presentation to the Board of Directors is scheduled at the annual meeting. All convention details should be final. Begin procuring door prizes, raffle, and auction items, if not already started. Be ready to meet the publication schedule for *Quarterly*, *National Headquarters News* and other publications. You will have an area at the convention prior to yours to set up a small display area and begin promoting and selling convention items and tour information. Prepare to have the area staffed with volunteers for a minimum of three days. Arrange table space for October York to promote your convention.

SITE INSPECTION SIX MONTHS OUT

Six to nine months prior to the convention, the TCA President and the Convention Guidelines Chair will schedule a convention site visit for a full review of the convention Hotel, meeting space, schedule of events, tours, budget, and review all contracts made by the host Division/Chapter.

CONVENTION REVIEW SIX MONTHS OUT

The Registration Chair should have the computer program ready and be prepared to start receiving registrations in early January. All committees and the general Convention Committee should be meeting at least monthly to finalize plans and preparations. Committee Chairs should

complete their lists of volunteers to help at the convention. Secure more volunteers than you need because some will not follow through. Meet all publications deadlines. Arrange for table space at April York. Begin weekly reports to the National Treasurer and Convention Guidelines Chair.

FINAL PLANS THREE MONTHS AND COUNTING TO THE CONVENTION START

Check and recheck all details. It is now convention time.

MONDAY OF CONVENTION WEEK

The convention hotel meeting is at 9:00 AM on Monday morning, and lasts about two hours. The purpose of the meeting is to meet the hotel staff, review each day as to what is required from the hotel, and confirm billing information. Attendees: National President, Treasurer, and Secretary, Convention Guidelines Chair, and the Convention Chairman and critical Division/Chapter Chairs.

BUDGET / FINANCIAL

With the implementation of the Patriot Act in 2001 all non-profit organizations, including the Train Collectors Association, entered into a new era of financial accountability. Since this is a National Convention, revenues and expenses must be carefully entered into the proper account. Following are some guidelines to assist you, however if you have any questions you should contact either the TCA Operations Manager or National Treasurer for clarification.

DEVELOPMENT OF CONVENTION BUDGET

The TCA convention budget is required by BOD policy to post a modest profit so that we do not lose money. The Convention should be fairly priced on registration, tours, food and beverage, and even trading pit table costs, to make the Convention an attractive vacation package for TCA members and their families. Many contracts will contain language that account for inflation or fuel surcharges that must be included. Plan and budget for the worst case scenarios.

The budget is calculated from the projected attendance based on prior conventions that are similar in size. Your expenses not covered elsewhere by income will determine the registration fee. Each Committee Chair needs to estimate their expenses, and then the total expenses need to be allocated to a revenue account. Tours should be priced to show a profit. The contract with the tour company should be negotiated on one bus size. We recommend 35 passengers, that way you can have tours go with more or less than 35 and still have a profit. Past convention Tour Chairs are an excellent source of information. The proceeds from the Saturday night auction are difficult to budget, since there are so many variables. Past convention treasurers will be an excellent source of information to help you begin this process. Be sure to also include the National Treasurer in your early planning.

ADVANCE OF FUNDS

“The National Treasurer is authorized to advance up to \$10,000 to convention committees of approved convention sites upon the request of the convention chair. These advances are to cover required hotel and tour deposits, reasonable promotional materials, etc., required prior to income being received from registrations. Substantiation of these expenses is to be submitted prior to advancing the money. No advances will be made for Division fundraising expenses or start-up purposes, the Division may request an advance of up to \$10,000 from the National Treasurer, if needed. If additional funds are required over this amount, a request is to be made to the BOD.”^m

DIVISION/CHAPTER BUDGET

Your Division/Chapter bank account **must** remain separate from the convention bank account so that you do not commingle funds. However the Division/Chapter will be responsible for some convention related expenses. Your two largest expenses will be the Welcoming Party and Board of Director’s social. As a Division/Chapter you may also want to pay expenses for some of your members to attend various meets or functions prior to your convention. Divisions & Chapters often use fundraisers to

subsidize these activities. Although this may require some up-front money, if planned carefully you will recoup most, if not all expenses, from silent auction sales.

CONVENTION BUDGET / BANK ACCOUNT / CREDIT

Create a separate budget and bank account for your convention. Inquire about the cost effectiveness of accepting credit card transactions at your bank. Many Divisions and Chapters have reported increased sales when they have the ability to accept credit card transactions and when used in conjunction with your other fundraisers, could be quite profitable. All expenses and revenue associated to the convention belong in this account. The hotel and/or convention center will require a credit application to cover miscellaneous Division/Chapter expenses during convention week. The Convention Chair and a few designated individuals will sign on to this account. During the convention, the National Treasurer will review this account daily. Be sure your miscellaneous expenses are in the budget. Because of the day-to-day variables, it is a requirement to have the budget on a computer and available on-site during the convention.

NATIONAL ACCOUNT

TCA National is responsible for BOD expenses. National will complete the credit application as required by the hotel and/or convention center where the BOD activities will take place. The National Treasurer and a few designated individuals will sign on to this account, and it will be reviewed daily by the National Treasurer. Any contracts for the BOD require the approval of the National Secretary. It is important to note that “anyone holding an open house for Convention attendees and serving refreshments cannot charge that expense to National.”ⁿ National will make all arrangements to pay the National Account directly.

CONVENTION HOTEL / HOTEL CONTRACT

The Convention Guidelines Chair will identify the hotel property that is best suited for THE CONVENTION HOTEL. All National Convention letters of intent and contracts will be negotiated by the Convention Guidelines Chair. They will be reviewed by the National President and the National Treasurer, prior to being signed by the National President.

