

## SHOW FACILITY PROCEDURES AND STANDARDS

The NIA Board of Directors (hereinafter the Board) has adopted the following Facility Procedures and Standards as a general guide for the solicitation, evaluation, and approval of proposals for the three annual shows sponsored by the NIA. They are published herein for the general information of the membership, and as a guide for those who might be interested in organizing insulator shows.

The Association sponsors three (3) major insulator shows, one in each of the three (3) geographic regions of Continental North America (described in Bylaws, Article 4, Section 4.5). One of these three annual shows serves as the NIA National Show and Convention, "The National," and it rotates among the three regions from year to year. The National Show and Convention is the most significant event in the insulator hobby each year. The Regional Shows, held annually in the Regions other than the Region in which the National Show is held, provide a major event to serve collectors unable to attend the National Show.

The NIA's Regional Vice-Presidents are responsible for soliciting interested show hosts or facilitators (hereinafter show organizers). The Regional Vice-Presidents may request assistance from the National Show and Convention Advisory Panel (hereinafter the Panel) to seek out potential show organizer(s) if deemed necessary. Advertisements in the Drip Points newsletter, Crown Jewels of the Wire magazine, the NIA web site and other hobby related media may be utilized to solicit organizers.

Individuals, NIA affiliated clubs, other organizations or professional event planners interested in becoming a show organizer(s) for an NIA sponsored event are sent a Request for Proposal (RFP) for either the National Show or Regional Shows. RFP's may be downloaded from the NIA website: [www.nia.org](http://www.nia.org)

No individual, group, club, or commercial interest may apply for approval to organize more than one (1) of the three (3) annual NIA sponsored shows per calendar year.

Proposals, with all supporting documentation, must be submitted following the outline of the NIA Show Information Questionnaire that can be obtained from the NIA website: [www.nia.org](http://www.nia.org).

Proposals for planning and management of the **NIA National Show and Convention** should be submitted to the Panel for review, guidance, and acceptance. The Panel will provide a summation of all proposal documents for final review and selection by the NIA Board of Directors.

Preliminary drafts of all proposals should be submitted to the Panel no later than November 1<sup>st</sup> two years in advance of the show date for preliminary review. Revisions, if necessary, should be submitted to the Panel no later than January 1<sup>st</sup> of the preceding calendar year. The final completed proposal must be in the hands of the Panel not later than March 1<sup>st</sup> of the preceding calendar year.

If a suitable proposal has not been submitted by March 1<sup>st</sup> of the preceding calendar year, the Board may, at its discretion, solicit proposals from prospective show organizers in the other regions. If a proposal has not been received by the Panel by February 1<sup>st</sup> of the preceding year, the other two Vice-Presidents should be alerted to investigate the possibility of the National Show being held in one or the other of their respective regions in lieu of the regular rotation schedule.

Preliminary draft proposals for organizing either of the two **NIA Regional Shows** to be held in a given year must be submitted to the Panel by January 1<sup>st</sup> of the preceding year for review. The Panel must receive final proposal documents not later than February 1<sup>st</sup> of the preceding year. The Panel will provide summations of Regional Show proposals to the Board for review and approval by March 1<sup>st</sup> of the preceding year.

Should a suitable proposal not be submitted by March 1<sup>st</sup> of the preceding year the NIA Board has the option of canceling the Regional Show for the non-responsive Region for that year.

The National and Regional Shows sponsored by the NIA are the property of the National Insulator Association, Inc. and all revenues generated by those shows shall be deposited with the Association unless otherwise authorized by the Board of Directors. Any donations made specifically for the production of shows will be deposited with the Association. Expenditures necessary to administer NIA sponsored shows will be paid from show revenues and monetary donations received.

The Show organizer(s) whose proposal is approved and accepted by the Board of Directors will enter into a signed contract with the National Insulator Association, Inc. The Board, by contractual agreement, may authorize the show organizer(s) to be the agent of the Association. As designated agent of the NIA, the show organizer(s) would collect revenue, contract with facilities, pay expenses as they occur, and provide for all the provisions described in the accepted proposal. As agents of the NIA, the show organizer(s) would be required to submit monthly financial and progress reports to the Association's Board of Directors.

In accordance with the Association Bylaws, Article 3, Section 3.2 and Article 7, Section 7.1(a-c, g) the NIA is allowed to compensate the show organizer(s) for services rendered to the Association. Compensation will be paid from the net profit generated by the show. Donations received specifically to offset show costs will first be applied to expenditures before calculating net profit. Compensation to the show organizers shall be the net profit of the show up to the amount of two thousand dollars (\$2,000.00). Net profits exceeding two thousand dollars (\$2,000.00) will be shared equally between the show organizer and the NIA.

