

7/30/2022

CHECKLIST FOR CONVENTIONS

1. Help: This checklist is a general guide, but freely asks for advice or guidance from the Club's officers and prior Convention hosts.
2. General theme: we are a non-profit. We do not expect to make much money but we do not expect to lose it either. If there is a question whether an expense is necessary, it isn't. Barebones is the theme.
3. BUT: If there is a good reason to do so, the Club is willing to subsidize parts of a Convention or lose money on it. For example, on occasion the Club might subsidize room nights in a particularly attractive venue and hotel. If you have ideas of an especially attractive activity, etc., that would not fit within these guidelines, consult the President who will engage the Board of Directors.
4. Authority: Any contract or major purchase should be cleared with the President. This includes tour agreements or a purchase involving more than \$300. The Club will provide Convention Hosts with petty cash.
5. Timing: Usually Conventions have run from Tuesday or Wednesday evening through Friday or Saturday night. Sometimes we have the Convention in September, but that limits attendance by members with school-age children. Most conventions are normally held during July or August, but this is not writ in stone.
6. Duration: We normally have one tour day, but we have, on occasion, had 2 or 3 tour days. We also have one full buy/sell/trade day; we have found that one full day and the beginning of the next morning are quite sufficient for everything that is destined to change hands to do so. We used to have 2 day buy/sell/trade days, but the second day was poorly attended. After the one buy/sell/trade day, the next day is pack up, then lunch/brunch, the auction, cocktails and the banquet.
7. Budget: it is important to work out a budget beforehand, and to run it by the President, and Treasurer. If you look at the Convention results for the prior year or two, you will get a feel for what to expect (or not).
 - i. Registration has generally been about \$120-150 for the first member, somewhat less for the second member or a guest, and prices go up at a certain point to encourage early registration. The tour fee is in the neighborhood of \$35-45 per person. If possible, the tour fee is expected to pay all the tour costs.
 - ii. First-time attendees are not charged registration, and their fee amount will be factored into the budget.
8. Expected Attendees: A successful Convention needs about 40-45 attendees, but we have had as low as 29 attendees in recent years. If you get to 55-60, you are a hero!
9. Hotel: Hotel accommodations are the largest expense of a Convention. It is important that the hotel be nailed down early, since the closer you get to the Convention, the less bargaining power you may have. It is not unusual for the deal with the Hotel to be done almost a year before the Convention. Send drafts of the Hotel contract to the President, and Treasurer for comments and suggestions. Do not feel intimidated in the negotiation process. Remember they need us as much as we need them.

- i. Location: a downtown location is generally preferable, but an out-of-town hotel may be cheaper. Moreover an out-of-town site may have easy transportation downtown and no parking fees. A 3rd option could be a hotel next to the airport where shuttle service is made to the downtown area.
- ii. At one convention, we stayed in a hotel without adequate display facilities, but the host hired a nearby hall from a local fraternal order to which we walked. It worked well.
- iii. Meeting rooms: we will require a large ballroom for two days, a meeting room for the Directors' meeting, and a room for the hospitality room for each night of the Convention. Generally the hotel provides the Directors' meeting room and hospitality room free of charge. Sometimes the hotel throws in the ballroom for free, but more likely deal is a sliding scale credit towards (or an increasing charge for) the ballroom's cost based on the number of hotel-nights convention-goers use. Alternatively the Hotel may throw in the Ballroom and hospitality room free if we provide breakfast & lunch. It all depends on what you can negotiate.
- iv. We do NOT guarantee a minimum number of attendees, but most hotels now require a minimum number of room nights in the contract (we have guaranteed 80 in recent years). Variation in the number who actually register/show up are handled by a sliding credit/charge as described above.

Our recent experience in the number of room-nights actually occupied is:

2022	Bloomington	80 room nights
2021	Albany	89 room nights
2019	North Little Rock	96 room nights
2018	Princeton	77 room nights
2017	Indianapolis	82 room nights
2015	Monrovia	71 room nights
2014	Austin	87 room nights
2013	Pittsburgh	47 room nights
2012	Buffalo	98 room nights
2011	Portland	82 room nights

The charges at the last conventions have been:

	Member	Second	Tour/day	Rooms	+ Table	Meals (ex. banquet & tour)
Austin	125	110	35	114	50	Breakfast
Monrovia	125	110	35	129	50	
Indianapolis						Breakfast
Princeton						Breakfast
N Little Rock	165	150	50	99	15	Breakfast, 1 lunch, day snacks
Albany	140	125	45	119	25	

Bloomington	150	140	42/40	119	25	Breakfast, Fri & Sat lunch
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Austin 2014 Holiday Inn Austin Town Lake

The convention rate was \$114/night. Tour lunches at Discovery Architectural Antiques & Moonshine Patio Bar & Grill. Breakfast buffet, and Banquet buffet included.

