

EXHIBIT ROOM CHAIR

NAME Office

- I. Prints and ships tear-off forms.

Expenditures:

I. Exhibit Room

This amount covers items needed to assist in displaying exhibits – copies, labels, boxes, boards and signage. If the hotel requires money for electricity, tables or draping, this will be insufficient. Double check the hotel contract for information on table and electrical charges.

II. Security

The Convention/Houseparty Committee must provide a locked room for both the exhibit and sales areas. Should the hotel not be able to lock the room(s), security personnel shall be hired to secure the room(s) during all hours the sales and/or exhibit room is closed after initial setup. When security guards are used, they must be hired from a security firm that is licensed, bonded and insured to work in the locality of the convention/houseparty. It is important for your Hosting Chairman to know this cost before your budget is finalized. If your area has higher wage costs, you may need to supplement this line item.

NAME Policy:

- I. **NAME's 501(c)-3 non-profit status requires that our functions have an educational purpose and the public must be admitted to the exhibit room free-of-charge on Public Day(s).**

II. **Important Requirements:**

- ❖ **All registered members of the Convention/Houseparty are encouraged to exhibit. Exhibits will be accepted on a first come, first served basis as long as there is room for them. The tear-off sheet should explain that exhibits shall not be for sale, nor can an exhibit be shown as an example of an exhibitor's work with the exhibitor standing nearby soliciting orders.**
- ❖ **Each exhibitor must be registered at the Convention/Houseparty. If there is a special exhibit that pertains to the theme of the Convention/Houseparty which includes non-registered persons, that is made by a non-registered person, the tag must indicate the creator's name and the exhibitor's name.**
- ❖ **Once an exhibitor sets up an exhibit, it shall not be moved or touched by anyone other than the exhibitor without the exhibitor's written permission. This should be included on your Exhibit Release Form.**
- ❖ **Exhibits shall not be removed from the exhibit area unless prior arrangements have been made with the Exhibit Room Chair.**
- ❖ **Make sure all photographers from miniature publications and the news media understand our policy. Check with Publicity Chair for policy information.**

- ❖ **The Convention/Houseparty can receive radio and TV public service announcements because of the “free” admittance. Try to design an exhibit space that can be roped off, or curtained off, from the sales room to keep the public out of the sales room without a paid admission. More visitors can usually be attracted to the Exhibit Room if a large dollhouse or impressive exhibit is placed where it is readily visible from just outside the entrance to the Exhibit Room.**

Solicit Exhibits

- I. An exhibit tear-off sheet should be prepared for inclusion in the registration packet. This sheet should include information shown in the sample. These are to be turned in to the Hosting Chair prior to the deadline.
- II. It is best that all exhibits be pre-arranged with the Exhibit Chair using the tear-off sheet. You may choose not to accept last minute exhibits unless prior arrangements have been made. However, do remember that some may have traveled a great distance with their exhibit and will be extremely disappointed if it is not accepted.
- III. Request the exhibitor give a brief description of the outstanding features of the exhibit, identifying antique miniatures if possible and pointing out any unusual creative factors. Using this information, the Exhibit Room Committee should prepare typewritten or printed tent cards to sit in front of each exhibit, listing the title of the exhibit, the exhibitor’s name and the creator of the exhibit if not made by the exhibitor along with any descriptive information provided.
- IV. Remind exhibitors to use good taste, as children will be viewing the exhibits.
- V. As tear-off slips are returned to the Exhibit Committee with dimensions noted, that amount of space should be allocated for each exhibit on the floor plan.
- VI. All exhibitors should be notified by letter, or postcard, that you have received their tear-off applications and are delighted to have their exhibits. Information regarding set-up time and exhibit removal time should be included in this letter. Inform them that they will need to supply an extension cord if their exhibit is to be displayed electrified. They should also be informed that they will be expected to sign a liability release.

Floor Plan

- I. Prepare a floor plan to give to the Hosting Chair to include with the layout setup for the hotel one month prior to the Convention/Houseparty.
- II. When determining where exhibits will be placed, make certain that an outlet is accessible for those needing electricity. In many cases, the hotel charges per electrical drop provided. Try to group lighted exhibits as much as possible to minimize these charges. Discuss this with your Hosting Chair and Operations Chair.
- III. When determining where exhibits will be placed you may want to consider placing all exhibits that will be leaving prior to Public Day(s) at one end of the room if that portion can be blocked off on Public Day(s) so your exhibit room will not look half-empty. Another option would be to stagger those leaving with those staying at set up time and it will just give your tables a more spacious look for Public Day(s).
- IV. The Exhibit Chair must check the layout of the room as soon as the hotel staff has completed it to ascertain that it was set up according to the floor plan, making corrections

as needed. This inspection should be at least two hours prior to exhibit set up and should include the Operations Chair. You may have as much as \$50,000 in miniatures in the Exhibit Room. Make certain that security is adequate. **Do not leave the room unattended or unlocked.**

