



## Club and Modeling Group Tables at the 2016 AMPS International Convention



**General:** To establish policy and procedures needed to provide display and recruiting tables to model groups and clubs at the AMPS International Convention.

**Purpose:** To offer an opportunity for these groups to promote their clubs and member works using model displays, flyers and signs, and members to interact with the convention's patrons. The inclusion of modeling groups and organizations within the vendor area of the International Convention will increase vendor area patronage and provide additional, interesting model-related activity during the convention.

**Method:** Groups will be offered tables at no cost. Non-AMPS affiliated groups **may** be granted up to 2 (two) free general admissions. The tables will be allocated from those in the vendor areas, spread out so as to encourage foot traffic and increased circulation within the vendor areas.

**End State:** Modeling groups and organizations are incorporated into the convention in a manner that increases the convention's interest to our patrons and guests. The convention is thereby a larger event with additional emphasis on modeling and the social interaction between society members, vendors, and the general public.

### **Promotion / Solicitation / Approval:**

1. Hosting chapter (AMPS Central SC) will post the offer for free tables on our local website's convention page. We will send the same information to AMPS to be posted on their national convention page. A down-loadable flyer with details and contact information will be available on our local website. Groups and clubs may contact us directly with questions and to reserve tables. See:

[http://ampscentralsouthcarolina.org/2016\\_AMPS\\_Show.html](http://ampscentralsouthcarolina.org/2016_AMPS_Show.html)

<http://www.amps-armor.org/ampssite/conventions/showInfo.aspx?Page=Annouce&ShowID=60>

2. The hosting chapter will send a copy of this policy and procedures through the AMPS 1<sup>st</sup> VP to the Regional 2<sup>nd</sup> VPs for dissemination to their chapters. AMPS chapters may contact the hosting chapter through their Regional 2<sup>nd</sup> VPs, if desired, in order to keep their Regional VPs informed or to otherwise coordinate regional displays or other efforts. If requested, the hosting chapter will work one-on-one with any Regional 2<sup>nd</sup> VPs to facilitate such an effort within the other procedures specified in this policy.

3. Modeling groups, clubs, and organizations to be considered for these tables may be AMPS Chapters, Special Interest Groups (SIGs) operating under the umbrella of AMPS, other scale modeling clubs and organizations (national, regional or local), and other groups that could be expected to contribute to the scale modeling social aspects or interest of the convention's patrons.

4. The hosting chapter, in coordination with the AMPS Marketing Director, will reserve tables for approved groups on a first-come, first-served basis.

**Logistics:**

1. Only 1 (one) 8' table per group will be allocated (unless AMPS specifies otherwise). AMPS will supply two folding chairs for each table. Additional chairs may be requested and will be supplied as available. Additional chairs are not guaranteed.

2. Non-AMPS affiliated groups that desire up to 2 (two) free general admissions for their table workers must request this in writing. They must also provide, in writing, the names of the individuals to get these free admissions. These admissions will not be transferable to other persons without the express permission of the Show Chair and / or Vice Chair.

**Permitted activities and Conduct:**

1. The receiving group may use this table in any manner they desire, to include, but not limited to, displaying models, placing out promotion and recruiting information, playing video or audio messages, conducting demonstrations, etc. Groups may conduct limited sales of club promotional items, such as tee shirts, hats, and pins. Additionally, groups may conduct other limited fund raising to be limited and controlled by the AMPS Marketing Director at his discretion. Such activity may not be of such an extent as to significantly compete with vendors or the AMPS Raffle.

2. The table may be covered or decorated by the receiving group (cover material will not be supplied). The receiving group may also display banners, free standing or attached to their table, not to exceed 8' in width. Free standing banners must not interfere with the movement of other table operators (vendors or other model groups). The receiving group is responsible for any damage caused to other vendor area operations by their club members or display materials (falling signs, spilled drinks, etc). No barriers (stanchions, ropes, chains, traffic cones, etc) or signage (banners, easels, etc) will be allowed to be placed in the walkways or public aisles.

3. The receiving groups may bring in coolers and outside food or drink (no alcoholic beverages). They may also set up additional chairs brought by their members as long as these do not interfere with the operation or free movement of others in the vendor areas.

