

A SHOW PLANNING GUIDE

COMMITTEE PERFORMANCE BOOKLET

Compiled for the Colorado Springs Mineralogical Society

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Purpose of This Pamphlet:

For many years member clubs of the Rocky Mountain Federation of Mineralogical Societies have asked for a guide concerning hosting a show or a Federation show and convention. The Long Range Planning committee has struggled with the creation of such a book. Each Host Club must have some leeway when hosting the federation and at the same time there are certain events that must be adhered to when hosting a Federation show. This guide was created by the Past Presidents of the [Colorado Springs Mineralogical Society](#) for their use in hosting their local show. The L.R. P. Committee has made minor modifications to adapt it to a Federation show. **THIS GUIDE IS NOT INTENDED TO BE A RULE BOOK!** Merely a guide to assist you in planning your show. On pages 20 – 25 of the RMFMS Operating Procedures you will find specific requirements when hosting a federation show.

RMFMS Events (3 Day Show)

**The convention code is found in the
RMFMS Operating Procedures, pages 20 – 25.
O.P's are available from the Supply Chairperson**

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| Friday | Executive Board meeting |
| Saturday | Editors breakfast |
| Saturday | Convention of Delegates |
| Saturday | Awards Banquet & Installation of Officers |

AFMS / RMFMS Combined (4Day) convention show

Bylaws : ARTICLE II – ANNUAL BUSINESS MEETING

The Annual Business Meeting of the Federation shall be held on the second day of a three-day convention and on the third day of a four-day convention at the discretion of the Federation President, such meeting to be on Saturday insofar as possible.

Traditional Event

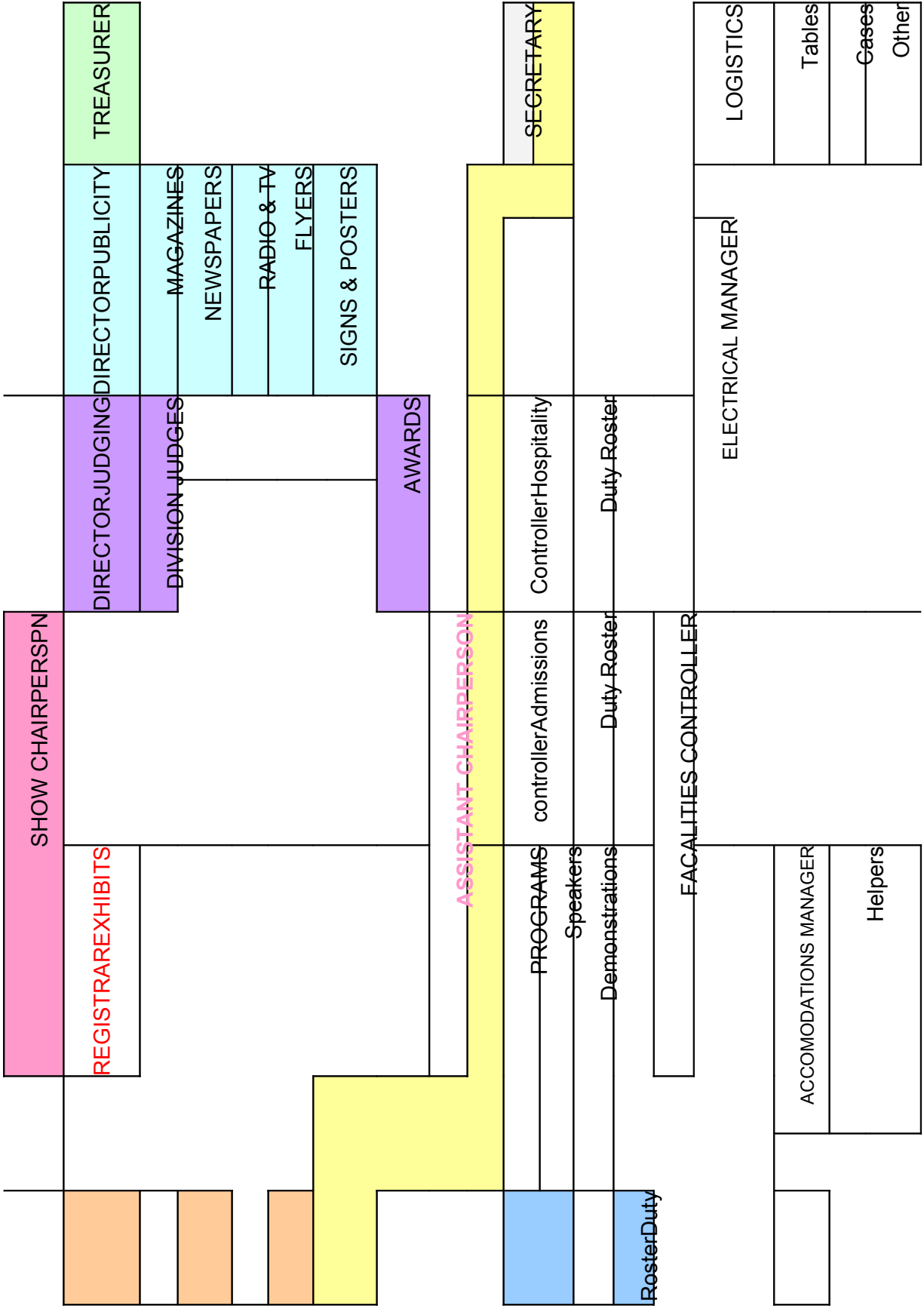
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|-------------|-------------------------------------|
| Sunday a.m. | Rolling Rock Club meeting & auction |
|-------------|-------------------------------------|