Total attendees 32, guests 7

Monrovia 2015 Courtyard Marriott Monrovia

Convention rate was \$129/night. Tour luncheon and shopping at Liz's Antique Hardware. Breakfast buffet, Banquet included.

Total attendees 26, guests 2

Indianapolis 2017 Holiday Inn Buffalo Amherst Hotel

Convention rate was \$99/night. Buffet style breakfast, Banquet and Saturday morning brunch included.

Total Attendees 36, guests 7

Princeton 2018 Doubletree Hotel

Convention rate was \$139/night. Buffet style breakfast, Banquet included.

Total Attendees 36, guests 7

North Little Rock 2019 Wyndham Hotel

Convention rate was \$99/night. Buffet style breakfast, Banquet and Friday lunch included.

Total Attendees 36, guests 7

Albany 2021 Hilton Hotel

Convention rate was \$119/night. Banquet and tour day lunch included.

Total Attendees 38, guests 10

Bloomington 2022 Doubletree Hotel

Convention rate was \$119/night. Buffet style breakfast, Banquet and lunch Friday and Saturday included.

Total paid Attendees 38, guests 10

vi It is essential that there be tight security over the nights when exhibits will be in the ballroom over night. (In the distant past a member slept in a cot in the room).

That means it must be locked tightly without access by the staff unless a Club representative is present.

vii There is no reason to provide food at the Directors' meeting— it is surely unduly expensive, and hungry directors should speed the proceedings. Of course a Director is free to order in at his or her expense

viii The large ballroom should be about 3000-4000 square feet and we will want 6, 7 or 8 foot tables with covers, between 30-50 with more as needed. We generally provide one table to each ADCA member present (when both members of a couple are members, if they ask for it, we provide a second table). Some people may want more than one table; we generally charge \$25 for a second table, unless the hotel charges more.

ix We will want the hotel to reserve a block of rooms during the convention and 2 days before and after at a discounted rate.

- x. Guest rates: the room rate made available to attendees has traditionally been in the range of \$110 per night, but will be higher after 2020, and the rate may vary depending on the location (Monrovia was \$129, Boston \$139). It should apply to attendees arriving 2 days early or staying 2 days more. Also try to get lower – or free - garage rates.
 - xi. Hospitality room: it is important that we be able to bring in our own wine & beer, rather than having to purchase them from the hotel at room–service rates. Same for snacks. If the Hotel insists on supplying refreshments, post a sign stating the amount that should be contributed for each drink (e.g. \$3 for wine and beer, \$1 for soda.) We do not need to provide hard liquor; it is expensive and then there is always a lot left over (unless it is fully consumed, in which we have a different type of problem).
 - xi Audio-visual. Hotels often have an A/V supplier which we will be required to use. Keep the requirements to the minimum, because A/V equipment often comes at quite high rates.
 - xii Banquet: plan a cash bar from 6-7 pm. We may have to pay a bartender. Dinner can either be sit-down or buffet, depending on cost.
 - xiii We should have a registration desk in the lobby on the evening of the first day, and give out (1) name tags; (2) list of attendees; (3) schedule; (4) the brochure, (5) perhaps a list of local eating places; and (5) whatever else you think of. The Hotel should permit us to set up a poster in the lobby directing members (and the public) to where we are meeting.
 - xiv The Hotel should supply water pitchers in the convention room. We do not need sodas available.
10. Tour: One of the biggest expenses is the bus. Sometimes we hire someone from the local historical society, etc., to conduct the tour, or there may be tour guides at the sites. If possible, consider car-pooling rather than a bus, or renting from a local school district. Whether to do car-pooling depends on how far people must drive and how complicated it will be. Either we will provide a box lunch (include cost of the lunch in your budget), at a restaurant (where members pay for their own lunches), or cook it yourself (as Liz did!). Beware of hiring a tour company – they will break the budget. You pick the tour sites, preferably free or with minimal entry fees. Given the cost of a bus, a tour fee of about \$45 should ease the pain.
11. Auction: we will need a public address system, a podium and two tables, for the bid checkers and another for the computer. We also will need members to act as the auctioneer, bid-checkers and those who display the items. The Treasurer and President will coordinate bookkeeping for the auction and use of the Access auction program. In the past, Vicky Berol and others have run the recording of bids. We collect checks or cash at the auction, but mail out payments afterwards. Someone local to the convention site must supply a printer – shipping printers is far too expensive these days. That means you must identify the make and model of the printer to Paul and Jeff prior to the start of the convention so can download the driver onto the laptop in advance.
12. Open to the Public and Publicity: The optimum time for opening to the public would be on an evening on a weekday, or if the last day is Saturday, a few hours before the auction starts. In order to get the public to attend, contact local newspapers and TV stations, as well as local historical and Victorian societies, and do not do so in the last moment. Don't spend a lot of money on advertising, since – unfortunately – we normally do not get a big public attendance.

13. TDC: You will need to write a short article on the convention area for inclusion in the TDC at least 5 months prior to the convention date, with follow-up articles giving further details in subsequent issues.
14. Speaker: This can be a local historian, etc. Budget \$150-\$250 for an honorarium. They should limit their remarks to 15-20 minutes
15. Photographs: a member of the club should act as the photographer; talk to Paul Woodfin. Photos we will need for the TDC include photos of each attendee, or small groups of attendees, photos of the items on the tour(s), and some of the displays. We will not pay for a photographer.
16. Transportation to the Hotel: provide information about how to get from the airport to and from the Convention.
17. Parking: the Hotel should provide parking, at a reasonable daily rate (or free), with in- and out-privileges, or just a parking lot.
18. Shipping: Since some attendees will be shipping, you need to arrange a place for them to ship to – either to the Hotel, or to a local member’s address. You also will have to arrange for shipping from the Convention, either as a pick-up from the Hotel, or the address of the local FedEx, UPS and/or USPS.
19. Convention Program: Most years we distribute a brochure in which members can place “best wishes”, etc., advertisements. The ad revenues may equal or exceed the cost of printing, but it is still a nice welcome. The brochure will be distributed at the Convention. Work with Steve Hannum. Usual items in it are a letter from the President welcoming attendees, a greeting from the hosts, a list of attendees, a page on the display contest, a schedule of events, the “Brief History of the ADCA”, the “ADCA Mission Statement”, A List Of ADCA Presidents, A List Of The Current Board of Directors and Officers, “ADCA Policy on Gifts & Bequests”, the ADCA Bylaws, a list of prior Conventions, a list of the Patrons and Supporters, and the individual advertisements. That is the barebones; add whatever you wish, such as information on local hardware manufacturers (if you area had any), or anything else that seems interesting. Order forms to place advertisements in the Brochure are sent out with the packet
20. Souvenirs: Over the years the club has sold T-Shirts and the like, commemorating a Convention. This virtually never turns a profit, and more often we are left with a loss and a lot of left-overs, and so has not been done recently. If there is an individual who wants to do this on his or her own wallet, fine, but the ADCA shouldn’t. *No* souvenirs for free, unless you can get tote bags for less than \$150 in total.
21. Sales Tax: we are a 501(c) (3) tax exempt non-profit. There are two sides to the sales tax issue:
 - i. Does ADCA have to pay sales tax on its hotel & banquet bills? We may have to qualify as a non-profit under the laws of the particular State, and apply and get an exemption certificate. Do this well in advance of the Convention. In recent years we have just included the tax costs in the budget as many states require you to have a physical location within the state, and do not allow “one off” non-profits to qualify. Make sure that the ADCA pays directly for the items otherwise subject to sales tax rather than simply reimbursing the sponsor. Contact the Treasurer and make arrangements for this in advance.
 - ii. Do we have to charge sales tax on the auction? We never have and usually there is no need to do so for occasional, non-regular sales at a Convention.

22. Money: The hotel will usually require a deposit, which the Club will pay. For other charges (e.g. bus, tours, etc.) the Club will pay these with advance notice. We can reimburse members for necessary convention costs that are included in the budget, but keep the Treasurer informed and turn in receipts to the Treasurer for everything.