4. At the discretion of the Show Chair and / or Vice Chair, the receiving groups may be asked to reduce the number of members working at their tables or to make other changes to their displays as, for example, to mitigate interference with other vendor area operators.

5. The Show Chair and / or Vice Chair have the authority for any reason to require the receiving groups to remove their displays and cease operation of their table. Such a request will be considered final and binding. The AMPS Marketing Director has the authority for any reason to request the receiving groups to cease, limit or otherwise change any of their activities within the vendor areas.

6. Neither the hosting chapter nor AMPS assumes any responsibility for models or club or personal items brought into the venue or used at the receiving group's table area. The receiving group is responsible to ensure that models and other items at their table are secured and protected from other convention patrons. Receiving groups must provide their own "Do Not Touch" signs and other such materials. None will be provided by the hosting chapter. Receiving groups are responsible for any damages they, their members and invited guests, or their displays cause to other vendor area operations or property.

**Vendor Area Impact:**

1. The model club tables will be placed within the vendor area after the AMPS Marketing Director has finalized his vendor floor plan. This is to allow the Marketing Director maximum flexibility to sell specific vendor tables or to make specific guarantees to vendors regarding their allocated tables.

2. Receiving groups will not be guaranteed any specific table locations and locations may be changed at any time at the discretion of the hosting chapter or the AMPS Marketing Director.

3. Vendor area operations have the priority of resources and organization over modeling group displays and tables. The hosting chapter and Marketing Director will attempt to accommodate any special requests or needs made by the receiving groups, but no guarantees are implied or made that any such special requests can or will be met.

4. We will provide 17 (seventeen), 8' tables within the vendor areas for the use by model clubs and other modeling groups. All coordination for the use of these tables by the requestors will be made by the hosting chapter (with the exception of the table to IPMS/USA). The tentative table allocations are:

a. One table to IPMS/USA, to be coordinated with IPMS/USA by the AMPS Executive Board.

b. One table to Fine Scale Modeler (FSM) to be used for model photography.

c. Fifteen (15) additional tables to be allocated to requesting AMPS Chapters and other groups on a first-come, first-served basis.

**Procedure to Request and Reserve a Table:**

1. The requesting group will contact AMPS Central SC "Wildcats" (the hosting chapter) by email or phone to request a table at the 2016 AMPS International Convention. Phone contact MUST be followed up by a request in writing (email or US mail). However, for the purposes of determining first-come, first-served, the date and time of the phone contact (if made before the written request) will be used.

2. The written request MUST include the name, address and phone number of the group's authorized representative.

- 3.** If a non-AMPS affiliated group has requested a table, the names of the two (2) individuals to receive the free admission to man the table must be included in their written request.
- 4.** The hosting chapter will confirm receipt of the request in writing by either email or regular US mail with the requesting group. The hosting chapter will then notify the AMPS Marketing Director and 1<sup>st</sup> VP of the details of that table's allocation.
- 5.** If there is any question as to whether the requesting group should or should not be allocated a table, the request will be forwarded to the AMPS 1<sup>st</sup> VP for a decision. The 1<sup>st</sup> VP's decision will be final.
- 6.** The receiving group will be given information on the details for set-up and tear down, as well as other related information either before the convention (by email or US mail) or in person at the convention.
- 7.** The AMPS Marketing Director (Vendor Coordinator) will be the convention POC for vendor area set-up and tear down, as well as any other vendor area operations instructions. The receiving group **MUST** make contact with the Marketing Director or his designated representative **BEFORE** commencing set-up at the convention.
- 8.** Offers and solicitation for model groups to request free tables will end at midnight, EST, 22 Feb 2016 (45 days before the show). After that date, groups may still request tables, but no guarantees can be made that tables will be available.
- 9.** If more groups request tables than there are available tables, those additional groups will be placed on a waiting list in the order that they requested tables. We will notify stand-by groups of their status and then when / if any additional tables (above and beyond the 17 already allocated) become available. This notification will be done as soon as possible after the Marketing Director has closed his vendor table sales and has released any additional tables. At this present time, no date can be given for such notification to stand-by groups since the possible availability of additional tables will be dependent on vendor table sales.

A copy of this procedure will be provide to each modeling group that has requested and been allocated a display table for the 2016 AMPS International Convention. This policy and the procedures herein are subject to change without notice at the discretion of AMPS or its officers.