

Overview OF WINNEBAGOLAND DIVISION CONVENTION GUIDELINES

The WinnebagoLand Division (A.K.A. WLD) Board of Directors has established the following policies regarding meets which will be hosted by the WLD or co-hosted (sponsored) by another model railroad group with or for the WLD:

There will normally be two NMRA meets within the WLD each year. They will be called "WLD Spring Meet" and "WLD Fall Meet". The WLD Spring Meet should occur between April 1st and May 10th while the WLD Fall Meet should occur between September 10th and October 15th. The WLD wishes that any meet be planned at least two weeks removed from any NMRA Midwest Regional Convention. The WLD will hold its Annual Business Meeting during the spring event.

The WLD Board of Directors will solicit bids and entertain offers from organized model railroading groups who wish to sponsor meets or activities. Any profits realized from the meet itself will be split 50/50 between the host group and the WLD. Since these two meets are NMRA Meets and the sponsoring group is actually hosting a NMRA Meet, the host group is entitled to half the profits since they are doing much of the footwork involved. The NMRA provides at no cost to your group a \$1,000,000 per incident liability policy. The WLD will also provide if requested any up front money required for banquets or halls where the meet is to be held. Your group will not lose money since the policy of the WLD is to cover any losses in case a meet fails to make a profit. At worst, a break even scenario would occur for a sponsoring group.

The Spring Meet and Fall Meet will normally offer a similar schedule to each other and are of equal importance to the WLD. The sponsoring group will need to provide a suitable location with areas dedicated to registration, clinics, model/photo contests, and any other activities deemed worthy by the WLD and sponsoring group. This could include a swap or sales area dedicated to only model railroading and railroadiana, a display of modular model railroads, etc. The sponsor of the meet should also provide and arrange for a self guided afternoon tour of model railroads in the area, a banquet in the evening, and a program with a guest speaker following the banquet meal and awards presentation. This is the format of a traditional WLD Spring or Fall Meet. The WLD will work with the sponsoring group if a change of itinerary is desired. Regardless of the format, some time will be required by the WLD for its business. A traditional WLD Meet will follow the schedule below:

Registration: 8 am-12 noon
Clinics: 9 am -12 noon
Model/Photo Contests and NMRA AP Judging: 9 am-12 noon
Layout Tours: 1 pm - 5 pm
Happy Hour, Banquet, Award Presentations, Guest Speaker: 5 pm - 9 pm.

Please note again that the WLD will work with your group if a different format (such as a luncheon instead of a banquet) is desired.

OVERVIEW OF WINNEBAGOLAND DIVISION CONVENTION GUIDELINES

In an attempt to say "thanks" to those giving clinics or opening their personal homes for layout tours, the WLD will waive admission fee to the **Meet**. *This will be only for entry into the meet itself.* **All clinicians and layout hosts will be required to purchase a ticket for the banquet and any other additional activities that may involve a fee during the Meet if they are interested in attending or participating.** In addition to the above, the WLD will waive the **Meet and Banquet** fees for the banquet speaker and a guest of the speaker. Likewise, people who are **actively involved** in operating a display or modular layout on the floor of the WLD Meet will be allowed into the Meet without admission (limit 8 people per group). Everyone else is expected to pay to enter a WLD Meet and its activities. A list naming those working in the above capacities should be provided to the WLD Convention Chairman and special name tags (noting their status) will be presented to them at the registration table on the day of the show.

In order to provide an accurate count, all banquet attendees must pre-register for a WLD Meet using the appropriate sign up sheet. The sheet will be provided in the appropriate mailing of *The WinnebagoLand Whistle* as well as on our website for downloading. Please note on the sign-up sheet if your entry into the show is waived by the rules listed above. The Registrar will be able to check using the names supplied to the WLD Convention Chairman from your group.

If your group desires to host a luncheon or if you are allowed to sell food "on site" during the WLD Meet, you are entitled to do so keeping 100% of the profits. However, the WLD will not provide help or assistance in this activity.

In order to eliminate confusion and additional paperwork, vendors or individuals who purchase swap tables will have their admission to the WLD Meet reflected in the price of their table(s) or space purchase. Name tags stating "Vendor" will be provided to these individuals.

It will be up to the sponsoring group, working with the WLD Convention Chair as to what type of activities will be offered at the WLD Meet. As of this writing, larger vendors and modular layout groups are reluctant to set-up for only one day. We have been leaning towards more individual "swap tables" as well as a greater emphasis on clinics and contests.

The WLD Meets provides NMRA members their chance to have models judged for the NMRA Achievement Program. The WLD encourages all modelers to enter the various contests held during our meets.

There will be other issues and questions that come up during the process of hosting a WLD Meet. Please contact your WLD Convention Chair for answers or advice. The entire WLD Convention Guidelines Booklet will also be available for download at our website. In it, the various regulations and guidelines are examined in more depth. Thank you for your interest in hosting a WLD Meet.





WINNEBAGOLAND DIVISION CONVENTION CHECK LIST

BASIC INFORMATION:

City / Club or Host Name:

Date and Times of Event:

Location and Address of Meet:

Location and Address of Banquet:

Contact person:

Phone#:

E-mail address:

Do you want updates on registration? Yes no

If yes, what dates would you like the updates:

Date final count for Banquet/Luncheon is needed:

COST(S) OF MEET:

Pre-Registration

1. Meet only:
2. Banquet only:
3. Full fare:

At the door:

1. Meet only:
2. Banquet only:
3. Full fare:

Notes:

SPECIFIC MEET INFORMATION:

Location (address) of Meet:

Cost of Facility Rooms:

Was a deposit required? Yes no

If yes, amount paid: (Please note payer and check number if possible)

Room available for photo and model contest -(Approx. Size):

Rooms available for Clinics: (note clinic name and any special requirements for set-up)

- | | |
|----|----|
| 1) | 4) |
| 2) | 5) |
| 3) | 6) |

Will any Clinic above (list name/number) require Power Point/Slideshow Projector?

BANQUET INFORMATION:

Location (address w/ phone number):

Deposit required? Yes no

If yes, amount paid: (Please note payer and check number if possible)

Price of meal and room: (actual cost)

Menu:

Speaker for banquet and topic:

Home layout tour information:

Names for home layout tours:

- | | |
|----|----|
| 1) | 7) |
| 2) | 8) |
| 3) | |
| 4) | |
| 5) | |
| 6) | |

NOTES: