

PNR Convention



Handbook

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Disclaimer

This Convention Handbook is the compilation of a number of years experience and “lessons learned” the hard way. While the intent of the Handbook is to assist, to the maximum extent possible, a committee or group entertaining the thoughts of hosting a PNR convention or actually serving as a convention Host Committee, there are no guarantees that following all of the guidance in the Handbook will result in a financial success or a memorable event. The number of economic uncertainties, natural events, and intervening activities that can occur between bid submission and the actual convention are too numerous to account for and to diverse to anticipate all. That said, following the guidance herein and applying a proper dose of common sense should provide satisfactory results.

Introduction

Those of you who are reading this Handbook are probably doing it for one of the following reasons:

1. You have already committed to hosting a convention,
2. You are thinking about hosting a convention, or
3. You are curious about what it takes to host a convention and by reading this Handbook you will be encouraged to move back to reason 2.

You may have served on a convention committee in the past and come away saying “never again”. Please reconsider. Many things have changed over the last few years, most significantly the ability to use computer technology and electronic media to simplify many of the convention planning and operation tasks. In the past, services of sign makers and print shops played a large part of the preparation effort and involved considerable cost. Today, a computer and printer can do the same work, better, quicker, and at very low cost. Registration and communications that were handled by snail mail now are completed by email and internet distributions. To a large extent, the web site has replaced magazine and newsletter advertising and the internet provides more current information to potential attendees, aiding them in the decision process. The need for a large number of volunteers to complete the initial planning is in the past and a much smaller group, communicating quickly with each other and convention related partners, simplifies all of the tasks. The ability to talk to a much larger group of people, or a very select group quickly and to make decisions in hours instead of weeks, all at no or reduced cost, has made the convention hosting process more manageable and enjoyable.

This Convention Handbook is intended to provide the basic guidelines to help you organize and conduct a successful convention. There is no way the Handbook can answer all the questions a Host Committee might have. It certainly is not intended to usurp the initiative and resourcefulness of the Host group. The Handbook should serve as a guide to provide the basis for ideas and inspiration and, hopefully, to keep you out of the “swamps” and “minefields”. You are encouraged

to try new things, deviate from the old ways, and experiment. Just because something worked well 10 years ago does not mean it will achieve the same results today or that it is the best way for your Host Committee. Planning and execution of a convention is an opportunity to not only “think outside the box” but to get outside your comfort zone and blaze new trails.

It is the intent of the PNR Board of Directors to help you conduct a successful convention and, at the same time, gather information and statistics to update this Handbook and improve opportunities for success with future host committees. With changes in time, the needs and desires of our membership also changes. To be successful today and in the future we must meet and satisfy the demands of our members. Keeping this Handbook current with your Host experience will go a long way toward meeting that goal.

The Handbook includes a number of Appendices that are provided as samples or examples of forms, spreadsheets, and other documents that have been used and proven effective in the past. There is no need to start from scratch each year or to reinvent the wheel. Included in the sections of the handbook is a general planning timeline or schedule that is intended to assist you through the planning process. Over time, technology will make these examples as outdated as cabooses. It is important that we embrace technological advancements and use them to facilitate planning and to enhance the opportunity for a fiscal success. One example immediately obvious is that, while a spread sheet will serve for financial reporting, use of an accounting software such as “Quick Books” provides an even better solution, if the committee has access to the software and a person adept at its use. Don’t be afraid to employ good business practices from your “day job” to make the process easier and more reliable.

There are some basic requirements in record keeping, fiscal management, event planning, and reporting that are mandatory. They will most certainly be obvious as you go through this Handbook. Once again the intent is not to override the Host Committees authority and responsibilities but to make sure that elements required by our By-laws or Article of Incorporation are accounted for and complied with.

Along with Divisions, Model Railroad Clubs that are full “NMRA Membership” clubs are invited to bid as a Host Committee group. It may be possible that a strong club is better prepared to Host a convention than is the Division. Any Club that desires to consider hosting a convention should contact both the parent Division and the PNR CCC to explore that potential.

The PNR Convention Committee Chairperson, the PNR officers, and all PNR committee Chairs are ready and willing to assist the Host Committee in any way possible. Please address all questions and comments to the Convention Committee Chairperson for action and resolution.

We all wish you the very best of luck in you effort and wish you the highest degree of success with your convention. See you in _____!!!!

I. Convention Philosophy

With everything that has been said up to this point, it is time to consider the philosophy associated with a Region convention. You should be asking yourself “What can our Host Committee do to draw attendees and make the convention experience enjoyable and beneficial?”

First and foremost, a regional convention is for the members. We are asking them to set aside some of their discretionary funds and time to travel to the host city and to participate in the activities and events of the convention. Some will come for clinics, contests, and tours directly related to the hobby and that will be their primary interest. Those new to the hobby will come looking for answers and guidance as they forge ahead. Some of the “old faithful” crowd attend to visit with old friends and to catch up with each other. Whatever the reason, the convention must meet their expectations and provide a quality experience for all.

Among the items you need to keep in mind are:

- Cost! Cost !!! Cost !!!!!!!!!!!!!
- Lodging facilities and cost
- Quality and number of clinics that can be offered
- Number of high-quality layouts and ease of getting to them
- High quality and unique prototype activities
- General attractions in the convention area that will appeal to attendees

There are traditional offerings that are done and redone each year regardless of the host city. That does not mean that your convention must be a carbon copy of prior years. You are encouraged to experiment and do things better. Regional conventions are drawing more spouses and, in some cases, becoming part of a family vacation event. Many spouses are becoming more involved in model railroading. Spouses and families will attend clinics and visit home layouts and prototype facilities. Your plan should encourage this increased involvement and also consider the level of knowledge and experience of those new to direct involvement in the hobby. At the same time, keep in mind that all of the people may be visiting your city for the first time and may be interested in seeing what it has to offer in the form of entertainment, sight-seeing, museums, and shopping.

II. REGIONAL POLICIES

This section describes policies and general guidelines for PNR conventions. The policies and guidelines are derived largely from the PNR Bylaws and the PNR Policy Manual. Reference should be made to the Convention Program and the policies of Section 011 of the Policy Manual prior to making any decisions concerning convention planning

Convention Dates

PNR will generally hold two activities each year, the official Regional convention and annual business meeting in the summer months, not in conflict with the NMRA National Convention, and a mid-year Board of Directors meeting (either face-to-face or via e-mail) sometime during the months of February - March or at the discretion of the PNR President.

- a. The official annual convention and business meeting is provided for in the By-Laws, which specify that it shall be held each year, but not at the same time or in conflict with the NMRA National Convention. Selection of the site and date(s) is determined by the award of the convention in response to a bid by a sponsoring group. The months of August and early September appear to be the most opportune time. That time period is well after the National Convention and the annual meeting of the NMRA Board of Directors. Ample time is then available to identify, address, and discuss significant issues at the PNR BOD meeting and at the annual membership meeting.
- b. The semi-annual Board of Directors meeting held approximately six months prior to the annual meeting may be held as either a face-to-face or an e-mail meeting at the discretion of the PNR President.
- c. No PNR convention should be held within six weeks prior to or after the NMRA National Convention or on dates which conflict with religious holiday.
- d. Usually, PNR Conventions have full activity schedules on Thursday, Friday and Saturday, These days may be altered by the bid. However, experience has shown that it is good practice to start with activities such as an informal social event, seminars, clinics, or layout tours on the evening preceding the starting day, full schedules on the next two or three days, and "going home" activities such as layout tours on Sunday.
- e. The annual membership meeting will be scheduled and conducted on one of the convention days as a specific convention event. The meeting will be scheduled to allow maximum member participation. No clinics or tours will be scheduled at the same time as the meeting. The membership meeting may not be scheduled as part of, or immediately following, a paid meal of paid food event.

III. Determining if You Should Host a Convention

Making the determination if you can/should consider hosting a PNR convention is relatively easy. You need ask your prospective Host group the following three questions.

1. Do we have the 5 to 8 people willing to serve on the Convention Host Committee from start to finish?
2. Do we have the additional personnel necessary and willing to help during the convention week? (The number will vary with scheduled events and personnel availability may temper that schedule)
3. Do we have adequate facilities for the convention at a cost/price that will support attendance? (The exact nature of facilities requirements are discussed elsewhere in the Handbook.)

Getting Started

If the answers to those three questions are positive, you can safely move on to the following steps.

1. Assemble an exploratory committee to complete the necessary basic research.
2. Gather the requisite information about facilities that might be appropriate for the convention (do not limit your investigation with preconceived limitations)
3. Assemble a draft budget using the budget guideline provided in this Handbook
4. Have the exploratory committee review the facilities availability and the draft budget and then contact the PNR Convention Committee Chair to discuss the potential convention. Keep in mind that some of the things you will propose might not be feasible while other things you have not considered will be brought to light. The purpose of the discussion is to help you make sure you are going in a reasonable direction and not walking into a minefield of your own making.
5. Based on the outcome of discussions with PNR CCC, and perhaps previous convention Host Committee chairs, if the proposal looks reasonable and achievable it will be time to prepare a formal bid and to make a presentation to the PNR BOD.

Preliminary Organization and Data Collection

The correct time to consider placing a bid for a convention is two to three years in advance of the proposed convention date. The advance time provides the opportunity to properly plan and organize activities. The planning and preparation can be accomplished in less than that time but such a delay normally requires a Host Committee with significant prior convention experience or committee members willing to devote significant time and effort to accelerated planning. Because of the rotation schedule established by PNR Policy a planning period of

less than 18 month is hard to envision. Under normal circumstances, the initial planning phase will require that core group of 5 to 8 members.

Planning a convention, while not difficult, does require devotion of time and energy. The process is one of identifying and resolving a number of small problems. As long as you can work problems in parallel and understand the connection of the various elements, one to another, planning can go forward with relative ease. Planning need not be an overwhelming task nor need it be a major frustration. Keep your eye on the tasks, the time, and do your best to support each other. Set and keep deadlines. Minimize frustration by maximizing progress and by arriving at real solutions and making sound decisions. Stick to the plan and the schedule.

The initial composition of the Host Committee will make all the difference between success and near success and between fun and frustration. The committee members must be willing to approach the task in a business like manner and, to the maximum extent possible, eliminate emotions from decision making. While there is a time and place for social interchange, committee meetings should be well ordered, to the point, and decision/action oriented. Sub committee reports should be provided in written format and only action items need be addressed in Host Committee meetings. The Host committee meeting time should not be used for discussions that should have been completed at the subcommittee level. When a sub committee is formed, appropriate guidance for performance, committee authority, committee tasks and schedule should be provided. Then let the committee complete its work and report back. The Host Committee Chair must be well organized, a sound manager of time and assets, solution oriented, and firm in upholding decisions. If a “good cop, bad cop” arrangement is necessary to maximize capabilities of the Chair without compromising their ability to work with others, find a Co-Chair who can serve as the “driver” to keep things on track and on schedule. In selecting committee members, keep in mind that being a good modeler or a fine fellow does not necessarily translate into the leadership and management qualities of a good Host Committee member.

You will need a certain number of volunteers to execute your convention plan. Depending on the number and size of the activities you plan, you may need as few as 10 and as many as 30 additional volunteers. Do not fail to recognize spouses and family members as potential volunteers. Who better supports us in our hobby than our families? In addition, there are many members of PNR who will be happy to assist at the convention if you are willing to ask. When you ask for volunteers, make sure you identify specific tasks or jobs to be filled and identify both the skills necessary and the time involved. People do not volunteer for general assignments over which they have no control.

Once the issue of available manpower is addressed and resolved, the second critical issue is the survey of facilities. Previous thinking for conventions has

centered on a large hotel complex with sufficient rooms for all attendees and sufficient “convention” space for all convention related activities. Over time that approach has resulted in conventions being located in large cities where such facilities are available but at a significant increase in cost to attendees. More recently, other alternatives to housing and “convention” facilities have been explored and used. The options available to the Host Committee are wide ranging.

1. It is possible to have a facility or site that will house all or most of the normal convention activities. Community centers, small convention centers, and other private or public facilities offer expanded choice.
2. Lodging can be at a single primary hotel that also offers space for key activities such as registration and large group events (banquet/awards) supplemented by other hotels in the area with lower cost.
3. It is possible to have a primary hotel with a larger number of smaller convention activities (clinics, registration, contests, etc) with larger activities at a separate location and additional hotels for lower cost lodging.
4. There is any combination of the above options or any other arrangement that supports an ordered flow of people and satisfies the requirements for space and security.

The mix and match opportunities appear endless and are only limited by the actual availability of facilities in your area and reasonable cost. It will be up to the Host Committee to sort out the options and make the best choice with cost, suitability, and availability as primary considerations. Remember that cost of registration (the base cost to put on the convention) and room rate are major considerations for those considering attendance.

In general, facility requirements are:

Hotel Rooms – between 50 and 75 rooms for at least two nights (depending on location of convention and out of area attendance)

Meeting Rooms – 3 to 5 rooms each capable of seating 30 to 60 people

Banquet Room – A room capable of sit down dinner for between 125 and 175 guests.

Registration area – a space in a lobby or other prominent area for at least two tables and materials to greet attendees and conduct registration functions

Contest Room – A room of sufficient size (about 20 x 20 minimum) with appropriate tables to place contest models and security to safeguard the models.

Good lighting is a major consideration.

Train Show/Swap Meet (if scheduled) – A facility with sufficient floor space for modular layouts, vendor tables, and other general activities appropriate for the event planned.

When gathering your space and facilities bids or quotations, remember to get the details in writing. (A list of details needed is discussed in the Convention Facilities section of the Handbook). Take into account how attendees will move from

location to location in the convention venue. Also consider that some members will have special needs and make sure your venue choices will support wheel chairs, walkers, and attendees with problems walking long distances or climbing stairs. Consider time, distance, and parking as well as general access issues when selecting and putting together home layout tours. The identification of general railfan locations in the area is also important because those sites provide a low cost alternative to prototype tours and home layout tours.

If you have the manpower issues under control and have the facilities quotes in hand you are ready to commence development of the draft budget. A budget is a “best guess” estimate of the revenues and cost that should be anticipated. Building a budget is not difficult and, through the process, you will begin to identify both revenue sources and cost drivers that require additional consideration. Major revenues will come from registration, tours, and special events. Major costs will be facilities, special event support, and general administrative costs. Once revenues and costs are estimated the budget can be massaged to eliminate or reduce costs and estimate revenues needed to offset those costs. The end result will be working budget that defines, to a certain degree, the events and services to be offered, and a budget which permits completion of a break even analysis that compares registration and event cost to levels of attendance. A conservative budget that does not exaggerate potential revenue and states costs as closely as possible will provide the best information for follow on planning. Understanding that the cost of services provided is the major contributor to cost of registration is a key element in establishing the lowest reasonable cost for the convention.

Once the draft budget is completed, the manpower needs reasonably well satisfied, and appropriate facilities located and under preliminary agreement, the Host Committee is ready to make the Go-No Go decision. The problem is simply to follow the money. If the convention cannot reasonably expect to run in the black, the Host Committee should not go forward and take a “do it and they might come” proposition. When making the determination on “go-no go” it is most advisable to have several discussions with PNR CCC and to allow him and his committee to review your basic planning materials before the decision is finalized.

Assuming that the information you have collected and analyzed supports a positive net revenue event, the next step is preparation of a formal bid. The bid will serve as your proposal to the PNR Board of Directors to assign a convention to your group and will also serve as part of the agreement signed with PNR for the conduct of the convention. Once again the PNR CCC is available to assist you in preparation of the formal bid. A sample of a bid is provided as an Appendix to this Handbook.

IV. Assigned Responsibilities – PNR and Host Committee

Both PNR and the Host Committee have very specific responsibilities to each other when a formal Convention Agreement is signed. Clear demarcation of those responsibilities and authorities is critical if both parties are to perform properly and there is to be no confusion about assigned responsibilities. Some responsibilities are explicitly stated in the agreement and in the PNR Policy Manual and are considered binding on both parties. Others are optional in nature but if agreed to by either party they become binding on the party agreeing to perform. It is essential that both parties to the Convention Agreement understand what the other party is doing so as to prevent conflict and confusion or to jeopardize the fiscal outcome of the event. The responsibilities of the two parties to the Convention Agreement as follows, unless specifically provided other wise in the signed Convention Agreement.

For Pacific Northwest Region

1. Sanction the convention of the Host Committee
2. Conduct all recognized contests
3. Provide free publicity in The Switchlist and on the Region Web Site
4. Provide an advance of working capital as provided for in the PNR Policy Manual
5. Provide planning support by providing copies of reports of prior conventions, and other records relating to convention activities (as available)
6. Provide appropriate copies of NMRA insurance coverage certificates
7. Provide advice and other reasonable planning support by consultation with PNR officers and Committee Chairs

For the Host Committee

1. Provide a proper Host Committee organization for appropriate planning and execution of the convention.
2. Provide appropriate facilities for all scheduled convention activities
3. Provide appropriate clinics and seminars
4. Provide for tours of local home and/or club layouts. (Provision for transportation for such tours is optional)
5. Provide prototype visits and tours, as available (optional)
6. Provide for railfan opportunities (optional)
7. Provide appropriate certificates and awards for contest winners
8. Provide for a formal event (banquet or other wise) for presentation of awards and allow ample time for such ceremony and presentation, as may be necessary
9. Schedule time and space for the PNR annual membership meeting that is not in conflict with other convention activities
10. Provide for and man a Company Store (optional)
11. Provide suitable non-rail activities
12. Provide hospitality functions

13. Establish separate financial records and accounts dedicated to convention fiscal activity and to support required reports to the PNR BOD
14. Provided within four months of convention end date , a detailed report of the convention in accordance with the guidelines in this Handbook

All other events and activities are optional and at the discretion of the Host Committee.

V. Bid Submission

The submission of a formal bid serves to notify the PNR President and the PNR Convention Committee Chair of the desires and intent of the Host Committee. The Bid is submitted under a formal “letter of Intent” addressed to both individuals.

Following receipt of the formal bid package and resolution of any qualifying problems or questions, you will be requested to attend a meeting of the PNR BOD to make a formal presentation to the Board and to answer any questions that the Board might have about the proposal. In addition, you should come to the board meeting prepared to execute a Convention Agreement which has been prepared in consultation with the PNR CCC and distributed to the Board in advance of the meeting. The standard PNR Regional Convention Agreement is provided as an appendix to this Handbook and should be used in preparation of the Convention Agreement offered by the Host Committee.

Upon approval of the Convention Agreement and the specific request of the Host Committee the PNR BOD will normally authorize and advance loan of up to \$1000 US as seed money for the Host Committee. That advance must be repaid within three months of end of convention.

To the extent possible, and providing that a formal meeting is held, the PNR BOD will schedule a mid-year BOD meeting in the Host city about 18 (or 6) months prior to the convention to receive an onsite convention update and to tour the convention facilities.

A sample Bid package is included as an Appendix to this Handbook

VI. CONVENTION PLANNING – Detailed Description

ORGANIZATION

In order to manage a convention successfully, a certain degree of organization is required to coordinate all of the convention activities. The following is a representative outline of a convention organization structure to help in the formulation of a local convention team. Application of the enclosed procedures is at your discretion to fit the local convention activities. (Positions that are required to be a part of the Host Committee are so noted)

The suggested convention organization is intended to guide the sponsoring group with a pre-defined charter of responsibility. The description of each committee is intended to define the tasks for which it is responsible. Several of the areas would benefit from people with varying degrees of technical knowledge, most notably the Paymaster/Treasurer, Facilities chairperson, and Publicity chairperson. Bonding the Paymaster/Treasurer should be considered. A convention can see a considerable sum of money change hands.

Why so many committees? Committees are only names of groups or individuals tasked to do a job. The committee (or tasks) may be combined to suit the convention.

The Executive Officers are the Host Committee Chairperson, Assistant or Co-Chairperson, and Paymaster/Treasurer, and they are the prime day-to-day coordinators and officials of the convention. There are descriptions of their positions and duties.

The Convention Committee in turn combines all the sub-groups into a cohesive planning and implementing body. Committee chairpersons report to the appropriate Executive Officer on technical matters and to the Convention Committee for general convention business.

HOST COMMITTEE

The Host Committee shall consist of the Chairperson, Assistant or Co-Chairperson, Paymaster/Treasurer and the chairpersons of the subcommittees. The Host Committee is charged with deciding, through discussion, the major policies of the convention. This shall include the primary task of deciding and approving the financial program of the convention.

The chairman of the Host Committee will plan an agenda for each meeting and note those items for action/resolution. The committee meeting shall be open to all members of any committee. However, only the chairperson of each committee may vote.

The Host Committee Chairperson may appoint a Secretary to assist in handling notices of meeting, handle correspondence, assist in preparing the agenda, and to record minutes of the meetings.

OFFICERS

The duties of the Chairperson, Assistant or Co-Chairperson, and Paymaster/Treasurer shall consist of running the day-to-day affairs of the convention and acting as the prime source of information and coordination throughout the convention. The duties and responsibilities of these officers are as follows:

Host Committee Chairperson: (Mandatory)

1. Shall be "Chief Executive Officer" of the convention. In this capacity he/she shall be the prime spokesperson for the convention.
2. Shall be the prime contact with the PNR in all matters pertaining to the convention.
3. Shall have overall responsibility for the negotiations with the hotel/convention center and other key cost activities.
4. Based on the approval of the Host Committee sign all contracts and agreements that bind the committee to any fiscal responsibility or duty to perform. If an agreement may expose the Host Committee to any liability, the Host Committee Chairperson must be a signer of that agreement.
5. Shall oversee and coordinate the activities of all committees.
6. May change the responsibilities of the committees, if necessary.
7. Shall appoint or remove, as necessary, committee personnel.
8. Complete or cause to be completed such responsibilities as are assigned herein to various committees or positions if those committees or positions are not a formal part of the Host Committee organization.

In the absence of the Chairperson, when the convention business must be carried out, the following guidelines are noted:

The Assistant or Co-Chairperson will take over the responsibilities of the Chairperson.

In case of the absence of either the Paymaster/Treasurer and/or the Assistant/Co-Chairperson, the Chairperson will assume those responsibilities.

ASSISTANT/CO-CHAIRPERSON (Mandatory)

1. Shall assist the Chairperson in the above activities.
2. Shall also assist the Paymaster/Treasurer as required.

3. Shall be responsible for maintaining and originating convention correspondence as required (secretarial duties). He must work closely with the Chairperson in all matters.
4. May appoint a secretary to assist in keeping necessary records.

PAYMASTER/TREASURER (Mandatory)

1. Shall, with the assistance of the chairpersons of the committees, submit a proposed Budget/Financial Plan for the convention. This plan, when approved by the Host Committee and the Host Committee Chairperson, will be the expenditure guide for the convention.
2. Shall be responsible for the financial and statistical affairs of the convention. In this endeavor, he/she shall be the primary determining judge for approval of any expenditure(s) based upon the budget and expenditure guide of the convention.
3. Shall statistically attempt to predict the registration in each category for the convention, and base the convention budget/ financial plan upon these and other planned receipts and disbursements.
4. Shall set up suitable accounting records for convention. The Paymaster/Treasurer shall maintain records for all activities.
5. Shall set up a checking account for the convention with a joint signature format. This account will be used for all deposits and disbursements. Only the Chairperson and the Paymaster/Treasurer shall have access to the account, with both signatures needed for disbursements.
6. Shall formulate, based upon the committee's input, the amount of funds required in advance from the PNR. In this respect, a schedule of payments versus receipts shall be made.
7. May elect to form a financial committee to assist him. In this respect the Paymaster/Treasurer will act as chairman of this committee.
8. Provide for cashiers and money handling at the public events (if scheduled).
9. Bonding of the Paymaster/Treasurer is recommended, with the expense born as a convention cost item.

REGISTRAR (Mandatory)

The Registrar shall be the Chairperson of the Registration Committee formed to handle the registration for the convention, both advanced mail registration and at the convention. The activity of this committee involves direct contact with attendees and handling large sums of money, as registration fees are the major source of convention income.

The people chosen should be carefully considered for their ability to handle money, correspondence, and deal with people on a friendly, cooperative basis. Their activities should be reviewed with the Paymaster/Treasurer, and include:

1. Estimating attendance for the convention and its activities so as to price out the convention as accurately as possible.
2. Maintain registration records with suitable bookkeeping.
3. Provide a package of information for registrants, and nametags.
4. Provide a staff at the convention facility to handle registrations and answer questions. Daily cash handling should be planned ahead with the Paymaster/Treasurer.

PUBLICITY CHAIRPERSON (Optional)

This committee shall be responsible for all publicity, and issuance of the convention literature, regional convention articles in trade publications, convention instructions/handouts, and publicity related publications

The committee will issue all publicity relating to the convention. This shall include placing advertisements in trade publications, submitting articles to NMRA publications, and issuing handouts as required. The committee will insure correctness of publication copy and set editorial tone.

The Chairperson shall obtain dates for convention trade publication insertions and other documentation deliveries. Upon obtaining these dates, the Chairperson shall issue a schedule to inform all other committees of due dates for their documents. In addition, they shall correlate those items where continuity and commonality are required.

The above shall be discussed with the Host Chairperson prior to implementation, and express approval is required before the expenditure of funds.

The committee shall provide an "Information Booth" for dispensing needed information to registrants and the public regarding changing programs and activities.

CONTEST CHAIRPERSON (Mandatory for official PNR Contests))

There are two classes of contests at most PNR conventions; official PNR Contests using NMRA/Regional judging rules, and Host Committee or "local" contests administered by the convention committee.

Official Regional PNR Contests

1. The Contest Committee shall arrange for and set up the PNR sponsored contest for the convention.
2. The Committee shall make all arrangements as noted:
 - a. Contest space arrangements (models and photos)
 - b. All facility arrangements (tables, easels, lighting, etc.)
 - c. Provide personnel for contest entry registration
 - d. Establish and maintain security for all contest and equipment spaces.
 - e. Provide all awards for the PNR contests

This Committee shall report directly to the convention Chairperson on all problems relating to the contest operation.

At convention time, this committee will be responsive to the desires of the PNR Contest Chairperson who has the responsibility of providing judges, judging the contests, and control of all PNR contest activities.

All technical problems in space and security (doors & locks, etc.) will be coordinated with the convention chairperson.

Liaison will be initiated and maintained with the PNR Contest Chairperson to obtain details on desires of the PNR for the Host convention contest arrangements.

Refer to PNR Policies Manual regarding Contest Policies

Craft contests (both rail and non-rail related) may be held in the same space area as the regular PNR/NMRA sponsored contests.

Host Committee Contests

The Host Contest Committee may arrange for, set up and judge Host contest(s) at the convention. If a Host contest is included, this committee shall arrange for the space for the Host contests in coordination with other committees.

If a Host contest is included, the committee shall make all arrangements for the Host contests at the convention, including (but not limited to) the contests listed below:

- a. Switching Contest(s)

- b. Drawbar pull contests.
- c. "Module" Contest
- d. "Theme" diorama contest

The committee shall for each Host Committee contest:

1. Determine contest rules in writing
2. Formulate printed instructions for applicants and entry forms
3. Judge contests
4. Maintain a list of all participants

The committee shall notify the Awards and Favors Committee of their awards requirements if special for the convention. This shall be for both paper and hardware awards.

Non-Rail Chairperson (Optional)

The Non-Rail activities are a "program within a program" and require major effort and consideration. The Non-Rail program in PNR has been a strong one and should be well staffed.

1. The Non-Rail Committee is to provide a program for the spouses and families and other non-rail attendees during those portions of the convention activities that may not be of interest to them.
2. The Non-Rail Committee having planned their activities shall inform the service committees as to their needs. These committees shall provide the hotel space, transportation, posters, etc., that will be needed to support the Non-Rail's activities.
3. Clinics and other activities should be planned, set up, and implemented by this committee.
4. The Non-Rail Committee Chairperson will present a budget to the Host Committee Chairperson and the Paymaster/Treasurer.
5. A schedule and description of activities is to be provided for inclusion in the convention program. In addition, information about Non-Rail activities is to be given to the publicity Chairperson.
6. Traditionally, the Non-Rail committee has provided a central meeting place for everyone, i.e. a Hospitality Room. The Non-Rail Committee shall see that a Host is present while this room is open.

AWARDS AND FAVORS CHAIRPERSON (Optional)

The Award and Favors Committee shall select the special awards (both paper and hardware) to be given for those contests sponsored by the Host Committee. This activity shall not be in conflict with the PNR official model contests. Awards for PNR contests shall be the responsibility of the Contest Chairperson and will be coordinated with the PNR Contest Chair. The Host Committee is responsible for providing PNR contest awards.

1. The number and type of awards required shall be determined by the Contest Committee and the other activity committees as applicable.
2. The committee shall also consider awards and favors for the Non-Rail activities.
3. The cost of the above items shall be budgeted and discussed with the Paymaster/Treasurer prior to final purchase.
4. Close liaison with the Contest Chairman shall be kept to avoid possible conflicts concerning local versus regional contests.
5. The Committee is solely authorized to solicit door prizes (except as assigned to the Manufacturer's Committee) and to handle their distribution, and has jurisdiction over any giveaways or other door prizes from manufacturers, etc. The Committee should coordinate closely with the Manufacturers Committee.
6. The Committee should prepare the agenda for any awards or banquet activity including arrangements for invocation, master of ceremonies, speaker/presentation (if any), and door prize distribution.

MANUFACTURER'S CHAIRPERSON (Optional)

This committee shall be responsible for the liaison with hobby manufacturers and local hobby stores for the convention. The responsibilities include the following:

1. Corresponding with the trade to invite participation in the convention
2. Setting up a trade display, if one is planned.
3. Obtaining literature and door prizes for give away at the convention from the manufacturers.

NOTE: Host Committees may accept voluntary gifts of value; however, no forced solicitation is to be made.

4. Hotel arrangements for the trade show, space assignments and installation problems will be taken care of by this committee, including drayage, electrical, and mechanical details, if appropriate.
5. Security for the trade show is to be coordinated with the Insurance and Security committee.

CLINIC CHAIRPERSON (Mandatory)

The Clinic committee is responsible for selecting and setting up clinics for the attendees.

1. Clinics shall be set-up and prepared to appeal to a large portion of the convention.

2. Clinics shall be scheduled to allow maximum opportunity for attendees to participate. Repeated clinics are desirable, if at all possible.
3. A schedule and synopsis of each clinic shall be issued denoting times and location of clinics.
4. Handouts of the technical details of each clinic shall be provided to each attendee of the clinic.
5. This committee will also assist the Non-Rail activities committee in the space and equipment set-up for their clinics.
6. Arrange for such visual-aids equipment as may be necessary to support scheduled clinics. Provide personnel support to complete set-up and tear-down of equipment as necessary and to provide appropriate technical support to clinicians for the employment of the equipment.
7. Obtain the film/slides or tapes, equipment suitable for projection or viewing, and manpower to present the entertainment. The costs involved shall be budgeted and discussed with and approved by the Paymaster/Treasurer. Assurance shall be made that the presentations are entertaining and not repetitive.

LAYOUT TOURS CHAIRPERSON (Mandatory)

The Layout Tour committee shall visit and select the layouts to be visited by the convention participants.

1. The committee shall, based upon theme, size, technique, habitability and location, determine which layouts may be visited on a formal scheduled tour and/or which layouts are recommended for visits for "do it yourself" or "self guided" tours.
2. Liaison shall be maintained with those layouts to insure that the layout is available as indicated by prior arrangements. A list of open layouts with a map and directions shall be provided for insertion into the convention guidebook for the "do-it-yourself" tours.
3. The layouts in each category, as applicable to a given criteria, shall be written up as an article and suitably photographed. The articles and photographs will be turned over to the publication committee for publicity purposes.
4. Communications shall be maintained with the food, publication, and transportation committees to insure compatible actions.
5. During the layout review process, the committee should assess each candidate layout to determine eligibility for a Golden Spike Award and recommend such award when merited, as a part of the planning process.

TRANSPORTATION CHAIRPERSON (Optional)

The Transportation Committee shall supply all transportation for convention activities for which the Host Committee sponsors group transportation.

1. Among activities for which transportation may be required are fan trips, prototype tours, layout tours (except self-guided), and Non-Rail events.
2. The committee should investigate various opportunities such as local transit, rental of vans, car-pooling, commercial bus lines, and charter services, etc.
3. Contracts specifying the number and type of vehicles, the amounts of deposits, and the timing of payments should be reviewed by the Convention Chairperson with the assistance of his legal representative before signing.
4. The committee should investigate requirements for insurance coverage of participants and the cost thereof. All contract terms such as types of service to be supplied, amount of the deposits and timing of payments should be reviewed by legal counsel. The Paymaster/Treasurer and Host Chairperson shall approve the costs before commitment is made.

DISPLAYS AND MODULAR LAYOUTS CHAIRPERSON (Optional)

This Committee is responsible for the arrangements for the displays and modular layouts.

1. The Committee shall provide information to the Publicity Committee soliciting displays and modular layouts well in advance of the convention.
2. Letters requesting participation should be sent to known organizations.
3. The Committee will arrange for space and prepare a plan for its use as participation is confirmed.
4. Adequate facilities such as tables shall be provided for displays and exhibits.
5. The Committee will coordinate needs for security and crowd control with the officers of the convention.
6. The Committee should also handle arrangements for the meetings of special interest groups such as Narrow Gauge, Traction, Tinplate, Computers, etc.