All meeting rooms and function rooms needed by the convention and National are provided by the hotel at no charge because of the room block and food functions. Because of this reason all members should stay at the Convention Hotel and why the hotel room block must be large enough to accommodate our members. Note: If the room block is not met, National TCA would be responsible for each unsold room night. For this reason, if an appealing tour can be scheduled for the first Sunday and other high interest tours be scheduled early, your committee will help meet the room block commitments by making you convention a week long attraction.

Room commitments will start on the Saturday prior to convention week, through Sunday at the end of the convention. Past convention data is available to help determine the number of rooms to be blocked for each night. Complimentary rooms are usually provided at the rate of one room night for each 40-50 room nights, plus a suite for the National President. “The Convention Chair shall allocate complimentary room nights for the Convention to those working for the convention, following consultation with the National President.”^o The complimentary rooms are for the use of committee chairs and are assigned by the Convention Guidelines Chair.

During contract negotiations begin discussing food requirements for the Saturday night banquet. The Conventions Guidelines Chair and Banquet Chair need to work as a team with you to negotiate a contract that will be financially attractive yet become a memorable culmination of your convention. It is recommended that you do not include the Division/Chapter Welcome Party in this discussion as other options may make themselves available for a more exciting and cost effective venue.

During the year of your convention, the Convention Guidelines Chair will monitor all hotel contracts for performance and review room pickup. After January 15 they will provide status reports to the National President and National Treasurer.

COMMITTEE ORGANIZATION

The Convention Committee is headed by the Convention Chair or with Co-Chairs.

Committee meetings should begin 2 to 3 years before the convention.

Sub-Committee Chairs should be appointed to handle the following responsibilities:

1. Registration (key person)
2. Treasurer
3. Banquet Includes all food and beverage including the Welcome Party
4. Publicity and Brochure printing
5. Security
6. Trading Pits
7. Raffle / Door Prizes / Souvenirs
8. Ladies' Activities
9. Tours / Trips
10. Auction
11. Public Displays, Operating layouts, and Seminars
12. Kids Club
13. Ambassador

All Chairs must have the time to devote to their job. The time devoted to convention matters may increase to 100% in June.

A note on volunteers: Asking for them can be a trap. A person asked to do a specific job will stick to it; volunteers may not. Make sure that each committee has enough workers to do the job properly. To effectively run a convention it will require between 40 to 60 people.

REGISTRATION

The Registration Chair is THE key person. Their organization and performance, along with that of their co-workers at the registration desk, will form a lasting impression of the convention—and also in the handling of the registration in the weeks prior to the convention.

This job takes an organized, dedicated individual, ready to handle the registration input from the members. Recently, husband and wife teams have become very popular because of various computer skills needed. In addition to intermediate computer skills, the Chairperson should be comfortable in using email. Being capable of sending and receiving faxes from home would be a big plus. Other people skills will include answering telephone questions and the ability to handle complaints with tact and decorum.

The Registration Chair should be a person who has the time to devote to the job as early registrations need to be processed timely. From mid-April to the end of convention week it becomes almost a full-time occupation.

Prior to the opening day of the convention, the Registration Chair banks all monies received and gives the Convention Treasurer the deposit slips. During the convention, banking should be daily. Play it safe—use the hotel safe when necessary.

CURRENT MEMBERSHIP LIST

When you start receiving registrations, you can obtain the current membership on a computer disk from the Business Office with updates as needed. If needed, a printout can also be provided by the Business Office. This settles arguments and validates membership. Remember that Applicants and Probationary Members CAN attend the convention.

WHO MAY ATTEND?

“Only members, spouses, significant others, companions, dependent children, and probationary members may register for the National Convention. This registration will allow attendance to the Trading Pits, which is reserved for TCA Members only. Guests of members (no TCA member may be a guest) may attend the National Convention and participate in all activities, except the “Trading Pits.” The processing fee for guest registration will be the same as the registration for a member. Any exceptions to this rule shall be decided by the Convention Committee Chair or the President of the Association.”^p

All members must pay full registration. A member’s spouse who is a member cannot attend as a family guest. **POST THIS RULE AT THE REGISTRATION DESK** and on the Convention Program, as well as on the Registration Form.

“Non-members attending the public displays at a National Convention may become a member and enter the trading pits with a distinctive badge by paying the current application fee and filling out the membership application offered. Current dues and two recommendations would be required to complete the application.”^q

REGISTRATION DESK

Keep the desk open at all times necessary to the convenience of attendees. If you have scheduled a first Sunday morning tour you are strongly encouraged to have your registration desk open the first Saturday afternoon for those members arriving early so they may pick up their convention registration and tour tickets. The registration desk also needs to open on the first Sunday at least one hour prior to the departure of your first Sunday tour. Recommended times are 3 p.m. to 7 p.m. Saturday, 7 a.m. until the tour leaves and then 2 p.m. until 7 p.m. Sunday, 8 a.m. to 6 p.m. Monday, 8 a.m. to 8 p.m. Tuesday, 8 a.m. to 8 p.m. Wednesday, 8 a.m. to 8 p.m. Thursday, 8 a.m. to 8 p.m. Friday, 8 a.m. to 6 p.m. and possibly through Banquet on Saturday.

Volunteer help is fine but be sure that they understand all phases of the registration process and can answer questions intelligently about any activities. Registration Desk personnel should be knowledgeable about local geography, and information brochures on special historic places, churches, parks, libraries, etc. should be kept at the desk, along with area maps. These can be secured from the local Convention / Tourist Bureau. Keep a highlighter pen handy to help the visitor find his way around town.

Paid help would, of course, have to be figured into the budget. A TCA member must always be at the desk, and security personnel should always be near the desk. Never leave inexperienced or young family members at the Registration Desk.