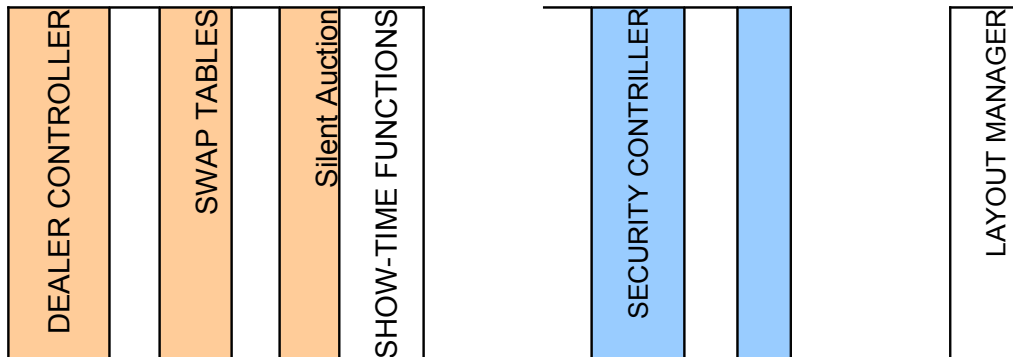
“It sure is nice if” events...

{ must be before or after show} Field Trips, museum and or mine tours, etc.

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SHOW CHAIRPERSON

It shall be the duty of the Show Chairperson to organize the club members for the purpose of carrying out the various functions necessary to promote a successful annual show. He/she will monitor the progress of all pre-show functions and correlation and adequacy of preparations for show time functions. (See function Structure Chart.) He/she will coordinate his / her actions with the HOST CLUB Executive Board and obtain their approval.

He/she will prepare and submit to the Executive Board a preliminary budget to plan and operate the show. The Executive Board will approve admission prices and determine who should be admitted without charge.

The Show Chairperson will present directly to the Executive Board, a list of all dealers interested in participating in the show. He/she will set the dealer table price and program an adequate number of tables to substantially offset the show costs.

He/she will conduct a post-show critique at which all committee persons will present a summary report and recommendations for future shows. A show report will be submitted not later than forty-five (45) days after the show, together with a copy of the Profit and loss Report, to the Executive Board.

ASSISTANT SHOW CHAIRPERSON

It shall be the responsibility of the Assistant Show Chairperson to be familiar with all the duties of the Show Chairperson and be prepared to execute them during the absence of the Show Chairperson.

He/she will monitor the progress of all show-time function units to assure their actions are time-phased to meet the show requirements; and exercise general supervision over show set-up and take-down.
(See the Function Structure Chart.)

The Assistant Show Chairperson will:

1. Determine the type of insurance required and obtain adequate coverage as economically as possible.
2. Be responsible for obtaining complimentary mineral specimens.

The Assistant Show Chairperson normally assumes the duty of Show Chairperson during the following year's show.

THE TREASURER

The Host Club Treasurer will also act as Treasurer for the Annual Show; responsible to the Show Chairperson.