AUCTION, SWAP MEET, COUNTRY STORE CHAIRPERSON (Optional)

In recent years, the number of events at which goods are sold has proliferated. The three types listed in the title indicate the range of possibilities. Because of the complications such as sales tax laws, security, and the handling of cash, the Paymaster/Treasurer should control the financial operations of this committee.

1. The Committee is responsible for arranging any of these activities to which the Host Committee agrees.
2. The Committee is responsible for insuring that all applicable laws are complied with, including Sales Tax Regulations.
3. Rules and regulations regarding sellers and buyers should be established by the Committee for each type of sale and distributed to participants.
4. Auction proceeds are subject to agreement between PNR and the Host Committee.

SOUVENIR CHAIRPERSON (Optional)

Because substantial funds are involved in the venture, the Paymaster/Treasurer and the Host Committee shall budget and specifically approve actions of this Committee.

1. The Committee should make estimates of potential sales, revenues, and costs prior to committing for a souvenir such as car or structure kit, and report these estimates to the Paymaster/Treasurer and Host Committee.
2. The Committee is responsible for handling sales at the convention, and by mail or other means.
3. The Host Committee should select a souvenir and its design from alternatives developed by the souvenir committee. The theme of the design should be coordinated with the Publicity Committee in regards to slogan, color, logo, etc.

FOOD/BANQUET CHAIRPERSON (Optional)

The Food Committee shall be responsible for the details food dispensing during the convention (as scheduled). This includes the following:

1. Banquet at Hotel or Convention Center
2. Early breakfast at Hotel for early morning events (This is not a recommended activity)
3. Hospitality Room

Banquet (if scheduled)

1. Select menu (with approval of executive officers).
2. Make table arrangements,
3. Set up table selection method for convention.
4. Provide a schedule to the hotel, to prevent interruptions during the Awards or Banquet program.
5. Arrange for cocktail hour prior to Banquet in an appropriate location.

Tour Lunches (if required)

If needed, select site and menu for lunch on extended plant or prototype tours, or fan trips.

Costs

All the above items' cost shall be budgeted and discussed with the Paymaster/Treasurer prior to final arrangements, and approved by the Paymaster/Treasurer and Host Committee Chairperson.

Nearby Restaurants

The Food Committee shall locate additional places to eat in close proximity to the primary convention activity area and identify the type of food served and the relative expense of meals. This information is to be supplied to the Publications Committee to be distributed to convention registrants.

PERSONNEL SELECTION CRITERIA

This section presents guidelines on choice of individuals to complete the convention tasks. It is up to the key people to look at the personnel available to them and to make the necessary assignments. However, in order to get the job done correctly, sometimes it is better to turn down the volunteer if it is felt that he or she is not up to the task and do it yourself.

The prime message from experience is to insure that an individual is on top of the task and you will not have a major problem. Most problems with personnel are due to communications. Insure that each person knows everything about the task and all the problems involved before he commits himself. In this way, you are assured of an individual applying himself to the total task for which they committed. Lacking this degree of idealized personnel, self-starters will usually pull off the job in good order. If all fails - remember most conventioners are willing to help if you ask them.

The selection criteria lists the individuals required for the tasks noted. The criteria for choosing the key people are an optimistic one realizing that no one individual can fill all the requirements. However, it does provide insight into the type of individuals required.

Host Committee Chairperson

The Chairperson should be a dynamic person who is capable of organizing people and activities. He/she should be knowledgeable of the region's activities and have attended some conventions. He/she should be able to act as the spokesperson for the convention.

Assistant/Co-Chairperson

The Assistant Chairperson should be an individual who is detail oriented, time line dedicated, and is capable of planning activities in advance. He/she should also be knowledgeable as to details of a convention's makeup. Routinely, the Co-Chair is the individual who insists that committees and individuals complete assigned tasks properly and on time.

Paymaster/Treasurer

The Paymaster/Treasurer must be an individual who is capable of estimating expenditures. Accurate accounting procedures must be followed. Ability to develop a budget and manage expenditures in relation to the budget is essential.

Other committee chairpersons

The Committee Chairpersons should be chosen for their willingness to work with little or no supervision and their "can do" attitude. Prior convention experience would be nice so that they know what is expected.

Special Functions Requiring Staffing

A small dedicated group is needed the morning of opening to arrange the rooms and activities, and directly after the convention closes, to clean up.

Registration/Information Booth

A minimum of four people is needed to set up and provide a team for registration, and manning the information booth. Volunteers can usually be drawn from convention attendees. A minimum of six people is required during the convention.

Security

A group of individuals is required to cover all the activities at the convention site. This group takes by far the most bodies. Each contest room or model display room used during the convention activities must be covered for security. In addition, each contest activity must have people to register models both in and out of the convention. Any trusted bodies may be used. Only if necessary, should they be recruited during the convention. At some past conventions, commercial security guards have been used.

VII. Fiscal Policies and Planning

Historically, the single most important aspect of convention planning and execution has to do with money. While neither the Host Committee nor PNR enter into the Convention Agreement with anticipation of earning great wealth, neither group is interested in suffering a financial loss. In order to avoid conflict over fiscal misunderstanding, both PNR and the Host Committee will be bound by the financial policies set forth in PNR By laws and the PNR Policy Manual. A summary of those policies follows:

PNR Policies

Present PNR policy as expressed in the PNR Policy Manual is minimal. "The Host is charged with the responsibility for the success of the convention." There is a section dealing with any surplus, but none for losses other than Host retention of part of the advance.

a. Convention Advance

An advance, not to exceed \$1000.00 from the Convention fund may be obtained from the Regional Treasurer. This sum is to be repaid to the Fund before a net surplus is declared. If the convention operates at a loss, the Fund will reimburse fifty (50) percent of the loss not to exceed \$500.00 to the Host Committee. Any advance will be considered as part of this reimbursement. The advance funding from PNR requires formal approval by PNR BOD and will not be authorized until the formal Convention Bid is accepted by the PNR BOD. The determination of net surplus revenues for determination of PNR fiscal liability will be made in accordance with the terms and conditions for the contract executed between PNR and the Host Division/Host Committee.

b. Convention PNR Attendance Fee

In lieu of negotiating a split of the excess revenue derived from the conduct of a convention and the almost certain disagreement regarding "proper costs" PNR will assess and collect, up front from original receipts an "Attendance fee" for each full fare registrant at the convention. Periodic payment of "Attendance fee" collections from registrations shall be made to the PNR Treasurer on a schedule established jointly by the Treasurer and the Host Committee. For the purposes of determining payment of the "Attendance fee", full fare shall be taken to mean that an attendance fee payment shall be required for each individual registered as an NMRA member, eligible to participate in and/or attend all convention activities not subject to additional or extra fare payment. An Attendance fee payment is required for any individual granted a full or partial registration fee subsidy. The "Attendance fee" for each convention shall be established by the PNR Board of Directors two years in advance of the proposed convention date. Because the Attendance fee assures PNR of appropriate income from the convention, all net positive surplus revenues from the convention will pass to the host Division /Host Committee.

c.. Surplus Funds

Following determination of the dollar value of net surplus revenues, the Host Committee Chairman may, at his/her discretion, use a portion of these surplus funds to provide a dinner and/or memento for the Host Division Committee and active volunteer workers.

d. Commemorative or Souvenir Car (Optional-Not recommended)

The feasibility of such a project, together with the funding, sales and proceeds, gain or loss, shall be deemed the property of, and the responsibility of, the Host Committee. If the total proceeds are to be turned into the PNR Convention Fund, the PNR, by Board of Directors' directive, may finance the project.

d. Auction (Optional)

An auction may be held under an agreement between the PNR Convention Committee Chairman and the Host Committee Chairperson.

The Host Committee assumes all responsibility for: required facilities, rules and regulations, funding and accounting, forms and stationery, security, and conduct.

The net proceeds, after payment of appropriate costs for facilities and operations, shall accrue separately to the Host Committee. PNR will experience no financial gain or loss from the conduct of an auction unless specifically provided otherwise in the Convention contract.

e. Public Show (Optional)

The Host Committee shall determine the advisability of an entrance donation, which may be solicited. Children (under ten 10) years of age may be admitted free when accompanied by a responsible adult. Tickets, signs, security, door prizes, accounting, and the adherence to any local laws concerning such an event, shall be the responsibility of the Host Committee. A drawing for a door prize may be held periodically for the public. Surplus funds derived from monetary donations shall be applied to the reduction of the immediate convention expenses.

f. Budget

There is no explicit requirement for a budget by the host committee, although one is certainly recommended. (The probability of having a bid accepted certainly depends on a demonstrated fiscal soundness of the venture that is available only through a proper budget.)

g. Contests

Expenses for conduct of all contests are the responsibility of the Host Committee and are to be paid by the Host Committee. Host Committee is responsible for providing suitable and appropriate awards for all formal PNR/NMRA contests.

h. Reporting

i. Progress Report.

The Host Committee Chairperson is to report at the semi-annual Board meetings the progress that his Committee is making in organizing the convention.

ii. Convention Final Report.

The Policy Manual requires the original and copies of a report when the convention is over, and a statistical and financial accounting is provided for on a form to be specified by the PNR Convention Committee.

i. Audit.

The PNR Convention Committee shall audit the reports of the Convention Host or sponsor and may disallow claimed expenses. The PNR Committee, through the Treasurer, will handle the provisions, which deal with the Advance and Surplus funds.

Financial Operations

Fiscal planning is so elemental to the success of a convention that it must not be taken for granted or paid lip service. There are techniques and proven processes that can be applied which make the difference between a good product and a constant problem. There is nothing mysterious about the process and it is not much more difficult than balancing your personal check book. The numbers may be larger and the "income" and "expenses" may seem odd but the process is the same. The bottom line to success is sound conservative financial planning.

The Paymaster/Treasurer should be one of the early selection/appointments to the Host Committee. It is advised that the treasurer be bonded to about \$25,000. This amount represents about the maximum gross revenues that the convention might expect. It is a significant benefit to the Host Committee if the Paymaster/Treasurer has a background and experience in basic accounting practices. An additional benefit is a Paymaster/Treasurer who is well versed in accounting software such as Quick Books.

The Host Committee must establish a separate, dedicated bank account for the receipt and disbursement of all convention funds. The bank account and the books must be maintained separate from any other function not specifically a part of the convention. For example, if the Host Committee allows a local club or group to piggy back a swap meet or train show on the convention, that event is not a convention event and monies from that event may not be commingled with convention monies. All financial transactions for the convention must go through the separate bank account. The Paymaster /Treasurer must establish a simple but

effective cost accounting process and follow a firm policy that no cost will be reimbursed that is not budgeted, previously approved by the committee, and accurately described by invoice or receipt. The monies being handled by the Paymaster/Treasurer do not belong to the Host Committee but to PNR and the Sponsor Division.

There are three basic financial forms or documents that will be required for good fiscal management and reporting. These are the budget, the income statement, and an expense statement normally combined into a balance sheet. The income and expense sheets will be used to develop the profit and loss statement. As previously noted, it is best if these are maintained in an electronic accounting system or spreadsheet that enables immediate summations of current financial status, once data is entered. Once the records are prepared they are available for immediate consultation and review to determine how the convention is faring from a financial standpoint. These electronic accounting methodologies also greatly simplify the preparation of fiscal report to PNR.

Budgets

Just the mention of the word budget causes some people to panic and start to breathe fast. No need to panic. A budget is a very simple document that records what money you expect to take in (revenue) and what money you expect to spend (expense). The key is that having those two sets of information you are able to “play” with your numbers and make both columns balance. Budgeting is really a very simple process once you have identified both the sources of revenue and the anticipated amounts and the anticipated expenses and those costs. If, in the end, the columns don’t balance each other out, what they describe is the anticipated surplus (profit) or loss. A budget is a working document and as better information is received it should be entered into the budget to verify that the initial budget conditions remain sound or to provide the basis for necessary budget adjustments. Budgets also play a very important role in halting “impulse” buying by the Host Committee. Once a budget is established it should have identified every critical expense necessary for a successful convention. Any effort to add new expense items into the budget should be sharply contested. Only a good budget document allows the Host committee to exercise that level of restraint on spending.

The most important application of the original draft budget is to do the “Break even” computations that allow you to determine registration costs, tour costs, and event costs and then set the prices for those items. The budget also alerts you to conditions that might make an offering not reasonable when the cost, as determined by break even, far exceeds what attendees might be expected to pay. This very first use will convince you of the value of the budget as an exceptional

planning tool and give you're the incentive to properly maintain and apply your budget knowledge.

A sample budget is included as an Appendix to this Handbook. If you are interested in spreadsheet templates that can be used for budgeting and accounting contact the PNR Treasurer and request that assistance.

Income Statement

The income statement comes alive as monies are received into the convention account. The income sheet closely reflects the revenue side of the budget except that it identifies actual dollar values and not estimates and may include additional sources not listed in the budget. A sample Income Statement is included as an Appendix to this Handbook.

Expense Statement

The expense statement starts with the first check you write from the convention account. It includes every disbursement made by the convention committee. It looks like the Expense side of the budget but is much more detailed and reflects actual disbursements rather than estimates. A sample Expense Statement is included as an Appendix in this Handbook.

Taxes and Licenses

Every nation, State, Province, and local jurisdiction is always anxious to get their "cut" from any fiscal transaction. An early action on the part of the Host Committee is to determine what, if any, laws and regulations may apply to the event and to take steps to meet those requirements. Everything from sales taxes to holding a license necessary for the event might be applicable. A good place to check as a start point is the local tourism bureau (because they help arrange conventions and meetings in your area and know the rules) or with your secretary of state or similar state/province office. In your discussion about licenses remember that the event is a PNR event and that PNR is under the umbrella of NMRA as a national organization in the US and Canada and that PNR is a legal non-profit organization.

VII. CONVENTION FACILITIES

The requirements for convention facilities can be loosely divided into three categories; physical facilities, food service, and security.

Physical Facilities

It has been common practice to consider two types of facilities arrangements for conventions, either a large hotel with meeting facilities to satisfy all convention needs or a convention center type facility with detached housing. Recently, Host Committees have explored and successfully employed a broader combination of lodging and meeting facilities that have allowed reduced cost without reducing the overall quality of the event.

Working with the local Visitors and Convention bureau and the staff of the various facilities that you are considering will serve you well. Remember that they are the professionals and that they would like to earn your business. Filling rooms in a hotel on an otherwise low use weekend will be appreciated by the hotel. When you start your search you must document your minimum requirements with respect to number and size of rooms, tables and chairs needed, level of service support required, security of rooms, and pre and post convention access for set up and move out. You will also need to be sure you have a good handle on lighting requirements, power requirements, and spaces around the rooms for movement of people, signage positions, and restroom availability. The staff members at the facilities you may be dealing with have gone through the drill many times before and should be able to ask the right questions. You need to come to the discussion well prepared to answer those questions.

A large part of the financial success of the convention can be attributed to the agreements made between the committee and the facility, and virtually every expense that can be incurred should be identified prior to the event. If the convention is to be in a motel type complex, the rent charges are usually offset by booking lodging and concession services in the target facility. A certain percentage, usually fifteen percent, is calculated on all food and liquor service and applied against the bill. Another plan allows use of the meeting rooms in exchange for the concession and lodging business.

Selecting a large hotel to support the convention and to gain use of the hotel meeting rooms and ballrooms normally requires to satisfying some room occupancy figure. It also normally entails a higher room rate than other hotels in the area. While the selection of the hotel appears to solve a number of logistic problems it normally does so at increased registration and lodging cost for attendees. Most repeat convention attendees have learned the art of finding the least costly lodging and tolerating a bit of transportation difficulty as a trade off for lower cost. Unfortunately that increases the pressure on the Host Committee to meet minimum room occupancy requirements. Recognizing the potential for additional cost to the hotel for meeting room use, the host Committee may well be tempted to “fudge” registration cost. The end result may be complete loss of potential attendees.

The identification and arrangement to use other meeting facilities such as a community center, small convention center, large public or private meeting complex, or similar expands the opportunity to present a convention at lower cost. If such a facility is available, the next step is to arrange lodging facilities in the close proximity. The difference is that the arrangement would be to have one or more hotels block out a number of rooms without having to make a commitment to any given room occupancy number. The ability to block out rooms will probably also involve a “group” or “convention” rate which will lower costs for attendees. Somewhere in the search for convention facilities there is a happy medium where lower cost is properly balanced by the correct size facility with ease of access.

Convention Centers work on a slightly different basis. The Center will charge you so much per net square foot of space usage based on the display/industry show. Some Centers will not include non-commercial displays such as N-Trak or NMRA convention booths in the calculation of the bill, and the fact that PNR/NMRA is a not-for-profit organization may allow a lower bill than a commercial show, for instance.

Rental fees provide base-line services such as limited security, housekeeping, and setting up each meeting room to specifications once each day. These services and their limits should be spelled out in the contract. What generally is not covered in the base rental plan is extended security, porter service, and Union tradesmen support. The list of physical inventory and personnel are covered in a document called an Event Memo, and its usage is extremely important to both parties.

The contract between you and the facility should, as a minimum, contain the following items:

1. Dates of the Event
2. A specific time at which the facility will be available to you for set up and a date and time by which you must complete move out from the facility
3. The cost basis on which the bill will be calculated and the cost of those items.
4. The amount required for deposit, and when it is to be paid.
5. How utilities, housekeeping, and other such costs are to be born or shared.
6. Compliance with applicable fire and safety laws.
7. A complete list of the services to be provided by the facility.
8. Identification of responsibility for insurance for the facility, liability, and materials belonging to the Host Committee or visitor but located in the facility.
9. Whether the use of the facility (or that portion of it under contract) is exclusive to the Host Committee or to be joint use. If joint use is required, a detailed description of that use

must be specified. The limits of exclusion between the co-renters will be guaranteed by the renter.

10. The security to be provided by the facility and the details of access control to the space being occupied by the Host Committee.

11. Anything else deemed important to the host group.

Both parties will sign the contract, and the person responsible for closing the deal should sign it AS AN AGENT OF THE HOST GROUP OF THE NMRA and PNR to prevent personal commitment of financial responsibility.

Minimum requirements for Space and/or Room Facilities

PNR has established minimum space and or room requirements to meet PNR needs for a convention. The following is a summary of those requirements. The Host Committee must review the Policy Manual and confer with the PNR Convention Committee Chair to verify the current requirements.

Board of Directors meetings (Day prior to convention start)– meeting space for not fewer than 30 people to include tables, chairs, and access to electrical power. The space must be private to permit the conduct of Board Business.

Annual Members Business Meeting – space adequate for not less than 75 percent of attending members. Seating is theatre style with table and chairs at the head of the room suitable for 10 persons. Local PA system is required and Podium may be requested.

PNR Contests - Not less than 400 square feet with 12 tables suitable for supporting contest models (if the Host Committee includes a “local” contest additional space to house entries for that contest must be provided. Contest Room shall permit single entry point for access control and have lighting appropriate for contest judging. Host committee will arrange to have display frames for Photo contest entries on site and erected.

Operational Facilities - The Host Committee should provide facilities adequate to accommodate the activities, which the Host Committee has planned.

PNR Recruiting – a space approximately 10 feet by 10 feet will be provided, at no cost to PNR, for the operation of the PNR Membership activities booth at any train show, swap meet, or other public event scheduled in connection with the convention. Two six foot tables and three chairs will also be provided. Access to power is required. The location should be such that it will be in the common flow path of event attendees.

Food Service

Providing meals for convention attendees through either extra fare events or as a benefit of volunteering for a specific task is a labor intensive, time consuming effort with low return on investment. A couple of long standing traditions need to be debunked and reality checks offered.

1. The convention is not responsible to provide lunches for contest judges or any other volunteer personnel. It is up to the Host Committee to adopt a schedule that will allow volunteers to have time for meals or make arrangements for them to order food to be consumed at their work location.

2. There is no requirement for a sit-down meal banquet to be a part of the convention events. There is a need for an awards event that includes an opportunity to recognize the members of the Host Committee, presentation from the next years Host Committee, and presentation of Region Recognition awards and Contest awards.

There are a variety of ways to accomplish that objective from a simple “cocktail-party with light snacks” to a full blown sit down banquet. Of note, attendance at an expensive fixed menu banquet has been declining over the years because of the cost. Paying \$50 a plate (or more) for rubber chicken does not go over well with many of our members who are saving money for the train show or the swap meet. The general approach to a more casual event has been the norm over the past several years. Depending on your facilities, your budget, the capabilities of your Host Committee, and the local flavor, you may consider the full range of offerings that might include a sit down fixed menu choice dinner, restaurant order as you wish dinner, informal BBQ, picnic or buffet, or some other variation that you can come up with. Model railroaders have learned to adapt and enjoy new adventures. A word to the wise - model railroaders love to tell “when I was...” stories and graze through “eat all you want” buffet lines. It seems that open buffets often experience food availability problems as the early “grazers” tend to over compensate for perceived food deprivation earlier in the convention period. If you elect to use a buffet, it is wise to have servers dish up the main course portion of the offering. You also need to have a way to collect “meal” tickets to limit the number of return visits through the line.

If you schedule a tour event away from the convention over a meal period you may provide a box lunch as part of the tour and cost, offer a box lunch at cost, schedule a reasonable meal stop as part of the tour, or let the attendees take care of their own needs. For any of the options in which you will provide food you need to make sure that you have a reasonable offering with some variety and that you make sure that participants have a way to let you know about special dietary needs. If you are going to have a “meal stop” make sure that you arrive on time (as scheduled), promptly seat your group, and let them know when you are leaving. Make sure that you have arranged with the restaurant to have sufficient staff in place to meet your time schedule. It is also important that the staff be prepared to accept payment from a large number of customers quickly. Standing in line to pay food bills is a great way to ruin an otherwise great tour.

If you are “contracting” for food service, make sure that your contract includes at least the following elements (as appropriate to the service being contracted): Get the agreement in writing.

1. Exactly what food items will be served and how many meals are being ordered
2. The cost per meal
3. How many extra (not spoken for) meals are required and will be provided
4. Deadline date and time for providing the “head count” for meals
5. Time the service will begin, order of service and approximate time for each course (if appropriate)
6. How many bars will be opened, times of operation, and cost of drinks being offered.

If a banquet or other sit down event is planned, it is normal practice to have a “social” period prior to the event.. During the social event and the following dinner period it is normal practice to have a “pay” bar, offering refreshments. You will need to arrange with the facility or catering service to provide for and operate the bars. You will need to decide how many bars and when to open and close. This item must be paid for by those using the service. You should not specify or guarantee a certain number of drinks for the service.

Security

Part of your agreement/contract with any facility should be the responsibility for general and specific security, responsibility for any coordination with local law enforcement, and control of access to certain convention contracted spaces. It is normal for any facility to maintain general security and to control access to the overall facility. It is normal for organizations conducting activities inside a facility to provide their own internal security. The Host Committee should arrange for access control to rooms and areas that contain convention material or other valuable items during the convention period. The Host Committee is responsible to provide proper security for the contest room(s) and, if provided, for materials in a materials clinic storage room. If a Train Show, swap meet or other public event is scheduled, the sponsoring activity (Host Committee or other) is responsible for providing security. Because it is an event open to the public it is appropriate to employ a bonded private security service or off duty police officers to act as the formal part of the security force. Any security force manned by volunteers must have sufficient training to act properly and not place NMRA, PNR, or the Host Committee in jeopardy because of inappropriate or illegal acts. The facility management is a good resource for setting up proper security.

IX. REGISTRATION and LODGING

In the not too distant past, the Host Committee would handle both convention registration and reservations for lodging. The additional work and complications experienced by Host Committees trying to resolve housing issues and the advent of exceptionally easy on-line or direct reservation services has enabled the Host Committee to get out of the lodging business. The responsibility of the Host Committee now is to identify lodging opportunities that support the convention, try to arrange for group or discount rates along with “room blocks” and, if a “convention hotel” is arranged with a set occupancy goal, to make that known to attendees and try to meet the requirement as soon as possible. To that end, the Host Committee will have to provide some active monitoring to make sure that the occupancy numbers are being met and that the “convention hotel” is not continuing to fill rooms beyond that requirement to the detriment of attendees or agreements with other hotels.

With the responsibility for lodging properly returned to the attendee, the Host Committee need deal only with the issue of convention registration and the handling of advance reservations for “extra fare” items. The advance registration effort can normally be handled by one or two people and it should be closely controlled by the Registrar to preclude error.

Key to effective registration is establishing direct communication with any early registrant. The Registrar must respond by written communication to any registration submittal to confirm receipt of the submission, the exact registration executed and registration number(s) assigned, the extra fare items reserved for the registrant, and the status of billing for the registration. This can go out in the form of a standard letter that is developed from registration records. The purpose of the letter is to establish a history of registration for the attendee and to allow for early recognition and correction of any errors.

The registration form should be limited to one page and make provision for all information that the attendee needs to tell you on that one page. A second page may be used for handling “extra fare” items or other convention offerings. Additional pages detailing the entire offering of the convention may be provided but it is best to limit the total number of pages to be returned to the Registrar to two per attendee. A sample of a Registration Form is attached as an Appendix to the Handbook.

The registration process also provides the best opportunity to record the email address for any potential or actual attendee. Once you have that email address you will be able to keep the registrant fully informed of convention planning progress and help them plan their personal schedule.

The Host Committee needs to decide early if credit cards will be permissible for registration and other convention fees. It is almost a given in today's commercial market that a credit or debit card will be offered as the primary means of payment. The Host Committee should look for a low cost method to allow use of credit cards.

Registration Records and Procedures

The actual registration process can be simple and virtually error free. The availability of accounting software or simple spreadsheets facilitates the process if they are available to the Registrar and someone on his staff is adept at their use. By entering the registrant's information, as appropriate, to the standard record format, the registrar is able to track the number of attendees, extra fare reservations, fees paid and bills outstanding. The records also permit tracking any special convention items placed on order to support the logistics of getting the correct number of items on site at the right time. Each time a new entry is made the records update and a proper running tally is maintained. The information needed by the Host Committee is readily available. In addition, the electronic record allows selective sorting for unique data and preparation of badges and labels associated with the registration process. On completion of the convention, the registration files are easy to compile into the convention report and easy to transfer to the next or future convention groups for their use. A sample of a simple spreadsheet registration file is attached as an Appendix to this Handbook.

The process for recording registrations should be standardized and simple. Because the registration effort includes a financial transaction, the Registrar and the Paymaster/Treasurer must establish and agree on standard procedures for handling funds.

1. Read the registration form submission to ensure that all required information is included and that payment offered is proper for the registration action requested. If there is an error, contact the registrant and get it resolved or a solution agreed to before entering the data into the electronic files.
2. Enter the registration data into the files and complete a read back check to verify a correct entry. Assign the registrant a unique registration number that will appear on all files associated with this registrant. Ensure the funds total is correct and balances for the registration entry.
3. Verify the spreadsheet total for all registrants remains correct after the new entry is made and the files updated. Resolve any inconsistencies or errors.
4. Print out the standard Registration receipt letter and either email or snail mail it to the registrant (perhaps both)
5. File the hard copy registration forms for the registrant in the registration file notebook maintained by the Registrar. This book will be a primary reference to resolve any questions that may arise when the attendee arrives at the convention registration desk to sign in.

Registration Desk

The very first impression that an attendees will have of your convention will occur at either the hotel registration desk or the convention registration desk. Be prepared to make that impression as positive as possible and avoid the potential inverse halo effect of a lost and wandering attendee.

At each hotel desk where you have attendees staying, leave either a flyer or a personal note that provides information about how to get to convention registration (location and driving/walking instructions), the hours that registration will be open, how to contact a Host Committee official, how to contact the Clinic Chair, when the contest room will be open for entries, and a brief overview of the events of the first evening (Wednesday) with necessary instructions and the early schedule for the first convention day. While this might appear redundant to the registration packet (and it is) it will go a long way toward answering the immediate questions that an attendee has and really assist those who arrive in the late afternoon or evening before the convention.

Two formal convention registration desks are appropriate. One desk should be for early registration without problems and the other for “walk-ins” and early registrations with problems. The key to the operation is advance preparation and readiness.

For each early registrant there should be an envelope containing all materials they will need for the convention. That will include badge, badge holder, extra fare tickets, convention schedule, map of the convention area, and a complete copy of the registration file (duplicate of the report sent on initial registration) to verify the registration materials. These envelopes need to be organized alphabetically and boxed so that desk workers can access them quickly. If there is a primary/spouse registration they should be stapled together so either registrant can pickup both packages. If the convention has a goody bag, they should be stored separately and given to the attendee at registration from a separate pile. Trying to combine registration information with goody bags is not a good idea.

The Early registrant desk should have all of the materials and files necessary to quickly complete the check-in process. The desk needs a copy (or two) of the registration file/spreadsheet to check off registrants as they are serviced and to identify those who have problems immediately. They also need all of the early registration packages that do not have any additional actions required or problems. When an individual approaches the desk, step one is to locate them on the list, verify that there are not problems. Registration personnel then pick the proper envelope from the boxes, pull a goody bag from storage, and pass the entire package to the registrant. Check the registrant off on the list and wish him or her a enjoyable convention. Direct them to the area/table set aside so they can check their materials and report back to you if there is a problem. The early registrant desk will normally direct an early registrant with a problem to the second desk for resolution of the matter. **DO NOT ALLOW THE EARLY REGISTRATION DESK TO PROCESS WALK INS OR PROBLEM REGISTRATIONS.**

The “walk –in” and “problem registration” desk will handle all individuals who are not problem free early registrants. This is a good location for the Registrar or a primary assistant who is familiar with problems associated with early registrations. This desk will

also be handling funds and making entries into the registration file so personnel trained in those skills will be required at the desk. Early registrants with problems are normally easy to solve because they involve unpaid balances, conflicting reservations, or cancellations of tours or events. For cancellations, the easiest response is for a pre-cut check for the cost of the event given directly to the registrant. For other issues the resolution will be arrived at through discussion and actions. The end result is that the registrant should leave the desk only when they are properly registered with all bills paid and all convention materials delivered.

“Walk-in” registrations will be handled as new registrations. The registration form is to be completed indicating the appropriate registration class and payment is made. A separate table and seating area to allow them to complete the registration paperwork is recommended. Once completed, the registrant presents the package and payment to the desk personnel. The data is entered into the electronic file and verified. The appropriate badge(s) are printed, appropriate extra fare tickets issued, a common registration package(s) and goody bag presented, and the registration function is completed with a “Thank you have a great convention”. Personnel working this desk need great people skills and need to be prepared to cope with the full range of registration options and membership questions.

The Registrar needs to prepare a set of standard instruction for “How to” for each desk and then train the people working at the desks in the completion of their duties. It is important that desk personnel stick to the standard process and not try to operate outside their assigned responsibilities. Keep the process moving and get attendees through the process as rapidly as possible. A long delay or apparent bumbling at the registration desk is not the first impression you want to leave.

X. Convention Activities

There is a tendency to fill the time available at a convention so full of activities that attendees suffer initial schedule overload shock and then suffer the trauma of not being able to attend all the activities offered. To avoid system shock, the Host Committee has to pick and choose to present a full and enjoyable schedule of activities while preserving the sanity of the attendee. The hard part is separating the most desired activities so that they are not scheduled on top of each other. Even with repeat scheduling of some activities, conflict cannot be avoided but it can be minimized.

Inside Programs

Clinics

The most common element of the Inside Program activities are the formal clinics and seminars. Clinics are, generally, a lecture based activity with slides, video, handouts, and perhaps demonstrations of techniques that serve to impart knowledge or some type of “hands-on” activity that results in some kind of product and which serves to develop skills. Both types of clinics are widely attended and there is no real way to predict attendance unless the clinic is a repeat performance with demonstrated high demand.

Lecture based clinics are normally conducted in rooms set up in theatre mode with a table and audio visual equipment for the presenter at the front. A local PA system is normally provided and the room will hold between 30 and 60 depending on overall convention registration.

The “hands on” or “make and take” clinic requires a room set up with tables and chair to allow up to 4 people working at a table at a time (may be more limited depending on the clinic). Floor protection under tables may be required. The room is normally set up for about 24 Participants. The room also has a table or two for the presenter and Audio Visual equipment and a local PA system maybe required. These clinics are normally longer in duration and take more time to set up and tear down. Some “make and take clinics” are offered as extra fare activities.

It is common practice to run two clinic tracks in parallel. Clinics are normally 45 to 50 minutes long to allow time between clinics to reset for the next clinic and for people to relocate. A sample of a clinic schedule is attached as an Appendix to this Handbook

Auctions

Many Host Committees have included a silent auction and/or a live auction in the convention activities. Both types of auction are labor intensive and do not provide high return to the Host Committee. Like train shows, however, auctions do bring a certain sector of the membership to a convention. In a short 3 day convention, it is hard to find the time and assets necessary to support a major auction effort, especially a live auction.

A silent auction will require a secure room with a significant number of tables for auction items. The auction will require a team of individuals on duty to log in and number items, place them on auction tables, monitor auction room activity, and finally, to sort through the items, identify those which sold, collect payment, and then return unsold items and disburse payment for sold items to the owners. For this process the Host Committee normally charges a 10 percent fee to the buyer based on the sale price of the item and collected at time of payoff and pickup. Because of the labor intensity of an auction and the time it diverts attention from other convention activities, a Host committee may decide to allow some other local NMRA group to handle the auction and pocket the returns. In that case, the Host Committee should charge a flat fee for space used and any other facilities charges that are appropriate and let the sponsor work the auction.

A live auction places the same burden on the host committee as a silent auction except that it is normally much more labor intensive effort for a shorter period of time. Once again, the host committee has the option of farming out an Auction to another sponsoring group. The Host Committee has to provide the space for the auction and any facilities services (for a fee) and must schedule and appropriate time in the convention schedule for the auction.

Company Store

Some conventions have included a “Company Store” at which participants can offer items for sale at a fixed price to others at the convention. Similar to a silent auction the effort is labor intensive for small return. Items are logged in, price tagged, placed for sale, monitored and cashiered out on sale. Unlike the auction, company store sale is continuous and must be staffed with cashier capable people and the ability to take cash as well as credit cards and checks. On close of the store, the Host Committee has to settle with the seller, and log out all unsold items. How to collect sales tax and how to document things sold and not sold will be problems to be resolved by the Host Committee.

Outside Programs

Prototype Tours

The ability to visit and observe the operation of an industry or railroad facility, unique to the host city, is a major draw for convention attendees. Whenever possible one or two really good prototype tours should be arranged and included in the convention program.

Because of increased security considerations, tours may be more difficult to arrange. You will not know unless you try. Modelers will flock to train related facility tours. They will also strongly support tours of model manufacturers and primary rail related industry. Very unique industrial activities (aircraft plant, strip mining, steel mill, ship construction, etc) will also draw a crowd. Along those lines, rail fan visits to unique rail locations are also big favorites, even more so if they are highly active and offer the opportunity for good photography.

Tours of this type require considerable advance planning and more detailed discussion with the host facility. Industrial tours may be limited to smaller numbers, require certain safety considerations, not be available to some because of age or physical limitations, or be limited to persons who can prove national citizenship. Even with those restrictions, some tours may well be worth the effort. Because most industrial facilities are not prepared for a large number of visitor vehicles, either bus transportation or car pooling may be required. And finally, keep in mind that, no matter how great you may think a tour is, your attendees did not come to the convention to ride a bus all day. These tours come with a bit of risk that you can mitigate by close coordination but can never completely eliminate.

If you are going to schedule a prototype tour there are certain things that need to be agreed to by both parties in advance. Because the tour may be a deciding factor in attendance for some members, you need to do everything possible to make sure that it actually comes off. Getting a clear commitment from the tour facility and a written agreement on what is offered and what the requirements are for participants will go a long way toward preventing confusion and cancellation. Things that you need to know are:

Who is the point of contact that will be available for the planning process and at time of tour and does the contact person have the authority to make decisions necessary to make the tour happen. Make sure that you have verified multiple means of contacting your point of contact especially on the day of the tour.

Exactly what the tour will include

The number of individuals allowed to participate

Any age and/or physical limitations are for participants

Personal safety equipment that will be required for participants and who is responsible to provide that equipment

Identity of any access limitations

Manner in which participants will be transported to and from the tour location

Is there any cost associated with the tour?

Will there be any souvenirs or similar items for sale at the tour site?

Is photography allowed on the tour?

How long will the tour take and what is the distance people will walk or how many stairs will they climb?

If at all possible, get the details of the tour in writing. A possible way is to send a “confirming” letter to the company or tour host that details all of the elements of the tour. Make the letter as complete as possible so that there is no real potential for misunderstanding. This type of letter provides an opportunity for the company to respond and correct any errors or change the parameters of the visit.

Layout Tours

The ability to show off a home layout and/or to visit a layout are high points of most conventions. Modelers always appreciate the opportunity to see the work of others and discover how someone else solved the problem that has been bothering them for years. Picking layouts for tour is a lengthy and problematic process. The selection needs to consider quality of the offering, actual access to the layout, distances between layouts and the convention site, and the mix of scales. One good way to assess quality is to determine if a layout is worthy of recognition for a Golden Spike as a pre qualifier. Another is to determine if the layout has a feature that is so unique as to warrant the attention of most modelers. Also to be considered is the issue of layout size and complexity. In the end the decision has to be the very best work available, in reasonable proximity to the convention site, and with a reasonable selection of scales.

The standard process for finalizing a schedule of layout tours is about as follows:

1. Solicit members or owners who are willing to sponsor a home or club visit. Build the list. Separate NMRA members for those who are not.
2. Make an on site assessment of each candidate layout and complete a standardized assessment questionnaire. Make an initial determination of appropriateness for tour inclusion. Also document any actions that the owner would have to take to support a tour. Take pictures of the layout and the facility for later use. Identify if the Layout owner has earned a Golden Spike award or if the layout should be nominated for that award. (if so, complete the nomination form and submit it , as appropriate)
3. Ask the owner to prepare a d short written description of the layout including emphasis on any special features. Include an honest assessment of completeness of trackage, scenery, and overall operability.
4. Prepare a map and driving instructions to the layout location. Provide information on where to park, contact phone numbers, and where to go to enter the layout. Map quest can provide great assistance in map preparation. Also record the exact address for use by visitors with in-vehicle GPS capability.
5. The committee assembles all of the layout information and then decides which ones are appropriate and if a “tour” can be organized. If a tour can be organized the questions of transportation, time, and cost need to be determined. If layouts are worthy but a formal tour is not possible the next step is to set up for “self-drive” tours which will require additional map details and driving instructions, coordination with owners for specific days

and times, and preparation of a “self-drive” package. Since many people now have in-car navigation systems there is a need for correct address information and correct phone numbers in the package..

6. Some type of common sign should be prepared and made available for each owner supporting visits to place in their yard and perhaps at critical turns on the route.

7. If a layout is determined to qualify for a Golden Spike, make sure that the certificate is issued and displayed during the tour. If the owner has earned any Achievement Program certificates, encourage the owner to display those certificates also.

Contests

Each convention will include a formal PNR contest under the rules established by NMRA and PNR. The PNR Contest Committee Chair will be responsible for all contest rules and procedures. The host committee will be responsible for coordination with the PNR Contest chair and to provide the facilities necessary for the contest and personnel required to complete contest administrative functions and contest room security. The PNR Contest Chair will appoint judges for the contest and will provide all necessary forms and judging instructions. Refer to PNR Policy Manual, Policy 07, concerning the specifics of PNR Contests.

The Host Committee has the discretion to conduct additional contest activities such as popular vote contest, module contest, drawbar pull, timesaver switching, and “theme” diorama contests. If the Host Committee conducts such contest they shall be responsible to prepare and publish contest rules for those contests offered, establish judging criteria, assign judges, and complete all administrative functions associated with those contests. The Host Committee contest items may be collocated with PNR contest items in the contest room but will be properly identified as Peoples choice entries or as otherwise applicable. Models entered in the PNR contest may also be simultaneously entered into Host Committee contest consideration.

Achievement Program

The convention may provide an opportunity for members to have their models, modules, or home layouts judged for AP merit Awards or AP certificates. AP judging will be available but will be separate and distinct from contest model judging. Models submitted for AP judging may also be entered in the PNR or Host Committee contests (or both) for judging under the criteria for those contests. Model submitted for AP judging may be located in the contest room but must be identified as requiring AP judging. Records for AP judging and contest judging will be maintained separate and shall not be used for any purpose other than as originally identified.

The PNR Achievement Program Chairperson will supply the forms and judging guidelines necessary to complete AP Judging. Any NMRA member qualified to serve as an AP Judge under NMRA Achievement Program guidelines may serve as a judge for the AP judging. In addition to AP judging of models in the contest room, AP judging of items may be arranged and scheduled in individual homes or at club locations.

Convention Events “Timetable”

As hard as it may be to believe, the “Timetable” or events program for a regional convention is not a treasured keepsake for most modelers. Instead it is a practical tool that allows them to properly make their way through a convention, gaining maximum possible experience from the event. The document should contain the essential information for the attendee to determine the convention activities and events available, to properly schedule his or her time during the convention, to identify the location of rooms and other key sites within the convention location, and to understand the times of key events or activities. The document should also provide the information necessary to contact Host Committee members and to otherwise get assistance with a convention or visit related problem. A lot of the material contained in most Timetables is redundant to instructions posted in contest room or otherwise contained in the registration package. Providing a good “information desk” will go a long way toward reducing the size and the cost of producing the timetable. If the Host Committee can provide a “back pocket” size document that has clinic schedules and other key event information, that document will normally be more than adequate. Identification of self-drive layouts would be helpful but maps and driving direction could be located at the “Information” desk.

Souvenirs

Patches, pins, convention cars, hats, shirts, coffee mugs and a host of other items have been offered at conventions in the past. Because every one of these items has some minimum buy quantity, it has been a common practice to include some of the items in the registration package (and the cost of registration) to meet the minimum buy numbers. Unfortunately model railroaders are not normal “tourists” and few feel any real need to take trinkets home. They would rather spend their money on real train stuff. If they can get something for free count it gone. If they have to spend their money on your trinket, count on that trinket remaining in your inventory.

Experience indicates that about the only item with a continuing positive revenue track record is shirts. Even shirts, however, have to offer something unique. If you decide to try the shirt sales, use preorder with registration asking for size information and use that as your basic order. Then you can afford to buy a few extra to sell. Make sure that any extras include some 2xl and 3xl – model railroaders are a growing breed. Keep in mind that if you order your shirts from a local dealer you may be able to reorder in lesser numbers including single shirts because you covered the set up charges in your initial order.

Another thing to consider is to get shirts with pockets – model railroaders, although vain, still like to see and need a place to hide their glasses.

Supplies

Throughout the preparation period for the convention you will continue to identify things that you will need to make it a success. Things that immediately come to mind are name tags, badge holders, lanyards, envelopes, etc. Before you buy anything look for donations. Contact the local Convention and Tourism bureau and the local Chamber of Commerce to seek sources of items. See if local businesses, especially any you plan to tour or otherwise patronize, will donate items to the cause. The visitors Bureau is the best source for flyers, advertisement, and coupon books for local attractions, restaurants, and other items of interest. They may also have or have access to discount tickets to local area attractions and points of interest. Being able to offer discount prices to water parks, amusement centers, or stores at the area mall will help attract people to your convention.

Don't forget your membership in your quest for supplies. The companies that they work for (or own) may be a ready source for some of the things you need. Or they may have accounts with services you need and be willing to use their access to get you a reduced price. Finally, you are a valid not for profit with tax free charitable donations. Use that status to solicit donations and other support. The more items that you can get donated or at reduced cost, the easier it will be to make the break even point for the convention.

XI. Publicity

There are two important parts to publicity for the convention. First is getting the word out about the event itself to the membership and selling them on what it has to offer. Second is getting the word out to the general public about your train show, swap meet, or other public event, if you have one scheduled. In order of priority and importance, dealing properly with the membership must come first. After all this is an NMRA, PNR convention for the members. The train show or public event has the potential to be the biggest money maker so getting information out to the public early and effectively is important. The train Show or public event is also the most demanding, long term planning and labor intensive event. Unfortunately there is no way to predict or assure that proper planning and great publicity will result in a good turnout and a positive financial outcome.

The first step in getting information to the membership is at the convention immediately preceding your convention. You will have access to people who have a demonstrated proclivity to attend conventions; the best possible target group. Normally you will be allowed 10 to 15 minutes at the Banquet/award event to showcase your convention. Come prepared and make the sell. The presentation you make should also serve as the basis for a web site presentation and an exportable presentation that can be used in other divisions to sell the event. Make it good. The more of your program and schedule that you have locked in the better you will be able to convince people to consider coming to your event.

With the now common accessibility to the membership through the internet, including a web site and email, a more direct and continuous publicity and marketing effort is possible. The opportunity to place a “pop up” or advertisement on every Divisions web site with a link to your web site provides exceptional exposure. The opportunity to advertise in every PNR **Switchlist** and Division Newsletter (most of which are distributed electronically) with links or information to reach your web site makes individual response or visits to the site more probable. The ability to search convention schedule information and preview tours increases the probability that a member will sign up for the convention and the tour. The use of electronic media has combined basic publicity with hard core marketing on a real time basis and should be exploited by the Host Committee. Make sure you understand the deadlines for each Region and Division publication and make sure that you have an article and/or advertisement in every edition. If you have a lack of understanding on how to maximize the advantage of the internet, go recruit a member’s grandchild to be your publicity assistant.

Your Division Superintendent should have the most complete list of email addresses, snail mail addresses, and phone numbers for the members in your home division. Use it. Talk to your local people to sell them on attending, volunteering, and being active recruiters for the convention. If you are holding a Train Show or public event, the members planning that event can be a positive force in driving attendance up. Use them.

The success of a local Train Show, swap meet or other public event is entirely dependent on your ability to let the public know about the event and to make the offer something they don't want to miss. Thus, the publicity effort is the proper combination of the story and getting that story out to people. The use of the internet and web site, while effective, requires that potential visitors know enough to visit the web site in the first place. The web site has to have a very good presentation of the "story" and all information necessary for the potential visitor to make the "let's go" decision. First of all get the story right. Then you need to get people to the web site or to the event by some other means of telling the when and where part of the Publicity and marketing. Local outlets including hobby stores, craft stores, library, community bulletin Boards, scout troops, Boys and Girls clubs, YMCAs, local news papers, and local cable TV providers are all examples of primary outlets for your event. The need for good "take away" material to remind the potential visitor is critical. A single XEROX sheet with simple basic information may appear inexpensive but it does little to stand out among all the other activities that are competing for the visitor's attention and time. A slightly more expensive tri-fold with pictures and color makes a better first impression, leaves the appearance of a more professional event, and has a better chance of getting the visitor to the event. The publicity and marketing budget must be reasonable but not restricted to the point that it does not allow reasonable return of investment.

One additional function that may be placed under the responsibility tent of the publicity committee is the preparation of the signs needed for the convention (and the public event). In this day and age of computer graphics and color printing, the need for expensive work by a professional sign shop may be reduced significantly. More signs are better than fewer and the ability to turn out signs on the spot is very handy. Make sure that you have a computer and printer with the appropriate software for signs on-site at the convention (and/or public event). Make sure that each committee prepares a list of known sign requirements and provides a sample of the desired sign wording so that the correct signs can be produced.

In summary, the entire purpose of publicity and marketing is to cause people to want to attend your event and then to make it easy for them to make the "Let's go" decision. The devil is in the details so make sure you have a strong and complete story to tell and that you get it in front of the people you need to reach.

Web Site

There is no need to belabor the issue of web sites other than to positively state that a convention web site is essential to success, that the web site should be as professional as possible, that the web site tell the most complete story possible about your event, and that the site be linked to by as many other sites as possible. In this day and age, most of our members are computer literate, are most likely to

turn to the internet to research things like your event, and tend to make decisions based on what they find at sites.

Regardless of which site is used (PNR, Division, or Convention) you must make sure that you have an easy to use and complete presentation. Make it so easy for the visitor to use the site and to complete registration that it would be difficult for them to decide not to register. Have “pages” for the following, as a minimum:

1. Your convention story with words, pictures and possible U-Tube links
2. Registration information and on-line registration
3. Hotel information on the “convention Hotel” and all other hotel choices. Provide direct links to those hotel sites and include as complete a pricing profile as possible. Also include distances between outlying hotels and the event locations and means of transportation between locations.
4. Clinic schedule, clinic briefs, and clinician short bios. Keep this updated as attendees tend to make tour and points of interest decisions around the clinic schedule.
5. Home layout tours including tour schedule, layout descriptions with pictures and short owner bios. Make sure you include any access restrictions.
6. Prototype tours including tour schedule, facility descriptions (what you will see) with pictures and short company profile. A link to the facility/company web site is great but don't let that link sell more than what is being offered in the visit. Make sure you include any access restrictions or other special considerations including photography restrictions.
7. Model Contest regulations, categories and instructions. Linking to the NMRA site is advisable but some local coverage will go a long way toward encouraging participation. For “local” contests, it is important to provide full information.
8. Membership meeting agenda (as soon as available)
9. Local area attractions along with links to allow visitors to make “tourist” selections. Provide links to transportation information to facilitate getting around town. Provide a synopsis of what weather to expect in the area during the visit and provide a link to get more current forecasts and the date of the event draws closer.
10. Train Show, swap meet, or other public event information (as appropriate).
11. Direct contact information to allow potential visitors to ask questions about the event. This could also include a way for people to answer the question “Is there anything that we should let you know about that is not on the web site?”

Every contact made through the web site or through direct email requires a prompt and appropriate response. If you ignore a message or delay your response unnecessarily, you will indicate a lack of concern and probably lose a visitor. If the response does not answer the question or help the individual reach a positive decision, it is not the correct response. This is the electronic information age. The committee may not live in front of a computer but rest assured a large percentage of your potential visitors are out there receiving and responding to emails on their

I-Phones and Blackberry's. For them instant messaging is a way of life. Fail to recognize your customer's wants and needs at your own peril. One additional piece of advice is that every communication, electronic or hard copy, needs to be positively linked to a real person as the sender. Titles do not make the proper impression with people trying to make personal decisions.

XII. INSURANCE

Insurance coverage for convention activities, provided through the NMRA policy will cover public liability and physical damage/loss/theft of an individuals (registrants) property left in care of the Host Committee.

Liability generally provides coverage for the Host Committee and PNR against financial judgments because of someone injuring themselves during the convention. Damage and loss coverage addresses damage, loss or theft of individual property. The NMRA blanket policy provides coverage for both. The coverage will be in effect one day prior to the first scheduled event of the convention and will remain in effect through the day following the last scheduled event.

In order to provide for the coverage, the PNR Convention Committee Chair must contact NMRA Headquarters and arrange coverage. The PNR CCC must provide the specific information for the event and any additional venues that must be named. A very specific requirement to get effective coverage is that **ALL** Host Committee and convention committee members must be members in good standing in NMRA. Spouses of members are covered, if serving as committee chairpersons. Layout owners are covered if they are NMRA members in good standing.

If a Non-NMRA member hosts an open house he is not covered by the NMRA policy. Generally the owner will have to rely on his personal home owner's policy for coverage. The obvious resolution to this situation is to either exclude the layout from official convention tours or enroll the owner as a member in NMRA. In some cases, where the layout is of such importance or of such high quality, strong encouragement to join NMRA is appropriate. Rail Pass membership, properly timed will provide the membership necessary to satisfy the requirements. As a last resort, the Host Committee could initiate a Rail Pass membership for the owner.

XIII. TIME TABLE AND WORK PROGRAM - COUNTDOWN

General

Convention countdown refers to a calendar schedule of events that must take place prior to the convention itself. The events that must be performed and what arrangements must be reached in order to provide adequate arrangements for the convention are specified. Each committee chairman should be aware of deadlines and conform to them.

It should be noted that about eight months before a convention the time and the activities may be changed in any manner. After eight months prior to the convention the time frames notes should be closely adhered to. Convention committee meetings should review the status of each committee with respect to the timetable.

The format of the enclosed schedule notes when certain activities must occur over a two-year period prior to a convention.

This countdown is in terms of months prior to the convention. However, a few events are measured from the Board of Directors meetings.

30 Months

- Committee to prepare bid organized.
- Read this Handbook and the PNR Policy Manual
- Consult with PNR Convention Committee Chair
- Investigation of hotel or convention facility, start to request bids.
- Prepare a convention bid containing the following information:
 1. Name and address of the Convention Chairman representing the Division, Club, Group, Organization, Individual, etc.
 2. Names and addresses of others serving as Committee Chairpersons for the Convention.
 3. Convention location (City, State or Province)
 4. Convention hotel name, or convention facilities and housing facilities if not to be held in a hotel.
 5. General outline (timetable) of Convention activities (see below).
 6. Plans for financing.
 7. Year and dates of Convention.
- It is suggested that your Committee forward the above bid information, as soon as possible, to the PNR President, the PNR Secretary and the PNR Convention Coordinator.
- Consider the following when selecting your convention hotel or

convention facilities:

1. Can they seat approximately 200 persons at the Banquet/ Awards Presentation/event?
2. Do they have enough space for displays? (Approx. 2500 sq. ft.) (if included in your plan)
3. Do they have enough space for contests? (Approx. 1000 sq. ft.)
4. Do they have enough conference type rooms for clinics and remainder of convention activities? (Able to seat approx. 30 -60 theater style?)
5. Anything firmed up with the hotel - GET IT IN WRITING!

24 months

- At the PNR BOD meeting that is held during the PNR Convention two (2) years prior to your proposed convention, your convention chairperson or someone appointed by him, should (not mandatory) appear in person to present your bid to the Board.
- If the bid is awarded to your group, start scheduling your committee meetings and begin firming up your convention schedule.

20 Months

- All committees should be in operation.
- Obtain early commitments on fan trips, prototype and layout tours.

Suggested Committee Meeting Schedule

- 2 years prior – once every three months
- 1-year prior – once every other month
- 6 months prior – Once per month
- 2 months prior Twice per month
- 3 weeks prior – Weekly as needed

18 months

- Start preparing publicity for initial distribution to attract early registration at the convention a year before yours.
 - Design logo/artwork for souvenirs and patches if needed. (Optional – Optional – Optional)
 - Make initial contact with souvenir manufacturers if needed. (Optional – not recommended)
 - Firm up budget and compute registration fee based on facility costs, banquet (if scheduled), transportation, and other major costs.
1. Registration fees should be based on a break-even figure of approximately 100 (+) full registrants.
 2. Banquet and tour transportation fees are usually separate extra fare items optional and not included in base registration) and are

figured separately based on the number signed up for each event.

3. If there is a Youth Program at the convention, this fee needs to be figured separately as well.

- Once registration fees are established, prepare registration form so that it can be included in both the PNR SWITCHLIST and all PNR Division newsletters at least twelve months prior to convention.
- Obtain convention advance from PNR Treasurer if needed.
- Make progress report at Board of Directors meeting.

15 Months

- Sign Contract for souvenirs from manufacturers (if needed).(optional – not required)
- Get commitments from clinic presenters.
- Get firm commitments on fan trips (if there is one planned), prototype and layout tours.
- Contact Modular groups and get early commitments. Design, using logo/art theme, and print registration form.

15 - 12 Months

- Have publicity and exhibits ready for distribution at convention one year prior to yours to attract early registrations.
- Confirm hotel registration (price) information and distribute.
- Line up transportation and obtain price quotes.
- Make a progress report at Board of Directors meeting.
- Staff a registration booth at annual conventions and other activities.

9 Months

- Start plans for security.
- Order insurance from PNR Paymaster for liability, property damage, and model contests.
- Review budget to insure break-even is possible with estimated registration.
- Arrange for production of contest awards.
- Obtain distinctive clothing for convention committee and staff.

(Optional)

7 Months

- Send out publicity to the commercial magazines (MR, RMC, etc.) and Scale Rails in addition to the PNR SWITCHLIST and all PNR Division newsletters.
- Send out requests for door prizes.
- Send out requests for manufacturer's "stuffers" for goodie bags.
- Firm up modular and display participants.
- Registration staff should be in full swing handling mail.

6 Months

- Make progress report to Board of Directors at the meeting preceding your convention.

5 Months

- Make intensive drive to sign up manufacturers displays. (optional – not required)
- Order convention patches (optional item – not required).
- Order convention cars (optional item - minimum order of 500 cars).(Not recommended – full risk to Host Committee)
- Arrange for audio-visual equipment for clinics, movies. Send for movies, tapes, and arrange for slides. Print tickets and registration badges.

3 Months

- Distribute local publicity, especially to hobby shops, for public show and/or swap meet.
- Firm up fan trip(s), layout and prototype tours.
- Confirm transportation (if needed).
- Check on convention souvenir (patches, cars, etc.) delivery.
- Confirm clinics.
- Make space assignments.
- Make goodie bags and stuffers from local sources.
- Confirm banquet menu with hotel/caterer.
- Design final convention program and prepare final schedule.

2 Months

- .Finalize contract for buses and other transportation. (Optional)

- Make final security arrangements.
- Have NMRA insurance in place.
- Set up registration desk procedures and confirm staffing, train personnel.
- Confirm banquet program with master of ceremonies, guests, speakers, invocation giver, etc.

1 Month

- Print convention program
- Stuff goodie bags.
- Reconfirm space and banquet with hotel/convention facility.
- Prepare maps and signs and display for layout tours.

D-DAY

A typical convention schedule (timetable) is shown here for your information:

WEDNESDAY

8 AM – complete PNR Board of Directors meeting

8 AM - 5:30 PM: Possible all day prototype tour for early-bird registrants (not mandatory).

5 PM - 7:30 PM: Early-bird BBQ /picnic and registration.

7 P M - 1 0 PM: Hotel set up only (displays, contests, clinics)

THURSDAY

8 AM - 8 PM: Registration & Company store

8:AM– 9:30 AM PNR Annual Membership meeting (may be on Friday)

9:30 AM - 5:30 PM: : Layout tours, prototype Tour(s) or fan trip.

9 AM - 9:30 PM: All hotel activities in operation.

FRIDAY

8 AM - 8 PM: Registration & Company Store

8 AM - 5:30 PM: Layout tours, prototype Tour(s) or fan trip.

9 AM - 9:30 PM: All hotel activities in operation.

SATURDAY

8 AM - 4 PM: Registration & Company Store

8 AM - 5 PM: Layout tours, prototype Tour(s) or fan trip.

9 AM - 5 PM: All hotel activities in operation.

6:30 - 9:30 PM: No host bar & Awards Banquet.

SUNDAY

8 AM - 5 PM: Layout tours, prototype Tour(s) or fan trip. (Optional)

After Convention

Complete financial statement and settlement with PNR Treasurer "within four months" as per the PNR Convention Contract.

Preliminary reports of the major convention activities shall be submitted by the first day of November following the convention, primarily for the use and benefit of the hosts of the next two conventions. These reports and all copies of the PNR Convention Handbook, together with past convention reports and material that were lent for study purposes, shall be sent and/or returned to the PNR Convention Committee Chair by this same date.

A complete post-convention report shall be submitted to the PNR Convention Committee Chairperson by the first day of January following the convention.

XIV. CONVENTION REPORTING

A recurring problem for all convention planners is the lack of accurate and current data regarding previous conventions. Without formal reports of fiscal performance and lessons learned there is little opportunity or incentive to update the Convention Handbook or to modify the process and procedures of the past. The lack of a complete and detailed report of a convention also eliminates the probability that future conventions will benefit from past experience, will not explore potential new opportunities, and will continue to reinvent the wheel and rediscover old failures. Thus, on completion of a convention the Host Committee is required to file a report of the convention providing specific detail of convention activities and fiscal outcomes.

The required Convention Report must contain three parts; financial data, statistical data, and a verbal description of what was planned, what worked, what did not work, and specific lessons learned to be passed on to future conventions.

Host Committees that create and maintain financial records and data in electronic format, specifically an accounting management software or extended spreadsheet, will have little difficulty satisfying the financial report requirements. In most cases either the completed spreadsheet or the proper report series downloaded from the accounting software will meet all requirements.

The statistical data has to do with the attendees. Once again the electronic records maintained for registration and or financial accounting will probably meet all requirements. The key elements of the statistical information deal with numbers registered, spouse attendance, tour use, other extra fare use and other personal information such as home addresses and email addresses.

The verbal report is perhaps the most demanding because it will require the entire Host Committee to take a very objective look at the convention and provide an honest assessment of the outcomes. The report is not a vehicle to point fingers and place blame for failures but there should be no hesitation to identify problems, especially those caused or exacerbated by outside activities. It is not intended that the report serve as a confession of failure but the Committee should identify those things that did not meet expectations and, if possible, identify the reason for the short fall. The Committee should identify everything that they tried that was new or at significant variation with past practices. The discussion needs to identify how and why the decision was made to proceed down the path less traveled, what was required to move forward with the idea, the success achieved, an assessment if the results were worth the effort and the risk, and recommendation for future implementation. Finally, the report should offer detailed information on any revisions recommended to the Convention Handbook or PNR Policies.

Appendix – Convention Agreement

The Standard PNR/Host Committee is included here for reference and use.

CONVENTION AGREEMENT (CONTRACT)

(Note: A copy of this contract will be made available to the Host Committee for signatures once they are awarded the convention bid.)

PACIFIC NORTHWEST REGION CONVENTION CONTRACT

This Agreement, made and entered into in duplicate this * _____ day of _____, 20___, by and between the PACIFIC NORTHWEST REGION – NATIONAL MODEL RAILROAD ASSOCIATION, Inc., hereinafter referred to as "PNR", and _____ (Name of group sponsoring Convention) _____, a nonprofit corporation, hereinafter referred to as "Host Organization"

WITNESSETH:

WHEREAS, it is the intent of the PNR to award convention contracts only to the officially recognized divisions of the PNR, organized clubs, and/or other established and incorporated organizations that are viable and responsible, and not to any individual or group of individuals who are members thereof; and

WHEREAS, Host Organization, which appears to be qualified and viable, has bid for the (year)____ convention and their bid is acceptable to PNR and the local division thereof, the exact date thereof to be mutually agreed upon at a later date; and

WHEREAS, PNR is divided into various divisions, based upon the geographic location thereof, and the local division, by and through its duly elected and constituted board of directors, is willing to vouch for the qualifications of Host Organization, as evidenced by its written endorsement thereof attached hereto, if applicable; and

WHEREAS, it is incumbent upon both parties to (1) use the methods and procedures that will reflect favorably upon both groups, and (2) to plan and operate a convention that will be satisfactory and enjoyable to the membership of both organizations;

NOW THEREFORE, it is MUTUALLY AGREED between the parties hereto, as follows:

1. The general policy governing PNR conventions, as established by the PNR Board of Directors, herein referred to as "BOD", shall be followed. The Host Organization acknowledges the availability of advisory services through the PNR Convention Committee.

2. The liaison officer for the PNR is the Convention Coordinator, who is Chairman of the PNR Convention Committee. Request for established credit line funds by Host Organization must be addressed to the Convention Coordinator who, in turn, will forward the same to the PNR Treasurer for immediate payment.

3. Host Organization shall organize its members into working groups of individuals with delegated duties and responsibilities as shall be necessary to insure a successful convention. The Host Committee shall use the PNR Convention Handbook as the primary guide for planning and execution of all convention responsibilities

4. In the event Host Organization's Convention Chairman is unable or unwilling to fulfill his/her duties and must be replaced, the PNR President shall be notified prior to the appointment of a substitute and be granted the opportunity of giving his/her advice and consent on the proposed replacement.

5. Host Organization will insure that the space, designated as the "Headquarters Hotel", reserves an adequate block of rooms to be available prior to and during the convention. Host Organization will further insure that suitable and adequate space and facilities are available, with or without minimal charge, for meetings, clinics, contests, exhibits, displays and other convention activities. In particular, Host Organization shall arrange for rooms of suitable capacity for the PNR BOD and Annual Membership Meetings. These latter arrangements will be referred to the PNR President for approval early enough to permit necessary changes, if any.

6. Host Organization shall conduct its model and photography contests in accordance with the rules and regulations of the NATIONAL MODEL RAILROAD ASSOCIATION as defined and explained by the PNR BOD, acting by and through its Model and Photo Committee Chairmen.

7. Host Organization acknowledges the right and obligation to originate the convention program and all its activities, exclusive of only those matters expressly reserved to PNR, as heretofore or hereafter specified.

8. Host Organization will cooperate with the appropriate PNR officials in arranging for priority consideration in connection with the presentation of PNR awards at the convention banquet.

9. Host Organization shall provide adequate protection for the contest and exhibit areas from theft, vandalism and/or other irregularities by employing a sufficient number of uniformed guards for this purpose. It shall also take whatever additional appropriate safeguards, as it shall deem necessary or advisable for the prevention of damage or loss to any items on public display.

10. *Host organization shall carry personal injury, property damage and model contest insurance in the maximum amount that is currently available through the national model railroad association, inc., naming pnr as an insured party thereto.*

11. PNR acknowledges responsibility to furnish every possible aid to Host Organization through the facilities of its Convention Committee. If Host Organization believes, for any reason, whatsoever, that adequate assistance hasn't been forthcoming, the matter shall be immediately referred to the PNR President for appropriate action.

12. PNR shall furnish publicity, advertising, and advance registration information in the PNR newsletter, *SWITCHLIST*, at no cost to Host Organization. The amount of space allocated in the newsletter shall be in the sole discretion of the Managing Editor of the *SWITCHLIST* and will not, in any event, exceed the limits established by general membership interest in the convention.

13. PNR shall furnish Host Organization with the "Best of Show" Award given as a prize in the popular model contest. PNR will also furnish, from its stock, contest participation certificates as needed. The Host Organization agrees to return all unused certificates to PNR by the first day of October following the convention.

14. Host Organization acknowledges the value of public attendance at exhibits shown in connection with a convention and agrees to arrange for public attendance with reasonable limits as dictated and imposed by local conditions.

