

## **ADMINISTRATIVE SHOW RULES**

These administrative rules have been adopted by the NIA Board of Directors as a general guide for prospective show organizers. They are meant to improve the quality and organization of shows, and to provide some uniformity between shows, so that collectors and dealers will know what to expect at NIA sponsored shows. The NIA also has other materials available for prospective show organizers, including a "Show Host Public Promotion Guide" and a "Comprehensive Planning Handbook for Show Hosts" that contains many helpful ideas for putting on a successful show. Contact the NIA National Show and Convention Advisory Panel for information and assistance.

The following rules must be observed at NIA sponsored events:

1. Show organizer(s) must verify and be in compliance with the applicable laws of the State where the event is held, local ordinances and restrictions imposed by the owner of the facility, etc.
2. Show organizers(s) must verify the rules and regulations of the State where the event is held regarding raffles, lotteries, other games of chance, auctions and other fund raising events. Rules and regulations vary from state to state. It may be necessary for the NIA, as a 501(c)(3) public charity, to be in charge of those types of events in cooperation with the show organizers(s). The NIA Board of Directors reserves the right to refuse to facilitate such events when such state rules and regulations are deemed to not be in the best interests of the Association.
3. The organizer(s) agrees to indemnify and hold harmless the NIA, and its Directors and Chairpersons, from any liability from participant or attendee activities including but not limited to:
  - (a) Damage to, or theft of, participant property;
  - (b) Damage done to the facility by any party; and
  - (c) For injury to any show participants or attendees.
4. In the case of NIA sponsored shows, Show organizers are required to utilize the language in the model Dealer and Exhibitor Agreements (see Addendum).
5. An organizer cannot place into effect any other administrative, exhibit or floor rules without prior NIA concurrence.
6. In the case of NIA endorsed local shows, security shall be provided when sales or exhibit areas are closed to participants.
7. If admission is charged, the NIA must concur in the amount charged. Admission may be charged no more than one time per person during the course of the entire event.
8. At the National and Regional shows the organizer/host must provide distinctive ribbons, badges or lapel stickers for each dealer (plus helper or table-sharing partner), and for each exhibitor, and these people and their children shall be entitled to free admission.
9. Standard table size is considered 30" x 8' and must be described on the table reservation form.

10. Sales table price shall be subject to NIA approval. Exhibit tables or floor space shall be free of charge on a first-come basis, subject to facility limitations. The show organizer may limit space per person.
11. Sales tables and banquet tickets shall be paid for in full at the time of reservation. Both deposits are fully refundable: (1) for cancellations received up to 3 weeks before the show starts, (2) for all later cancellations if the table or ticket is subsequently resold, and (3) at the organizer's option for refund on later cancellations or "no shows."
12. The organizer(s) of a Regional or National will provide a sales table layout map with collectors' names and table numbers, and post this at the hospitality or registration desk for everyone's use. Dealer table and Exhibitor space signs must also be furnished, and include the name, city, state, and table/exhibit number.
13. NIA Regional show set-up hours and public hours are subject to NIA approval. For the NIA National show, the entire time schedule is subject to NIA approval (set-up hours, public hours, banquet, business meeting, seminars, etc.).
14. No competitive awards shall be given for virtues such as youngest, oldest, farthest or prettiest collector, etc. Donated or memorial prizes and awards for exhibition excellence in any form may be given. A People's Choice Award will be administered and supplied by the Show Organizer.
15. With regard to exhibits, the show organizer(s) will provide an identification card indicating the exhibitor's name, city & state, exhibit category and exhibit number. These cards will be placed on the exhibits as soon as they have been completed. The card shall remain visible at all times during the show.
16. The show organizer(s) must promptly send show packets when requested and then confirm all reservations for space or advise of placement on waiting list.
17. Show packets must include:
  - (a) The NIA General Rules of Conduct, plus any special rules in effect for the show;
  - (b) NIA Exhibit & Judging Rules (if the show will have awards);
  - (c) Sales table and exhibit space reservation form or contract;
  - (d) Show dates, participant set-up hours, and general public hours;
  - (e) Name, address and phone number of the show host(s);
  - (f) Table size;
  - (g) Sales table price, and refund cut-off date;
  - (h) Whether table covers are furnished;
  - (i) Whether electricity is available for sales and exhibit tables;
  - (j) Whether hand trucks or carts are available;
  - (k) Whether food is available on the premises (or how far off premises);
  - (l) Whether banquet tickets will be mailed out or held at the show;
  - (m) A show hall layout map; and

- (n) Any other helpful information such as addresses and rates of nearby motels, campgrounds, attractions, etc.
18. The NIA will furnish the show organizer(s) with the following at no charge (if requested):
- (a) A "Show Information Questionnaire" form for use in making application for NIA endorsement of the show;
  - (b) Miscellaneous information which may be helpful to organizers in preparing their show packets or in organizing and conducting shows;
  - (c) A supply of NIA membership application blanks;
  - (d) A supply of NIA exhibit and judging rules sheets and tally forms;
  - (e) An NIA Ribbon to local shows that request it;
  - (f) A Best of Show award for the two Regional Shows; and
  - (g) For the National, 1st place awards for each of the ten Adult and Junior competitive display categories, a Best of Show Award Plaque or trophy, and the NIA Special Awards (see Exhibit and Judging Rules below).
19. The NIA strongly encourages and recommends that show organizers obtain adequate insurance coverage when hosting an event. The NIA can provide a general liability insurance policy to show organizers hosting shows at non-residential locations. The Show Organizer(s) should contact the NIA Treasurer and provide him/her with the following:
- (a) The name of the organizer/host and/or club.
  - (b) A check in the amount of the current processing fee as designated by the Treasurer; and
  - (c) The name, address, phone and fax number where the event is taking place.
- The Treasurer will forward the information on to the NIA's insurance agent, who will issue a Certificate of Insurance directly to the organizer and a copy to the Treasurer for the NIA's records. Any claims under the policy must be first submitted to the NIA Treasurer.
20. The organizer/host of an NIA National or Regional Show may receive a reimbursement from the NIA for paid advertising, by submitting detailed paid receipts to the NIA Treasurer. The NIA will reimburse up to \$500 spent for advertising a National Show and up to \$250 spent for advertising a Regional Show. This reimbursement will be credited toward show expenses when calculating net profit.
21. The organizer(s) will provide a report summarizing all aspects of the show (including the number of attendees at the various functions, detailed income and expense reports, any difficulties experienced and suggestions for better rules, etc.), and submit this to the NIA President and the Treasurer.
22. The NIA Board will authorize and disperse reimbursement for National or Regional Show advertising only upon receipt of the required show

organizer(s) report within 60 calendar days after the first Monday following the show. In the event that the 60 day deadline cannot be met the show organizer(s) must submit a written request to the NIA President for a 60 day extension of the show report deadline. Under no circumstances will there be more than one 60 day extension allowed. Should no show report be submitted within the allotted time period payment of the advertising reimbursement will be forfeited.