SCHEDULE OF EVENTS

Have the TIMETABLE (as previously printed in the Convention Flyer) reprinted for giveaway at the Desk. Make enough copies for your expected attendance. This gives you the chance to make any last minute changes/corrections.

HANDLING OF ADVANCE REGISTRATION AT REGISTRATION DESK

Those who have pre-registered should be given preferential and expeditious treatment. DO NOT make them wait in line with those registering at the door. Make sure that your registration packets are in order, easy to find, and are ready for prompt issuance. Current TCA membership is mandatory. Open all registration packets and have the member confirm that everything that he registered for is there, and have him sign that everything was received.

“AT THE DOOR” REGISTRATION

A computer is needed at the registration desk to make on site changes to existing reservations. Members registering at the door will need their current TCA membership card. If they do not have a membership card, then you can look them up in the membership list provided by headquarters. If a problem arises, the Convention chair or the National President will resolve the issue. Print a registration form for use at the door in a different color than used in the two prior mailings.

TELEPHONE, WI-FI, PA SYSTEM, TWO-WAY RADIOS AT REGISTRATION DESK

The hotel and/or convention center will assign you a direct telephone number for the registration desk and this is a convention expense. Publish the telephone number in the 2nd Convention Flyer. Determine if there is a free Wi-Fi area nearby or will there be a charge. Vendors will require an accessible telephone jack in the trading pits for credit charge card terminals. You should also plan for a PA system in the “trading pits”.

Have an information bulletin board in the registration area to post schedule changes, messages, and ticket exchanges.

A recent trend has been for the hotel and or Convention Center to have two-way radios (usually six) for your use. This enables you and key members of your committee with direct contact with the hotel staff. Your committee might also consider the use of “frs” two-way radios for your own internal use. These “Family Radio Service” radios are available quite inexpensively; require no licensing from the FCC, and come with no cell phone hassles. They can be used for your supplemental security crew in the trading pits, Registration Desk, and key committee chairs to keep everyone in touch with each other. These radios are sold in pairs and are available at discount or electronic retailers.

SECURITY AT REGISTRATION DESK

A security person should be assigned to or near the Registration Desk at all times.

CONVENTION BADGES

3” x 4” size is best. Use a badge holder. Stick-ons are cheap, look cheap, and don’t do the job. Keep the badge as clean as possible; don’t make the logo, if used, too dark as to make the badge unreadable. Include convention name, number, city, state, registrant’s name, TCA number, and home city. Print the name AS SUBMITTED on registration form. Different colors for members, spouses/companions, and children.

BABY SITTING NFORMATION

Information should be at the Registration Desk for those who wish to make arrangements with the hotel.

REFUNDS

Refunds to members for their inability to attend the convention (or go on a specific tour) should be handled on a case-by-case basis. Include a statement on refunds in your published materials. However, remember to treat members fairly and maintain some flexibility if they provide a reasonable explanation in requesting a refund.

There will be NO refunds on the registration fee. This is an expense to the convention and is used to cover administrative expenses.

There should be no refund on tour tickets unless the tour is sold out and you have a waiting list of members to purchase the ticket. If the tour is not sold out, offer to place the tour ticket information on a ticket exchange bulletin board. This exchange is strictly between members, the convention staff is not involved outside of providing the bulletin board.

Refunds should be made after the convention because of the stress on registration and the treasurer. If deemed necessary to act more expeditiously, consult with the Convention Registration Chair, Convention Chair or Treasurer. If it cannot be easily and fairly settled, it should be referred to the Convention Guidelines Chair, National Treasurer, or National President

CONVENTION TREASURER

“The Convention Treasurer shall be responsible to both the Convention Committee and the National Treasurer. The National Treasurer’s signature shall be included on all Convention accounts. The Convention Treasurer shall submit final report by September 30 of the convention year, and the National Treasurer shall take such steps as are deemed necessary to assure that the report is received by the due date.”^f Your Convention Treasurer will need to work closely with your Registration Chair, the TCA Operations Manager, and National Treasurer. They should possess solid computer skills, be comfortable using email, and be capable of timely and accurate record keeping and reporting. Due to TCA’s Patriot Act compliance they will be provided guidance on accounting practices that must be followed. Having availability to a fax machine is desirable.

INSURANCE

Liability insurance is provided by National. Request a certificate of insurance from the Business Office. Additional insurance is necessary for trips and other outside entertainment. Be sure to cover everything.

CONVENTION PUBLICITY

The General Chair and the Publicity Chair should be on the alert to control publicity in a manner to promote the interest of members and the Association.

Remember that Convention Hotels or Convention Centers should carefully promote the TCA Convention in their press releases, as the National Convention is not open to the public except in some areas. The Convention Publicity Chair should work closely with Convention Hotels or Convention Centers promoting public viewing of displays, layouts seminars and not mention in any advertising that there are trains for sale. Remember, the Trading Pits are not open to the public.

PUBLICITY / PUBLISHING SCHEDULE

October 1 Before Convention:

- Contact *Quarterly* Editor for April *Quarterly* color front page.
- Contact Publications Editor for January, March, and May *National Headquarters News*.
- Arrange table for October at York.

November 1 Before Convention:

- Convention Program finalized and ready for printing in January newsletter.
- Send copy to Guidelines Chair for review by the Convention Committee.

January 1 Before Convention:

- The color cover copy for the March newsletter is due in TCA Business Office.
- Second Convention Program updated with changes ready for printing in the March newsletter.

February / March Before Convention:

- National Officers and Guidelines Chairperson will meet your Committee for Convention Review.

March 1 Before Convention:

- Third Convention update with last minute changes and additional information ready for printing in May newsletter.