15. PNR agrees to provide up to \$1,000 from its Regional Convention Fund to Host Organization as a loan to be used toward payment of pre-convention expenses. If the convention is profitable, the net proceeds shall be divided on a 40:60 ratio, 40% thereof going to PNR and the remaining 60% to the Host Organization. In the event of a loss, the Host Organization agrees that PNR's liability shall be limited to the amount of cash advanced, if any, and the host organization shall be responsible for all remaining unpaid expenses, coveting to hold PNR harmless on account thereof.

16. In lieu of negotiating a split of the excess revenue derived from the conduct of a convention and the almost certain disagreement regarding "proper costs" PNR will assess and collect, up front from original receipts an "Attendance fee" for each full fare registrant at the convention. Periodic payment of "Attendance fee" collections from registrations shall be made

to the PNR Treasurer on a schedule established jointly by the Treasurer and the Host Committee. For the purposes of determining payment of the "Attendance fee", full fare shall be taken to mean that an attendance fee payment shall be required for each individual registered as an NMRA member, eligible to participate in and/or attend all convention activities not subject to additional or extra fare payment. An Attendance fee payment is required for any individual granted a full or partial registration fee subsidy. The "Attendance fee" for each convention shall be established by the PNR Board of Directors. Because the Attendance fee assures PNR of appropriate income from the convention, all net positive surplus revenues from the convention will pass to the host Division /Host Committee.

17. Host Organization may withdraw from its obligations imposed by this agreement if it finds that it isn't able to fulfill its commitments; however, the right of unilateral termination is limited to a period of thirty (30) days hereafter. In the event of termination all material borrowed from the Convention Committee and any monies borrowed as an advance from the Convention Fund must be returned to the Convention Committee and PNR Treasurer, respectively.

18. Host Organization is required to report to PNR on its progress in the preparation of the convention and also on its satisfactory completion thereof. These reports, prepared in accordance with the procedures outlined in the PNR Convention Guide, are to be mailed or hand delivered to appropriate officers of PNR as follows:

- a. Minutes of all organizational meetings shall be kept and copies thereof made available to the (1) Convention Coordinator, (2) President, and (3) Secretary.
- B. Preliminary reports of the major convention activities shall be prepared in triplicate by the first day of October following the convention, primarily for the use and benefit of the hosts of the next two conventions. These reports and all copies of the PNR Convention Guide, together with past convention reports and material that were lent for study purposes, shall be sent and/or returned to the Convention Coordinator by this same date.
- C. A complete post-convention report shall be prepared in quintuplicate and submitted to the Convention Coordinator by the first day of December following the convention.

19. Host Organization shall use approved accounting methods and procedures in compiling and reporting the fiscal affairs of the convention. It shall furnish PNR a complete financial accounting within four months after the close of the convention operation.

20. This agreement shall remain in full force and effect from the date hereof until such time as all the terms and conditions thereof shall have been fully met.

IN WITNESS WHEREOF, the respective parties have executed this agreement on the day and year first herein above written with authorized signatures being affixed hereto by direction of the respective Board of Directors of each corporate party hereto.

PACIFIC NORTHWEST REGION - NATIONAL MODEL RAILROAD ASSOCIATION, INC.

President PNR

(Print or type name of Host Organization)

(Date)*

* Last person who signs this contract inserts the Date

Note: If this is a convention hosted by a local division, do not sign the endorsement. Sign above, as a primary contracting party and the Superintendent, in most cases, is the proper "Authorizing Officer". The endorsement is only to be completed when a group, other than one of the divisions is the "Host Organization".

Convention Contract (Rev 6/8/10)

NON-SURETY ENDORSEMENT

The undersigned PNR Division, having jurisdiction over the geographical area where the Host Organization is located, does hereby vouch for its viable and responsible nature, so far as is known to it, and is therefore willing to endorse it as the "host" for the PNR Convention described in the foregoing PACIFIC NORTHWEST REGION CONVENTION CONTRACT.

This endorsement only supports the good reputation of Host Organization within the community and it shall not be construed as an endorsement of Host Organization's financial responsibility.

IN WITNESS WHEREOF, the "host" Superintendent has executed his instrument on this _____ day of _____, 19____, at the direction and with authority granted unto him/her by the Board of Directors of their division.

_____ DIVISION, PACIFIC NORTHWEST REGION - NMRA

BY__

Superintendent

WARNING to the Host Organization:

1. Don't sign the agreement until you have read it over and fully understand all the terms and conditions.
2. There are many provisions dealing with reports, procedures and deadlines. Be prepared to meet these requirements by making copies of the contract and delivering them to your Registrar and/or Convention Chairman, or others.
3. Think Positive, promote and publicize, and work hard. Good Luck!

Appendix – Sample Budget

Fraser Valley Express 2008
Convention Budgeted Income Statement

| REVENUE | | Qty | Price | Total |
|--------------------|---------------------------------|-----|-------|------------------|
| Registrations | Early Bird (incl. Banquet) | 25 | \$ 80 | \$ 2,000 |
| | Discounted Fare (incl. Banquet) | 50 | 100 | 5,000 |
| | Full Fare (incl. Banquet) | 50 | 120 | 6,000 |
| | Non-NMRA surcharge | 20 | 10 | 200 |
| | Spouse/Other Registration | 20 | 20 | 400 |
| | Banquet Only | 75 | 40 | 3,000 |
| PNR | Convention advance | | | 1,000 |
| Budgeted Revenue | | | | \$ 17,600 |
| | | | | |
| EXPENSES | | | | |
| Head Tax | PNR | 125 | \$ 12 | \$ 1,500 |
| | 7th Division | 125 | 8 | 1,000 |
| Non-NMRA surcharge | PNR | 20 | 10 | 200 |
| Best Western | Hospitality room | 5 | 90 | 450 |
| | Clinic room (Boardroom) | 3 | 120 | 360 |
| | Contest room (Oak Room) | 4 | 150 | 600 |
| | Banquet room | 1 | 550 | 550 |
| | Banquet meal | 200 | 35 | 7,000 |
| | President's accommodation | 3 | 100 | 300 |
| Crests | Registrant memento | 135 | 3 | 405 |
| PNR | Advance repayment | | | 1,000 |
| Budgeted Expenses | | | | \$ 13,315 |
| Budgeted Profit | | | | \$ 4,285 |

Appendix – Income and Expense Statement**Income Statement**

| | QTY. | PRICE | TOTAL | |
|---------------------------------------|----------------|---------|------------|----------|
| EARLY REGISTRATION | 32 | \$65 | \$2,080.00 | |
| REGULAR REGISTRATION | 74 | \$75 | \$5,550.00 | |
| NON RAIL | 24 | \$25 | \$600.00 | |
| THURSDAY WITH LUNCH | 2 | \$30 | \$60.00 | |
| FRIDAY & SATURDAY | 22 | \$20 | \$440.00 | |
| SLIDE SHOW | 2 | \$7 | \$14.00 | |
| EXTRA BREAKFAST | 10 | \$10 | \$100.00 | |
| ICE CREAM SOCIAL | extra fares | 24 | \$5 | \$120.00 |
| BANQUET | 83 | \$35 | \$2,905.00 | |
| CONVENTION CAR | 31 | \$19.50 | \$604.50 | |
| CONVENTION CAR - WEATHERED | 8 | \$25 | \$200.00 | |
| CONVENTION CAR - BOB SAMPLE | 6 | \$15 | \$90.00 | |
| HATS | 22 | \$12 | \$264.00 | |
| POLO SHIRTS - S, M, L, XL | 23 | \$20 | \$460.00 | |
| POLO SHIRTS - XXL AND XXXL | 9 | \$22 | \$198.00 | |
| POLO SHIRTS WITH POCKETS | 3 | \$25 | \$75.00 | |
| PATCH | 39 | \$5 | \$195.00 | |
| DECAL SET | | \$3 | \$0.00 | |
| E-7 LOCO RAFFLE | 834 | \$1 | \$834.00 | |
| STEAM LOCO RAFFLE | 765 | \$1 | \$765.00 | |
| ROOM RAFFLE | 43 | \$5 | \$215.00 | |
| WRONG CONVENTION SHIRTS | 6 | 13 | \$78.00 | |
| PROTOTYPE TOUR | 66 | \$35 | \$2,310.00 | |
| ADS IN PROGRAM | | | \$497.00 | |
| DONATION - TY'S TRAINS, HELENA, MT | 1 | \$10 | \$10.00 | |
| PNR LOAN | | | \$500.00 | |

TOTAL INCOME \$19,164.50

| HISTORIC SPOKANE CONVENTION - RECAP OF EXPENSES | | |
|--------------------------------------------------------|-------------------------|-------------|
| POSTAGE | | \$136.78 |
| PRINTING (POSTERS, LETTERHEAD, ETC.) | | \$192.52 |
| TOUR | | \$1,580.35 |
| CARS & DECALS | | \$734.42 |
| CHECK PRINTING | | \$12.46 |
| FIRST SHIRT ORDER (WRONG ONES) | | \$149.46 |
| SHIRTS & HATS | | \$989.31 |
| DONUTS FOR SAT. MEETING | | \$20.00 |
| PRINTING OF PROGRAMS | | \$305.55 |
| PLAQUES | | \$253.69 |
| BATTERIES FOR CLINICS | | \$9.96 |
| ROOM RAFFLE | | \$215.00 |
| RAFFLE ITEMS - SUNSET JUNCTION | | \$300.00 |
| HOTEL - MEALS & MICROPHONE | no charge for hotel use | \$8,884.81 |
| REPAY PNR LOAN | | \$500.00 |
| REFUND FOR CANCELLATION - PIERSON | | \$105.00 |
| PINS & PATCHES | | \$702.50 |
| TOTAL EXPENSES | | \$15,091.81 |

DIVISION OF PROFITS AGREED TO BY COMMITTEE

| | | |
|--------------------------|--|------------------|
| FINAL PROFIT | | 4,087.69 |
| 40% DUE PNR PER CONTRACT | | 1,635.08 |
| BALANCE TO SPLIT | | 2,452.61 |
| 11.5 SHARES | | 213.27 per share |

| |
|---------|
| HELPERS |
| PNR |

OF
SHARES

* SUGGEST LEFT OVER ITEMS BE SOLD BY PNR & THEY GET ANY MONEY EARNED
ESTIMATE AROUND \$400 IF ALL HATS, CARS & SHIRTS SELL

SHIRLEY SAMPLE
WIL SEAVER
TOM JENNINGS
PHIL EVERETT
HUGH MACKENZIE
LOU ADLER

| | | | |
|-----------------|-----|---|----------|
| INSHOME: | | 3 | \$639.81 |
| BOB SAMPLE | 0.5 | | |
| CHARLIE GREESON | 0.5 | | |
| LARRY NELSON | 1 | | |
| BILL VOOGD | 1 | | |
| & LAYOUT TOURS | | | |

| | | | |
|------------|-----|------|----------|
| N SCALE | | 0.50 | \$106.64 |
| JOHN HENRY | 0.5 | | |

| | | | |
|---------------------|------|---|-------|
| RIVER CITY MODELERS | | 6 | ##### |
| JERRY QUINN | 1 | | |
| CHUCK | | | |
| HEIMERDINGER | 1 | | |
| JOHN LANGLOT | 1 | | |
| ROY WYATT | 1 | | |
| MIKE BAKER | 0.34 | | |
| JOHN KOWSKY | 0.33 | | |
| JIM BALLEW | 0.33 | | |
| BOB SAMPLE | 0.5 | | |
| CHARLIE GREESON | 0.5 | | |
| & LAYOUT TOUR | | | |

| | | | |
|-------------------|------|---|----------|
| TRI-CITY MODELERS | | 2 | \$426.54 |
| JOHN DECKER | 0.5 | | |
| GARY HAMMOND | 0.25 | | |

| | |
|----------------|------|
| JOHN DESTEESE | 1 |
| STEVE PREVETTE | 0.25 |

LAYOUTS

| | | |
|------------|-------|--------------------------------------------------|
| SALMON ARM | \$300 | paid by River City Modelers from swap meet funds |
| N SCALE | \$100 | paid by River City Modelers from swap meet funds |
| S SCALE | \$100 | paid by River City Modelers from swap meet funds |

Appendix – Sample Bid

**PACIFIC NORTHWEST REGION
NATIONAL MODEL RAILROAD ASSOCIATION**

Bid to host the 2008 PNR Convention
By the Chilliwack Model Railway Club (Free-mo Division)

PACIFIC NORTHWEST REGION

NATIONAL MODEL RAILROAD ASSOCIATION

Bid to host the 2008 PNR Convention
By the Chilliwack Model Railway Club (Free-mo Division)

| | | |
|----|--------------------------------------------|----|
| 1) | Introduction..... | 8 |
| 2) | Preliminary Planning | 8 |
| | i) Convention Dates..... | 8 |
| | ii) Convention Facilities | 9 |
| | iii) Convention Price..... | 9 |
| | iv) Convention Activities | 9 |
| 3) | Convention Committee | 10 |
| | i) Chairperson | 10 |
| | ii) Assistant Chairperson | 10 |
| | iii) Paymaster | 10 |
| | iv) Sub-committee Chairpersons..... | 10 |
| | a) Registration | 10 |
| | b) Food and Banquet | 10 |
| | c) Publicity | 10 |
| | d) Contests & AP Judging..... | 10 |
| | e) Non-Rail Activities | 11 |
| | f) Awards and Favours | 11 |
| | g) Manufacturers and Vendors..... | 11 |
| | h) Clinics | 11 |
| | i) Layout Tours..... | 11 |
| | j) Transportation | 11 |
| | k) Display and Modular Layouts..... | 11 |
| | l) Security | 11 |
| | m) Slides and Movies | 11 |
| | n) Auction, Swap Meet, Country Store | 12 |
| | o) Souvenir | 12 |
| 4) | Financial..... | 12 |
| | i) Convention Advance..... | 12 |
| | ii) Surplus Funds..... | 12 |
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| | iv) Reporting..... | 12 |
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1) Introduction

The Chilliwack Model Railway Club (Free-mo Division) hereby submits its bid to host the annual PNR Convention in Chilliwack, British Columbia, Canada in June 2008. It will be known as the Fraser Valley Express 2008 (hereafter noted as “FVX 2008”).

The Free-mo Division (hereafter noted as “FD”) consists of a sub-group of 12 members from the 28-member Chilliwack Model Railway Club (hereafter noted as “CMRC”). The FD group wishes to host the 2008 PNR convention, and will seek the assistance of other active members in the CMRC in doing so. We propose to offer visitors the accommodations and facilities of the Best Western Rainbow Country Inn at reasonable cost, which will include meeting, clinic, and contest rooms. The major venue will be across the highway at the Heritage Park centre, owned by the City of Chilliwack. This centre offers up to 60,000 square feet of cement-floor activity area, and is the same facility used by the Mount Cheam Lions Club to host its annual model railway and hobby show.

We intend to hold this convention in conjunction with the Pacific Northwest RPM convention, that is normally held in the Spring in Bellingham. This should attract more modellers, many of whom have no affiliation with the NMRA, to the event. It is hoped their attendance will encourage future membership in the NMRA.

The show will also be open to the public on Saturday and Sunday during the convention, to both promote the hobby and the NMRA, and to generate revenue in support of the event.

2) Preliminary Planning

i) Convention Dates

The proposed dates for FVX 2008 are June 12 through June 15. This extended weekend is the only one available in the summer of 2008 at Heritage Park. No holiday weekend is available in August. Although four weeks prior to the 2008 National Convention in Anaheim (July 13 to 19), given the distance between the sites and the month that will elapse, we do not anticipate undue

conflict for potential attendees. We believe it is preferable to hold FVX 2008 prior to the national convention, in the hope that more modellers' funds will be available to support our convention.

Both the U.S. and Canadian governments are proposing that border security be strengthened through a new travel document or passport requirement. At this time, any such regulation is expected to take effect for ground transportation commencing in January 2009, hence should not affect attendance at FVX 2008. In this matter, we are at the mercy of the respective governments.

ii) Convention Facilities

The proposed convention hotel is the Best Western Rainbow Country Inn located adjacent to Highway 1 at Lickman Road, in Chilliwack. It has ample convention facilities for both meeting rooms and hotel rooms. We have confirmed the availability of our chosen dates with the Best Western, and upon approval of this bid, we will confirm pricing for the facilities. At this time, the nightly charge for two persons sharing one room with two beds is approximately \$94 Canadian (plus taxes). Pending confirmation, we have requested a block of 50 rooms be set aside in the Best Western Rainbow Country Inn for the duration of the convention. Details about the hotel can be found at [Best Western Rainbow Country Inn](#) on the web.

The proposed hotel has several meeting rooms and a banquet room available, but does not have a large enough hall for layouts, displays, and vendors. Across the highway overpass is the Heritage Park centre owned by the City of Chilliwack. The facility includes 60,000 square feet of cement floor activity area, in two adjacent rooms. We have tentatively booked the facility, pending acceptance of this convention proposal, to allow more than ample vendor, display, and layout space. The facility is the same one that is used by the Mount Cheam Lions Club to host its annual Model Railway and Hobby Show. That show attracts some 3,000 members of the public over 2 days each October, to view model trains, remote controlled race cars, and a few other lesser hobbies.

iii) Convention Price

Based on our preliminary inquiries, we expect the Full-Fare Price, including the formal banquet, will be approximately \$125 Canadian per NMRA conventioneer. A surcharge will be added for non-NMRA members. A-la-carte pricing will also be considered based on tours that may be arranged.

iv) Convention Activities

We expect to hold meetings and clinics at the Best Western Rainbow Country Inn. We expect numerous modular layouts from both sides of the border will set up in Heritage Park, as will many vendors and manufacturers. We hope to attract a very large HO Free-mo layout, given the substantial space available

at Heritage Park. Layout tours will likely be self-guided as there are not many available in the vicinity. We will attempt to arrange a tour of a nearby working railroad yard.

3) Convention Committee

i) Chairperson

The Chairperson for the convention will be Larry Sebelley. Larry is the Secretary of the CMRC, Assistant Treasurer of the PNR, and the instigator of the CMRC FD. He has been actively building model railroads for the past 7 years.

ii) Assistant Chairperson

The Assistant Chairperson for the convention will be James Hill. James is the President of the CMRC. He is the driving force behind the annual Mount Cheam Lions Club hobby show in Chilliwack, and thus is well-versed in planning for a major event.

iii) Paymaster

The Paymaster for the convention will be Larry Sebelley. Larry is a Certified General Account and is well-versed in financial matters. He will ensure that the fiscal issues are properly dealt with. James Hill and Larry Sebelley will jointly authorise all minor expenditures, will present major expenditures to the committee for approval, and will sign all contracts on behalf of the committee.

iv) Sub-committee Chairpersons

a) Registration

Lori Sebelley will be the Registration Chair. A web site will be designed to facilitate registration. Mail-in registrations will also be accepted.

b) Food and Banquet

Lori Sebelley will be the Food and Banquet Chair. Lori is trained in hospitality management, providing us the ability to negotiate for the best price and product.

c) Publicity

Jamea Lister will be Publicity Chair. The event will be publicised in all the usual model railroad media, plus local radio and newspaper media to attract public visitors.

d) Contests & AP Judging

Dick Hawkshaw will be the Contests and AP Judging Chair. Assistance will be obtained for AP judging.

e) Non-Rail Activities

It is unlikely we will arrange any non-rail activities, as we do not feel such is warranted, unless a suitable chairperson is located. Promotional materials for local attractions, activities, and shopping will be provided in the registration packages.

f) Awards and Favours

Harry Huizing will be the Awards and Favours Chair.

g) Manufacturers and Vendors

Lori Sebelley will be the Manufacturer and Vendor Chair. Lori, and the rest of the committee, are well-known to the Vancouver area hobby shops, and we expect to draw in most of them for sales table operations. We will also contact the manufacturers to invite their participation.

h) Clinics

Dick Hawkshaw will be the Clinics Chair. Well-known clinicians will be invited to make presentations on all aspects of model railroading.

i) Layout Tours

Kelly Dyck will be the Layout Tours Chair. There are unfortunately, only a limited number of home layouts available in the Fraser Valley from which we could potentially draw.

j) Transportation

Abe Giesbrecht will be the Transportation Chair. Abe is a licensed school bus driver. A shuttle bus between the convention hotel and the major facility will likely be needed, as will transportation to any home layouts.

k) Display and Modular Layouts

Allen Kachkowski will be the Display and Modular Layouts Chair. Free-mo modules from all of North America will be invited to attend, connect, and play for the event duration. Other modular layouts from the Pacific Northwest will also be invited. We have contracts with layouts in N-scale, HO-scale, and G-scale.

l) Security

Lindsay Armstrong will be the Security Chair.

m) Slides and Movies

Lindsay Armstrong will be the Slides and Movies Chair. May not be considered necessary.

n) Auction, Swap Meet, Country Store

Harry Huizing will be the Auction, Swap Meet, Country Store Chair. May be considered at a later date.

o) Souvenir

Harry Huizing will be the Souvenir Chair. May not be considered necessary, but if proceeded with, will be quite modest.

4) Financial

i) Convention Advance

Assuming this proposal is accepted, we hereby officially request an advance of \$1,000 Canadian to secure the Heritage Park facility and the Best Western facility. Please issue a Canadian dollar cheque payable to FVX 2008.

ii) Surplus Funds

The primary purposes of hosting the 2008 convention are:

- To promote the model railroading hobby to the public to encourage new devotees.
- To increase membership in the NMRA / PNR / 7th Division.
- To assist both the PNR and the 7th Division with their financial needs.
- To provide an opportunity for HO Free-mo modellers to create and operate a very large layout for an extended period.
- To earn funds to allow the CMRC Free-mo division to travel to other events and to further develop its own modular layout.

Given that the PNR Board of Directors has approved a *Head Tax* of \$12 Canadian dollars based on the number of registrants, any and all profit arising from the convention after repayment of the initial advance from the PNR and the agreed-upon head tax, will be retained by the host group to be used at its sole discretion.

iii) Budget

A budget based on key financial decisions is attached to this preliminary proposal.

iv) Reporting

All reporting requirements specified in the *Convention Agreement* to be agreed upon and executed, will be met. In accordance with the revised head tax/profit sharing, clause 15 will need to be modified.

5) Conclusion

The Free-mo Division of the Chilliwack Model Railway Club is pleased to present this proposal to the Pacific Northwest Region for its consideration. It will be our pleasure to present a successful convention to promote the hobby of model railroading and to benefit all parties involved. Thank you for your favourable consideration, and we look forward to your acceptance of this proposal.

President
Chilliwack Model Railway Club

Secretary
Chilliwack Model Railway Club

Appendix – Sample Hotel Agreement

AGREEMENT BETWEEN THE _____, PACIFIC NORTHWEST REGION, NATIONAL MODEL RAILROAD ASSOCIATION, INC., AND THE _____ HOTEL OF _____.

The _____, Pacific Northwest Region, National Model Railroad Association, Inc., hereafter named the Convention Committee, and the _____ of _____, hereafter named the Hotel, enter into the following agreement to conduct a convention at the Hotel facility on the dates of _____, 20__ through _____, 20__.

The Hotel agrees to provide sleeping accommodations and other Hotel services in accordance with the Hotel's normal and usual guest policies. The Hotel will hold a block of guest rooms as shown in the table below until ____ days prior to the start of the convention.

Day: Wednesday Thursday Friday Saturday Sunday

Date: / / / / - / / / / / / .
Rooms: #xx #xx #xx #xx #xx

The special rate which will be in effect for single or double rooms reserved in this block will be \$_____ per room per night. This rate is non-commissionable. The above rate is exclusive of applicable taxes or other charges imposed by any governmental body.

The Hotel agrees to provide reservation cards to the Convention Committee for forwarding to convention attendees. The Hotel agrees to notify in a timely manner the Convention Committee of the number of reservation cards returned to the hotel. Cards received by the Hotel after __/__/ will be honored on a space and rate available basis. Reservations for persons attending the convention arriving earlier or leaving later than the dates shown in the above table will also be accepted on a rate and space available basis.

Reservations will be until 6:00PM on the day of arrival, unless accompanied with a deposit of the first night's room charges and/or other acceptable credit arrangements have been made by the guest directly with the Hotel.

It is agreed that each individual attendee will pay for his/her room, taxes, and incidental charges upon departure or as otherwise agreed to by the Hotel and the attendee in advance.

It is agreed that the check-in time for guests is after 3:00PM, local time, and that guest checkout time is before 1:00PM, local time. Upon request, the Hotel will make arrangements for baggage storage for guests' luggage until their actual departure from the Hotel, or in the event of an early arrival, until their room is ready for occupancy.

The Convention Committee will make a deposit of \$_____ no later than _____, 20__, which will guarantee the meeting space. This deposit is non-refundable after receipt. The deposit will be applied to the space charges incurred by the Convention Committee.

The Convention Committee agrees to make a deposit with the Hotel one week prior to the start of the convention, of an amount equal to the estimated cost of catering. Any outstanding balance due as a result of last minute changes will be paid to the Hotel no later than the close of business on the next banking day.

Any amount overpaid will be first applied to any outstanding charges due the Hotel by the Convention Committee, or if there be none, will be refunded to the Convention within five (5) days of the close of the convention.

The Hotel agrees to not make a charge for parking motor vehicles used by attendees of the convention. In addition, there will be no charge for the parking of trailers used to bring exhibits, displays, or other items to the convention and which remain unoccupied during the convention.

It is further agreed that the only persons who may incur charges on behalf of the Convention Committee are:

_____ Convention Chairperson
 _____ Treasurer/Paymaster
 _____ Banquet Chairperson

The Hotel agrees to provide the _____ meeting space from (Day of the week), (Month, Day, Year) through (Day of the week), (Month, Day, Year). In addition, _____ square feet of ballroom space (Day), (Date) through (Day), (Date) and space for a banquet for _____ people from 6:00PM through 12 Midnight on (Day), (Date).

It is further agreed that the Convention Committee will provide information to the Hotel regarding exact room requirements as soon as they can be determined as the convention is planned. Any additional space requirements will be met by the Hotel on a space available basis at the time of the request. The Convention Committee agrees to release any space held as soon as it can be determined by the Committee that they will not need the space. In the event that space is released less than one (1) year prior to the convention, the Hotel will reduce the meeting space cost by the amount which they able to resell the released space.

Appendix – Sample Registration Form

| | | |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  | <p>Northern Lights 2009 PNR Regional Convention Edmonton, AB September 17-19, 2009 www.northernlights2009.ca</p> |  |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|

Registrant Information: (one form per registrant, please)

| | | | |
|-------------------------|------------------------------|-----------------------------|--|
| Name: | | | |
| Name for Badge: | | | |
| NMRA#: | | | |
| Street Address: | | | |
| City: | | | |
| Province or State: | | Postal/Zip Code: | |
| Phone (with area code): | | | |
| Email: | | | |
| Preferred contact: | <input type="radio"/> Postal | <input type="radio"/> Email | |

| Item | QTY. | Each | Amount |
|---------------------------------------------------------------------------------------------------------------------|------|-------|--------|
| Registration (after June 1, 2009) (includes clinics, layout tours, contests, auction, operating session) | | \$119 | |
| Non-NMRA member add | | \$10 | |
| Spouse/Youth (under 18) | | \$50 | |
| Thursday Tour - Lehigh Inland Cement (by bus) | | \$8 | |
| Thursday BBQ | | \$15 | |
| Friday Tour - LRT Shops (by LRT) | | \$6 | |
| Saturday Tour - APRA Railroad Museum (by bus) | | \$15 | |
| Saturday Banquet & Speaker | | \$35 | |
| Total: | | | |

Please make cheques payable to "Northern Lights 2009"

Mail to:
 Mark Johnson
 Registrar, Northern Lights 2009
 11428 - 77 Avenue
 Edmonton, AB T6G 0L8

Hotel information:
 The Coast Edmonton Plaza Hotel
 Downtown Edmonton
 10155 - 105 Street
 Edmonton, AB T5J 1E2

registrar@northernlights2009.ca
780-436-2480

For reservations call: 1-800-663-1144
GROUP code: CEP-GFC6629

Appendix – Sample Registration Log

| Reg Name No. | Address | City | ST | Zip | Phone | E-mail | Registration Day | Non-Rate Reg. Late | Meal BF CK VG | Tour | Tax Shtl Qty | Total Chk# NMRPA Paid | SER No. | Name on Badge | | |
|---------------|------------|--------------|----|-------|--------------|-------------------------------|------------------|--------------------|---------------|------|--------------|-----------------------|---------|-------------------|---------------------|-----------------------------------------------------------|
| 1 Gough | Ron | Roswell | GA | 30076 | 770-992-4225 | mrc@windstream.net | 85 | | 1 | 1 | 1 | 105 | 1524 | L05610 | Leon Gough | |
| 2 Garner | PO Box 526 | Piedmont | SC | 29714 | 864-276-4705 | cedarville@bellsouth.net | 85 | 50 | 1 | 1 | 1 | 155 | 7552 | L01425 | Life Howard Garner | |
| 3 Scharfetter | Greg | Bartlett | TN | 38134 | 901-377-4964 | cedarville@bellsouth.net | 85 | | 1 | 1 | 1 | 155 | 7552 | L01425 | Life Howard Garner | |
| 4 Scharfetter | Brandon | Bartlett | TN | 38134 | 901-377-4964 | cedarville@bellsouth.net | 85 | | 1 | 1 | 1 | 282 | 4422 | EXP | Greg Scharfetter | |
| 5 Scott | Brett | Prattville | AL | 36067 | 334-769-3986 | brscharfetter@bellsouth.net | 85 | | 1 | 1 | 1 | 425 | 471 | EXP | Brandon Scharfetter | |
| 6 Harris | Matthew | Prattville | AL | 36067 | 334-721-7552 | brscharfetter@bellsouth.net | 85 | | 1 | 1 | 1 | 425 | 471 | EXP | Brandon Scharfetter | |
| 7 Moore | Gary | Prattville | AL | 36066 | 334-361-8501 | gmoores@bellsouth.net | 85 | | 1 | 1 | 1 | 135 | 7030 | L5054 | L0054 | Dr. Joe Nichols Sr. Gray Moore "AGEI Model Railroad Club" |
| 8 Nichols Sr | Dr. Joe | Prattville | AL | 36066 | 334-361-8501 | gmoores@bellsouth.net | 85 | | 1 | 1 | 1 | 135 | 7030 | L5054 | L0054 | Dr. Joe Nichols Sr. |
| 9 Swisher | Gene | Atlanta | GA | 30338 | 770-396-5447 | dswisher@midwest.net | 85 | 50 | 1 | 1 | 1 | 100513 | R1617 | | Bob Swisher | |
| 10 Nichols | Gene | Atlanta | GA | 30338 | 770-396-5447 | dswisher@midwest.net | 85 | | 1 | 1 | 1 | 100513 | R1617 | | Bob Swisher | |
| 11 Swisher | Gene | Atlanta | GA | 30338 | 770-396-5447 | dswisher@midwest.net | 85 | | 1 | 1 | 1 | 100513 | R1617 | | Bob Swisher | |
| 12 Swisher | Barbara | Little River | SC | 29568 | 843-360-0511 | swisher@bellsouth.net | 85 | | 1 | 1 | 1 | 100513 | R1617 | | Bob Swisher | |
| 13 Skol | Marilyn | Cropwell | AL | 35054 | 805-525-5764 | mcskol28@aol.com | 85 | | 1 | 1 | 1 | 105884 | R1752 | | Barbara Swisher | |
| 14 Skol | Marilyn | Cropwell | AL | 35054 | 805-525-5764 | mcskol28@aol.com | 85 | | 1 | 1 | 1 | 105884 | R1752 | | Barbara Swisher | |
| 15 McIntyre | Robert | Alpha | GA | 30024 | 404-217-3973 | robertmcintyre@earthlink.net | 85 | | 1 | 1 | 1 | 106310 | 1626 | Box McIntyre | Bob McIntyre | |
| 16 Braunstein | Mike | Centerville | GA | 31025 | 478-953-3762 | mygramps@bellsouth.net | 85 | | 1 | 1 | 1 | 15113 | L0814 | Mike Braunstein | Mike Braunstein | |
| 17 Braunstein | Lonny | Centerville | GA | 31025 | 478-953-3762 | mygramps@bellsouth.net | 85 | | 1 | 1 | 1 | 15113 | L0814 | Mike Braunstein | Mike Braunstein | |
| 18 Osb | Phyllis | Marion | GA | 30054 | 770-471-3133 | arborc@bellsouth.net | 85 | | 1 | 1 | 1 | 73535 | R0596 | | Charles Cole | |
| 19 Williams | H. Boyd | Bremen | GA | 30110 | 770-437-4439 | hboyd@bellsouth.net | 85 | | 1 | 1 | 1 | 5865 | 388 | Boyd Williams | Boyd Williams | |
| 20 Williams | Carol | Bremen | GA | 30110 | 770-437-4439 | hboyd@bellsouth.net | 85 | | 1 | 1 | 1 | 5865 | 388 | Boyd Williams | Boyd Williams | |
| 21 Williams | William | Durham | NC | 27604 | 304-769-3365 | none | 85 | | 1 | 1 | 1 | 112733 | | | Bill Williams | |
| 22 Wadsworth | George | Alpha | GA | 30004 | 678-397-1814 | georgewadsworth@bellsouth.net | 85 | | 1 | 1 | 1 | 77142 | 2144 | George Bloodworth | George Bloodworth | |
| 23 Bloodworth | Pat | Alpha | GA | 30004 | 678-397-1814 | georgewadsworth@bellsouth.net | 85 | | 1 | 1 | 1 | 77142 | 2144 | George Bloodworth | George Bloodworth | |
| 24 White | Raymond | Stratville | GA | 30078 | 770-975-8501 | rayd@bellsouth.net | 85 | | 1 | 1 | 1 | 128651 | 2102 | Ray White | Ray White | |
| 25 White | Raymond | Stratville | GA | 30078 | 770-975-8501 | rayd@bellsouth.net | 85 | | 1 | 1 | 1 | 128651 | 2102 | Ray White | Ray White | |
| 26 Griffin | Janey | Huntsville | TN | 35894 | 615-822-0480 | none | 85 | | 1 | 1 | 1 | 15653 | R0108 | | Bill Griffin | |
| 27 Griffin | Janey | Huntsville | TN | 35894 | 615-822-0480 | none | 85 | | 1 | 1 | 1 | 15653 | R0108 | | Bill Griffin | |
| 28 Griffin | Janey | Huntsville | TN | 35894 | 615-822-0480 | none | 85 | | 1 | 1 | 1 | 15653 | R0108 | | Bill Griffin | |
| 29 Broadway | Mike | Birmingham | AL | 35242 | 205-614-8900 | MGBway@aol.com | 85 | | 1 | 1 | 1 | 79425 | 2038 | Mike Broadway | Mike Broadway | |
| 30 Schultz | Thomas | Birmingham | AL | 35223 | 205-715-5520 | Tom.Schultz@bellsouth.com | 85 | | 1 | 1 | 1 | 15859 | | | Tom Schultz | |
| 31 White | Nan | Birmingham | AL | 35223 | 205-715-5520 | Tom.Schultz@bellsouth.com | 85 | | 1 | 1 | 1 | 15859 | | | Tom Schultz | |
| 32 Cusker | Thomas | Helena | AL | 35686 | 205-521-1778 | Tom.Cusker@midnet.com | 85 | | 1 | 1 | 1 | 126265 | | | Brenda Cusker | |
| 33 Cusker | Brenda | Helena | AL | 35686 | 205-521-1778 | Tom.Cusker@midnet.com | 85 | | 1 | 1 | 1 | 126265 | | | Brenda Cusker | |
| 34 Cusker | Thomas | Helena | AL | 35686 | 205-521-1778 | Tom.Cusker@midnet.com | 85 | | 1 | 1 | 1 | 126265 | | | Brenda Cusker | |
| 35 Hill | Henry | Huntsville | AL | 35892 | 256-860-0979 | Ang@juno.com | 85 | | 1 | 1 | 1 | 80356 | 2163 | Henry Hill | Henry Hill | |
| 36 Stewart | Cheryl | Huntsville | AL | 35892 | 256-860-0979 | Ang@juno.com | 85 | | 1 | 1 | 1 | 80356 | 2163 | Henry Hill | Henry Hill | |
| 37 Stewart | L. Ruth | Oakwood | GA | 30057 | 770-532-0688 | Wills and Drake | 85 | | 1 | 1 | 1 | 60142 | real7 | Cheryl Stewart | Cheryl Stewart | |
| 38 Perry | Scott | Buford | GA | 30519 | 770-632-3364 | scottgarn@adelphia.net | 85 | | 1 | 1 | 1 | 110470 | 1689 | Scott Perry | Scott Perry | |