The Treasurer will:

1. Obtain all required Sales Tax Licenses prior to the show.
2. Pay all bills properly submitted and approved by Committee members.
3. Collect all taxes approximately 4:00 P.M. the last day of the show and forward them to the proper agency. Inform each dealer prior to the opening of the show what taxes and the percentage for each taxing authority to be collected. Also, ascertain which tax licenses, if any, each dealer obtained. All bills must be submitted to the Treasurer for payment, no more than fifteen (15) days after the closing of the show.
4. Prepare a profit and Loss Statement for the show and submit it to the Show Chairperson not later than thirty (30) days after termination of the show. Following approval by the Executive Board, it will be read to the general membership during the first regular meeting thereafter. A copy of the Profit and Loss Statement will be furnished to the Club Secretary.
5. Make reports to government agencies as may be required.
6. The RMFMS must receive a profit/ loss statement within 90 days after the end of the show/convention. [OP 18]

SECRETARY

It shall be the responsibility of the Show Secretary to prepare correspondence for signature by the Show Chairperson and other Committee heads as required. The Secretary will:

1. Keep the Show Chairperson and other committee heads aware of what is contained in in-coming correspondence.
2. Keep a record of action taken at all show meetings and furnish copies to each member. Minutes of each meeting, and a copy of the Profit and loss Statement, will be placed in the HOST CLUB historical records.

DEALER CONTROLLER

It shall be the responsibility of the Dealer Controller to forward inquiries to selected dealers to determine their interest in selling materials at the show. Direct activities of the Swap Tables Manager.

A list of interested dealers will be presented to the Show Chairperson, who will present the list to the Executive Board for their concurrence or revision.

The Dealer Controller shall carefully select dealers so that a balanced stock of material for lapidary and faceting work, jewelry making, fossils and mineral specimens are available, and will contract with the number of dealers necessary to meet revenue requirements.

Dealer contracts will advise of the requirement to collect state and local taxes; with remittances to be made to the HOST CLUB Treasurer.

A list of dealers and space requirements, including any special exhibits, will be furnished to the Exhibits Registrar.

SWAP TABLES MANAGER

Schedules swap offerings and attendants, coordinates swap table activities.

The Swap Table Manager:

1. Designs and prints swap dollars. (Suggested minimum is 200.)
2. Is responsible for the collection of monies from customers. (To be exchanged for swap dollars in like amount; which can be traded for swap items of mineral theme.)
3. Is responsible for the disbursement of monies to dealers, (at the end of each day.)
4. Is responsible to the Dealer Controller for performance of the above.

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EXHIBITS REGISTRAR

The exhibits shall be composed of the following categories:

- Competitive Exhibits.
 Non-competitive Exhibits
 Educational Exhibits
 Working Exhibits

It shall be the duty of the Exhibits Registrar to:

1. Encourage HOST CLUB members to enter a display case in any category they choose.
2. Arrange for HOST CLUB members to attend other shows, review their techniques and distribute application forms for entering displays in our local show.
3. Send exhibit applications and flyers to other RMFMS mineral clubs.
4. Obtain working exhibits and special attractions.
5. Obtain signs for working exhibits indicating topic, times for demonstrations, etc.
6. Furnish detailed listings to the Layout Manager of Competitive, Non-Competitive and Special (dealer, club, and institutional exhibits; not later than two (2) weeks prior to show set-up date. (See Addendum Item No. 2 for listing specifications.)
7. Furnish the Competitive Exhibit Applications to the Judging Director prior to show opening.
8. It is customary for The RMFMS President to enter the Past Presidents case, and each State director to enter a case {The Parade of States}.

JUDGING DIRECTOR

The Judging Director shall:

1. Govern rules for judging. (AFMS Uniform Rules for competitive displays)
2. Determine and obtain all trophies and ribbons.
3. Recruit judges. See that out-of-town judges, (except club members), are paid an appropriate stipend for their services.
4. Recruit apprentice judges using HOST CLUB personnel.
5. Arrange to provide lunch to all out-of-town judges. (Local judges obtained from HOST CLUB membership will be provided lunch **Only when out-of-town judges participate in judging.**)

6. Change judging sheets as required.
7. Prepare judges' score cards. Place ribbons and score cards on cases.
8. Furnish list of awards/awardees to the Show Chairperson.

PUBLICITY DIRECTOR

The Publicity Director is responsible to assure that maximum publicity is given to the show. He/she will research all areas which can be used to inform the public of the forthcoming event.