Exhibit Room Setup

- I. Check with the hotel for table drape colors and electrical needs. Dark colored draping, such as black or maroon, serve as a good backdrop. Ask your Hosting Chair to consult with the hotel regarding additional table cloths to cover any risers you plan to use.
- II. Work with the hotel contact to assure that the room is not vacuumed at any time without the Exhibit Room Chairman present. The space between and behind the tables should not be vacuumed once we take occupancy of the room to avoid lost or misplaced items should the tables be bumped while vacuuming.
- III. All exhibits shall be secured so that nothing can be removed from the exhibit. A plastic cover or enclosure is recommended.
- IV. Each exhibitor should bring his/her own extension cord with identification attached. The committee should have on hand additional multi-outlets extension cords with identification attached.
- V. Choose type of risers to be used. Covered computer paper boxes, apple boxes or milk crates work very well. Ask the hotel for some 18" tables if there is no fee, which unopened can be used as risers creating a stair step effect and better displaying some of the smaller items. Again, please check with the hotel to determine if there will be additional charges for the extra tables before proceeding.
- VI. In the event that someone brings an exhibit to the Convention/Houseparty, which was not prearranged, try to squeeze it in and have a release form ready to sign.
- VII. Have supplies on hand for set up. These could include paper towels, window cleaner, extra signs, marking pens, release forms, tape, duct tape to secure wires to floor, extra extension cords (some heavy duty), power strips etc.
- VIII. An emergency miniature tool kit may be beneficial to help solve some of the small problems that may arise while transporting a miniature. Let the exhibitors know at the sign-in table that you'll have these supplies on hand should they need to tidy up their display. You do not want to assume the responsibility of making any repairs.
- IX. Theme decorations often improve the look of the Exhibit Room. Choose decorations and the location of decorations carefully so they do not detract from the miniature displays.

Fire Prevention

- I. Plans must be made to prevent fires in the exhibit room resulting from defective wiring in exhibits. There are two effective ways of doing this:
 - A. Ask the hotel electrician where the master switch, which turns off all electrical outlets, is located. Have him/her show you how to operate it.
 - B. Plan to unplug all cords from all electrical outlets each time the exhibit room is closed and then plug these cords in each time the room is opened. Just turning the exhibit lamps off does not prevent fires from plugged in cords or transformers.
- II. The Exhibit Room Chair is responsible for seeing that the above procedures are carried out.

Checking in Exhibits

- I. Prior to Convention/Houseparty
 - A. Prepare a master list of exhibitors in advance.
 - B. Develop a secure system for receiving exhibits.
 - C. Make arrangements for extra help especially on set up day. Extra carts are helpful. Check with the Operations Chair about any equipment needs.
 - D. Prepare release forms.
- II. During the Convention/Houseparty
 - A. Check off exhibits on the master list as they arrive.
 - B. Have exhibitors sign release forms.
 - C. Give exhibitor a copy of receipt and advise them they will need to return it at time of pick up on Sunday.

Checking Out Exhibits

- I. Prior to the Convention/Houseparty
 - A. Determine a secure procedure for check out.
 - B. Place procedures in written form for distribution to exhibitors.
- II. During the Convention/Houseparty
 - A. Have enough help scheduled during check out of exhibits.
 - B. A receipt must be presented to a designated committee member for claiming each exhibit to ensure that the exhibitors remove only their exhibit. Provide extra monitors in the room to make sure that the remaining exhibits are not disturbed while others are being picked up.
 - C. The Exhibit Room Chair must remain in the room until all exhibits have been removed on Sunday.
 - D. Every effort must be made to encourage exhibitors to leave their displays in the room until the end of Public Day(s).

Exhibit Room Schedule

- I. Prepare a schedule of times exhibit room will be open and post it in a visible location.
- II. Camera time
 - A. An optional time can be set aside for those registrants with camera equipment. Tripods and other bulky equipment should be used only during this period. The exhibit room is **open to all registrants** at this time, but the registrants need to understand that photographers and camera equipment may obstruct their view. **Photographers have first priority** during camera time.
 - B. **Cameras should be allowed anytime** for those who just wish to take a few snapshots and are not concerned with bulky equipment, special lenses, etc.
 - C. Inform exhibitors of camera time so they might arrive to remove covers and domes from their exhibits.
- III. Dealer time: The exhibit room should be open at least once when the sales room is closed to allow the dealers an opportunity to view the exhibits.

Security

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- I. Provide your Gold Star Chair, with a schedule of shifts for which you need volunteers to help monitor the exhibit room during set up, open hours and break down. There should be enough reliable Gold Star volunteers on duty to watch and protect the exhibits. Prepare a schedule and method to notify volunteers of their time to be on duty. Issue special identification to your monitors. A fun hat with the word "SECURITY" boldly printed on the front makes it clear that the room is being monitored. Sometimes simply knowing someone is walking around keeping an eye on things can deter would be theft.
- II. Since NAME's non-profit status requires that our functions have an educational purpose, the public must be admitted to the exhibit room free-of-charge on Public Day(s). Extra volunteers to patrol the aisles will be required.
- III. Make sure security is maintained. Security volunteers should circulate through an assigned section of the exhibit room during viewing hours.
- IV. No one should be allowed to touch any exhibit. If any individual repeatedly ignores the rules they should be asked to leave the room.

Souvenir Book

Prior to the Convention/Houseparty:

A list of exhibitors should be given to the Souvenir Book Chair before the deadline if the Convention/Houseparty Steering Committee has decided to include this information in the book.

After the Convention/Houseparty

Submit a written summary, including recommendations, to the Hosting Chair.