| Reg. No. | Name | Address | City | State | Zip | Phone | Fax | Room | Rate | Tax | Meal | Tour | Tea | Sit | Total |
|---------------|--------------------|---------------------------|----------------|-------|-------|--------------|-------------------|------|------|------|------|------|-----|-----|------------------------------------------------------------|
| 180 | Philip Griffin | 2325 1st Ave. North | Birmingham | AL | 35203 | 205-297-4324 | | | | | | | | | |
| 181 | Bob Manning | 37063 Sulphur Branch Bend | Mannola | TX | 77355 | 832-524-7367 | none | | | | | | | | |
| 182 | Carey Hinch | 1205 16th Street | Pleasant Grove | AL | 35127 | | careyh@netnet.net | | | | | | | | |
| 183 | Wimble Granddaught | 1736 Patton Chapel Rd | Hoover | AL | 35226 | 205-853-7891 | Dinner only | | | | | | | | |
| 184 | Cook Jr. John | 2008 Brookmanor Dr. SE | Decatur | AL | 35601 | | john@johncook.com | | | | | | | | |
| 185 | Ferguson Joe | 205 Norwood Dr. | Rainbow City | AL | 35966 | 256-742-8924 | none | | | | | | | | |
| 186 | Taylor III Sumners | 2329 US Hwy 431 N. Ste 22 | Boaz | AL | 35957 | 256-340-4530 | none | | | | | | | | |
| Totals | | | | | | | | | | | | | | | |
| 680 | 0 | 0 | 100 | 0 | 130 | 8 | 2 | 0 | \$20 | \$10 | 120 | 70 | 8 | 71 | 1,102 Check Total |
| | | | | | | | | | | | | | | | 1,122 Crossfoot Chk |
| | | | | | | | | | | | | | | | Total Paid |
| | | | | | | | | | | | | | | | XXL 22 11 |
| | | | | | | | | | | | | | | | ...Registration... Non-Rail... Non ...Meal... Tour Tea Sit |
| | | | | | | | | | | | | | | | Reg. Late One Reg. Late NMRA BF CK VG Qty |
| | | | | | | | | | | | | | | | Day |
| | | | | | | | | | | | | | | | 8 0 0 2 0 0 5 |
| | | | | | | | | | | | | | | | TOTAL NUMBER OF REGISTRATIONS |
| | | | | | | | | | | | | | | | GRAND TOTAL 10 |

Appendix – Sample Clinic Schedule and Descriptions

The times shown in the table are estimates.
 The floor level (Lower, Main, 2nd), are shown for each room in the hotel.

| Time | Registration/ Office | Social | Clinics | | Contests/ Displays | Silent Auction | Layout Tours | Other |
|--------------------------------|-------------------------|----------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------------------|-----------------|------------------------------------------------|
| | | | Acadia(L) | Wood Buffalo(L) | | | | |
| Wednesday, September 16 | | | | | | | | |
| 8:00AM-5:00PM | | | | | | | | PNR Board Meeting Elk Island Room(L) |
| 5:00PM-10:00PM | Hotel Foyer | | | | | | | |
| Thursday, September 17 | | | | | | | | |
| 8:00AM-9:00AM | Glenora(M) 8-6 | | | | Submission/ Viewing Glenora(M) 8-6 | Dropoff Glenora(M) | Self- guided | Cement Plant Tour (Extra Fare) |
| 9:00AM-10:00AM | | | 9:30 Trees Noble | Toolbox? Hamilton | | | | |
| 10:00AM-11:00AM | | | | Glue Determan | | | | |
| 11:00AM-Noon | | | Free-mo Sebelley | Dioramas Sproule | | | | |
| Noon-1:00PM | | | | | | | | |
| 1:00PM-2:00PM | | | Timetable Johnson | Be a Judge Hamilton | | | | |
| 2:00PM-3:30PM | | | Scenery Noble | | | | | |
| 3:30PM-5:00PM | | | Painting Sample/Barone | | | | | |
| 5:00PM-6:00PM | | | | | | | | |
| 6:00PM-7:00PM | | | | | | | | |
| 7:00PM-10:00PM | | BBQ Fort Edmonton | | | | | | |
| Friday, September 18 | | | | | | | | |
| 8:30AM-10:00AM | Glenora(M) 8:30-6 | | | PNR Annual Membership Meeting Ever wonder what happens at an annual membership meeting? Got a pressing issue you want your leadership to address? Do | | | | |

| | | | | | | | | |
|--|--|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| | | | | <p>you care where the money goes? Does your membership have any meaning?</p> <p>For the first time in quite a while, the PNR Annual Membership Meeting, required by our Bylaws, will be held at a time and place that will allow members to attend and participate. An Agenda will be published and actual business will be conducted between the Call-to-Order and Adjournment. You will get input to the agenda. All of the Officers and Committee Chairs (or a person who represents them) will be present to answer questions and explain what PNR is doing. PNR belongs to you but you also have to be a part of</p> | | | | |
|--|--|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|

| | | | | | | | | | | |
|-----------------|--|--|-------------------------------------------|-----------------------------------------------|-------------------------------------|--------------------|-------------|--|--|--------------------------------------------|
| | | | | PNR. Plan to attend. Close | | | | | | |
| 10:00AM-11:00AM | | | End to Shiny Walker | Paint/Pro Determan | Submission/ Viewing Glenora(M) 10-5 | Bidding Glenora(M) | Self-guided | | | |
| 11:00AM-Noon | | | TT Ops Sexsmith | Free-mo Sebelley | | | | | | |
| Noon-1:00PM | | | | | | | | | | |
| 1:00PM-2:00PM | | | | Timetable Johnson | | | | | | LRT Shop Tour (Extra Fare) |
| 2:00PM-3:30PM | | | 2:30 Ghost RRs Badmington | Trees Noble | | | | | | |
| 3:30PM-4:30PM | | | AB Railnet Goslett | OPSIG - Intro to Car Cards | | | | | | |
| 4:30PM-5:00PM | | | Track Borkristl | Steam McArthur | | | | | | |
| 5:00PM-6:00PM | | | | | | | | | | |
| 6:00PM-7:00PM | | | | | | | | | | |
| 7:00PM-8:30PM | | | Painting Sample/Barone | | | | | | | |
| 8:30PM-10:00PM | | | | | | | | | | |

Saturday, September 19

| | | | | | | | | |
|-----------------|------------|-----------------------------------------------------|--------------------------------------|-------------------------------------|---------------------|-------------------------|-------------|------------------------------------------|
| 8:00AM-9:00AM | Glenora(M) | | | | Judging Glenora(M) | Bidding Glenora(M) | | |
| 9:00AM-10:00AM | | | Snow Job Price | | | 1st close More Bids | | |
| 10:00AM-11:00PM | | | Ops/Proto Skretting | End to Shiny Walker | Viewing Glenora(M) | 2nd close More Bids | Self-guided | GETS Train Show 10AM-5PM |
| 11:00AM-Noon | | | TT Ops Sexsmith | GS gons Goslett | | Final close/ Buyers pay | | |
| Noon-1:00PM | | | | | | | | |
| 1:00PM-2:30PM | | | Diesels McArthur | Scenery Noble | Pickup Glenora(M) | Pay sellers | | |
| 2:30PM-4:00PM | | | Ghost RRs Badmington | Track Borkristl | | | | |
| 4:00PM-6:00PM | | | | | | | | |
| 6:00PM-7:00PM | | Happy Hour Valley Ballroom(2) | | | Pictures of winners | | | |
| 7:00PM-11:00PM | | Banquet/ Speaker Valley Ballroom(2) | | | | | | |

Sunday, September 20

| | | |
|-----|--|--------------------------------------------------------------------------|
| TBD | | GETS Train Show 10AM- 5PM OPSIG (Reg. Required) |
|-----|--|--------------------------------------------------------------------------|

Most recent update: August 16



Clinics

Registrants to Northern Lights 2009 are entitled to attend all clinics. Clinics are educational sessions running between 30 and 60 minutes that focus on a specific area of model or prototype railroading. Clinics may be hands-on, watch listen and learn, or forum style. Printed handouts are often provided.

Click on picture for larger view or [view all as slideshow](#).

Rob Badmington - Exploring the Ghost Railways of Southern BC - A tour of the Coast to Kootenay railways through photos from the late 70's to today. While the rails are now gone from these once important lines, their roadbeds and structures remain as popular and scenic biking and hiking trails. *Fri, 2:30PM, Acadia & Sat, 2:30PM, Acadia*



John Determan - Glue as a Modeling Tool - A look at the various glues and adhesives available to modelers and how to use or NOT use them. Included is a selection of glues and what to try if not sure. *Thu, 10:00 AM, Wood Buffalo*

John Determan - Paint Like a Pro - An in-depth look at the paints, thinners, brushes, and spray equipment we usually use. Includes some tips to make prep, painting, and clean-up easier, and a study of paint compatibility. *Fri, 10:00AM, Wood Buffalo*

Dr. Ian McArthur - How a Steam Engine Works - A fast paced clinic which will explain every detail of the workings of steam engines from the feed-water heater to the firebox grate. If you've ever wondered why the chuffs sound like they do, Ian will provide the answers. *Fri, 4:30PM, Wood Buffalo*

Dr. Ian McArthur - How Diesel Locomotives Work - Ian draws on his experiences with CPR's technical training department to explain the inner workings of diesel-electric locomotives. They are far more complex than they appear to the casual observer. *Sat, 1:00PM, Acadia*

Mike Borkristl - Tips, Techniques, and Fast Tracks for Building Turnouts - Mike takes you through his tried and true methods for building handlaid turnouts that look and perform great. Also learn about the Fast Tracks jigs and kits which enable anyone to build special trackwork quickly and easily. *Fri, 4:30 PM, Acadia & Sat, 2:30 AM, Wood Buffalo*



Larry Sebelley - What is this thing called Free-mo? - We will discuss the origin and history of the Free-mo modular layout movement. Most importantly, we will discuss the concepts, goals, and standards that make Free-mo the best modular railroad system available. By the end of the presentation, you will be anxious to become involved. *Thu, 11:00 AM, Acadia & Fri, 11:00AM, Wood Buffalo*



Roger Walker - The end of shiny plastic freight cars - Roger begins with a detailed look at how real freight cars accumulate grime, rust, and water streaks, then shows how he replicates these effects on his models with chinks and oversprays. The beautifully detailed trucks that are found on most high quality models are not forgotten either, as Roger shows how careful application of the right colours brings out the details. The clinic will emphasize weathering smooth sided covered hoppers, particularly grain cars, but the techniques can be used for other cars and for locomotives. *Fri, 10:00AM, Acadia & Sat, 10:00AM, Wood Buffalo*

Jack Hamilton, MMR - What's New In My Toolbox - Every modeler has a tool box that includes those basic items necessary to complete common tasks. The more time we spend in the hobby and the more tasks we undertake, the more unusual tools we seem to collect. It's had for any of us to pass up a walk by the "Tool Man" without adding to our treasure trove. Not all the tools work as advertised and some end up with uses never envisioned by the maker. If you do not regularly shop at the local Beauty Supply store, or the Thrift Store, this is a clinic you should not miss. *Thu, 9:00 AM, Wood Buffalo*

Jack Hamilton, MMR - If You Can't Find an AP Judge - Become One - This half day clinic covers the basics of the duties and responsibilities of an Assessor/Judge/Witness for the Achievement Program. The clinic helps to dispel the myths and urban legends surrounding the Program and orients participants to become proficient at the AP assessment task. The clinic is classroom and hands on. Attendees will use models presented during the clinic for contest or AP assessment to hone their skills. Bring your glasses, good writing materials and a willingness to learn and help others. *Thu, 1:00 PM, Wood Buffalo*

Dale Sproule - The Art of the Diorama - Some suggest a diorama is not an art form, you can decide. A participation clinic investigates what elements make up a diorama: modifying plastic kits, track, signage, electronics, vehicles, a scenery discussion, animation, using craftsman kits on a diorama, finish and presentation with additional comments on CSS08/CSS09 and the FSM layout in Boston. *Thu, 11:00 AM, Wood Buffalo*

Cal Sexsmith - Time Table & Train Order Operation For Dummies "or" The Blind Leading The Blind - This clinic will cover the basics of Time Table & Train Order dispatching and how it can be adapted for Model Railroad use. Topics covered will include Time Tables, basic Train Orders, Clearance Forms, Train Sheets, Train Registers, Yard Limits and the basic role of the Dispatcher, Train Order Operator and Train Crew. *Fri, 11:00AM, Acadia & Sat, 11:00AM, Acadia*

Mark Johnson - 'Modelling' a Time Table - Mark will describe some of the features of a railroad time table, with emphasis on the parts that are useful for Model Railroads. He will show the steps in the development of the time table for his Alberta Great Western, showing several different forms of the information. The finished documents are suitable for one-man operation up to a full operating crew. *Thu, 1:00 PM, Acadia & Fri, 1:00 PM, Wood Buffalo*

Bob Sample and Mike Barone - Open Forum on Painting - This clinic will be an open forum on painting. Rather than lead a discussion on specific topics, Bob and Mike will answer the questions you have that are not always answered in a traditional clinic. So bring your questions on paints, colours, air brushes, safety, materials, their handling and sources, decals, model preparation, finishes, tips and techniques. We will try to answer them for you. *Thu, 3:30 PM, Acadia & Fri, 7:00 PM, Acadia*

Tom Price - Snow Job! Tom describes through pictures and stories some of the equipment and techniques used to keep CPR's lines through the mountains open through the winter months.

Learn about the nerve-testing challenges of operating hundred year old snow plows through 30 foot deep avalanches! *Sat, 9:00 AM, Acadia*

Mike Noble - Trees & Bushes for the Monashee Pacific RR - Methods and Materials used along with a practical demonstration of construction techniques. This clinic will include a powerpoint presentation on how we could best simulate the creation of Trees & Forests that are located around the Monashee Pacific Railroad route in Southern BC. *Thu, 9:30 AM, Acadia & Fri, 2:00 PM, Wood Buffalo*

Appendix – Layout Tours Data Sheets

Layout Tours

Click on picture for larger view or [view all as slideshow](#).



Ken King's Kootenay Western Railway: A freelance railway based on Kelowna, BC in the '70s and '80s, the Kootenay Western also hosts CN and CP operations. This medium sized, single deck HO layout features walkaround operations with DCC and sound, with most of the track work completed. Sweeping scenes with some scenery underway do well to capture the feel of the area. A professional railroader by trade, Ken has created several interesting and prototypical industries and jobs on the layout. You can follow Ken's progress at kootenaywestern.blogspot.com.



Greg Hiscock's Boxer Creek Railroad is a freelanced HO double deck layout. Ample yards feature trains whose consists range from the '50s to the modern era, and from dozens of railroads representing several countries spanning from South and North America to Europe. The Boxer Creek is a medium-sized layout conceived as a bridge line in southern Alberta serving large coal, oil and gas, and agricultural customers along the single-track mainline with much of the layout's initial scenery completed.

Greg will also have his G-scale Garden Layout on display for visitors, which features several towns reflecting unique locations.



Brian Stokes' Nelson & Fort Sheppard is a double-deck HO layout representing the Great Northern and Canadian Pacific in Southern BC. The partially completed scenery features fall colours. Built to operate, the layout's focus is the CPR division point of Nelson, BC in 1953, which also served as the terminus for the Great Northern's branch from Kettle Falls, WA. Using extensive and ongoing research Brian hopes to capture the look, feel, and operations of this area as accurately as possible. Brian's layout is described on [his page on the Layout Design SIG website](#).

Appendix – Company Store Forms

SER CONVENTION, MAY 28TH - 30TH, BIRMINGHAM, ALABAMA
COMPANY STORE ITEM SUBMISSION FORM

MEMBER SUBMITTING MATERIAL _____ REGISTRATION NO. _____ MATERIAL RECEIVED BY _____

| ITEM NUMBER | MANUFACTURER | DESCRIPTION | ASKING PRICE | PRICE ITEM SOLD FOR | AVAILABLE FOR AUCTION | RESERVE PRICE AT AUCTION |
|---------------------------------------------------|--------------|-------------|--------------|---------------------|-----------------------|--------------------------|
| 1 | | | | | YES / NO | |
| 2 | | | | | YES / NO | |
| 3 | | | | | YES / NO | |
| 4 | | | | | YES / NO | |
| 5 | | | | | YES / NO | |
| 6 | | | | | YES / NO | |
| 7 | | | | | YES / NO | |
| 8 | | | | | YES / NO | |
| 9 | | | | | YES / NO | |
| 10 | | | | | YES / NO | |
| 11 | | | | | YES / NO | |
| 12 | | | | | YES / NO | |
| 13 | | | | | YES / NO | |
| 14 | | | | | YES / NO | |
| 15 | | | | | YES / NO | |
| 16 | | | | | YES / NO | |
| 17 | | | | | YES / NO | |
| 18 | | | | | YES / NO | |
| 19 | | | | | YES / NO | |
| 20 | | | | | YES / NO | |
| 21 | | | | | YES / NO | |
| 22 | | | | | YES / NO | |
| 23 | | | | | YES / NO | |
| 24 | | | | | YES / NO | |
| Total Amount Sold | | | | | | |
| Amount Sold X 10 % | | | | | | |
| Amount Due Member | | | | | | |
| Amount sold minus 10 % | | | | | | |
| Payment Received and/or Merchandise picked up by: | | | | | | |

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INSTRUCTIONS: PLEASE USE THE SUPPLIED TAGS. PUT YOUR REGISTRATION NUMBER, ITEM NUMBER AND PRICE ON THE TAG. IF THE ITEM DOES NOT SELL WHILE AT THE COMPANY STORE CIRCLE EITHER YES/NO IF THE ITEM IS TO BE TAKEN TO THE AUCTION ON SATURDAY NIGHT. BE SURE TO INCLUDE A RESERVE PRICE IF DESIRED. PAYMENT FOR ITEMS SOLD AND RETRIEVAL OF ITEMS NOT SOLD WILL BEGIN AT 10 AM SUNDAY

Appendix – Sample Convention Report

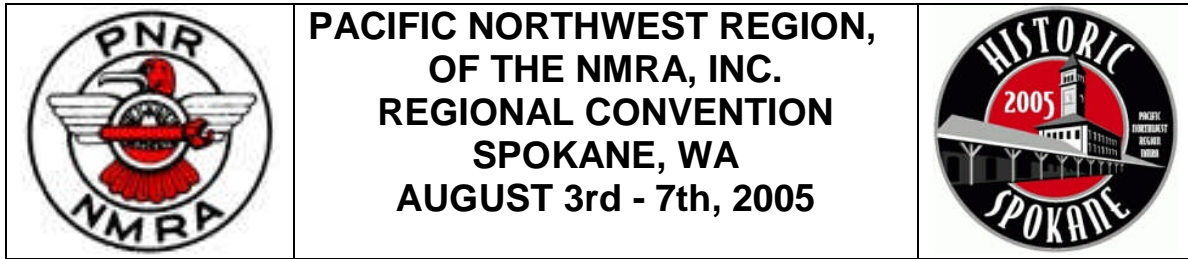


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**FINAL REPORT FOR HISTORIC 2005 SPOKANE
CONVENTION
AUGUST 3-6, 2005**

SUBMITTED BY SHIRLEY SAMPLE, CO-CHAIRMAN

Attached are copies of some of the forms, letters, and questionnaires we used for the Convention. Also included are the income & expense report and the profit split between the groups involved.

I became involved in the convention after the initial plans were started with the former 5th Division Superintendent, Tom Jennings. The hotel had been picked and dates decided on so a presentation could be made to the Board at the Eugene Convention.

The key people for the committee are the Secretary & Treasurer. Our Secretary didn't do a very detailed job of recording the meetings, so we don't have a good record of the progress of the committee. The treasurer needs to be a detailed oriented person with some computer experience. Our Treasurer did a good job as he had been treasurer for the 1991 convention in Spokane so he knew what to do.

At the first meeting I had with potential convention committee members, we discussed possible tours to do in the Spokane area, possible banquet speaker(s), people to ask about layout tours, people to contact for clinics, whether to have a convention car & patch. Money making ideas, convention logo design, award plaques, and so on.

The next meeting was held with the Treasurer, Chairman & Co-Chairman, and a few other key people to come up with a registration price and what to include with the

registration. We decided to offer an early registration until the end of 2004 to get some seed money plus ask for a \$500 advance from the PNR.

Once the registration price was finalized the Registrar (Larry Blanchard) made up a format for the form. This was revised a couple of times and a few changes made. Larry then resigned as registrar, so Tom Jennings volunteered to fill the position. Forms were made up to take to the National Convention in Seattle along with a Poster & some basic information. We did receive a few registrations after the convention.

We then started having a monthly meeting and did progress reports at each meeting & reminded people about tasks they needed to complete. I had a basic agenda form that I used for each meeting and just kept going over items.

As we progressed we assigned duties to people that weren't doing other things. A big help to me was one volunteer (Phil Everett) who took over the task of getting stuffers & coupons for the goody bags. He also stuffed all of the bags prior to the convention.

In March of 2005 I did a progress report on the Convention and forwarded this via email to early registrants so they knew what was happening as we added or changed things. This seemed to work well.

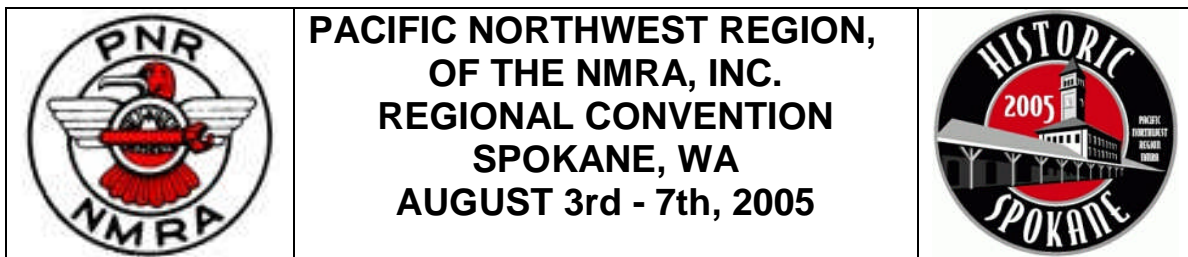
The month before the convention we had a meeting every week to get things finalized.

It is very important that the registration form or information get into the Switchlist, but I think the people who go to the conventions are going to find out about it somehow. It does help now that forms can be posted on the website.

After the convention was over we held a final meeting to go over the income & expenses and decide the split of profits. All in all I think we had a successful convention. There were a few stressful times, but we have to remember this is a volunteer organization and sometimes not a priority for the majority of members.

Shirley Sample

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CONVENTION RECAP

The Historic 2005 Spokane convention was a success!!

To recap, we ended up with the following numbers:

32 early registrants
74 regular registrants
24 non-rail registrants
2 Thursday registrants
22 Friday and/or Saturday registrants

We have a few convention cars, patches, decals, and t-shirts left, but those will be sold by the 5th Division for their portion of the profit. If anyone is interested in finding out what items are left, please contact shirleysample@qwest.net. Items will be shipped free of charge.

The convention was kicked off with the Ice Cream Social on Wednesday evening. There were 75-80 people who arrived in time to socialize. A few of those who arrived early visited the River City Modelers layout in the afternoon and the INSHOME modular layout in the evening.

All clinics were well attended, as were layout tours.

The comments received about the convention, the hotel, the food, the layouts, the tour, and clinics were positive. We had a few glitches with our layout tour maps, but I think most people found their way. The layouts were so scattered it was difficult to do a map from point A to B to C, etc, so we based everything from the hotel address.

Slide shows were held on Thursday & Friday night with a variety of subjects – most pertaining to Spokane and Railroads of the past that were tied to the history of the Spokane area. These were enjoyed by a lot of the convention members.

Our thanks to all that attended and especially to those who opened their homes for layout tours and those who gave the various clinics. The clinics were well received and Jim Trunzo in Wenatchee, WA has volunteered to do a clinic CD on the Historic Spokane Clinics. This is now available on a CD at a minimal charge. Contact me if you would like to know which clinics are on it & the cost.

The Saturday night banquet was enjoyed by 86 attendees, their spouses, and guests. The banquet food was great and plentiful.

Our speakers were Toas Warnstadt, Deputy Chief of BNSF Police who spoke on “Security on the Railroad” and Prof. Charles Mutschler of Eastern Washington University and author of “Spokane’s Street Railways” and “Wired for Success, History of

the Butte, Anaconda & Pacific, 1892 to 1985” spoke on the History of Spokane Transportation.

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Contest winners who received points sufficient for AP merit awards announced at the banquet were as follows:

Jim Pilson for his Canadian Pacific RS-2 Diesel Locomotive
Edward Schaezner for his D & RGW #872 flatcar with load
Edward Schaezner for his Houligan’s Alley Diorama
Edward Schaezner for his Three Loggers and Tree Diorama
C.J. Riley for his Western Maryland Jitney
R.J.D. (Bob) Gardner for his Canadian Pacific #422575 36-ft Dominion Boxcar
Jack Hamilton for his Burned House at Minchac
Zachary Williams for his Alaska Meat Market
Darryl Huffman for his Alaska Packers Association
Glenn Farley for his D & RGW C-19 #341 Steam Locomotive

The Best of Show and Popular votes winners were:

Best of Show – Model to Glenn Farley for his D&RGW C-19 #341 Steam Loco
Best of Show – Photograph to Jim Whaley, SP&S #700 first run
Most Popular Model – Tie between Tom Parker, Fish Land Sand & Gravel and
Zack Williams Alaska Fish Market
Most Popular Photograph – Jim Whaley, SP&S #700 First Run
Favorite Train – Roy Wyatt, Apache Pass Work Train

A big thank you to all the contest entrants – we had a total of 88 items logged in as either contest or display entries of which 28 were contest models, 24 were contest photographs or slides, and 36 were display only.

Also, thank you to Jack Hamilton for seeing that people filled out the paperwork and got it submitted for A/P awards and Certificates. We all need that extra push sometimes to follow through.

Due to lack of publicity and location the participation contests had zero participation.

In addition names were drawn for the raffle items that had been sold throughout the convention: Winner of the E-7 Broadway Limited models were Wil Seaver, Grangeville, ID and Terry Frank of Coeur d’Alene, ID. Winner of the NP Steam Loco raffle was Ron Peterson of Spokane.

Several door prizes were donated by various vendors, hobby shops, and retail outlets and those were given out during the convention and at the banquet as well.

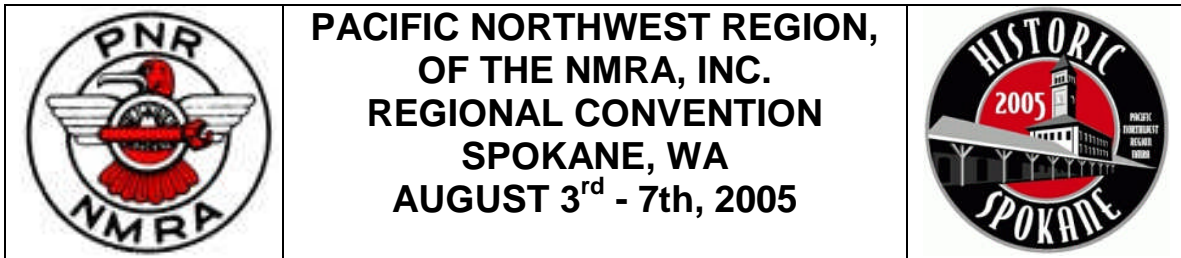
The evening was rounded out with our annual PNR Meeting.

We ended up with \$4087 profit to be split between the PNR and various groups who helped us. This was finalized the week of October 24th and checks will be given to PNR, INSHOME, River City Modelers, N'land Empire N Scalers, Tri-City Model Railroaders and 5th Division.

Again, a big thank you to everyone who came to Spokane. We hope you enjoyed, the Spokane area and the Convention. We look forward to seeing everyone next year in Wilsonville, OR from August 2-6. Remember, the convention is what you make of it. Take part in what is offered and volunteer to help. Everyone has something to offer in some area and that is what PNR/NMRA is all about. A few people can't do it all and if the same people do it over and over it could become very boring!

Shirley Sample, Co-Chairman

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Primary Registrant:

| | | | |
|---------------------|--|-------------------|--|
| Name: | | | |
| NMRA#: | | PNR#: | |
| Name for Badge: | | | |
| Street Address: | | | |
| City: | | State or Province | |
| Zip or Postal code: | | Phone: | |
| E-mail address: | | | |

Additional Full Fare Registrants:

| Name for Badge | NMRA # | PNR # |
|----------------|--------|-------|
| | | |
| | | |

Non-Rail or Youth Registrants:

| Name for Badge | Y=youth,N=non-rail |
|----------------|--------------------|
| | |
| | |

| ITEM | QTY. | EACH | AMOUNT |
|------|------|------|--------|
|------|------|------|--------|

| | | | |
|---------------------------------------------------------------------------|--|------------------------------------|--|
| See page 2 for more information | | | |
| & details on each item | | | |
| Full Fare (after 1/1/2005): | | \$75 | |
| One day Fare (circle): Fri. Sat. | | \$20 | |
| One day fare (Thursday – includes lunch): | | \$30 | |
| Non-Rail Fare (Spouse & Youth under 18): | | \$25 | |
| Breakfast (included with full-fare): | | \$10 | |
| Banquet: | | \$35 | |
| Ice Cream Social: | | \$5 | |
| Prototype Tour: | | \$35 | |
| Polo shirt (circle size): S M L XL XXL & XXXL additional charge & hats | | \$20 - \$22 2 & 3 XL \$12 – HAT | |
| Convention Car: | | \$19.95 | |
| Convention Patch: | | \$5 | |
| Convention Pin (included with full-fare): | | \$5 | |
| Locomotive Raffle (5 chances): | | \$5 | |
| Room Raffle (1 chance): | | \$5 | |
| TOTAL: | | | |

Credit Card Information: Type of Card () Visa () Mastercard
Number: _____ Exp. Date

Name on the Card

Signature

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Check if you require any of the following:

| | | | |
|-----------------------------|--|-----------|--|
| Swap meet seller info | | | |
| Manufacturer's display info | | | |
| Model Contest forms | | How many? | |
| Photo Contest forms | | How many? | |

Display space needed: _____ feet by _____ feet

Make checks payable to: Historic Spokane 2005 Convention
Mail these pages and your check for the total amount on page 1 to:
Historic Spokane 2005 Convention
% Registrar
P.O. Box 314
Elk, WA 99009-0314

If you have any questions, or comments, please contact Shirley Sample at shirleysample@qwest.net or phone 509-292-8332 or Jerry Quinn at signaljq@aol.com or phone 509-939-5845, or Tom Jennings, Registrar at tjennirr@msn.com, 509-456-5482. For updates check www.infoharvest.ca/NMRA/PNR.