He/she may use any or all of the following methods:

1. Advertisements in newspapers and magazines.
2. Radio programs.
3. TV coverage.
4. Distribution of flyers.
5. Place signs on outskirts of the city, where permissible.
6. Post on Federation(s) web site.
7. Other modes deemed appropriate.

FACILITIES CONTROLLER

The Facilities Controller is responsible to the Assistant Show Chairperson. This group deals with physical accommodation of and support services for the show; such as layout, material transportation, electrical requirements, set-up and take-down of furnishings, provision of food services, parking (See Addendum Item No. 5 regarding parking) etc. The sub groups are:

Layout, Accommodations, Electrical, Material and Swap Tables.

LAYOUT MANAGER will:

1. Coordinate with the Exhibits Registrar and Dealer Controller to determine the number of tables required by dealers, and the number of exhibits to be provided for. Inform the facilities Chairperson of the total number of tables required, including those for Demonstrations, Ticket Sales, Judges, Swapping, Hospitality and Food Service.
2. Prepare a floor plan; ensuring that dealers' exhibits and support activities are properly placed within the show facility. (See AFMS Trophy Rules, Paragraph 4, 3, Part IV, for Competitive Exhibits arrangement.)
3. Number each exhibit space. Assign exhibit spaces. Prepare exhibit location and exhibitor ID lists, based upon exhibitor list furnished by the Exhibits Registrar.
4. Prepare case cards for all exhibits in accord with AFMS Trophy Rules. See example at Addendum No. 6. Verify proper location of all exhibits.

LAYOUT MANAGER cont

5. Furnish layout copies to the Assistant Show Chairperson and Facilities Chairperson, the Set-up and Take-down Committee and the Judging Committee.
6. Mark Table locations for set-up. Place exhibit unit numbers on table tops.
7. Sign in all exhibits and sign out all early departures.

ACCOMODATIONS MANAGER – recruits helpers as needed. Places and prepares tables for dealer use, exhibits, judges, ticket sales, hospitality, demonstrations, etc. and provides chairs where needed. The group clears all furnishings and cleans the auditorium following the show. All exhibitor and dealer tables to be covered with fireproof material.

ELECTRICAL MANAGER – Plans and installs electrical wiring for dealer and exhibits areas. Arranges for power generator if needed. Recruits helpers as necessary.

LOGISTICS MANAGER - Determines and obtains number of tables, chairs, exhibit cases, and various materials such as case bulbs, masking tape, fireproof table coverings, etc. required. Arranges necessary materials transportation. Recruits helpers as necessary.

SECURITY CONTROLLER

The Security Controller is responsible to the Assistant Chairperson for:

1. Arrangements for security of the show during absence of HOST CLUB members. The Security Service selected should be contracted with at least ninety (90) days prior to the show and arrangements finalized.
2. Obtaining HOST CLUB members to act as guards for the doors of the show facility during the show.
3. Designate certain HOST CLUB personnel to be on the look-out for shoplifters and others who may attempt to vandalize displays.

UNDER NO CIRCUMSTANCES will personnel attempt to physically restrain any suspects; rather, he/she will call City Police for assistance.

PROGRAMS AND DEMONSTRATIONS

The Programs Controller shall be responsible to the Assistant Show Chairperson for arraigning a minimum of one program each day during the show. These programs may consist of movies or slides on Earth Sciences, topic presentations by a guest speaker, use of video tapes, etc.

He/ she recruits and arranges for a representative number of demonstrations.

ADMISSIONS

The Admissions Controller shall be responsible to the Assistant Show Chairperson for sales of tickets.

- Each adult shall pay a reasonable registration fee as recommended by the host society
- A student rate for ages 12 – 17 in a proportionate amount shall be made available.
- 12 and under shall be admitted free.
- Passes may be issued to active members, exhibitors, judges and speakers at the host club's discretion.

A change fund in small bills will be obtained from the Treasurer. When funds over the change fund accumulate, they will be turned over to the HOST CLUB Treasurer. Care will be taken to record the number of the first ticket sold and the last ticket sold each day. The dollar balance should equal the number of tickets sold. The Admissions

Controller recruits other members to assist in ticket sales.

An attendance survey will be conducted.

HOSPITALITY

Hospitality is an extremely important function of our show. A cheery welcome and a readiness to answer all questions create a favorable impression long remembered. Sale of grab bags is optional; however, a well prepared grab-bag certainly impresses our younger generation.

It will be the responsibility of the Hospitality Controller to:

- ❖ Provide information on the HOST CLUB to visitors when requested.
- ❖ Provide displays or decorations on tables in those areas where an exhibit is not located.
- ❖ Hand out free mineral specimens. HOST CLUB members should be canvassed for their donations.
- ❖ Provide show program to visitors.
- ❖ Inform visitors concerning nearby motels and restaurants. The hospitality group will not make motel reservations for visitors.
- ❖ Have club membership applications available.

The hospitality Controller recruits other members to assist in hospitality activities.

CHRONOLOGY OF EVENTS

| <u>EVENT</u> | <u>DEADLINE DATE</u> |
|---|--|
| Request to hold AFMS/RMFMS convention four (4) years before show. Request to host RMFMS convention. Two years before show. | 30 days prior to annual meeting 2 or 4 years in advance. |
| DETERMINE AND BOOK SHOW FACILITY | Two years before show. |
| FIRST COMMITTEE MEETING | |
| SELECT A SHOW THEME | |
| PREPARE INITIAL BUDGET | |
| Request loan if necessary | 12 months before show |
| REVISE EXHIBITOR APPLICATION | |
| REVISE DEALER CONTRACT AND LETTER | |
| OUTLINE PUBLICITY CAMPAIGN | |
| CHAIRPERSON –REPORT TO BOARD | |
| NOTIFY LAPIDARY JOURNAL & OTHERS OF SHOW DATES / LOCATION | |
| DETERMINE DEALERS TO BE INVITED | |
| INVITE SELECTED DEALERS | |
| DRAFT & PRINT MINI-FLYERS FOR DEALERS | Should be available at |

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| | Tucson in February before show. |
| SHOW COMMITTEE MEETING | Quarterly first year |
| CHAIRPERSON REPORT TO BOARD | At least quarterly first yr. |
| COMMITTEE MEETINGS | Monthly final year |
| CHAIRPERSON REPORT TO BOARD | |
| DETERMINE AWARDS TO BE PROCURED (FEDERATION SUPPLIES FEDERATION RIBBONS AND TROPHIES) | 9 months ahead |
| DEALER CONTRACTS COMPLETED | 6 months ahead |
| INITIATE SELECTION OF JUDGES | |
| DETERMINE PROGRAMS AND DEMONSTRATIONS | |
| AWARDS PROCUREMENT COMPLETED | |
| PREPARE FINAL BUDGET | |
| MAIL INFORMATION PACKETS PER ARTICLE 17 | At least 4 months ahead |
| ACCOMPLISH SECURITY CONTRACT | 3MONTHS AHEAD |
| CONTRACT INSURANCE COVERAGE | 2 MONTHS AHEAD |
| FINAL SELECTION OF JUDGES AND APPRENTICES | |
| PREPARE FINAL LAYOUT/EXHIBIT LOCATIONS | 1 MONTH BEFORE SHOW |
| OBTAIN CITY AND COUNTY TAX LICENSES | |
| EXHIBITORS LISTINGS COMPLETED | 20 DAYS BEFORE SHOW * |
| | |
| INCLUDE SHOW FLYER AND EXHIBIT APPLICATION IN LOCAL CLUB PUBLICATIONS | 1 Month before show |
| PLAN INITIAL SHOW LAYOUT FOR NEXT YEAR | |
| FINALIZE AND PUBLISH SCHEDULE FOR PROGRAMS AND DEMONSTRATIONS | |
| SEND SHOW ARTICLE TO NEWSPAPERS | |
| COMPLETE HOSPITALITY, ADVANCE TICKET SALES AND SECURITY ROSTERS | |
| FORM SHOW COMMITTEE FOR NEXT YEAR | |
| CHAIRPERSON'S PRE-SHOW REPORT TO BOARD | |
| RADIO AND TV APPEARANCES | (Day prior and Day of set-up) |
| ERECT SHOW SIGNS ON SET-UP DATE | |
| SET-UP AND SHOW DATES | As Selected |
| Committee members Submit Bills to Treasurer | NLT 10 days |
| Activity Summary Reports and Recommendations to Show Chairperson | After Show |

Please feel free to modify this guide to fit the needs of your club!