April Before Convention:

- Arrange for table at York. Have registration forms, brochures, and travel information to help members decide to attend.

June 1 Before Convention:

- Contact *Quarterly* Editor for October *Quarterly*. They will need pictures and your convention story (after convention issue).

CONVENTION BROCHURE AND REGISTRATION FORM

The design, layout, and tour information is the responsibility of the hosting convention committee. The first convention brochure will consist of eight pages of which one will be the convention registration form. Materials **MUST** be in the Business Office by November 15th for inclusion in the January *National Headquarter News* newsletter. Second mailing in different color and reduced to 4 pages **MUST** be in the Business Office by January 15th for inclusion in the March newsletter. The third mailing contains additional information and changes about the convention and **MUST** be in the Business Office by March 15th for the May newsletter. The cost for the printing and mailing of these Convention Brochures are charged to the National budget. "Every Newsletter will contain the convention dates."^s

"National will allow the host Division(s) for the National Convention to place a one page, one time, full page, black and white ad in the *National Headquarters News*, provided that (1) the ad is related to the Convention and/or fundraising for the Convention and (2) the ad is not published prior to July 1 of the year proceeding the Convention."^t Since the July issue has been discontinued the hosting Division may place a full page B&W "warm-up" ad that will run at the same time as the National Convention Car program in either the September or November issues.

Additional registration forms in a 3rd color should be printed locally. These are for use at the Registration Desk, to identify AT DOOR registrations.

- Include names of General Chair and Co-Chair, Registration Chair with their addresses and phone number.
- Sub-Committee chair with committee name
- Phone number at Registration Desk (include on 2nd mailing; if available in November)
- Be sure to show unloading areas on any maps.
- Show where the trips will start on the map.

NOTE: Your convention logo will appear on all printings. Be sure that it is professionally designed and will reproduce clearly when reduced for printing.

REGISTRATION FORM

The registration form, like the Convention Flyer, can best be prepared using examples from past conventions.

But for emphasis:

- A notation that all members, men, women, and spouses must pay full registration
- A spouse who is a member cannot attend as a family guest.
- “Acknowledgment will be sent if you include an addressed postal card.”
- Include names of General Chair and Co-Chair, Registration Chair with their addresses and phone numbers.
- Sub-Committee Chairs with committee name
- Phone number at Registration Desk (include on 2nd mailing; may not be available in November)

Convention Brochure should be reviewed by Convention Guideline Chair before printing.

LOCAL PUBLICITY, PRINTING AND SIGNS

- Your letterheads and envelopes
- Registration Badges: 3” x 4” size is preferable with names in large readable type.
 - Badges can be printed in perforated strips for ease in typing.
- Tickets: All tickets should be printed with function name and be serially numbered, with stubs for control.
 - Banquet Tickets
 - Auction Tickets and Auction Flyer
 - Raffle Tickets
 - Door Prize Tickets
 - Special Activities Tickets
- Signs: All signs are to be professionally made
 - All signage and location of easels needs to be approved in advance by the property. If a banner is going to be used, prior approval is required, and there may be a fee.
 - Place informational and directional signs in all areas where appropriate, both inside and outside the hotel/motel/exhibit hall.
 - Road signs are appreciated and helpful, but permission from local authorities may be necessary

SECURITY AT CONVENTION SITE

Basic security should be provided by hired guards. Additional security may be necessary, using committee members. Outside security in the parking areas may be advisable if not provided by the hotel. You know your local conditions. A security person should be at the Registration Desk at all times, at the unloading areas, and in the trading pits after they close.

TRADING PITS

The “trading pit” should be adequate for the expected attendance, open, secure, and in one room if at all possible. The number of tables required has been averaging about 45-55% of the TCA registration. Keep in mind that many members will want more than one table. The hotel contract may provide for tables and chairs at no cost. If not, contact a local vendor to supply tables (usually the hotel/conference center has enough chairs) deliver, set up, take down and return. Tablecloths are required and must be fire-retardant. It is important to note that “trading pits at the National Convention shall not open before Friday A.M.”^u Loitering in the pit area is NOT permitted after the sellers have set up their table.

Some conventions have allowed early unpacking for dealers while others have not. If a convention chooses to go this route, they should have a check off on the registration form for dealers who wish to have early unpacking privileges. The check off should also include a place to enter their sales tax number as proof of their dealer status.

RAFFLE - DOOR PRIZES AND CONVENTION SOUVENIRS

Raffle prizes should be a money-making item, or at least, self-supporting. Quality of prizes and how hard the chances are pushed determines an amount that can be put in the income column. Remember that the winner(s) are entitled to the prize even if they are not present. Shipment may be necessary.

Door prizes should be as many as necessary to look good in relationship to the number of members expected to attend. Ask and you shall receive. Don't miss any potential source. Many of the advertisers in the annual *Directory of Information* and in the newsletter are happy to make donations (and some are not). Acknowledge each donation by letter before the convention.

Door prize drawings should be held in a manner to provide as much exposure as possible to the event. Some conventions post the winners name or ticket number, and if the prize is not claimed by a certain time, then a re-drawing is done. Several door prizes are given away at the end of the Membership Meeting on Saturday afternoon. The host Division should provide at least three door prizes for this function. Generally, all door prizes are given away at the convention. None are mailed (as with raffle prizes). Door prizes can be given away at every function; this also increases exposure for the donors.

“The sale of Division Convention Souvenirs is optional and needs to be train-related and developed by the Division Convention Committee at no cost to National. This is in addition to the annual Commemorative Cars. If requested, the Operations Manager, in conjunction with the Education and Museum Committee Chairperson, will make every effort to provide display space at the Headquarters/Museum in support of the Division fundraiser. Preference shall be given to the next upcoming convention committee.”^v Past conventions have provided railroad figures, station platforms, special cars, and have proven to be worthwhile endeavors. “The Board of Directors approved the use of the TCA Logo on convention souvenirs.”^w You are highly encouraged to contact the TCA Operations Manager and the National Business Office for high resolution graphics and proper use of the logo.