A full fare registration includes the ice cream social Wed. night, Thursday lunch, PNR breakfast, convention pin, clinics, self-guided layout tours, and admission to Sunday Swap meet.

A non-rail or youth registration includes the luncheon and ice cream social, clinics & self-guided layout tours.

The Saturday night banquet is an additional fare - \$35. The Great Northwest Buffet – fruit, salads, New York Strip with Rosemary Au Jus and Horseradish, Roasted Salmon with Orange Fennel Saffron Sauce, Chicken Forestiere with Mushroom Compote, Oven Roasted garlic potatoes, Mushroom & almond wild rice, coffee, tea and desert.

The prototype tour includes lunch, wine tasting and transportation. We will tour the BNSF Fueling facility at Hauser, ID, the BNSF Yard, CXT Concrete Tie plant, Inland Empire Historical Society Display at the Fairgrounds, and the NP Passenger Car Display. Lunch will be at the Arbor Crest Winery overlooking the beautiful Spokane Valley and the BNSF main line. Wine tasting will be available for those wishing to partake and lunch will be from a local Spokane Company called “Domini’s Sandwiches”. This will include a sandwich, pickle, chips, cookie, apple, popcorn & pop or water. Tour is limited, so reserve early.

Locomotive raffle is for either a Great Northern or Spokane, Portland & Seattle E-7 locomotive from Broadway Limited with sound & lights in a display case. Drawing will be held on August 6, 2005 at the PNR Breakfast – need not be present to win. First winner gets choice of locomotives, 2nd winner gets the other.

Have we got a deal for you!! A raffle for your hotel charges! Chances are \$5 each. Depending on the number of entries, the winner will get the base convention rate of one, two, or three nights lodging. That’s \$76, \$152, or \$228!. And the chances of winning are pretty good.

We will have room for non-commercial displays such as small layouts, dioramas, switching puzzles, etc. if you let us know what space you need. There is a place on the registration form for this.

Reservations for rooms at the Mirabeau Park Hotel are to be made directly with the hotel by July 3, 2005 to receive our special rate. You must mention that you are with the PNR/NMRA Historic Spokane 2005 Convention. Rate is \$76 plus tax per night for standard room – single or double occupancy. For reservations call toll free 1-866-584-4674 or 509-924-9000. Mail reservations to: 1100 North Sullivan Road, Spokane Valley, WA 99037

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(agenda form)

2005 CONVENTION MEETING

AGENDA 7/19/05

REPORTS FROM COMMITTEES,
REGISTRATION (TOM),
LAYOUTS (JOHN LANGLOT),
TOURS (JERRY Q., SHIRLEY),
CLINICS (CHUCK H.),
DOOR PRIZES (JOHN DECKER),
MFG. DISPLAYS (LOU ADLER),
CONTESTS (JOHN DESTEESE & TOM),
POLO SHIRTS & HATS (JOHN HENRY),
COMPANY STORE (GARY HAMMOND),
CARS & DECALS (BOB S. & JERRY), - done
PINS/PATCHES (WIL SEAVER), ordered - will be here mid July
SECURITY (CHUCK HUBBARD) ??
PROGRAM (HUGH MACKENZIE), AT THE PRINTERS!!!!
TRES. REPORT (ROY WYATT)
GOODY BAGS & STUFF - PHIL EVERETT
BANQUET SPEAKER? BNSF SECURITY DIRECTOR TAOS & CHARLIE
MUTSCHLER

NON RAIL? - TOUR?
UPDATE SCHEDULE
LAYOUT AREA - SALMON ARM, BC GROUP 14 X 42

ADVERTISING FOR PROGRAM - INVOICES
PUBLICITY - HOBBY SHOPS, ETC.
TOUR UPDATE - BNSF (YARD TOUR & FUELING FACILITY)
MIKE GIELHOUSE - PASSENGER CAR DISPLAY, CXT, WINERY

WESTERN RAIL?

SWAP MEET FLYER - RCM SPONSORED SO WILL NEED HELP AT THE DOOR ON 8/7/05 FOR CHECK-IN & PUBLIC

RAFFLE & OTHER MONEY MAKING PROJECTS - IDEAS? TICKETS?

HOTEL INFORMATION -
HELPERS FOR VARIOUS THINGS DURING THE CONVENTION?
Set next date for meeting, TUESDAY 7-26

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(this was on a certificate form in landscape)



PRESENTED TO:

BOB SAMPLE

***IN RECOGNITION OF YOUR
PARTICIPATION AS A***



***CLINIC PRESENTER, AT THE HISTORIC
2005 SPOKANE CONVENTION AUGUST
3-6, 2005***

SPOKANE, WA

Jerry Quinn, Convention Chairman

Chuck Heimerdinger, Clinic

Chairman

| | | |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  | <p>SPONSORED BY THE RIVER CITY MODELERS CLUB IN CONJUNCTION WITH THE PACIFIC NORTHWEST REGION OF THE NMRA, INC. CONVENTION IN SPOKANE, WA</p> |  |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|

CLINIC INFORMATION

Historic 2005 Spokane Convention, August 3-7, 2005

Name: _____

Address

City _____ State _____ Zip

Phone: _____ email:

Clinic Name

Clinic Description

Special items needed:

Preferred day & time: () Thursday () AM () PM () Friday () AM () PM
() Saturday () AM () PM



History: Tell us a little about yourself – number of years in model railroading and any other information you wish to share.

Thank you for completing this form. If you have any questions or concerns, please let me know.

Please complete form and return to: Chuck Heimerdinger
5067 S. Hillcrest Lane
Veradale, WA 99037
(509) 927-9678
email: cgheimer@aol.com

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(layout tour request letter)

| | | |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  | <p>PACIFIC NORTHWEST REGION, OF THE NMRA, INC. REGIONAL CONVENTION SPOKANE, WA AUGUST 3rd - 7th, 2005</p> |  |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|

May 31, 2005

Mr. Tom Butterworth
P.O. Box 10
Sandpoint, ID 83864

Dear Tom:

The annual convention for the Pacific Northwest Region (PNR) of the National Model Railroad Association (NMRA) will be held in Spokane this year August 3-7. You were suggested to us as a contact for a possible layout tour for our group while they are in the Spokane area.

We are hoping to offer self-guided layout tours Thursday & Friday afternoon and evening and Saturday morning & afternoon. We would like to do all of the North Idaho area on Saturday, August 6th.

Generally there are only 3-4 people at a time and we let you decide what times would be convenient for you. If you would be willing to allow visitors to your layout, please let us know. We have a form that we would ask you complete and return to us so we can include the information in our program.

If you have any questions, please feel free to contact me at the above number. The Committee in charge of layout tours is John Langlot @ jel@ieway.com and Bob Sample @ shirleysample@qwest.net. They will be contacting you soon to set up a time to answer any questions you may have. Thank you for your time, and we hope you will allow convention attendees to view your layout. I know they would enjoy it.

Also, if you know of someone else who may have a layout available for us to view, we would appreciate your letting us know their name & phone number so we can contact them.

Sincerely,

Shirley Sample, Co-Chair
Historic 2005 Spokane Convention
P.O. Box 314, Elk, WA 99009
509-292-8332 or email: shirleysample@qwest.net

HISTORIC 2005 SPOKANE LAYOUT TOUR QUESTIONNAIRE

Owner/Contact Information

Name

Address

Phone # _____ email:

Layout Information

Name

-

Scale/Gauge _____

Theme

-

Locale

-

Era

Size

Layout Style / Features (check all that apply)

Island
point

Modular

Point-to-

Shelf

Garden

Continuous

Walk-in

Multi-level

Switching

Benchwork

Layout Heights (Track height from floor) _____ in. to _____ in.

Trackwork

Code

Min. Radius

Min

Turnout

Mainline _____

Branch

Yard

Hand laid _____%

Scenery Construction

Lighting

Control

Completion state

Benchwork _____%

Trackwork _____%

Scenery _____%

Other Information / Comments

Tour Logistics Information

Address

Available Tour Days/Times

| | | |
|----------|----------|--------|
| | Thursday | Friday |
| Saturday | | |

Start Time

End Time

Maximum number of viewers _____

Recommended time for viewing _____ minutes (assuming maximum number of viewers)

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Traffic Considerations (e.g. parking, dead-end street)

Access Considerations for Persons with Disabilities

- () Wheelchair accessible & viewable
- () Stairways greater than three steps
- () Duck under

Thanks.

Please return this information as soon as possible to:

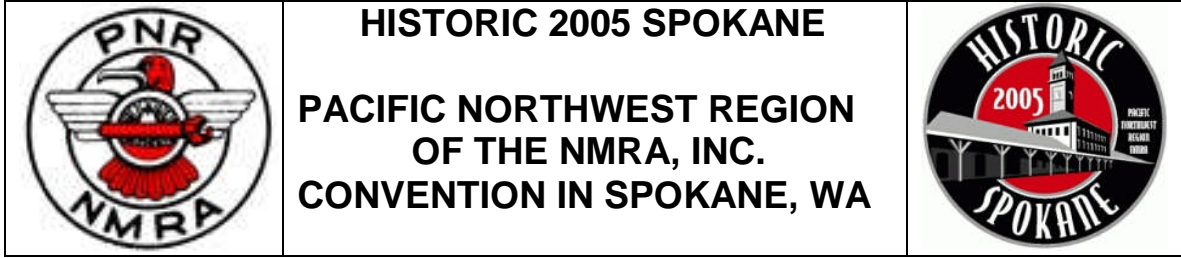
John Langlot
E. 15416 26th Ct.
Veradale, WA 99037
509-928-7943

Or

Bob Sample
P.O. Box 314
Elk, WA 99009
509-292-8332

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(Thank you letter to persons showing their layouts)



HISTORIC 2005 SPOKANE CONVENTION
 % JOHN LANGLOT
 P.O. BOX 314
 ELK, WA 99009-0314
 509-928-7943

July 6, 2005

«FirstName» «LastName»
 «Address»
 «City», «StateOrProvince» «PostalCode»

Dear «FirstName»:

We would like to thank you for participating as a layout tour for our Historic 2005 Spokane Convention August 3-7, 2005.

Listed below are the days and times we have listed in our program for convention attendees to visit your layout. If these times are in error, please let us know as soon as possible and we will adjust accordingly.

| | |
|--------------|----------|
| «DAY_1» | «TIME_1» |
| «M_2nd_time» | «time_2» |
| «M_3rd_time» | «time_3» |

If you do not have anyone to help you, feel free to contact us and we will see that someone from either the River City Modelers Club or INSHOME Club is on hand to help with directing people to the proper entrance and offering any assistance you may need.

Prior to your layout tour dates we will drop off a layout tour sign that can be put in your front yard so people know which house it is. The day of the tour to your house, we will provide a map to convention attendees for their use that day. If you have any other special instructions such as a particular entrance to use, please let us know. We have tried to get that information off of your questionnaire, but may have overlooked something.

Again, thank you for helping us by offering your home layout for tour. This is a big feature of all NMRA/PNR conventions and we appreciate your taking your time to show others your layout.

If you have any questions or concerns, please let us know.

Sincerely,

John Langlot
Layout Chairman

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Ticket examples for events

| | | |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  | <p>HISTORIC 2005 SPOKANE ICE CREAM SOCIAL WEDNESDAY, AUGUST 3, 2005</p> |  |
|  | <p>HISTORIC 2005 SPOKANE LUNCH THURSDAY, AUGUST 4, 2005</p> |  |
|  | <p>HISTORIC 2005 SPOKANE PROTOTYPE TOUR FRIDAY, AUGUST 5, 2005</p> |  |
|  | <p>HISTORIC 2005 SPOKANE BANQUET SATURDAY, AUGUST 6, 2005</p> |  |

| | | |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  | <p>HISTORIC 2005 SPOKANE BUFFET BREAKFAST SATURDAY, AUGUST 6, 2005</p> |  |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|

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BROCHURE REQUESTS FOR GOODIE BAGS, COUPONS & OTHER DOOR PRIZES

| | | |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  | <p>SPONSORED BY THE RIVER CITY MODELERS CLUB IN CONJUNCTION WITH THE PACIFIC NORTHWEST REGION OF THE NMRA, INC. CONVENTION IN SPOKANE, WA</p> |  |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|

June 15, 2005

We are hosting the above convention in Spokane, WA August 3-7, 2005 and would like to request some of your brochures so we can have them on hand for attendees to let them know of other things to see & do in the Spokane and North Idaho area. We expect between 100 & 150 people to attend our events plus their family members, so whatever you can supply would be appreciated.

If you have any other items you would like to send such as coupons, or other “give away” items that we can include in their welcome bag that would be appreciated too.. The family members, generally spouses & children who come to town during the convention, are always looking for other things to see & do so we like to offer them options.

Our convention is being held at the Mirabeau Park Hotel in the Spokane Valley and is a model railroad convention for the Pacific Northwest Region of the National Model Railroad Association. If you have any questions or need more information, please let me know.

Thank you in advance for whatever information & items you can supply to us. You can send items to me at my address below or if you are in the Spokane area and prefer we can arrange to have someone pick up the information from you. Just let me know. We would also welcome “door prize” items too.

Sincerely,

HISTORIC 2005 SPOKANE CONVENTION

Shirley Sample, Co-Chair
P.O. Box 314
Elk, WA 99009-0314
509-292-8332 (home)
1-800-366-6975 (work) Monday through Friday 8 AM to 5 PM
email: shirleysample@qwest.net

UPS address – 13217 E. Nelson Rd., Elk, WA 99009

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(INFORMATION ON DIFFERENT DUTIES)

Manufacturer's Displays & Door Prizes from Manufacturers

Some examples of information from past conventions is attached.

The purpose of this job is to encourage manufacturer's to set up tables with their products and demonstrate "how to" use it. Also, contact with railroads for any type of input they wish to offer (operation lifesaver type services or AMTRAK).

We try to have limited hours that they have to sit there so they can enjoy the convention too. Usually charge them additional \$ for the tables they use to help offset the cost of the room set up for them.

Also encourage door prize donations by manufacturers as well as any type of promotional material they have to offer that can be used to stuff the "goody bags" for attendees.

We will try to have someone else contact local & PNR hobby shops for door prizes & then have one person in charge of getting them distributed & thank you cards included for the recipient to sign so we can send back to the donor.

Layout tours

Duties include initial contact of persons in the area who have layouts that they would like to have open to the convention attendees. Then a committee should view the layout to be sure it would be of interest to attendees. A formal letter then needs to be given to the person with the layout giving them the over-all dates of the convention and particular times we would like to view their layout. Follow-ups are important to be sure that the layout will be working & viewable. Especially important is a follow-up right before the convention to reconfirm.

Many of the past conventions encourage self-guided layout tours and to only offer them in the evening and during the day on Saturday/Sunday. They suggest that tours are grouped either by location or by type of layout – All N, All HO, All Garden, etc.

A description and pictures of each layout need to be done in advance so the person in charge of the program can include in the final program production. Advance pictures would be welcome to use in publicity and/or Switchlist articles.

Included in the layout description would be history of the layout, information about construction & materials used and any other information the owner deems necessary. Especially helpful is accessibility – do they have stairs to go up or down, does it have a duck under or any other obstacles.

Prototype tours

Once the decision is made as to what prototype tours will be done, contact needs to be made with the Company or Companies involved to be sure they are willing to host the convention group. Dates need to be given to be sure they will work for them. Then a formal letter needs to be sent to them requesting permission to visit their Company or business & giving them the date & time projected for the visit.

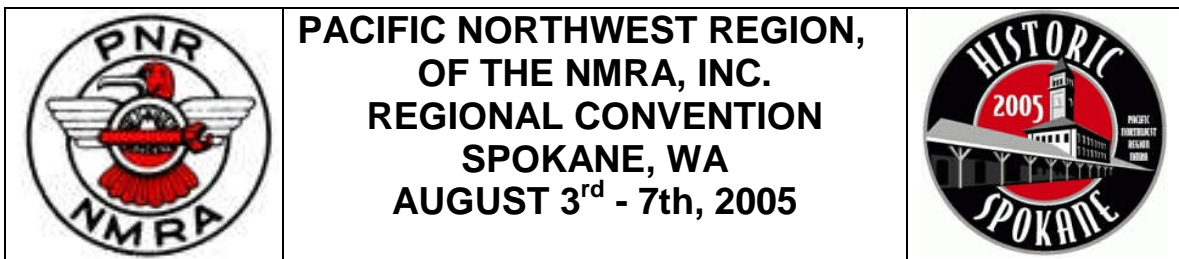
Follow-ups need to be done and contact at least one month before to re-confirm the date & tour, then the week before a final re-confirmation. Any necessary paperwork needs to be completed or copied (permission slips, etc.) so it is available for convention attendees. A description of the tour needs to be completed so it can be included in the program.

REGISTRATION

Registrar needs to be computer literate. Needs to be able to keep track of money, and do a spread sheet of items purchased and paid for.

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(Letter to Hobby Shops to post Poster, registration forms, etc.)



HISTORIC 2005 SPOKANE CONVENTION

% Shirley Sample
P.O. Box 314
Elk, WA 99009
509-292-8332 – home
509-838-4029 – work
email: sastrains@aol.com

May 13, 2005

We would like to ask you to post the enclosed Convention Poster and flyers on your bulletin board in your Hobby Shop. This is for the annual PNR (Pacific Northwest

Region) of the NMRA (National Model Railroad Association) convention that will be held in the Spokane Valley August 3-6, 2005.

Also enclosed is a flyer for the Swap Meet we will be doing in conjunction with the Convention on August 7th.

If you have any questions or need more forms, please let me know.

Thanks for your continued support.

Sincerely,

**Shirley Sample
5th Division Super & Co-Chair of Historic 2005 Spokane**

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(Door prize donation letter example)

XYZ Company

1234 Any Street
Smalltown, USA 90900

The Annual Convention for the PNR (Pacific Northwest Region) of the NMRA (National Model Railroad Association) will be held in Spokane, WA August 3-7, 2005.

We would like to ask your consideration in donating a door prize or prizes to our group so that we may give them away to our registrants. We generally draw names from our

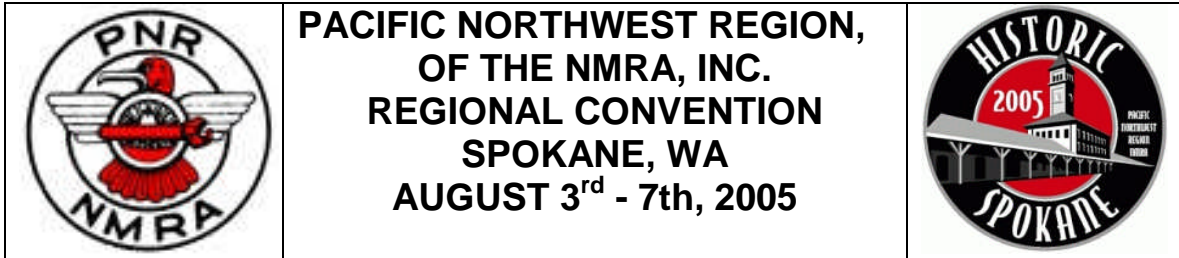
registrants prior to the convention, which are then distributed throughout the convention. We also give out some door prizes during our banquet, which is held on Saturday night.

Any door prizes can be sent to me at the address below, or if you plan on attending the convention, I would be happy to receive them at that time.

If you have any questions, please do not hesitate to contact me.

Thanking you in advance for your response to our request.

Sincerely,



**% Shirley Sample
P.O. Box 314
Elk, WA 99009-0314
509-292-8332**

September 22, 2005

«COMPANY_NAME»
«F_NAME» «L_NAME»
«ADDRESS»
«CITY», «STATE» «ZIP»

Dear «F_NAME»:

Thanks in part to you, the recent Historic 2005 Spokane Convention was a success!!! Over 125 people attended during the 4 days of the Convention.

We would like to take this opportunity to say thank you for your donation of the «DOOR_PRIZE».

Your generosity was one of the things that made our convention successful. We had a lot of compliments on the amount and variety of door prizes we had for our attendees. We ended up with over 100 items to use for door prizes and/or raffle items.

It is because of supporters like you that Regional NMRA conventions are successful and we just wanted to let you know you are appreciated.

Again, thank you for your generous donation. The PNR/NMRA Convention for 2006 will be held in Wilsonville, OR August 2-6 and will be hosted by the 2nd Division in the Portland area.

Sincerely,

HISTORIC 2005 SPOKANE CONVENTION

Shirley Sample
5th Division Super & Co-Chairman

John Decker
Door Prize Chairman

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HISTORIC 2005 SPOKANE – PERSONNEL SCHEDULING

WEDNESDAY, AUGUST 3, 2005

Registration: Tom Jennings, Ben Jenness, Jerry Quinn, Shirley Sample
Company Store: Gary Hammond & Larry Nelson & Joan Nelson
Ice Cream Social: Hotel
Opening Welcome: Jerry Quinn, Shirley Sample, Wil Seaver & Committee members

THURSDAY, FRIDAY & SATURDAY, August 4, 5 & 6, 2005

Registration: Tom Jennings, Shirley Sample
Company Store: Gary Hammond (Open from ? to ?)
Clinics: Chuck Heimerdinger & Bob Sample? & ?
Contests: John DeSteeze, ?
Door Prizes: John Decker & Lou Adler
Mfg. Displays: Lou Adler
Slide Shows: Jerry Quinn
VCR's: not done
Security: After hours?
Layout Tours: John Langlot, Bob Sample, Bill Voogd

Prototype Tours:

Friday, August 5: Jerry Quinn, & Mike Baker guides –
Tour A: AM (Fueling Facility & BNSF Yards) PM (CXT & IERHS & Pass Cars Display)
Tour B: AM (CXT & IERSH & Pass. Cars Display) PM (Fueling Facility & BNSF Tour)
Wine Tasting/Tour: Shirley Sample – Lunch (Domini's) & wine tasting both groups

Layout Tours: **John Langlot & Bob Sample**
 Layout signs **Shirley S.**
 Layout maps **Bill Voogd**
 Tour A **Valley**
 Tour B **North Side**
 Tour C **South Side**
 Tour D **CDA/ North Idaho area (Saturday, August 6, 2005)**

Registration & Company Store:

Wednesday afternoon & evening: 3 PM to 9 PM?
 Tom Jennings, Shirley Sample, Gary Hammond

Thursday

7:30 AM – 11:30 AM
1:00 PM – 4:30 PM
6:00 PM – 8:00 PM

Friday

8:00 AM – 11:30 AM
1:00 PM – 4:30 PM
6:00 PM – 8:00 PM

Saturday

8:00 AM – 11:30 AM
1:00 PM – 4:30 PM (Company Store only)

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Swap Meet & Show:

Sunday **Bob & Shirley Sample (check in & door from 7 – 3)**
 River City Modelers

Sat. Breakfast: **Sample/Seaver**

PNR Board Meeting: **Seaver/Sample**

Model & Photo Contest: **John Desteese**

Thursday

10:00 AM – Noon (Check in only)
1-4:30 PM Security & Check in
7 – 9:30 PM Security & Check in

Friday

9 – 12 (Security & Check in)
1 – 6 Security & Judging
7 – 9:30 PM Security & Check in

Saturday

9-12 (Security & Check out)
1- 5 (Security & Check out)

Modules:

B. Sample
Set up – Thursday (Salmon Arm group)

Thursday operate from **1 – 4:30 PM**
6-9 PM
Friday operate from **1- 4:30 PM**
6-9 PM
Saturday operate from **9 – 11:30 AM**
Operate from 1-3 PM?
Sunday operate from **9 AM to 3 PM**

Participation contests:

Thursday
1-4:30 PM (Switching)
7 – 9 PM (Hill Climb)
Friday
1-4:30 PM (Switching)
1-4:30 PM (Hill Climb)
7-9 PM (Switching & Hill Climb)
Saturday
9-12 Switching & Hill Climb
1-4:30 PM – Switching & Hill Climb

Meals

PNR Board Meeting – S. Sample/Seaver – lunch Thursday ?
Sat. Breakfast – S. Sample/Seaver
Thurs. Lunch S. Sample/Seaver/Quinn (entertainment)
Sat. Banquet & Awards: Sample/Seaver/Quinn/

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Pins/Patches Seaver

Goody Bags S. Sample (AMTRAK or Montana Rockies Rail Tours) or
Operation Lifesaver

Stuffers for Bags S. Sample/Phil Everett

Advertising & Publicity: Quinn/S. Sample

Operating Session: ?

Youth Activities: None

Non-Rail Activities: ? None – suggested names to help - (Joan Nelson & Janet Greeson & Shirley Sample?, Sue Decker, Carol Jekel, Donna Wyatt)
Cat Tales, Greenbluff, Antique Stores, Mall coupons, Flour

Mill, MAC

Museum, crafts, quilting, cross stitch, Bingo,

Entertainment: S. Sample/Jerry Quinn (ask Hillyard Belles and/or
Barbershop singers (John Schaffer?)

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HISTORIC SPOKANE 2005 CONTEST REPORT

SUMMARY - In proportion to the total attendance, we achieved a reasonably high level of participation in the model and photography contests that were augmented by many items offered for display. A total of 88 items were logged in as either contest or display entries of which 28 were contest models, 24 were contest photographs or slides, and 36 were for display only. The biggest disappointment was zero participation in craft contest and display activities, and in participation contests, in general.

A report on each contest and display event (or non-event) is contained in the following sections.

MODEL CONTEST - NMRA members offering models for display also had the option of having their models judged for craftsmanship according to the rules of the NMRA Achievement Program (AP). Models submitted for judging were received in the following regular contest categories: 1) steam locomotive; 2) diesel and other locomotive; 3) traction; 4) passenger car 5) freight car; 6) caboose; 7) non-revenue equipment; 8) structure on line; 9) structure off line; 10) display on line, and 11) display off line. No entries were received in the two remaining NMRA categories: individual module and group module, respectively. There was competition in 7 of these 11 categories, however only one contest model was entered in each of the traction, passenger car, caboose, and non-revenue classes. The high quality of the entries was evidenced by the fact that 10 out of 28 contest models received points sufficient to earn AP merit awards.

A plaque and certificate was awarded to first place winners in each category and to the best of show. Certificates were given for second and third place, when appropriate.

PHOTO CONTEST - Railroad and model railroad theme photographs were entered for formal judging in the following categories: 1) Prototype color print; 2) Prototype black and white (B/W) print; 3) model color print; 4) model B/W print and 5) prototype color slide. No model color slides were entered.

First, second, third place and honorable mention, were awarded, when appropriate. As with models, plaques and certificates were awarded to first place photographers in each category and to the best of show. Certificates were given for all other awards.

DISPLAY/POPULARITY CONTEST - Contest models and photographs and displayed items were made eligible for the popular vote. All items were displayed in their respective NMRA contest categories with a number identification tag to enable the popular vote. An 18-item ballot form was included in the convention registration packet for this purpose. Certificates were awarded for the most popular model, most popular photograph, and favorite train.

CRAFT CONTESTS - Two craft contests, the first with a railroad theme and the second with a non-railroad theme, were offered and would have been decided by popular vote. However, no one entered either of these categories, possibly as result of insufficient publicity.



KNOWLEDGE CONTEST – One general participation contest “Where is it, what is it?” was advertised in the convention program but, again, no body showed interest and it did not take place.

PARTICIPATION CONTESTS - Three participation contests were advertised and set up: 1) locomotive pulling; 2) locomotive hill climb and 3) “time-saver” switching. Once again, there was zero interest expressed and, therefore, no participation in these contests. From an organizational perspective, a contributing cause for this disappointment was that the participation contests were in another location far from the contest room. This destroyed the possible synergism with the contest displays that might have encouraged participation. A second major factor was that the convention’s host committee was unable to recruit a sufficient number of volunteers to man these contests. However, the overriding issue appears to be the apathy of the convention attendees. If this persists for one or two more PNR conventions, there will be little incentive to offer participation contests at all in the future.

Submitted by John DeSteele

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Example of Ballot for Contests

| | | |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  | <p>POPULAR CONTEST BALLOT Write in the entry number of the item you Consider best in each category and place completed ballot in box before Saturday noon</p> |  |
| CATEGORY | NAME | ENTRY # |
| 1 | STEAM LOCOMOTIVES | |
| 2 | DIESEL & OTHER LOCOMOTIVES | |
| 3 | TRACTION | |
| 4 | PASSENGER CARS | |
| 5 | FREIGHT CARS | |
| 6 | CABOOSES | |
| 7 | NON-REVENUE EQUIPMENT | |

| | | |
|-----------|-----------------------------|--|
| 8 | STRUCTURES ON LINE | |
| 9 | STRUCTURES OFF LINE | |
| 10 | DISPLAY ON LINE | |
| 11 | DISPLAY OFF LINE | |
| 12 | INDIVIDUAL MODULE | |
| 13 | GROUP MODULE | |
| 14 | FAVORITE TRAIN | |
| 15 | RAIL THEME CRAFT | |
| 16 | NON-RAIL THEME CRAFT | |
| 17 | BEST MODEL | |
| 18 | BEST PHOTOGRAPH | |

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HISTORIC SPOKANE 2005 CONVENTION PROGRAM REPORT

Printed program was produced in the “traditional” style, utilizing 8 ½” x 11” sheets folded vertically providing a 3 ¾” x 11” document which slips easily into your rear pants pocket. Several fonts were tried. We settled on Arial Narrow 11 point as the best balance between readability and compact size. Program consisted of seven interior sheets, (28 pages), plus the cover. Timetable was 11’ x 16” in MS Excel. An area map and Convention Hotel layout were on the back of the Timetable and were produced in Cadrail. Program was produced in MS Publisher 2003 and provided to the printer on disc

with the exception of the Timetable front, (hard copy). We were unable to load it into Publisher. This was our first use of Publisher 2003 and we found it much easier to use than Publisher 95.

PROGRAM COSTS

| | |
|----------------------------|----------------|
| Printing cost – 150 copies | \$291.00 |
| Idaho sales tax | <u>\$14.55</u> |
| Total | \$305.55 |

ADS

| | <u>RATE</u> | <u>SOLD</u> | <u>INCOME</u> |
|-------------------------|-------------|-------------|----------------|
| Inside front cover | \$65.00 | 1 | \$65.00 |
| Outside back cover | \$60.00 | 0 | Nil |
| Inside back cover | \$60.00 | 0 | Nil |
| Full page | \$50.00 | 6 | \$300.00 |
| ¾ page | \$40.00 | 0 | Nil |
| ½ page | \$30.00 | 2 | \$60.00 |
| ¼ page, (business card) | \$18.00 | <u>4</u> | <u>\$72.00</u> |
| Total | | 13 | \$497.00 |

Net program income \$191.45

We obtained three quotes from various printers. The lowest, which we used, used digital printing. Picture quality was outstanding. Our new HP printer wasn't even close. Initial intent was to use black only. We added red to the outside to the cover which added approx \$60.00 and is reflected in the above figures. Program disc was provided to the printer 19 days before Convention start and programs were available 7 days before start.

Original estimate was that we would require 8 interior pages but later it was decided to drop to 7. We had 3 available ads which we didn't use. They didn't justify adding 4 pages. About 3 weeks before the convention we discussed dropping to 125 copies based on registrations on hand. We decided to stick with 150 and ran out before the end of the convention. Each advertiser was provided with a copy. It is recommended that more ¼ page ads be made available to the program editors. They make handy, "fillers".

We produced a single sheet "Form 31" with late changes in black only.

Respectfully submitted
 Hugh and Carolyn Mackenzie
 Historic Spokane 2005, printed program editors

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ROOM REQUIREMENTS FOR HISTORIC 2005 SPOKANE CONVENTION

TENTATIVE AS OF 3/11/05

Wednesday afternoon/evening, Thursday, Friday, and through Saturday morning

Registration
Company Store

Thursday, Friday and until Saturday afternoon about 3 PM?

Contest room & displays
Clinic Room(s)
Slides/films

Thursday, Friday, Saturday & Sunday

Salmon Arm Layout

Wednesday night

Ice Cream Social & get together meeting – 7:00 PM – 10:00 PM
Possibly slide show?

Thursday – Lunch

Friday –

Saturday – breakfast & banquet

Sunday – swap meet & layouts (need to find out how many tables we can have set up so we know a number to try to sell plus how much room we can allow for other layouts (if any). This is what draws the average person through the door.