Useful information may be found on these websites

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| Rocky Mountain Federation of Mineralogical Societies website | www.rmfmts.org |
| RMFMS Article of Incorporation, Bylaws & Operating Procedures | RMFMS Supply |

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| | Chairperson |
| American Federation of Mineralogical Societies website | www.amfed.org |

The list below has been compiled in order to assist you in planning your show. You may get a copy of the Articles of Incorporation, Bylaws and Operating Procedures at no charge from the Supply Chair.

| <input checked="" type="checkbox"/> | Requirement / Recommendation | Source | Page Number |
|-------------------------------------|---|--|-------------|
| | The HOUSE OF DELEGATES shall hold one meeting each year during the annual convention of the Federation and this shall be designated as the annual business meeting of the Federation. | Articles of Incorporation Article VI Paragraph 5 | 4 |
| | The Executive Committee shall meet at least one day in advance of the annual meeting of the Federation. | Articles of Incorporation Article VII Paragraph 3 | 4 |
| | The Federation shall hold a convention of the membership of affiliated societies annually at a place designated by the HOUSE OF DELEGATES and at a time selected by the host society in consultation with the PRESIDENT of the Federation. | Articles of Incorporation Article XI Paragraph 1 | 6 |
| | The SECRETARY of the Federation shall issue letters of invitation to all member societies stating the time and place of the annual HOUSE OF DELEGATES meeting. This letter shall be sent to the secretaries of member societies sixty days in advance of the annual business meeting. | Articles of Incorporation Article XI Paragraph 2 | 6 |
| | The Annual Business Meeting of the Federation shall be held on the second day of a three-day convention and on the third day of a four-day convention at the discretion of the Federation President, such meeting to be on Saturday insofar as possible. | Bylaws Article II Paragraph 1 | 8 |
| | The SECRETARY of the Federation shall mail to the Secretary of each affiliated society in good standing, at least SIXTY days before the opening date of the convention, blanks on which to register the names of delegates and alternates, and forms on which to register | Bylaws Article V Paragraph 1 | 8 |

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| | proxies. These blanks shall be returned to the Chairman of the Credentials Committee of the Federation not later than opening day of the convention. | | |
| | Invitations for hosting a Rocky Mountain Federation Convention and Show should be submitted at least two (2) years in advance for a regional show and at least four (4) years in advance for a combined regional and national (AFMS) show. The invitation should include the proposed dates and tentative location of facilities where the convention and show may be held. The second weekend in June is the preferred date for a RMFMS Show. | OP No. Convention Management Code- -1 Paragraph 1 (a) | 20 |
| | Upon request from the General Chairman of the Host Society Convention Committee, and upon approval of the RMFMS Executive Committee, the TREASURER of the Rocky Mountain Federation shall advance a loan for not more than \$750.00 (Seven Hundred Fifty Dollars) to meet initial expenditures of the Convention, except when the Host Society is also host to the AFMS Convention and Show, then the amount loaned may be extended to \$1,000.00 (One Thousand Dollars). | OP No. Convention Management Code- -1 Paragraph 4 (a) | 21 |
| | Any amount advanced by the RMFMS to the Host Society, under (a) above, shall be repaid out of the proceeds of the Convention and Show, after all authorized expenditures have been paid, and before the division of profits between the Host Society and the Federation. | OP No. Convention Management Code- -1 Paragraph 4 (b) | 21 |
| | After all authorized obligations shall have been met and the Federation loan repaid, the profit remaining, if any, shall be divided equally with the Federation receiving Fifty Percent (50%). | OP No. Convention Management Code- -1 Paragraph 4 (c) | 21 |

| <input checked="" type="checkbox"/> | Requirement / Recommendation | Source | Page # |
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| | b) The Host Society shall provide: <ol style="list-style-type: none"> 1) a suitable building or buildings, 2) display cases for exhibitors, if requested, 3) customary tables for dealers, adequate lighting and power facilities, 4) convention promotion and advertising, the printing of programs, and 5) any special equipment necessary for special displays. | OP No. Convention Management Code- -1 Paragraph 5 (b) | 21 |
| | The Host Society shall provide skirting for all tables in compliance with their own local code and the Federation shall supply to the host Society information dealing with any type of skirting necessary. | OP No. Convention Management Code- -1 Paragraph 5 (c) | 21 |
| | The host Society shall provide space with tables and chairs in a convenient location for the use of Federation Officers which shall be the FEDERATION HEADQUARTERS. | OP No. Convention Management Code- -1 Paragraph 5 (d) | 21 |
| | Adequate 24 hour protection must be maintained in the exhibit area which shall be augmented by special guards in the event material of extraordinary value is on display. | OP No. Convention Management Code- -1 Paragraph 5 (e) | 21 |
| | The mechanics of the Convention and Show, janitor service, ticket selling and taking, demonstrations, operation of host-sponsored projects (such as grab bags), and similar activities shall be the responsibility of the Host Society. | OP No. Convention Management Code- -1 Paragraph 5 (f) | 21 |
| | Sale of dealer space, providing tables, light and power, regulating the size and character of dealers' signs, and all other details connected with dealer participation shall be the responsibility of the Host Society. Conforming to the recognized principles of good showmanship, it is | OP No. Convention Management Code- -1 Paragraph 6 (a) | 22 |

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| | recommended that some uniformity in size and character of dealers' signs be observed. | | |
| | Directional signs in the display area and insofar as possible, any other necessary signs should be kept uniform in size and character. | OP No. Convention Management Code- - 1 Paragraph 6 (b) | 22 |
| | The Federation shall have no jurisdiction in the matter of the number of dealers invited to participate in the show. However, the number of dealers should be held to a reasonable number in accordance with the anticipated attendance. | OP No. Convention Management Code- - 1 Paragraph 6 (c) | 22 |
| | Before entering into any working agreement with other organizations or groups, such as the American Gem and Mineral Suppliers Association or trade organizations, approval of the Federation Executive Committee must be obtained. Any such agreement must not be in violation of any part of this Convention Management Code. | OP No. Convention Management Code- - 1 Paragraph 7 | 22 |
| | Each adult shall pay a reasonable registration fee as recommended by the Host Society and approved by the Federation Executive Committee. A student rate for ages 12 through 17, in a proportionate amount, shall be made available as decided by the Host Society with approval by the Federation Executive Committee. Children under twelve (12) years of age shall be admitted free if accompanied by an adult. The registration fee shall entitle them to in-and-out privileges for the duration of the session, to the show, and all educational features. | OP No. Convention Management Code- 1 Paragraph 8(a) | 22 |
| | Daily admission fees and fees for those persons not registering but desiring to attend all days of the show shall be set by the Host Society in consultation with the Federation Executive Committee. | OP No. Convention Management Code- - 1 Paragraph 8 (b) | 22 |
| | Funds obtained from registration fees shall be lumped in with the ticket sales receipts for the general show income. | OP No. Convention Management Code- - 1 Paragraph 8 (c) | 22 |
| | The Host Society may at its discretion provide its active members, exhibitors, judges and speakers with passes In lieu of a registration fee. | OP No. Convention Management Code- - 1 Paragraph 8 (d) | 22 |

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| | The Host Society shall be responsible for the registration of members of affiliated societies in attendance, collection of registration fees, and other activities incident thereto. The Federation SECRETARY, TREASURER, and CREDENTIALS COMMITTEE may assist in this function as requested by the Host Society. | OP No. Convention Management Code- - 1 Paragraph 8 (e) | 23 |
| | The Host Society shall furnish a packet of information to each affiliated society, all members of the Executive Committee, and all Committee Chairpersons, as stated in Section 17 (a) of this Convention management Code. | OP No. Convention Management Code- - 1 Paragraph 9 | 23 |
| | The Host Society may set up a committee to plan and conduct field trips before and/or after the Convention, and shall give adequate notice of such trips to all affiliated societies well in advance of the Convention and Show. | OP No. Convention Management Code- - 1 Paragraph 10 | 23 |
| | The Host Society usually plans special lectures and programs throughout the Convention, and shall supply information of such lectures and programs to all affiliated societies. | OP No. Convention Management Code- - 1 Paragraph 11 | 23 |
| | The Federation shall plan and conduct its own business meeting to be held on the second day of a three-day Convention and Show, and on the third day of a four-day Convention and Show, such meeting to be on Saturday insofar as possible. The meeting shall be held in a suitable place provided by the Host Society. | OP No. Convention Management Code- - 1 Paragraph 12 | 23 |
| | a) An Awards Banquet or similar entertainment shall be planned, with the Host Society making all arrangements including the sale of tickets. | OP No. Convention Management Code- - | 23 |