TOURS AND TRIPS

You should plan for a full week of tours that feature your local attractions. Where would you or your committee take out of town guests? Sunday and Monday tours are becoming popular and the same tour can be offered later in the week for those who do not come early to the convention. Wednesday dinner trips are very popular as are trips on local rail excursions. Friday evening has long been associated with layout tours but because of distances involved do not miss any layout that is out of the immediate area if it can be combined with other tour attractions in distant cities.

Your tour tickets should be printed and numbered. Numbered tickets give you CONTROL. It will enable you to check in every member as they board the bus for the tour and can be used to award door prizes if desired. Tickets are handled by the Printing / Publicity Chairman.

Tours must be budgeted to show a profit. Keep a close watch on the bus tours for adequate advance reservations to support the costs of the bus and act to cancel out tours that are not going to be successful. All buses **MUST HAVE** bathrooms and having video capabilities for movies on long trips would be a big plus. Long trips should include bottled water and food considerations. Contracting with tour and/or bus companies is complex. Be sure to discuss this with prior Convention Tour Chairs.

“The Annual Membership Meeting will be held at 2:00 p.m. on Saturday, and is under the authority of the National Secretary. All Tours and off-site activities must end by 1:00 p.m. to allow members to attend.”^x

AUCTION

Auctions have become a fixed item at conventions. Members look forward to them. But a dragging auction is a real liability. Have a good auctioneer. Have a limited number of lots; about one hundred is a good figure. At one per minute, this means about one hundred minutes. A comfortable length of time for browsing should be allowed.

The Auction is usually held Saturday morning, and is limited to convention registrants who are TCA members. The Auction must be conducted on the premises of the convention site and a \$5 (five dollar) fee for each auction ticket should be high enough to keep out junk. Fees for tickets can provide the payment for the auctioneer, if such is necessary.

An experienced auctioneer, knowledgeable in trains, is essential and so is adequate record-keeping. Auction rules must be published and be available at the Registration Desk. TCA auction rules apply. **THIS IS A NO RESERVE AUCTION.** All sales fall under the hammer.

The sample auction ticket at Attachment B will minimize work.

PUBLIC AND MANUFACTURER DISPLAYS – SEMINARS

Past conventions have created breathtaking static and operating displays. This is where the public will be directed, and your outside publicity will create the desire to see “what’s going on.” Display location should be away from the “trading pits,” close to the public entrance, and in a secured area. The public space will be used for operating displays and train manufacturers’ displays. Space requirements need to be assessed as you develop your convention plans. The square footage varies from 10,000 to 15,000 depending on the facility. Check with hotel about using foyers for displays.

“All public areas for Manufacturers and layout displays are part of our educational exemption under section 501(c)3 of the Internal Revenue Code. There is no admission charge, and there will be no exchange of merchandise, money, or orders taken in these areas.”^y Donation jars are acceptable for non-profits, raffle tickets are not. Honorariums or other payments for displays are prohibited. Send a letter to manufacturers to determine their interest and how much space they will need for their displays. This space should be close to the public entrance, away from the “trading pits,” and in a secured area.

“Seminars - The host Division/Chapter will notify potential presenters of the seminar day or days available and will give them a choice of times. The presenter will select their preferred time and notify the host. The National Convention will only provide the room.”^z Be creative and look for interesting topics. The public should be invited. One of our responsibilities is to educate the members and other interested persons in all facets of train collecting. Remember, TCA is a not-for-profit organization.

KIDS CLUB

Thanks to the hard work from the Rocky Mountain Division Kids Club a separate Kids Club Convention manual is available online from the TCA website for you to download. If your Division does not have an active Kids Club contact Divisions that do. You are strongly encouraged to allow ample space and let the future of the hobby have as much fun playing with trains as you did when you were younger. We often find our older members having second childhoods and enjoying the area as much as the youth.

CONVENTION WEEK - MEETING SPACE AND EVENTS

MEETING ROOMS FOR NATIONAL BUSINESS

BOARD OF DIRECTORS MEETING

Reserve the Board Room from Tuesday through Saturday, 8:00 a.m. to midnight, to cover the Board of Directors meeting, the Membership meeting, and the rump session - see note below. Have a U-shaped conference set-up with seating for eight (8) across the U and a balance of approximately 11 seats on each leg. The open end of the U should face toward the entrance, with chairs for 50-60 members who may want to attend. Room arrangement must be approved by the National Secretary. See attachment A.

Sound and recording equipment will be required for the BOD meeting. Please provide the National Secretary with the name and telephone number of the person in charge of audio equipment prior to their arrival at the convention.

Food and beverage service for the Board of Directors will be negotiated by the National Secretary. Lunch service will need to be in a separate room conveniently located to the meeting room and should be bright and cheery. Table set-up should be in rounds of 8, or 10 for 40 people, as the President may invite others to lunch. The BOD meeting room needs to be large enough to accommodate breakfast in the room, coffee service in the morning, and a refresh in the afternoon. This service is for the Board of Directors, not for the convention staff. All arrangements are made by the National Secretary, their representative and all costs are to be billed to National account.

NATIONAL BUSINESS OFFICE

A secure room available twenty-four hours a day needs to be provided for the National Secretary. Required equipment needs will be determined by the National Secretary, along with the dates. The Division/Chapter should plan on having their office close to the National Office so that equipment can be shared. Special emphasis should be on co-sharing internet and telephone services to minimize costs to the convention budget. All National Office costs are billed to the National Account.

NATIONAL BUSINESS OFFICE INFORMATION/SALES TABLES

“The host Division/Chapter at the National Convention should provide information tables close to the entrance to the Public Displays and/or the Trading Pits.”^{aa}

MEMBERSHIP MEETING

Our Bylaws require the annual membership meeting to be at 2:00 p.m. on Saturday and under the authority of the National Secretary, with all arrangements worked out with the National Officers. All scheduled activities must end prior to the membership meeting. The room should seat 150 theater style, or fewer depending on expected attendance, with tables in front for the National Officers. Use theater type numbered tickets for the meeting to count members to determine a quorum and for drawing of attendance prizes. The host Division/Chapter needs to provide attendance prizes. Following the membership meeting, the BOD will hold a rump session. This room should have the same sound and recording equipment as the boardroom. See note above about keeping the boardroom Tuesday through Saturday. It may be available on Friday for other functions. This room needs to be available from noon to 6:00 p.m. on Saturday. Any costs are billed to National, and all arrangements require approval from the National Secretary. This room could work out to be the auction room on Saturday morning.

DIVISION/CHAPTER OFFICE AND STORE

This is the command center for your convention. A secure room available twenty-four hours a day needs to be available for meetings and staff breaks. The Division/Chapter office should also be used for volunteer check in & check out, to know who is working, if you are short staffed in any area, and storage for special attire, (i.e. caps or vest) used to identify your volunteer staff.

This becomes a common pooling area and you should provide break items like coffee, snack items, soft drinks, and sandwiches for the volunteers. They are giving their time and we need to take care of them. Keeping volunteers on-site is crucial to keeping the convention properly staffed. Be sure to budget this expense.

If there is a charge for parking try to negotiate a flat rate so that the Convention can pay for the parking. No volunteer should have to pay parking expenses. Be sure to budget for this expense if needed.

DIVISION/CHAPTER STORE

Select a location for selling your convention items. Things to consider would be electrical, phone, internet access for cash registers, or credit card machines. This will be your last opportunity to sell any branded merchandise from your convention

MOVIES AND VIDEO

This is becoming very popular with the membership. Try to arrange for a large screen TV in an area with comfortable chairs where members can gather to watch and visit. A separate room might provide movies or tapes throughout the day.

TRANSPORTATION

Arrange for a van during convention week. It's a valuable tool, best assigned to the Registration Chair or General Chair to run errands and shuttle supplies back and forth.

FUTURE CONVENTION STORE/INFORMATION BOOTH

“The National Convention host Division/Chapter should make every effort possible to have sale tables available to the next upcoming Convention as close as possible to the registration area.”^{bb} Select a location for their store and confirm times of operation.

DIVISION/CHAPTER WELCOME PARTY

The Division/Chapter Welcome Party is not a requirement for a convention and is usually held on Wednesday or Thursday evening. THIS IS A DIVISION/CHAPTER EXPENSE and not charged to the convention! All proceeds from admittance ticket sales, auctions, or raffles held during the Welcome Party go directly back to the Division/Chapter to pay for its cost.

The Welcome Party can be a great social event and the general membership looks forward to seeing friends and making new acquaintances. The Welcome Party may or may not be part of the contract with the hotel. Do not lock yourself into contracts with the convention hotel as other local venues may offer more price friendly alternatives. You will need to plan ahead for this party and start Division/Chapter fundraisers as soon as you commit to the convention. Past conventions have found that members **MUST** register for the Welcome Party and no tickets will be sold at the convention. It is absolutely necessary to know the number that will attend so that you can control food quantity and cost. Portion control has become a major issue, consult with past convention Banquet Chairs to see how they managed it.

During most Welcome Parties there are numerous silent auctions, the amount only limited to your own resources, but keep it manageable. All proceeds from the Welcome Party will go directly back to Division/Chapter accounts and as such any advances from the National TCA cannot be used to fund any activities, food, or auctions held in conjunction with this event.

BANQUET AND PROGRAM

ADULT SATURDAY NIGHT BANQUET

You should plan on a plated dinner with two or three meat choices and a vegetarian dinner option. Average the cost of the meals so that all are the same approximate price. Have the appropriate number of bars moved into the banquet room after you social hour.

TABLE RESERVATIONS

Advance table reservations have worked out fine at past conventions. At registration, starting on Thursday, have a bulletin board to post the table diagram showing all the tables by number. Banquet table reservations will be accepted when a member has (10) ten banquet tickets that will be assigned to a table. This is a very orderly system, and every one attending the banquet has a seat.

SINGLES

All banquet seats should be assigned in advance. Check to make sure you have everyone accounted for the banquet.

STARTING TIME & CASH BARS

6:00PM to 7:00 PM for a social hour is the usual starting time to allow your guests time to arrive prior to the banquet. During the pre-banquet social period have cash bars in several locations to spread people out and cutting down on the rush when the doors open. Figure one bar per every 200 persons registered for the banquet. Try to negotiate with the hotel to keep the prices reasonable, especially soda, beer, and wine. These cash bars must be outside the banquet room for the social hour and will move into the banquet room once the doors are open. They should be part of your food and beverage contract negotiations with the host hotel.

EARLY SEATING FOR SPECIAL NEEDS MEMBERS

These members should have been identified during the “advance table reservation” process. If possible try to have them enter the banquet hall from a different door than the general membership. Start early seating at 6:45 p.m.

HEAD TABLE

These officers, with spouses: National President, President-elect, Vice President, Secretary, Treasurer, Past Presidents, Host Division President and/or Host Division Convention Chair, and National Convention Chair.

Usually, the host Division President/Division Convention Chair will act as Master of Ceremonies.

Remember to make place cards and introduce the head table. Keep things moving!!!