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TASKS FOR 2005 CONVENTION

ACCOMMODATIONS (Seaver/Sample)

| | |
|--------------------------------|--------------------------|
| Secure Hotel Contract | done |
| Preliminary room layout | by middle of July |
| Firm Guestroom cost | \$76 plus tax |
| Final room layout | week prior |
| Final refinements | day before |
| Thank you letter | week after |
| Final report | |

AWARD PLAQUES (Quinn)

- Design ideas approved**
- Design final – material located**
- Contact PNR for first place awards**
- Awards complete (including PNR Awards)**
- Mail plaques not handed out at banquet**
- Final Report**

AWARD CERTIFICATES S. Sample

Initial design submitted
Design approved
Certificates printed on date of contest
Mail certificates not handled out at Banquet
Final report

BANQUET/LUNCHEON/BREAKFAST (Sample/Seaver)

Decision on fare
Preliminary cost
Preliminary entertainment for meals
Final entertainment for meals
Final cost
Final report

BANQUET SPEAKER

Ask Someone from BNSF – Taos from BNSF Security & Charlie Mutschler from EWU

BUDGET (Wyatt/Quinn/Sample)

Preliminary Budget
Financial Plan
Final budget
Secure convention loan from PNR - done
Final report

CARS (B. Sample) & Quinn/Baker

Type
Costs
Order
Secured
Final report

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CLINICS (Heimerdinger)

Mail invitation to potential clinicians
List of clinics for advertising
Detailed room layout
Letter asking for description & support requirements
Final list and descriptions
List of support items
Support items assembled
Thank you letters

Final report

COMPANY STORE (Hammond)

Letters to last two conventions about sales items
Final Layout of store – Items for sale – T Shirts, Hats, convention car, decals
& Patches, raffle tickets

CONTEST (MODEL & PHOTO) (Desteese)

Final decision on contests
Advertising copy prepared
Judges selected
Hardware secured
Award info to Award person
Final report

CONTESTS – PARTICIPATING (Sample & DeSteese) (no one asked to do)

N scale module for switching
Tri-Cities (Hill Climb, etc.)

DOOR PRIZES (John Decker & Adler & S. Sample)

Contact hobby shops in PNR
Work with Mfg. Display person for door prizes from Mfg.'s
Plan for distribution of prizes at convention
Form of thank you from recipient
Thank you letters if needed

ENTERTAINMENT AND/OR BANQUET SPEAKER

Preliminary ideas
Arrange for speaker or entertainment
Final report

FUND RAISING (S. Sample?)

Raffle items – GN & SP&S Loco's with Display case
Purchased at cost a steam loco from Sunset Junction & raffled off
Ads for convention program – Quinn & MacKenzie
Final report

INSURANCE (Seaver/Sample)

Contact NMRA for procedure
Final arrangements & contract
Final report

MANUFACTURES DISPLAYS & DOOR PRIZES (Adler)

- Initial letters to Mfgs.**
- Report on space requirements for Mfgs.**
- Preliminary room layout**
- Final report on Mfg. Requirements**
- Final room layout**
- Thank you letters**
- Final report**

MODULES (/B. Sample)

- Arrange with various groups**
- Final room layout**
- Arrange for coverage during convention**
- Final report**

NON-RAIL ACTIVITIES (if offered)

- Organizational meeting**
- Program for Switchlist**
- Organize Hospitality Room**

OPERATING SESSION

- Press release for Switchlist**
- Staffing identified**

PATCHES & PINS (Seaver)

- Preliminary artwork – done**
- Cost estimates from mfg.**
- Final artwork completed**
- Final negotiations with mfg.**
- Order pins & patches**
- Secured**
- Final report**

PICNIC OR PRE-CONVENTION FUNCTION (ICE CREAM SOCIAL) (Seaver/S. Sample/Quinn)

- Decide on location**
- Decide on fare**
- Arrange for tables/chairs**
- Purchase food & pick up tables & chairs**
- Final report**

PROGRAM BOOKLET (MacKenzie)

- Preliminary Design**
- Information on Contests**
- Information on Clinics**

Information on Layout tours
Work with Advertising person
Final schedule of events

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PUBLICITY & ADVERTISING (Sample, Quinn, etc.)

National Press (S. Sample)
Switchlist – (S. Sample)
Mailing to all PNR members – (S. Sample)
Fliers to Hobby Shops (S. Sample)
Business Cards (Quinn)
Poster (Quinn)
Letterhead (Quinn)
Local media
Program ads
Final report

REGISTRATION (Jennings)

Preliminary fee established
Final fee established
Print registration coupons
Register convention committee
Registration form on Web
Registration form to Switchlist
Mailing to all PNR members
Name badges
Coverage at Convention
Final report

SECURITY

Contact agencies and present prelim prices
Final arrangements & contract
Final Report

SOUVENIERS AND STUFF FOR GOODY BAGS (S. Sample/Adler/Everett)

Letters to Businesses
Souvenirs secured
Thank you letters

Final Report

SWAP MEET AND PUBLIC SHOW (Sample, Bob & Shirley)

Advertising for Switchlist
Letters to potential dealers
Announcement to national press
TV/Radio/Newspaper/Readerboard ads
Final room layout
Final report

TOURS (LAYOUT) AND TRANSPORTATION (self-guided) - Langlot

Final decisions on layouts to be on tour
Tour description for Switchlist and Program
Final tour logistics and maps - Voogd
Assign tour coverage
Tour signs
Final report

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TOURS (PROTOTYPE) & TRANSPORTATION (QUINN/S. SAMPLE)

Tour ideas
Investigate tour ideas
Preliminary decision
Preliminary transportation needs
Tour description for Switchlist and Program
Final tour logistics
Final transportation
Print tickets
Assign tour guides
Final report

YOUTH ACTIVITIES

Decide if we want to offer & what to do

VIDEOS/SLIDE SHOWS

Decide on shows
Determine equipment needed
Final layout of room
Final report

WEBMASTER (Prevette)

Design & maintain

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Original CONVENTION DETAILS & IDEAS:

SPEAKER - 30 MINUTES MAX TOTAL

MASTER OF CEREMONIES –

SPONSORSHIP & DIVISION ON MONIES

TOUR IDEAS: - BUSES (47 PASSENGERS MAX)

BN SHOPS?

ALLOY TRAILER – RELIANCE TRAILER

CXT

ST. MARIES RR & AVERY?

IONE – POV RR & USK POV SHOPS

FURNITURE PLACE AT POST FALLS

BF GOODRICH

EZ LOADER TRAILERS

INDIAN MUSUEM OR MAC

CAT TALES

WATERSLIDE PARK

CDA/POST FALLS CRUISE - & VIEW LAYOUTS IN CDA AREA?

GRAND COULEE DAM (VIA REARDAN TO SEE IERHS DISPLAY) & AIR FORCE MUSUEM?

WINE TOURS

SPOKANE CITY TOUR – INLANDEMPIRETOURS.COM OR JEROME?

R.A. HANSEN

WASTE TO ENERGY PLANT

INDUSTRIAL PARK?

ANTIQUÉ SHOPS

LUMBER COMPANIES?, CENTRAL PREMIX, AVISTA

INLAND PAPER CO.

PAPER MILL AT USK – TRAIN RIDE @ IONE/METALINE POV

ENTERTAINMENT – (BBQ OR BANQUET OR LADIES LUNCH)

THE HILLYARD BELLES, TRAINMEN & SHOWBAND

509-838-0641 – MRS. FLORENCE WHITEHEAD

509-534-4854 – MRS. MAGGIE HAVERFIELD

BARBERSHOP QUARTET OR SWEET ADELINES (JOHN SCHAFFER)

LAYOUT TOURS -

(VANS)

RENT A WRECK

10 am – 8 pm?

DAN WYNIA HO

RON PETERSON HO

ROY WYATT HO

RIVER CITY MODELERS HO

INSHOME HO

STEVE HUGHES & OTHER G SCALE

LAYOUTS

PHIL SLOCUM'S (IF WIFE STILL HAS OPEN)

JESS BENNET S

BRUCE GORDON – POST FALLS (208-777-8342)

EMAIL: GORDONRAILROAD@MSN.COM

MIKE MACMACKIN? TED GREEN?

LARRY NELSON HO MIKE BELL?

N SCALERS? N ALAN MASSEY?

CLIFF BAXTER S EVERETT

ERICKSON?

GAYLE CHRISTEN S ART SHAUN - HO

BILL BELL HO CHUCK

HEIMERDINGER - HO

G SCALE GUY AT SPIRIT LAKE - G

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ENROUTE TO/FROM: STEVE PREVETTE HO

(TRI-CITIES) JOHN DECKER HO
JOHN BILAHORKA HO
GEORGE GEOULET G
MISSOULA MODEL RAILROADERS
GENE KOCH, HELENA HO

(YAKIMA) YAKIMA VALLEY RAIL & STEAM MUSEUM

PRE & POST TOUR IDEAS – ON YOUR OWN:

HIAWATHIA TRAIL –
MONTANA ROCKIES RAIL TOURS -

BBQ – PRE CONVENTION OR 1ST NIGHT AT SULLIVAN PARK? LONGHORN
CATERING
OR ICE CREAM SOCIAL OR OTHER FUNCTION IN PLACE OF BBQ

SWAP MEET – SUNDAY, August 8 ROOM COST & SPONSORSHIP

CLINICS

CONTEST – MODELS & PHOTOS
NON-RAIL

TRANSPORTATION

POSSIBLE HELPERS - STEVE PREVETTE, REGISTRATION
LOU ADLER, MOSCOW AREA
GREG KUJAWA, LIBBY AREA
DON LOCKE, HELENA AREA
JERRY KINNEY, WENATCHEE AREA
TRI CITIES – JOHN DECKER

LADIES LUNCHEON OR BOX LUNCHESES FOR TOURS?

CONT'L BREAKFAST FOR BOARD MEETING?

FREE ROOMS WITH ____ # BOOKED OR DISCOUNTS ON MEETING
ROOMS?

SIGNS LAYOUT TOURS, CLINICS

MAPS LAYOUT TOURS, HOBBY SHOPS, ANTIQUE
STORES, ATTRACTIONS

LADIES – NON RAIL CRAFTS
FALLS OR CDA CRUISE TOURS – ANTIQUE, WINE, SHOPPING, POST
PRICING

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CONTACT: PHIL MAGGS – CONV. INFO
JOHN DECKER
BILL BELL
ROY WYATT

BANQUET MENU & COST

Hospitality room?

TIMETABLE & ADVERTISING IN IT

NAME BADGES

GOODY BAGS & STUFFERS (CONVENTION & VISITORS) AMTRAK, ETC

VEST, SHIRT OR HAT FOR COMMITTEE MEMBERS

PINS

PATCHES

CARS

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Attachments – Prior Convention Host Committee Reports



CHILLIWACK INTERCHANGE 2008

FINAL REPORT

PNR ANNUAL REGIONAL CONVENTION

Chilliwack, BC

June 12 through 16, 2008

Hosted by the Chilliwack Model Railway Club on behalf of the Seventh Division

CHILLIWACK INTERCHANGE 2008

FINAL REPORT

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CHILLIWACK INTERCHANGE 2008

FINAL REPORT

EXECUTIVE SUMMARY

In August 2006, the Free-mo Division of the Chilliwack Model Railway Club presented a proposal to the Pacific Northwest Region's Board of Directors during its annual meeting in Wilsonville, Oregon. The proposal was to host the 2008 PNR convention in Chilliwack, BC on behalf of the 7th Division. The proposal did not include the usual profit-sharing arrangement, as the host Committee was not willing to undertake the event on such a basis. After some discussion, it was agreed that a "head tax" of \$12 Canadian per full-fare registrant would be paid to the PNR in lieu of any and all profit-sharing. The Committee returned home to write a complete bid, which was submitted to the PNR at the beginning of September. The PNR approved the bid, and the Committee set about executing the plan.

The proposed event combined a PNR Convention with a public model railroad show. Although this had been done in the past, the financial results had been mixed; some profitable and some not. The Committee was determined to generate a profit, and was therefore highly motivated to create a successful event.

In the end, 124 full-fare registrants attended the convention along with many spouses and a few other family members. Some 2,000 men, women, and children visited the public show during its two days of operation. The commitment for the \$1,488 "head tax" was paid to the PNR during the Saturday evening banquet, along with the return of the \$1,000 convention advance. This was the first time the PNR had ever been paid its share before the convention was finished. In addition, the 7th Division was paid \$992 as a "head tax." Although this was never committed to, it was always the desire of the Committee to assist the 7th Division. All other expenses have been paid in full. Most of the convention activities were priced to provide breakeven or a very slight profit. Largely because of the public show gate, we were able to generate a net profit of some \$9,565. To recognise the contribution of the modular layouts that helped make the public show the success it was, we apportioned \$3,000 to assist with their travelling expenses. The balance of the net profit will be used to develop the CMRC Free-mo layout, cover travelling expenses, or otherwise as we may deem appropriate.

HISTORY OF THE BID AND CONVENTION

In August 2006, the Free-mo Division of the Chilliwack Model Railway Club presented a proposal to the Pacific Northwest Region's Board of Directors during its annual meeting in Wilsonville, Oregon to host the 2008 annual convention on behalf of the 7th Division. The Free-mo Division wished to use the opportunity to generate funds to support development of the Free-mo layout and its future travel, so the Committee sought to negotiate a fixed payment to the PNR as opposed to a percentage of the net profit. This desire generated much discussion, but eventually it was agreed that the convention Committee would pay to the PNR \$12 Canadian for each full-fare registrant for the convention. This fee became known as a "head tax" for lack of a better alternative. The convention Committee would retain any and all net profit in excess of the head tax, and would assume all risks should there be no profit generated. Once this agreement was reached in principal, the convention Committee prepared and submitted its formal bid to the PNR, and awaited final approval. A copy is attached as Appendix A.

In the interim, contact was made with Heritage Park to determine what weekend in 2008 would be available to us. We learned that the only available weekend was June 14 and 15; we booked the weekend immediately. We then contacted the Best Western Rainbow Country Inn to determine if it also was available that weekend, and as it was nearly two years hence, we were able to book that weekend as well. At that moment, the convention dates were set, as there were no viable alternative facilities in Chilliwack. As time was of the essence, we paid each facility a \$400 deposit to secure the weekend, using other funds while we awaited the \$1,000 seed money from the PNR.

The formal approval of the bid was received from the PNR in October, following which the Committee began its work in earnest. The first order of business was to rename the convention to Chilliwack Interchange 2008 to acknowledge the interchange of ideas and to reflect our location as the intersection of three major railways: the Canadian Pacific, the Canadian National, and Southern Railway of BC.

The original Committee consisted of eight members of the Chilliwack Model Railway Club who were active in the Free-mo Division. These members had attended the 2006 7th Division Spring Meet held in Vernon, BC. 2008 was to be 7th Division's turn to host the PNR Convention, and it had been strongly hinted several times previously that Chilliwack should be the host. While in Vernon, we discussed the possibility of hosting the 2008 PNR convention. Despite warnings about the potential workload involved, the members present committed to organising the event. It was determined that the undertaking would be borne by the Free-mo Division of the CMRC, primarily as a means to generate funds to develop the Free-mo layout and to support future travel. During the course of the convention planning, three other members became Committee members.

COMMITTEE MEMBERS AND ROLES

| | |
|-------------------|---------------------------------------------------------------------|
| James Hill | Co-Chair Layout Tour Chair Displays and Modular Layouts Chair |
| Larry Sebelley | Co-Chair Paymaster |
| Harry Southern | Registration Chair |
| Lori Sebelley | Food and Banquet Chair Manufacturers and Vendors Chair |
| Jamea Lister | Publicity Chair |
| Lindsay Armstrong | Contests and AP Judging Chair |
| Harry Huizing | Awards and Favours Chair Silent Auction |
| Dick Hawkshaw | Clinics Chair Prototype Tours Chair |
| Abe Giesbrecht | Transportation Chair Volunteers Chair |
| Dan Carson | Security Chair |
| Allen Kachkowski | Webmaster |

FACILITIES

As Chilliwack is essentially a small community, certain compromises had to be made with regard to the facilities to be used. There is no single “convention centre” in Chilliwack, therefore two separate facilities were needed; one to house the convention and one to house the public show.

The Best Western Rainbow Country Inn offers the usual accommodations for attendees, several meeting rooms, and a banquet facility. The food is renowned as among the best the can be had in Chilliwack. A block of 50 guest rooms was set aside at a special convention rate, on a first-come first-served basis. There are several other hotel options nearby for those not wishing to, or unable to stay at the Best Western. However, as the Best Western was selected to be the “Convention” hotel, the Chilliwack Interchange 2008 Committee chose not to make any special arrangements with any other hotels.

Heritage Park offers 60,000 square feet combined, on two concrete floors covered with two open-span structures. It is routinely used by many groups to hold events such as our planned public show. In fact, one of the Chilliwack Lions clubs holds a model railway and hobby show every October in Heritage Park. The co-chair of our convention, James Hill, is the Lion who organises the annual event for them. Surrounding Heritage Park is ample parking, plus several spots at which dry RV camping can be arranged. Next door to Heritage Park is a full-service private RV park, for attendees who wish full connections.

The singular disadvantage of the dual-site scenario was the inconvenience of travel across the highway overpass between the convention hotel and the public show site, where the clinics were held. To ease this situation, the Committee ran a shuttle bus back and forth between the sites at no charge to conventioners.

FINANCIAL PLANNING

The budgeted attendance by Full-Fare conventioners was set at 125 as this number seemed consistent with PNR Annual Conventions in the past. A 3-tiered pricing schedule was developed to encourage early registrations, thereby generating some early cash flow to fund the preliminary arrangements and expenses. The full-fare price was set at \$120, with \$100 payable if registered by March 31, 2008, or \$80 payable if registered by October 31, 2007. We had planned a cut-off date for the \$80 level of August 31, however, unforeseen delays in publishing necessitated an extension of the date. The budget assumed an even distribution among the 3 tiers.

The Committee took advantage of the \$1,000 Convention Loan from the PNR to allow us to make deposits on the two venues, and to provide some seed money for early expenditures.

The Committee sought to evaluate all the costs that would be incurred in putting on the event. We then used those costs, rounded slightly upwards, to arrive at our pricing for the various options. This would allow the conventioners to enjoy the events at the minimum possible price. The Committee believed that whatever profit would be derived from the weekend would be from the public show. A copy of the preliminary budget is included in Appendix A with the formal bid.

REGISTRATIONS

| Type of Registration | BC | Alberta | USA | Totals | Percentage |
|----------------------|----|---------|-----|--------|------------|
| \$ 80 Full-Fare | 21 | 2 | 20 | 43 | 34.7 |
| \$ 100 Full-Fare | 29 | 8 | 16 | 53 | 42.7 |
| \$ 120 Full-Fare | 13 | 4 | 11 | 28 | 22.6 |
| Totals | 63 | 14 | 47 | 124 | 100.0 |

Although we nearly achieved the budgeted number of registrations, the Committee was disappointed in the support provided by the PNR members in general, and by the 7th Division members in particular. Only 21.4% of 7D members chose to attend. We found this surprising as the vast majority of 7D members live in the Lower Mainland of BC; an easy drive to Chilliwack. Overall, only 7.6% of PNR members chose to participate. We were very pleased at the numbers of American attendees, in view of the recent changes in border crossing regulations. Furthermore, the Canadian dollar was essentially at par with the US dollar during the convention time frame and the period leading up to it. We conclude that there is a core group of dedicated and enthusiastic members within the PNR who see the inherent value in attending conventions, and will do their utmost to attend every year regardless of the location. Future convention committees should bear this in mind during their planning processes.

We set the Full-Fare prices in 3 tiers to encourage early registrations to generate positive cash flow. We expected the most popular registration time to be early in 2008 at the \$100 level. It appears that a perceived threshold exists at the \$100 level, such that conventioners deem that price to provide the best value. Nonetheless, there are a group of procrastinators: 19 chose to register within one month of the convention date, including 10 who registered upon arrival. Total revenue from Full-Fare registrations was \$11,302 representing an average of \$91 per registrant.

In addition to the Full-Fare registrations, 28 spouses also registered as well as 2 youths. It was disappointing that so few youths attended. However, this seems indicative of the general disinterest in model railroading within the younger generation.

Each registrant was given a registration package containing information brochures about local attractions, plus convention schedules, maps, etc.

The one function we did not plan for, was to send a registration confirmation out to those who had pre-registered. We had a few follow-up queries from people who had sent their registration in, but heard nothing in return. Most registrants had email capabilities, so a quick email acknowledging their registration should have been sent. The few without email, should have been sent a confirmation by mail.

FOOD AND BANQUET

Primarily to provide easy access to a meal on Friday evening during the public show set-up, we arranged with external food and beverage providers contracted to Heritage Park to offer a burger and a beverage to those who pre-purchased tickets through the Committee. Although the Committee made

diligent efforts to ensure a satisfactory product and delivery, ultimately these were beyond our control. We had publicised the meal as a BBQ early on, on the assumption that we could arrange for a barbecued burger. It turned out that this was not the case, and although the burgers were better than the usual fare offered by the contractor, they were not as gourmet as we had hoped. The bartender arrived late, so many of our patrons did not receive a beer. The Committee received several negative comments about poor value for the \$15 price. If the Committee was to host another event at Heritage Park, we would not offer a special meal on the night of set-up. We would, instead, merely arrange for the food and beverage facilities to be open to serve their usual fare at their usual prices.

The Saturday evening banquet was very much the opposite. Based on the 215 banquet tickets that were committed to, the total cost of the banquet was \$38.57 per person, including food, taxes, and gratuities, plus the rental of the room and A/V equipment. We priced banquet tickets at \$40.00 each, yielding a profit of \$1.43 per ticket sold. Each Full-Fare registration included one banquet included in the convention price. Extra tickets were sold to spouses and family.

The Committee decided to purchase an extra 10 banquet tickets, to allow late-registering conventioners to attend the banquet, and to provide a few tickets which could be sold to extra guests. Unfortunately we failed to sell those extra tickets, thereby losing the small profit that would have been netted on the banquet. The Committee recommends to any future convention committees to only purchase the number of banquet tickets that have been committed to by pre-registered conventioners.

Many glowing accolades were received by the Committee about the banquet itself. One conventioner commented that it was the very best banquet he had ever enjoyed at a divisional, regional, or national convention in more than 20 years. We passed the comments on to the Best Western catering manager, with our gratitude.

The layout of the banquet room was not conducive to the guest speaker. The speaker was on the head table platform, however the slide projector and screen were at one end of the room and too low to be easily seen by many of the guests. Nonetheless, Barrie Sanford presented a wonderful history of the Kettle Valley Railway. The Committee received many positive comments about Mr. Sanford and his presentation.

PUBLICITY

The Committee utilised whatever no-cost or low-cost advertising was available to promote registration and attendance at the convention. Our primary promotion was through 11x17 colour posters in regional hobby shop windows supported with small handout reminders, and by word-of-mouth among the railroad modelling community. The City of Chilliwack included a link to the convention on its Tourism web site, as did Heritage Park on its web site.

After the 2007 Treasure Valley Express convention in Boise was concluded, the PNR Switchlist and the 7th Division Bulletin Board ran large ads and promotional articles in every issue from September 2007 through June 2008. We placed ads in the notice sections of Scale Rails and Model Railroader for the duration of the promotional period. Each month an updated ad was placed on 3 Yahoo groups: Canadian Model Trains, Free-mo, and PNW RPM. All of these ads, combined with word-of-mouth in the hobby community yielded the 124 full-fare registrations.

We supported these publicity efforts with a web site dedicated to the convention. It was launched right after the 2007 PNR convention, and included registration information and forms, accommodation information, banquet and meals information, clinic descriptions and schedule, tour descriptions and schedule, contest information, as well as some information about Chilliwack and surrounding areas.

The web site was updated frequently as decisions were made and as arrangements were finalised. We sought to make the web site both attractive and easy to manoeuvre within, to encourage visitors. However, we neglected to include a visitor counting mechanism, so we have no hard data upon which to evaluate the web site effectiveness. Nonetheless, in the current computer information age, future committees should consider a web site as a necessity.

Early on we concluded that television advertising would be prohibitively expensive as a medium to reach the public at large.

We contacted the local Chilliwack radio station, STAR 98.3 to see if they could offer any support for the event, under their community service banner. We were very pleased that STAR offered to provide substantial support via announcements and two morning-show contests. In exchange, we provided 15 family passes to the public show to be given away as prizes. STAR reported that the package they offered was valued at \$11,000.

We contacted NEWS 1130 radio and arranged for them to announce the show during the weekend. We believe they did so, but unfortunately none of the Committee members heard the announcements.

We obtained pricing from the Times newspaper chain that publishes several community papers throughout the Lower Mainland, including the *Chilliwack Times*. To publish ads in these papers was expected to cost approximately \$3,000. This amount exceeded our promotional budget. We obtained pricing from the *Chilliwack Progress* newspaper. Three insertions of a ¼ page ad in the *Chilliwack Progress*, plus one insertion of the ¼ page ad in the *Abbotsford News*, were arranged to occur the week prior to the public show at a total cost of \$1,261. We felt this was the maximum amount we could spend on formal advertising, and would provide the best return by way of public gate admissions.

The combination of radio, newspaper, web site, and word-of-mouth advertising brought the public into the show venue.

CONTESTS AND ACHIEVEMENT PROGRAM JUDGING

We ran two contests during the event: NMRA and Popular Choice. Having had no real experience with either, we may very well have made some mistakes.

Under the NMRA contest, we accepted these categories: Steam Locomotives, Diesel Locomotives & Others, Traction, Passenger Cars, Freight Cars, Caboose, Non-Revenue, Structures – On Line, Structures – Off Line, Displays – On Line, Displays – Off Line, and Module. These were specified based upon the Committee's ability to accommodate them, as well as the available facility to house them. We now understand that we should not have limited the categories, and instead should have accepted all the NMRA contest categories, including photography, crafts, and non-rail. The contest entries were judged by qualified persons using the NMRA Contest Entry and Score sheets. In retrospect, we should have closed the contest entries at noon on Saturday instead of 2:00 PM to allow the judges sufficient time to evaluate the models. The AP documentation was given to the PNR AP Chair for his follow-up.

Under the Popular Vote contest, we accepted these categories: Locomotive – Steam, Locomotive – Diesel, Rolling Stock, Train, Photograph – Model, Photograph – Prototype, Structure – On Line, Structure – Off Line, Module, and Layout. Each entry was tagged with a number, and each registrant was given a ballot on which he/she could vote for their favourite in each category. Because the contest room was located at the hotel venue and the modules and layouts were located at the show venue, it proved to be difficult for the registrants to record their votes at the hotel and then at the show. The

voting barrel was located at the show venue. Unfortunately the quantity of ballots was low, however they were tallied and the winners were identified.

For both types of contests, our Committee constructed special plaques for First Place. Each plaque had a railroad painted spike (gold for NMRA contest and silver for Popular Vote contest), one of our convention crests, and an engraved plate. Each First Place winner was also given a Certificate. Certificates were presented to the Second and Third Place winners.

The Committee had been approached by the Pacific Northwest Railroad Prototype Modellers to provide a venue for them to display their projects. We agreed to allow them to use the Contest room, as we felt it would be little-used by the NMRA contest, and to generate additional interest for all the attendees. Unfortunately there was some miscommunication between our two committees, so that there was very little, and too late, publicity for the RPM meet. Consequently, very few participants attended, and the effort was deemed to have been a failure.

As the contest room was located in the hotel, it was only sparsely visited by the conventioners. Perhaps because of this situation, the contest models were removed on Saturday by their owners, instead of leaving them on display on Sunday as we had planned. It seems unfortunate that the NMRA is unable to generate greater interest in the AP process and contest-level modelling. It appears to be the nature of our current society.

AWARDS AND FAVOURS

Certificates were presented to displays, layouts, vendors, and clinicians in appreciation for their contribution to the convention and the public show.

Award plaques for the contests were constructed by one of the Committee members; the unique plaques were very well received by the recipients at the banquet. The Committee commissioned a PNR “Best of Show” award plaque, paid for by the PNR. It was awarded to Fred Kaser for his On2 box car, it having garnered the most points during the contest evaluations.

SILENT AUCTION

We originally intended to run a raffle to generate additional revenue to fund the convention. However, after investigating the legal issues surrounding obtaining a raffle licence from the Province of BC, we determined it would not be feasible. In other jurisdictions it may be less troublesome, so this Committee would recommend that future convention committees do consider the possibility of a raffle.

In order to get an early start on the gathering of donated prizes, we wrote to the vendors and manufacturers seeking contributions for door prizes and raffles, before we learned that the raffle would not be feasible. As we did receive quite a few contributions, we determined the most reasonable course of action would be to split the railroad-related contributions into one group to be given out as door prizes to the registrants and another group to be sold in a Silent Auction. The Silent Auction would allow the Committee to generate some revenue to fund the convention in lieu of a raffle.

We set out the auction items in the convention office located in the hotel venue, with a bid sheet for each item. Only registered conventioners were allowed to bid, using their registration number as their bidding ID. The scheduled and published time to close the auction was Noon on Sunday. Once again having two venues proved to be troublesome. Just before Noon, it was reported that the shuttle bus was

leaving the show venue carrying registrants who wished to place final bids on some of the auction items. The Committee member in charge made a judgement call to extend the auction a few minutes to allow these registrants the opportunity to bid. One bidder had placed a bid just before Noon and expected to win the item. He left the room briefly, but when he returned another bidder had entered a larger bid after the Noon deadline. The original bidder was furious and expressed his displeasure to several Committee members, and we believe to the President of the PNR. We strongly recommend to any future committee undertaking a Silent Auction, that they follow their published rules explicitly.

We requested cash payment for any purchases less than \$200 but did accept personal cheques for any purchases greater than \$200. US dollars were accepted at par, as the official exchange rate of the day was essentially par. We experienced no issues with accepting personal cheques from the conventioners.

The buyers were to pay for and pick up their winnings on Sunday afternoon, however several had already departed for the return trip home. The Committee contacted the buyers to determine if they still wished to receive their purchases. Arrangements were made for them to mail cheques to the Committee and for us to mail their purchases to them at a modest handling charge to offset the mailing costs. We also delivered some in person to the winners, at later dates.

MANUFACTURERS AND VENDORS

Unfortunately we were unable to attract any manufacturers to represent themselves at the convention or the public show. The Committee was very disappointed in this result, as we felt that some small manufacturers, particularly Canadian ones, would be interested in promoting their wares. We really did not expect the major manufacturers (Atlas, Athearn, Woodland Scenics, Digitrax, etc.) to attend, however we did think they would support us through door prizes and the like. Unfortunately this, too, was not the case. The Committee now believes the major manufacturers will only support the NMRA national convention.

Some 45 vendors purchased 105 tables at the public show venue, from which to sell and/or promote their wares. The vendors included all the BC Lower Mainland hobby shops plus one BC Interior hobby shop selling new goods, 10 "swap" table vendors selling used goods, and many cottage industry vendors selling videos, shirts, memorabilia, custom models, decoder installations, train art, etc.

The Committee believes its success in attracting these vendors was greatly influenced by the annual hobby show presented by the local Lions club in the same venue. The vendors likely anticipated a level of success they achieve each year there in October. Furthermore, one of our Committee co-chairs was the Lion who organises that event every year, hence he had the contacts and track record. Those vendors whom we asked, reported they achieved their desired sales and profit goals at our convention.

SPONSORS

To assist the Committee financially to present a rewarding convention, we developed a 4-tiered sponsorship level program, with sponsor benefits as follows:

Gold -- \$500

- Sponsor's name prominently displayed at the entrance to the public show.
- Announcements every hour including the sponsor name.

- Logo or business name on all published materials.
- Mention in any radio advertisements as a sponsor.

Silver -- \$300

- Sponsor's name displayed at the entrance to the public show.
- Announcements every 2 hours including the sponsor name.
- Logo or business name on all published materials.

Bronze -- \$100

- Sponsor's name displayed at the entrance to the public show.
- Announcements every 3 hours including the sponsor name.
- Less prominent logo or business name on all published materials.

Prize Sponsor

- Acknowledgement of the sponsor when the prize is awarded.
- Inclusion in a list of sponsors on the convention website.

We developed a list of potential sponsors, including Canadian and American manufacturers and vendors, and sent each a letter requesting their support at one of the defined sponsorship levels. Overall, once again we were disappointed by the lack of support by major manufacturers for the convention. There were however, some notable exceptions.

STAR 98.3 radio was deemed to be a Gold sponsor by virtue of the substantial amount of radio advertising they contributed.

VIA Rail Canada was deemed to be a Gold sponsor by donating a 2-person, round-trip, Vancouver to Jasper, Comfort class ride on board *The Canadian*. This item was sold in the Silent Auction. In exchange, the Committee promoted VIA Rail in our published documents and on-site.

Rocky Mountaineer Vacations was deemed to be a Gold sponsor by donating a 2-person ride on board the Whistler Mountaineer. This was given as a door prize to one of the conventioners.

Creative Embroidery was deemed to be a Gold sponsor by providing embroidered crests and Committee shirts at favourable prices.