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| | <p>b) With the help of the Club Publications Chairperson, an Editor's Breakfast of Brunch shall be planned by the Host Society and tickets made available for purchase.</p> <p>c) Any other special event planned by the Host Society should be approved by the Federation Executive Committee if not a usual part of Federation Conventions and Shows.</p> <p>d) All income and expenses from these activities shall be a part of the general show expenses or income. It is assumed that these events will be self-supporting.</p> <p>e) The banquet and show tickets for the Scholarship Honorary Award Winner and his/her spouse and for the Scholarship recipient or recipients shall be paid for by the Rocky Mountain Federation.</p> | 1 Paragraph 13 (a) – (e) | |
| | Refreshment facilities or snack bars may be operated by the Host Society for its own account, with proceeds not to be part of the general income. | OP No. Convention Management Code- - 1 Paragraph 14 (a) | 23 |
| | Decisions respecting supplementary activities, such as drawings not in conflict with local regulations, or sale of grab bags, shall be determined by the Host Society. Proceeds from such activities shall be a part of the general show income unless otherwise approved by the Federation Executive Committee. | OP No. Convention Management Code- - 1 Paragraph 14 (b) | 23 |
| | <p>The competitive Exhibits Chairman of the Host Society shall work with the Federation Uniform Rules Committee Chairman in obtaining judges, registering of exhibits, and any other phase concerning Competitive Exhibits which may be necessary.</p> <p>The Competitive exhibits shall conform to the classes and judging procedures as set out in the current edition of the AFMS Uniform Rules. Ribbons and trophies will be awarded according to these Uniform Rules and as stated in the RMFMS Operating Procedure governing Federation Trophies, Op No. Uniform Rules—2.</p> | OP No. Convention Management Code- - 1 Paragraph 15 (a) – (d) | 23 |

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| | <p>All trophies and all ribbons for First Place, Second Place, Third Place, First level, Second Level, Third Level, and honorable Mention for Competitive Exhibits, and all plaques and ribbons for the Bulletin Contest shall be furnished by the Federation.</p> <p>Special prizes and/or trophies may be offered and awarded under such regulations as may be set up by the donors and the Host Society.</p> | OP No. Convention Management Code- - 1 Paragraph 15 (a) – (d) | 23 |
| | <p>All designation ribbons, i.e., delegate, exhibitor, dealer, etc., all Competitive Exhibit ribbons, and all Bulletin Contest ribbons will be the responsibility of the Federation. An overlay ribbon will be provided showing the Federation emblem, date and place of the Convention and Show each year. One member of the Uniform Rules Committee will be assigned to tend to all details pertaining to these ribbons.</p> <p>The Host Society shall be responsible for ribbons used for Special Displays and non-competitive exhibits, which shall be considered as a general show expense.</p> | OP No. Convention Management Code- - 1 Paragraph 16 (a) – (b) | 24 |
| | At least four (4) months before the Convention and Show, the General Show Committee of the Host Society shall provide each affiliated society, all members of the Executive Committee, and all Committee Chairpersons with a packet of information. This packet should contain: registration blanks; information and entry blanks for Competitive Exhibits, Non-competitive Exhibits, and any special competition being planned; information concerning field trips, programs, special features and displays, and accommodations; and any other pertinent information about the Convention and Show and its locale. | OP No. Convention Management Code- - 1 Paragraph 17 (a) – (b) | 24 |

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| | The Exhibits Committee of the Host Society shall also be prepared to furnish as many more copies of entry blanks as may be required in addition to those furnished each affiliated society. | | |
| | As soon as practicable, and in no event later than NINETY (90) days after the close of a Convention and Show, the Host Society shall submit to the Federation Executive Committee an audited account of the receipts and expenditures covering the operation of the Convention and Show. A cashier's check payable to the Federation for its share of the profits shall accompany the report. | OP No. Convention Management Code- - 1 Paragraph 18 | 24 |
| | The Federation shall report to each affiliated society giving a copy of the financial report of the Convention and Show from the Host Society no later than four (4) months following the close of the Show. This report shall be published in the Federation Newsletter. | OP No. Convention Management Code- - 1 Paragraph 19 | 24 |
| | The Host Society shall as soon as possible select a convention headquarters. | OP No. Convention Management Code- - 1 Paragraph 20 | 24 |
| | The Host Society shall procure liability insurance coverage in the maximum practicable amount, naming both the Host Society or Societies and the Rocky Mountain Federation as named insured, such insurance to be in force from the date of the first physical activity at the convention site through the date of final clean up. Similar coverage must be obtained for any sponsored event or promotion, such as field trips, rock swaps, etc., in which the Rocky Mountain Federation as an organization is a participant. | OP No. Convention Management Code- - 1 Paragraph 21 | 24 |