BANQUET TICKETS

Color coded banquet tickets make it easy for the wait staff to know what you ordered. Arrange to have the tickets picked up by the wait staff. Pay on the number of tickets collected. Object strenuously if an attempt is made to collect tickets at the doors.

CHILDREN'S BANQUET

This perhaps makes the banquet more enjoyable for all. A special dinner for the children is recommended. A child care professional needs to be utilized to plan activities and to keep the interest of the children—not just pizza and a movie. Set age limitations (e.g., 3-10) to make the program workable. The Children’s Banquet works best if it is not to be in the same room as the Convention banquet. If in the same room, have a separate area. Make it special and different. Be sure to have ADULT SUPERVISION during the entire time of banquet and activities. This event covers the same time as the adult banquet.

BANQUET PROGRAM

To be worked out with the National President and host Division/Chapter.

- Welcoming remarks by the Master of Ceremonies
- The opening of the banquet program should include the Pledge of Allegiance, a moment of silence, and recognition of the charter members present.
- Invocation if desired
- Introduce the Head Table
- Introduce the Charter Members or other VIP's.
- Coordinate with the Hotel Banquet Manager so adequate efficient wait staff is on duty and can get every one served quickly.
- **DO NOT LET THE PROGRAM DRAG.** Some recent conventions have been terrible. Do not try to name every person in your "thank you's," if for no other reason than someone will be missed.
- Worthy of note might be who came the farthest, who has the largest family, oldest member, etc.
- As soon as everyone is through eating, turn up the lights, and start the auction
- At the conclusion of the banquet, the National President may have a few remarks.

SPECIAL BANQUET AUCTION

This auction is a good source of income to support the convention budget. Solicit highly desirable items, and start as soon as possible after dinner. "Any items sold shall be determined to have the value of the common item, which it represents, as required by the Internal Revenue Code."^{cc} The auction is limited to 20 items, including your prototypes.

Prior to starting the auction, have the lights turned up so the auctioneer can see the bidders, and have one "spotter" for every one hundred people. It is very important to recognize and identify the person with the last bid so there is not confusion as to who is the successful bidder.

NOTE: Banquet auctioneer should carefully identify or "advertise" the donors of the items donated.

AUCTION PROCEEDS

The proceeds from an auction, held in conjunction with the annual National Convention banquet, are to be shared 50/50 with the host Division or Chapter, after all costs to National are recovered. No money from Convention car sales or from items or events considered to be National TCA projects is to be taken into consideration in determining profit or loss of the Convention. The National Treasurer, after consulting with the Convention Treasurer, will determine the amount, if any, to be paid to the Division(s). No funds shall be paid to the Division(s) until the Convention accounts are completed and the National Treasurer has approved payment. The banquet auction will be limited to 20 high quality items."^{dd}

DISPOSITION OF NATIONAL CONVENTION BANQUET CARS

"All excess National Banquet Cars should be distributed directly to the Divisions to be used for whatever purpose they see fit."^{ee}

GENERAL INFORMATION

Finding a suitable facility that meets the requirements of the National Convention and is attractive to members and their families is a real challenge. When considering locations for a convention consider these items and be sure to include information in your convention letter of intent.

LOGISTICS / ACCESS

- Why are we at this location? Is there a better, more desirable location?
- Is it large enough to hold meetings, trading pits, and the banquet, with reasonable room rates?
- What is the main attraction that will make members want to come?
- Is it close to Interstates and convenient to alternate transportation?
- Is this convention affordable? Will families want to come for a vacation?
- What is there to do around the convention hotel and/or convention center within walking distance?
- Are there restaurants within walking distance from the hotel? Parking?
- Parking for RV's: Where can they park and what is the cost?
- Handicapped parking and public parking
- Is this the very best choice? Do we have other options?

TRADING PITS

- Does this location meet the Americans with Disabilities Act?
- How do you get back and forth to the Trading Hall?
- Can trains be loaded and unloaded conveniently?
- Are there any union problems?
- Any special hall restrictions?
- Fire Department regulations? Who contact the Fire Marshal?
- Security inside and outside?
- Parking for trucks, vans, & trailers, and cost?

PURPOSES OF A CONVENTION

- Provides the opportunity for members from around the country and around the world to attend a convention
- Exposure to a variety of trains not normally seen at Division and Chapter meets; many members hold special items for the conventions
- To give sponsoring Divisions/Chapters an opportunity to build membership prior to the convention
- Bring to different areas the annual meeting of the Board of Directors
- Opportunity for member participation in the affairs of the Association at the Annual Membership Meeting

- Strengthen the Association through added time for fellowship and family participation
- Opportunity to add something new to your collection
- Opportunity for public exposure to train collecting, enhancing our tax exempt status

EXHIBIT HALL AND SPACE PLANNING

TCA Convention attendance has continued to grow and based on membership projections and geographic location, you should develop an expected need for exhibit space and tables.

With membership attendance of a least 1,000 (plus family members), the plan could be for the exhibit space to be in the Convention Center and the Banquet and Board Meeting to be in the adjacent Hotel Facility.

The Exhibit space consists of the “Trading Pit” table area, plus adequate space for Operating Layouts, Train Manufacturers Displays, and possibly a train theme exhibit by the host Division. This later portion should be accessible for public viewing.

The problem with trying to combine Convention Exhibit space and Banquet or Meeting space in a hotel facility is that most simply do not have adequate space to accommodate all the functions. Usually, hotel exhibit space is also the space they use for their banquets and they may try to convince you that they can do both with the early teardown of the exhibits for a banquet set-up. This is not an acceptable solution.

Please refer to the registration statistics provided for the recent historical attendance factors at the various convention cities, and develop your projection for member space needs.