Canadian Pacific Railway contributed cash to be deemed a Gold sponsor and Southern Railway contributed cash to be deemed a Silver sponsor.

O'Connor Chrysler was deemed to be a Silver sponsor by lending the passenger van to the Committee.

The local hobby shops and several small manufacturers provided the Committee with many door prizes and auction items.

CLINICS

A total of 22 clinics were presented by 20 clinicians in two venues over a three day period. The subjects/topics of the clinics varied, but concentrated on either the "How to Do Things" or the "Nice to Know Things."

The clinics were held on Friday, Saturday and Sunday. The daily start time for the clinics was 8:00 AM with the last clinic of the day ending at approximately 4:30 PM. There was a 15 minute break between clinics to allow for clinicians to prepare, and for the audience to arrive. Of the 22 clinics, 19 were scheduled for one hour and 3 for one and a half hours.

Seventeen of the clinics were held in the Canora Building located next to Chilliwack Heritage Park, site of the modular layouts, vendors and prototype displays and public show, while five clinics were held in a tent placed in Chilliwack Heritage Park itself.

Attendance figures for 19 of the clinics totalled 392 people. Unfortunately figures were not recorded for 3 of the clinics. Based on the average attendance of the 19 clinics being 20.63 people, it would be safe to suggest this was likely very close to the over-all average attendance per clinic.

Feedback from many attending the clinics was positive and given the attendance figures, points to the Clinics Program of Chilliwack Interchange 2008 having been a success.

At the conclusion of each clinic a Certificate of Appreciation was presented to the clinician, although only one was given each clinician presenting multiple clinics.

A list of the clinics, clinicians and clinics profile is attached in Appendix C.

PROTOTYPE TOURS

Despite our best efforts through various connections we had, our Committee could not gain access to any of the 3 major railway facilities in the Greater Vancouver area, to which we could take a group of railfans. The reasons given were generally security-driven and/or workload issues. Unfortunately, the Fraser Valley is largely a farming area, with very few industrial ventures, none of which utilise rail transportation in or out. Therefore we could not identify any likely candidates for an industrial tour.

Our Prototype Tour Chairperson arranged two full-day escorted bus tours; one to Boston Bar and the Othello Tunnels, and the other to the West Coast Railway Museum in Squamish. Tickets for the tours were priced at a break-even level consistent with the expected sales quantities. Both tours generated a modest profit. Favourable comments by many of the guests indicated their pleasure with the tours.

Othello Tunnels / Hell's Gate / Boston Bar – North Bend Tour

25 participants enjoyed the all-day Friday tour to the Coquihala Canyon Provincial Park and the Othello – Quintette Tunnels, ride and luncheon at the Hell's Gate Airtram, and the Boston Bar – North Bend yard and crew change point for both Canadian Pacific Railway and Canadian National Railway. There and on the return trip to Chilliwack, the participants enjoyed and took advantage of many railfanning opportunities that presented themselves.

West Coast Railway Heritage Park Tour – Squamish, BC

17 participants enjoyed the all-day Monday tour to the West Coast Railway Heritage Park in Squamish. En route, brief stops were made at the CN Yard (ex- BC Rail) in North Vancouver and at Britannia Beach. At the WCRHP, the visitors were treated to a ride on the BC Rail Budd car, a tour of the motor power shops, a mini-rail train ride, a guided tour of the railway equipment housed in the very large park, and a visit to an HO scale layout on site. All the activity was followed by a luncheon at a nearby lodge, and then the bus ride back to Chilliwack.

Partially due to the Committee being unable to arrange prototype tours, one of the sponsoring club's members, who is an engineer with Southern Rail, put together a very detailed package about local railfanning sites. He included maps, photographs, and descriptions of sites likely to be seen. The Committee made many copies and offered them to the conventioners.

LAYOUT TOURS

In lieu of bus tours to layouts, the Committee chose to arrange times and maps to allow self-guided layout tours. Even so, there are only a limited number of layouts to be shown in the vicinity.

Seven layouts were open on Thursday evening, Friday daytime and evening, and Saturday daytime in Chilliwack and Abbotsford. Two of these layouts were restricted as to space and participation, so the Committee issued boarding passes to control access. Unfortunately many conventioners were disappointed, as the passes were snapped up by the early arrivals.

The Dewdney-Alouette club layout was open in Maple Ridge on Sunday afternoon, but was poorly attended.

Arranging the layout tours earlier would have allowed the Committee to help the hosts be better prepared, however, many of the hosts were indecisive. We did not prepare layout handouts, or a layout booklet, both of which would have helped to explain the criteria used in designing, constructing, and operating them.

It would also have been beneficial to have arranged for one or more operating sessions on home or club layouts, however, we were unable to do so.

TRANSPORTATION

Because of the separation between the two venues, the Committee arranged to borrow a 10-passenger van for the weekend, and arranged drivers to operate it. We did not want the conventioners to have to drive themselves back and forth; however, most of them chose to do so nonetheless. The bus essentially ran on demand, when one or more passengers arrived seeking transport. It may have been preferable to run one direction on the hour, and the opposite direction on the half-hour.

The few who took advantage of the service were pleased with its availability.

DISPLAYS AND MODULAR LAYOUTS

The Committee received many positive comments and compliments from the public and other displayers, about the variety and quality of the layouts at the show hall. Highlights among the layouts were Salmon Arm Model Railway Association's award-winning modular layout, the North Okanagan Model Railway Association's HO modular layout, the HO Free-mo modular layout, the Puget Sound Garden Railway Association's G-scale modular layout, and the TraiNGang's N-scale modular layout. Particular favourites of the visitors were the Toy Train Operating Society's O-scale and vintage equipment, and Barry Kennedy's LEGO layout.

There was ample room around every layout to allow operators and visitors easy access. In fact, a few more layouts could have easily been accommodated in the 60,000 square foot hall. All the displayers were very pleased about the easy access to the building, for unloading and reloading purposes; as driving into the building at ground level is entirely possible.

A layout scoring methodology was developed to allow the Committee to fairly allocate any honorarium that may have been available. Several independent judges were pressed into service, to

rate the layouts on appearance, completeness, and visitor interaction. These scores were adjusted for the size of the layout and the distance travelled to arrive at a sharing percentage. From the convention net profit, \$3,000 was allocated to the layouts to help offset their participation expenses.

SECURITY

For public safety during the show, we contracted with St. Johns Ambulance to provide first aid coverage. Only one minor injury was reported, and rectified. The Committee provided food and beverages to the members providing the service.

A security company was contracted to provide an overnight guard inside Heritage Park for Friday and Saturday nights. Security was provided by a private individual for the contest room at the Best Western while it was open, to protect the models entrusted to the Committee.

During the public show, our Committee members provided an overview of security, but were generally unable to provide concerted security. It was reported after the show that one vendor had lost a brass engine, and that another vendor might have also been victimised. In retrospect, perhaps the Committee should have provided plain-clothed patrollers for the public show; however, it should not be considered the responsibility of the Committee to secure the vendors' property. Due diligence by the vendors is required.

VOLUNTEERS

Volunteer services were provided by the Committee members, the Chilliwack Model Railway Club members, and their friends and family, and was greatly appreciated by the Committee. A convention can never have too many volunteer helpers to relieve the pressure on the Committee. This seems to be a never-ending challenge with any such venture.

A duty roster and schedule should have been developed to ensure the right number of volunteers were on duty at all times, performing the right functions.

FINANCIAL RESULTS

The Income Statement for the Chilliwack Interchange 2008 convention and show is attached in Appendix B. Overall revenue totalled \$35,266 against budgeted revenue of \$34,850. Overall expenses totalled \$28,741 against budgeted expenses of \$31,465. Overall profit totalled \$6,525 against budgeted profit of \$3,385. Only minor variances occurred, thereby resulting in a greater profit than anticipated.

The convention was held in accordance with the bid, whereby the convention Committee agreed to pay \$12 Canadian to the PNR for each Full-Fare registrant, as a patron fee/head tax. The PNR was paid \$1,488 based on 124 registrants. The original \$1,000 loan from the PNR was repaid. The Seventh Division was paid \$992 as a patron fee, although this amount had not been committed to in advance.

This agreement was known to be different than the usual agreement under which the host committee retains 60% of the net profit, and pays 40% of the net profit to the PNR. If the profit-sharing plan had been followed, the PNR would have been paid \$3,602 and the Seventh Division would have been paid

nothing, assuming the public show was treated as a part of the convention. It would have been quite conceivable to split the public show off as a separate entity run by the Chilliwack Model Railway Club, outside of the convention itself. This is essentially the scenario that will occur in Edmonton in 2009.

The accounting standards followed did not attempt to divide revenues or expenses into convention versus public show activities; however a reasonable approximation can be determined. Convention activity revenue appears to have been \$21,444 with convention activity expenses of \$18,822. Had there been no public show attached to the convention, the convention would have generated a profit of \$2,622. This result assumes that the 124 conventioners would have registered, even without the added benefit of a large public show; quite possibly not a valid assumption. Therefore, had the convention been split from the public show, the PNR would have been paid \$1,049 for its 40% share of the convention profit, following the stated assumptions.

Public show activity revenue appears to have been \$13,822 with public show activity expenses of \$9,919. It is fairly reasonable to assume that the public show would have been just as successful without the attached convention, yielding a profit of \$3,903. As was discussed previously, the Mount Cheam Lions Club hold a successful public hobby show every October in the same facility, drawing the same visitors.

FINAL COMMENTS AND RECOMMENDATIONS

All in all, the Chilliwack Interchange 2008 Committee believes it succeeded at delivering a convention and public show that provided participants with fair value for their investment in time and money. That being said, there are a few areas that might have been improved upon.

Firstly, having two separate venues for the convention and show proved to be an impediment for the conventioners. The show office, the contest room, and the silent auction were at the Best Western, while at the same time, the clinics and public show were across the highway at Heritage Park. Although the Committee provided the passenger van to transport conventioners, it was nonetheless inconvenient for them to get to where they needed to be, at the appropriate time. The two venues also proved to be challenging for the Committee members to effectively operate simultaneously.

It should be a goal of future conventions to contain all its operations at one location. This may require holding the event in a larger, more metropolitan location; however doing so would likely increase the cost of presenting the convention, and therefore the price of admission. A benefit of such a location could be more opportunity for non-railroad visitors to enjoy themselves otherwise.

Having the convention in an essentially small town presented by the local model railroad club, limited the activities that could be arranged for the conventioners. There were few home layouts to visit, one club layout to visit, and no railroad-related industries to visit. The Committee did do its best to create some entertainment options for the visitors. Once again, had the convention been situated in a more metropolitan area, it is assumed there would be more opportunities to fill in these voids.

Putting on a convention and public show is doubtless a large undertaking. A committee should ensure it has sufficient numbers of motivated members to develop and execute the plan. Furthermore, a sizeable number of volunteers is also helpful. We suggest that a convention committee formed at the NMRA divisional level should be created to present the PNR annual convention; the task is too large to leave to an individual club.

The following are some specific things the Committee overlooked:

- Registration acknowledgements sent to conventioners.
- An announcer at the public show, to communicate upcoming events and to acknowledge the show sponsors
- Signage at the show acknowledging the show sponsors
- Signage at the hotel indicating the locations of the convention rooms
- Vigilance at the show entrance door to limit unauthorised access

The Committee was very pleased that the political and economic climates in the Summer of 2008 did not hamper the convention success. Governments on both sides of the border were threatening to require more secure travel documents, and possibly even passports. Furthermore, the exchange rate between the Canadian and US dollars was essentially at par for the Spring and Summer. Nonetheless, our American friends chose to support the convention.

The final comments the Committee wishes to make concerns the profit-sharing versus patron fee arrangement.

We believe the patron fee arrangement negotiated with the PNR provided many benefits to both parties, and that such an arrangement should be established as an option, if not the standard arrangement. Once the expected registration number has been determined, it is an easy calculation to determine what the payment to PNR will be. The committee then is essentially purchasing PNR sponsorship for a fixed amount. The convention committee can then plan and budget accordingly, with reasonable assurance its budget estimations will be achieved. At that point, the committee knows its fixed costs, and is highly motivated to ensure a successful event. There is no questioning among the committee members as to why extra efforts should be expended if the PNR is going to receive 40% of the benefit without providing 40% of the effort.

The PNR benefits from the patron fee arrangement because it can be reasonably assured it will receive the agreed-upon amount, and promptly as well. As demonstrated during our convention, the PNR was paid the patron fee plus repaid the convention loan before the convention was even completed. There is no delay while the convention committee completes its final review, prepares the financial statements and final report, and then remits the proceeds to the PNR. It is true that under the patron fee arrangement, the PNR will not receive any excess profits from a successful convention. On the other hand, the only risk the PNR takes under this arrangement is the potential loss of the \$1,000 loan advance. The committee assumes all risk of failure, also driving them to succeed.

We thank the PNR for the opportunity to present the 2008 convention, and trust that all conventioners felt they received good value for their investment. We wish great success to all convention committees who follow. If our Committee can provide any guidance to those that follow, please feel free to contact us.

APPENDIX A: BID TO HOST THE CONVENTION

PACIFIC NORTHWEST REGION NATIONAL MODEL RAILROAD ASSOCIATION

Bid to host the 2008 PNR Convention
By the Chilliwack Model Railway Club (Free-mo Division)

6) Introduction

The Chilliwack Model Railway Club (Free-mo Division) hereby submits its bid to host the annual PNR Convention in Chilliwack, British Columbia, Canada in June 2008. It will be known as the Fraser Valley Express 2008 (hereafter noted as “FVX 2008”).

The Free-mo Division (hereafter noted as “FD”) consists of a sub-group of 12 members from the 28-member Chilliwack Model Railway Club (hereafter noted as “CMRC”). The FD group wishes to host the 2008 PNR convention, and will seek the assistance of other active members in the CMRC in doing so. We propose to offer visitors the accommodations and facilities of the Best Western Rainbow Country Inn at reasonable cost, which will include meeting, clinic, and contest rooms. The major venue will be across the highway at the Heritage Park centre, owned by the City of Chilliwack. This centre offers up to 60,000 square feet of cement-floor activity area, and is the same facility used by the Mount Cheam Lions Club to host its annual model railway and hobby show.

We intend to hold this convention in conjunction with the Pacific Northwest RPM convention, that is normally held in the Spring in Bellingham. This should attract more modellers, many of whom have no affiliation with the NMRA, to the event. It is hoped their attendance will encourage future membership in the NMRA.

The show will also be open to the public on Saturday and Sunday during the convention, to both promote the hobby and the NMRA, and to generate revenue in support of the event.

7) Preliminary Planning

1) Convention Dates

The proposed dates for FVX 2008 are June 12 through June 15. This extended weekend is the only one available in the summer of 2008 at Heritage Park. No holiday weekend is available in August. Although four weeks prior to the 2008 National Convention in Anaheim (July 13 to 19), given the distance between the sites and the month that will elapse, we do not anticipate undue conflict for potential attendees. We believe it is preferable to hold FVX 2008 prior to the national convention, in the hope that more modellers' funds will be available to support our convention.

Both the U.S. and Canadian governments are proposing that border security be strengthened through a new travel document or passport requirement. At this time, any such regulation is expected to take effect for ground transportation commencing in January 2009, hence should not affect attendance at FVX 2008. In this matter, we are at the mercy of the respective governments.

ii) Convention Facilities

The proposed convention hotel is the Best Western Rainbow Country Inn located adjacent to Highway 1 at Lickman Road, in Chilliwack. It has ample convention facilities for both meeting rooms and hotel rooms. We have confirmed the availability of our chosen dates with the Best Western, and upon approval of this bid, we will confirm pricing for the facilities. At this time, the nightly charge for two persons sharing one room with two beds is approximately \$94 Canadian (plus taxes). Pending confirmation, we have requested a block of 50 rooms be set aside in the Best Western Rainbow Country Inn for the duration of the convention. Details about the hotel can be found at [Best Western Rainbow Country Inn](#) on the web.

The proposed hotel has several meeting rooms and a banquet room available, but does not have a large enough hall for layouts, displays, and vendors. Across the highway overpass is the Heritage Park centre owned by the City of Chilliwack. The facility includes 60,000 square feet of cement floor activity area, in two adjacent rooms. We have tentatively booked the facility, pending acceptance of this convention proposal, to allow more than ample vendor, display, and layout space. The facility is the same one that is used by the Mount Cheam Lions Club to host its annual Model Railway and Hobby Show. That show attracts some 3,000 members of the public over 2 days each October, to view model trains, remote controlled race cars, and a few other lesser hobbies.

iii) Convention Price

Based on our preliminary inquiries, we expect the Full-Fare Price, including the formal banquet, will be approximately \$125 Canadian per NMRA conventioneer. A surcharge will be added for non-NMRA members. A-la-carte pricing will also be considered based on tours that may be arranged.

iv) Convention Activities

We expect to hold meetings and clinics at the Best Western Rainbow Country Inn. We expect numerous modular layouts from both sides of the border will set up in Heritage Park, as will many vendors and manufacturers. We hope to attract a very large HO Free-mo layout, given the substantial space available at Heritage Park. Layout tours will likely be self-guided as there are not many available in the vicinity. We will attempt to arrange a tour of a nearby working railroad yard.

8) Convention Committee

i) Chairperson

The Chairperson for the convention will be Larry Sebelley. Larry is the Secretary of the CMRC, Assistant Treasurer of the PNR, and the instigator of the CMRC FD. He has been actively building model railroads for the past 7 years.

ii) Assistant Chairperson

The Assistant Chairperson for the convention will be James Hill. James is the President of the CMRC. He is the driving force behind the annual Mount Cheam Lions Club hobby show in Chilliwack, and thus is well-versed in planning for a major event.

iii) Paymaster

The Paymaster for the convention will be Larry Sebelley. Larry is a Certified General Account and is well-versed in financial matters. He will ensure that the fiscal issues are properly dealt with. James Hill and Larry Sebelley will jointly authorise all minor expenditures, will present major expenditures to the committee for approval, and will sign all contracts on behalf of the committee.

iv) Sub-committee Chairpersons

a) Registration

Lori Sebelley will be the Registration Chair. A web site will be designed to facilitate registration. Mail-in registrations will also be accepted.

b) Food and Banquet

Lori Sebelley will be the Food and Banquet Chair. Lori is trained in hospitality management, providing us the ability to negotiate for the best price and product.

c) Publicity

Jamea Lister will be Publicity Chair. The event will be publicised in all the usual model railroad media, plus local radio and newspaper media to attract public visitors.

d) Contests & AP Judging

Dick Hawkshaw will be the Contests and AP Judging Chair. Assistance will be obtained for AP judging.

e) Non-Rail Activities

It is unlikely we will arrange any non-rail activities, as we do not feel such is warranted, unless a suitable chairperson is located. Promotional materials for local attractions, activities, and shopping will be provided in the registration packages.

f) Awards and Favours

Harry Huizing will be the Awards and Favours Chair.

g) Manufacturers and Vendors

Lori Sebelley will be the Manufacturer and Vendor Chair. Lori, and the rest of the committee, are well-know to the Vancouver area hobby shops, and we expect to draw in most of them for sales table operations. We will also contact the manufacturers to invite their participation.

h) Clinics

Dick Hawkshaw will be the Clinics Chair. Well-known clinicians will be invited to make presentations on all aspects of model railroading.

i) Layout Tours

Kelly Dyck will be the Layout Tours Chair. There are unfortunately, only a limited number of home layouts available in the Fraser Valley from which we could potentially draw.

j) Transportation

Abe Giesbrecht will be the Transportation Chair. Abe is a licensed school bus driver. A shuttle bus between the convention hotel and the major facility will likely be needed, as will transportation to any home layouts.

k) Display and Modular Layouts

Allen Kachkowski will be the Display and Modular Layouts Chair. Free-mo modules from all of North America will be invited to attend, connect, and play for the event duration. Other modular layouts from the Pacific Northwest will also be invited. We have contracts with layouts in N-scale, HO-scale, and G-scale.

l) Security

Lindsay Armstrong will be the Security Chair.

m) Slides and Movies

Lindsay Armstrong will be the Slides and Movies Chair. May not be considered necessary.

n) Auction, Swap Meet, Country Store

Harry Huizing will be the Auction, Swap Meet, Country Store Chair. May be considered at a later date.

o) Souvenir

Harry Huizing will be the Souvenir Chair. May not be considered necessary, but if proceeded with, will be quite modest.

9) Financial

i) Convention Advance

Assuming this proposal is accepted, we hereby officially request an advance of \$1,000 Canadian to secure the Heritage Park facility and the Best Western facility. Please issue a Canadian dollar cheque payable to FVX 2008.

ii) Surplus Funds

The primary purposes of hosting the 2008 convention are:

- To promote the model railroading hobby to the public to encourage new devotees.
- To increase membership in the NMRA / PNR / 7th Division.
- To assist both the PNR and the 7th Division with their financial needs.
- To provide an opportunity for HO Free-mo modellers to create and operate a very large layout for an extended period.
- To earn funds to allow the CMRC Free-mo division to travel to other events and to further develop its own modular layout.

Given that the PNR Board of Directors has approved a *Head Tax* of \$12 Canadian dollars based on the number of registrants, any and all profit arising from the convention after repayment of the initial advance from the PNR and the agreed-upon head tax, will be retained by the host group to be used at its sole discretion.

iii) Budget

A budget based on key financial decisions is attached to this preliminary proposal.

iv) Reporting

All reporting requirements specified in the *Convention Agreement* to be agreed upon and executed, will be met. In accordance with the revised head tax/profit sharing, clause 15 will need to be modified.

10) Conclusion

The Free-mo Division of the Chilliwack Model Railway Club is pleased to present this proposal to the Pacific Northwest Region for its consideration. It will be our pleasure to present a successful convention to promote the hobby of model railroading and to benefit all parties involved. Thank you for your favourable consideration, and we look forward to your acceptance of this proposal.

James Hill
President
Chilliwack Model Railway Club

Larry Sebelley
Secretary
Chilliwack Model Railway Club

Fraser Valley Express 2008 Combined Convention & Show Budget with PNR Head Tax

| REVENUE | | Qty | | Price | Total |
|----------------------------|---------------------------------|-------|----|-------|-----------|
| Registrations | Early Bird (incl. Banquet) | 25 | \$ | 80 | \$ 2,000 |
| | Discounted Fare (incl. Banquet) | 50 | | 100 | 5,000 |
| | Full Fare (incl. Banquet) | 50 | | 120 | 6,000 |
| | Non-NMRA surcharge | 20 | | 10 | 200 |
| | Spouse/Other Registration | 20 | | 20 | 400 |
| | Banquet only | 75 | | 40 | 3,000 |
| Vendor tables | | 40 | | 50 | 2,000 |
| Swap tables | | 25 | | 30 | 750 |
| Public show | 2 days | 2,500 | | 5 | 12,500 |
| Dry camping | | 25 | | 20 | 500 |
| Advertising sales | | 5 | | 100 | 500 |
| Raffle | | 500 | | 2 | 1,000 |
| PNR | Convention advance | | | | 1,000 |
| <i>Budgeted Revenue</i> | | | | | \$ 34,850 |
| | | | | | |
| EXPENSES | | | | | |
| Head Tax | PNR | 125 | \$ | 12 | \$ 1,500 |
| | 7th Division | 125 | | 8 | 1,000 |
| Non-NMRA surcharge | PNR | 20 | | 10 | 200 |
| Heritage Park | Set up / knock down days | 2 | | 600 | 1,200 |
| | Full days | 3 | | 1,200 | 3,600 |
| | Dry camping | 25 | | 17 | 425 |
| Best Western | Hospitality room | 5 | | 90 | 450 |
| | Clinic room (Boardroom) | 3 | | 120 | 360 |
| | Contest room (Oak Room) | 4 | | 150 | 600 |
| | Banquet room | 1 | | 550 | 550 |
| | Banquet meal | 200 | | 35 | 7,000 |
| | A/V equipment | 3 | | 275 | 825 |
| | President's accommodation | 3 | | 100 | 300 |
| Security | | 6 | | 250 | 1,500 |
| Committee | Shirts | 10 | | 25 | 250 |
| | Banquet meals | 10 | | 35 | 350 |
| | Registrant memento | 135 | | 3 | 405 |
| Crests | | | | | 500 |
| Office Supplies | | | | | 500 |
| Postage | | | | | 500 |
| Advertising & Promotion | | | | | 5,000 |
| Schedule booklet | | | | | 500 |
| Raffle prizes | | | | | 500 |
| Contest prizes | | | | | 500 |
| Shuttle bus transportation | | 3 | | 150 | 450 |
| Honorariums | Travelling layouts | | | | 1,000 |
| Miscellaneous | | | | | 1,000 |
| PNR | Advance repayment | | | | 1,000 |
| <i>Budgeted Expenses</i> | | | | | \$ 31,465 |
| <i>Budgeted Profit</i> | | | | | \$ 3,385 |

APPENDIX B: INCOME STATEMENT

Chilliwack Interchange 2008 Income Statement



| | | | |
|---------------------------|----|-----------|--------------|
| Revenue | | | |
| Public Show Gate | \$ | 9,274.50 | |
| Vendor Tables | | 3,760.00 | |
| Display Tables | | 80.00 | |
| Name Tags | | 68.00 | |
| Camping Fees | | 640.00 | |
| Full-fare Registrations | | 11,302.00 | |
| NMRA Surcharge | | 220.00 | |
| Family Registrations | | 560.00 | |
| Banquet | | 2,200.00 | |
| Burger & Beverage | | 2,190.00 | |
| Bus Tours | | 2,190.00 | |
| Silent Auction Sales | | 1,531.78 | |
| Bank Interest | | 13.77 | |
| Miscellaneous Revenue | | 1,236.21 | |
| Total Revenue | | | \$ 35,266.26 |
| Expenses | | | |
| Show Hall Rental | \$ | 3,350.00 | |
| Camping Fees | | 674.63 | |
| Hotel Meeting Rooms | | 315.00 | |
| PNR Head Tax | | 1,488.00 | |
| 7D Head Tax | | 992.00 | |
| NMRA Canada Surcharge | | 220.00 | |
| Meeting Luncheons | | 534.50 | |
| Banquet | | 8,451.83 | |
| Burger Night | | 1,527.50 | |
| Beverage Night | | 571.50 | |
| Bus Charters | | 1,293.00 | |
| Tour Meals | | 794.77 | |
| Tour Admissions | | 225.00 | |
| Stationery | | 516.56 | |
| Postage and Mailing | | 330.39 | |
| Printing | | 372.29 | |
| Security | | 860.85 | |
| Committee Shirts & Crests | | 616.01 | |
| Advertising & Promotion | | 2,003.64 | |
| Shuttle Bus Fuel | | 51.19 | |
| Contest Prizes | | 336.83 | |
| Honorariums | | 3,029.56 | |
| Foreign Exchange | | 60.37 | |
| Bank Charges | | 44.40 | |
| Miscellaneous Expenses | | 81.17 | |
| Total Expenses | | | \$ 28,740.99 |
| Net Profit | | | \$ 6,525.27 |

APPENDIX C: CLINICS AND CLINICIANS

“Industrial Customer & Loads – Napa Pipe Co.”

Doug Auburg

Doug presents a clinic on industrial modeling and how it can generate a source of loads for the railroad servicing it. The example he uses is his modeled Napa Pipe Co.

“Management Corporate Jets – The Line Inspection Cars of the PGE and BC Railway”

Andy Barber

Andy in this first time ever clinic provides an overview of the V-series of track inspection cars of the Pacific Great Eastern Railway and British Columbia Railway that were used by management for their system inspection tours.

“Constructing Resin Models”

Mike Barone

Mike describes some of his experiences, tips and techniques he has developed to build resin kits - Westerfield, Sunshine, F & C, Kaslo, Slyvan, Yankee Clipper and BGR. Included are cleaning and preparing the parts, assembling and painting along with what glues to use.

“An Open Forum Clinic on Painting”

Mike Barone / Bob Coles / Bob Sample

These three clinicians present an open forum clinic rather than a structured one in order that questions can be raised about all aspects of painting. It is no holds barred with Mike, Bob & Bob representing upwards of 100 years of experience in model painting. Have a question about techniques, methods, styles, paints, painting tools, materials or the preparation and clean-up involved, etc? Just ask.

“Canadian Pacific Railway’s GE 4400 Locomotives”

Doug Campbell

Doug raises the question, “Do you think all the CPR AC4400s are the same?” They are not and he goes onto show and explain the unique differences in the 7 orders, which delivered 438 locomotives, from General Electric starting 11 years ago ranging from the AC4400 to the ES44AC series including the CEFX “Blue Bird” AC4400s. He shows what simple modifications can be done to improve the details of your model to bring it more in line with the prototype CP AC4400.

“A Look at Coastal Railroad Logging with Focus on Logging Operations”*Dan Carson*

Dan provides information that is useful in modeling realistic railroad logging scenes from tree species including the proper colours, heights & diameters along with ground cover to diagrams of techniques for falling trees as well as explanations and diagrams concerning cable yarding/loading.

“Scratchbuilding for Armchair Model Railroaders – Make & Take”

Roger Ferris

Roger teaches an hands on clinic about the concept and methods used to get armchair modellers scratchbuilding without them realizing they are doing it.

“From CPR to VIA – The Canadian”

Don Forsyth

Don takes you from the original consist and layout of cars used on the “Canadian” to the HEP, reconditioned cars, used on the VIA “Canadian”. Noted are the internal and external changes. Tips on how to build the train in HO & N scale is discussed.

“How to Make Really Small Things”

Rene Gourley

Can’t get that detail part? No problem! Rene will discuss strategies and demonstrate techniques to create ridiculously small models. Accept no compromise!

“Clinic Preparation and Presentation – Anyone Can Do it”

Jack Hamilton

You don’t need permission from your Mom or wife. You don’t need a Masters Degree. You don’t have to be an accomplished orator. You just need to be a model railroader who wants to swap stories with your friends. What better way to see if you win the local “I made an unique mistake” sweepstakes and move on to the Nationals, than to test it with your fellow modellers. If nothing else, come spend some time at a clinic that doesn’t challenge your skills as a modeller or make you wonder why your ever got started in this hobby. Come have some fun and reduce your anxiety and inhibition level.

“Save the White Junk – Styrofoam Scenery”

Dennis Hill

Dennis shows how to create rock looking scenery without creating all the weight associated with rock castings from plaster and hydrocal.

“Just the Stage Not the Stars – Quick Backdrops”

Dennis Hill

Dennis attempts to help even the most timid and non-artistic modellers put simple but very effect backdrops in place on their layouts.

“Not Another Tree Clinic – Willow and Oak Trees”

Dennis Hill

Dennis shows how to create foreground trees and are not redwoods, pine or fir.

“Down and Dirty – A Fact of Life – Weathering Structures”

Dennis Hill

Dennis looks at making it a little easier for modellers to have some structures on their layouts that look as if they have been there forever. Well almost.

“Research & Building Representative CPR Passenger Consist for the Steam-Transition Era”

Rob Kirkham

Rob instructs those learning to make do in developing a generic CPR Passenger train consist for the steam-transition era. He presents documents and shows the process involved.

“CNR Operations at Jasper and Red Pass Junction in the Mid-1950s”*Al Lill and Ray Matthews*

Al and Ray present slides, prototype yard plans, train registers, employee timetables and memories of retired railroaders to create a typical operating day in September 1955 including switching passenger and freight trains at Jasper and Red Pass Junction. Also covered are the Turns on the Tete Jaune Hill and ballast trains fro Lucerne Pit.

“A Variety of Ways to Make Trees”

Hank Menkveld

Hank shows a variety of ways to make trees, both coniferous and deciduous. A variety of materials, both natural and man-made, are used with different techniques demonstrated in how to apply them. A hands on opportunity is provided.

“The Art of Weathering – Locomotives and Freight Cars”

Jerry Quinn

Jerry shows how to weather locomotives and freight cars no matter how detailed they may be. For example he explains and shows the difference between grimy black and weathered black. He further explains what happens to the underframes and wheels in the read World of railroading. In short he answers the question, “What colour is weathering?”.

“Scenery – Unintimidating Rock Castings (Plaster & Foam)”

Jerry Quinn

Jerry walks the participants in this clinic through rock and foam casting and the colour of rock in order for them to make the best scenery for their own layouts and not be intimidated in the process.

“What is this Thing Called Free-Mo?”

Larry Sebelley

Larry explains what Free-Mo (Free Modular) is all about including its history and the construction and wiring specifications of building a module(s). To some Free-Mo is seen as the future in modular railroad modeling but at present it is mainly HO scale oriented although other scales such as N are moving into it.

“Getting Started with Sound Decoders”

Dick Sutcliffe

Dick talks about sound decoders and using them. He explores and surveys the make and type of sound decoders available, the special equipment needed for them as well as how to use them. Also looked at is what features can be changed, the use of advanced features and synchronizing sound decoders with motor decoders.

“Scratchbuilding 101”

Russ Watson

Russ explores what is the difference between building a craftsman kit or scratching building a model. A slide presentation is used to illustrate the complete scratching building process from design to final construction. Russ discusses the various construction techniques along with explaining how templates and jigs can improve your modeling quality and efficiency. Whether you are just starting or have previous scratchbuilding experience there is always something to be learned. This clinic is applicable to all scales and gauges.