**If expenditures are in excess of the total of revenues, donations and reimbursements the net loss shall be the responsibility of the show organizer(s).**

The financial responsibility for the NIA Board of Director's Meeting and General Membership Meeting rooms, audio-visual equipment, or other requirements of the Board (e.g. telephone service or catering the Board meeting) may become the responsibility of the Board only by written agreement between the show organizer(s) and the NIA. The request for such an agreement must be included in the proposal submitted to the NIA Board of Directors for approval.

The NIA and its Show Advisory Panel has put together information to assist those planning to organize a National or Regional NIA Show. Visit the NIA web site at: <http://www.nia.org/promote/shows.htm> A "Show Host Public Promotion Guide" as well as the "Comprehensive Planning Handbook for Show Hosts" is available there as well as the National Show and Regional Show proposal forms.

### NIA National Show and Convention

The following guidelines and the Administrative Show Rules apply to the National Show and Convention and will be included in the proposal.

1. The National Convention, which must be a three-day event, must be held in June, July or August. There must be adequate set-up time the previous evening and the first morning of the show, with special admittance privileges for all NIA members in good standing, on the first day of the show.
2. A minimum of 70 sales tables (with white table covers and skirting), must be committed to insulators and/or related items. There must be "roped-off" exhibit spaces (a minimum of 20 exhibit spaces reserved for insulators and/or related items), located separately from the sales tables, but preferably within the same room. Sales Tables and Exhibit Spaces should have access to electricity.
3. The show must be advertised as "The National Insulator Association's XXth Annual Show and Convention," with adequate national, regional and local publicity.
4. 24-hour security protection must be provided for the sales area and exhibits. At least a portion of the security during the public show hours should be uniformed or distinctively identified.
5. The facility must have adequate parking for participants and the attending public. On-site or close-by overnight parking for self-contained campers is desirable.
6. The facility itself should be adequately air-conditioned/heated. Hand trucks or carts, for use by the participants, is desirable.
7. The facility must have food available on the premises, and adequate sitting and resting areas for the public inside or near the main show area.

8. The facility should have a banquet room on site, with availability of a public address system. The cost of the dinner is subject to NIA approval. Alternatives such as informal smorgasbords may be considered.
9. The facility should have rooms separate from the banquet and show halls, with adequate seating, in order to conduct the NIA Board of Directors meeting and the NIA General Membership Meeting.

### NIA Regional Shows

The following guidelines and the Administrative Show Rules apply to Regional Shows and will be included in the RFP:

1. Regional Shows may be one day (with an early buying period the previous afternoon/evening), or two-day events. In each case, adequate dealer and exhibit set-up time the previous evening and the first morning of the show must be provided. They can be held at any time of the year, but should not conflict with holiday weekends, the NIA National Show and Convention, or other well attended annual local shows.
2. At least 40 sales tables must be committed to insulators and/or related items. There must be adequate "roped-off" exhibit space (a minimum of six spaces reserved for insulators and/or related items), located separately from the sales tables, but preferably within the same room. "Related Items" include virtually all items associated with power or communications equipment, plus items such as lightning rod equipment, pole nails, magazines, books, etc. Sales Tables and Exhibit Spaces should have access to electricity.
3. Regional shows must be advertised as the "National Insulator Association's XXth Annual XXXXXXXX [Western, Central or Eastern], Regional Show," with adequate national, regional and local publicity.
4. 24-hour security protection must be provided for the sales area and exhibits.
5. The facility must have adequate parking for participants and the attending public. On-site or close-by overnight parking for self-contained campers is desirable.
6. The facility itself should be adequately air-conditioned/heated. Hand trucks or carts for use by participants are desirable.
7. The facility must have food available on the premises, and adequate sitting and resting areas for the public inside or near the main show area.

## Local Shows

Local Shows include club and private insulator shows, as well as other hobby shows where insulator activity is more than just incidental. Local shows are not sponsored by the NIA.

As a means of directing the attention of insulator collectors and dealers to shows of this type, these shows may be endorsed (**NOT sponsored**) by the NIA upon the approval of the NIA President who may be contacted using [president@nia.org](mailto:president@nia.org). The NIA encourages its affiliated organizations to apply for the President's NIA endorsement. The show may then advertise in the media as "NIA-Endorsed." Many hobbyists look for this designation to determine which insulator related events they plan to attend.

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.

The NIA strongly encourages and recommends that show organizers obtain adequate insurance coverage when hosting an event. The NIA can provide general liability insurance 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 (who/which needs to be an NIA Member in good standing).
- (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. The organizer(s) of local shows assumes complete financial profit-or-loss responsibility for those events.