Exhibit Hall Space: The “trading pit” should be adequate for the expected attendance, open, secure, and in one room if at all possible. The Manufacturers Displays, the Operating Layouts, and possibly a special train theme exhibit should be in space that is secure and easily accessible for public viewing.

Requests for Trading Pit tables have been about 45% to 55% of the TCA member registration.

Example: If we use 40 sq. ft. per table for our current average of 600 6’ tables, that comes to 15 sq. ft. for the table + 24 sq. ft. for an 8’ aisle in front of the table =23,400 sq. ft. Adding space for 3 cross aisles (4,800 sq. ft.), and some reasonable entrance and loading space (2,500 sq. ft.), it will add up to 30,700 sq. ft. This is a very minimum space estimate, and does not allow for expansion.

Chicago consisted of 54,000 sq. ft. of Trading Pit area, not including the display area, which contained very adequate space for 840 tables. This equaled 65 sq. ft. per table.

In planning for a successful event, build in the option for expansion of the table space as it may become necessary. Tables should be limited to 3 to 5 (max.) per registered member with a provision for the tables of several members to be together upon request (mailed together).

In addition, the convention will need a meeting room for the Annual Board Meeting (separate location) and adequate space for the Saturday Evening Banquet. Space for an Auction on Saturday and for the Saturday Annual Membership Meeting must be planned. Both of these two items are best accomplished if they are located adjacent to the Trading Pit Area.

SUGGESTED AUCTION TICKET

DESCRIPTION OF LOT	
NO. PIECES	_____

NO RESERVE	NO MINIMUMS
NO. 035	
PURCHASER'S TICKET	
PAID \$	_____
NO. 035	

OWNER'S TICKET	
NO. 035	

STANDARD BOARD ROOM SET-UP

(3) 8' x 30" Tables

(4) 8' x 30" Tables	Operations Manager M	Treasurer	Vice President M	President-elect	President M	Parliamentarian	Secretary M	Immediate Past President
	Past President	Minimum Space Requirements = 35' x 35'						Past President
	Division M							Division M
	Division							Division
	Division M							Division M
	Division							Division
	Division M							Division M
	Division							Division
	Division M							Division M
	Division							Division
	Division M							Division M
	Division							Division
	Division M							Division M
	Division							Division
	Division M							Division M
Division	Division	M (on stand)	Division					

M = Microphone (15)

Theater Seating for 50

Attachment C

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- ^a TCA BPBCP Item 14: Composition of Convention Guidelines Committee – BOD June 1989
- ^b TCA BPBCP Item 22: subsection 1: Convention Bid Presentations – BOD June 1994
- ^c TCA BPBCP Item 1: Procedures for bids to sponsor conventions – BOD June 1998, BOD June 2001
- ^d TCA BPBCP Item 9: Blackout Period for Divisions and Chapter Meets – BOD June 1988
- ^e TCA BPBCP Item 20: Committee to submit Convention site recommendations to the BOD – BOD June 1992
- ^f TCA BPBCP Item 22: subsection 3: Convention Bid Presentations – BOD June 2002
- ^g TCA BPBCP Item 22: subsection 2: Convention Bid Presentations – BOD June 1995
- ^h TCA BPBCP Item 7: Board of Directors to review future Convention sites - undated
- ⁱ TCA BPBCP Item 19: Convention Guidelines Committee to review proposed plans, 1st paragraph – BOD June 1998
- ^j TCA BPBCP Item 19: Convention Guidelines Committee to review proposed plans, 2nd paragraph – BOD June 1998
- ^k TCA BPBCP Item 32: All Convention Contracts – BOD June 1997; BOD June 2001
- ^l TCA BPBCP Item 18: Persons to review National Contracts – BOD Jan 1994; BOD June 2001
- ^m TCA BPBCP Item 16: Advance for National Conventions - undated
- ⁿ TCA BPBCP Item 11: Open House Expenses – BOD June 1987
- ^o TCA BPBCP Item 17: Allocation of lodging at convention – BOD June 1991, BOD June 2005
- ^p TCA BPBCP Item 8: Attendance at National Convention – BOD June 1980, BOD June 2001
- ^q TCA BPBCP Item 8A: Membership applications at National Conventions – BOD June 2003
- ^r TCA BPBCP Item 6: Responsibility of Convention Treasurer – BOD June 1982
- ^s TCA BPVCG Item 10: Convention notices in *National Headquarter News* – BOD June 1985
- ^t TCA BPBCP Item 33: Convention Advertising – BOD June 2001
- ^u TCA BPBCP Item 4: Trading Pits – June 1976
- ^v TCA BPBCP Item 3: Convention Souvenir – BOD June 1976, BOD June 2001, BOD June 2004
- ^w TCA BPBCP Item 13: TCA Logo – BOD June 1987
- ^x TCA BPBCP Item 29: Annual membership meeting – BOD June 2001
- ^y TCA BPBCP Item 15: Manufacturers and Layout Displays – BOD June 1990, BOD June 2005
- ^z TCA BPBCP Item 28: Seminars - undated
- ^{aa} TCA BPBCP Item 27: National Business Office information table – BOD June 2005
- ^{bb} TCA BPBCP Item 3 subsection 2: Convention Souvenir – BOD June 2005
- ^{cc} TCA BPBCP Item 30: Fair market value of auctioned items at conventions – BOD Sept. 1995
- ^{dd} TCA BPBCP Item 31: Auction Proceeds – BOD June 1997, BOD June 1999
- ^{ee} TCA BPBCP Item 12: Disposition of National Convention Banquet Cars – BOD June 1991

TCA BPBCP = TCA Board Policy Book Convention Procedures, removed from the Board Policy Book – BOD June 2008