



**GUIDELINES FOR HOSTING
THE NATIONAL BUTTON SOCIETY CONVENTION**

Revised 2018

The NBS offers financial and administrative support to groups that host the NBS Convention. These guidelines describe the division of responsibilities between the NBS and the host group, and list the site requirements for a NBS Convention.

- Part I. NBS Responsibilities**
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Part I. NBS RESPONSIBILITIES

It is reassuring for a potential host group to know that NBS administrators do much of the work involved in hosting a National Button Society Convention. The following describe convention tasks performed by NBS personnel.

NBS Show Manager

- Advises potential host groups on suitability of proposed site, ensuring that:
 - Showroom, meeting and meal spaces are as described in Part III.
 - Adequate numbers of sleeping rooms are available and priced within the Society's acceptable room rate range.
 - Fees for meeting and showroom spaces are tied to the sleeping room guarantee and the catering beverage guarantee.
 - Site meets all criteria described in these guidelines before issuing an invitation to the NBS Board of Directors.
- Works with sales staff at the site to develop a proposal for Board review, to be included with the invitation. Proposal should include:
 - Number of sleeping rooms guaranteed by NBS.
 - Tentative program of events so that space needs can be anticipated.
 - Commitments for complimentary room nights for NBS and host group's use, which are to include a complimentary suite for the NBS president for 8 nights, a complimentary room for the Show Manager for 9 nights, and complimentary room in the ratio of 1:50 to be used by the host organization. The commitment shall also include any other costs to be paid by NBS (such as food and beverage minimums).
 - Statement of parking facilities and parking rates for members attending the convention.
 - Statement of fees for approximately 160 (6' x 30") tables and 60 (6' x 18") back tables, table cloths, chairs, water stations, etc.
 - Cost of electricity; phone lines; audio-visual equipment; shipping, handling, and return of convention materials as well as any other costs and fees.
 - Presents the proposal and invitation, plus recommendation based on site visit and contact with sales agents and show committee. Reviews the contact with one elected NBS officer.
- Signs the contract as NBS agent and gives copies to Host Show Coordinator, NBS Treasurer and NBS President.
- Two years before a convention, contacts sales staff at hotel to review the contract in light of any change in management and need for change in contract wording.
- Sends to the NBS Bulletin editor a notice soliciting requests for dealer tables. (Sends by Oct. 1 to appear in Dec. issue.) Senior dealers can request priority space; non-senior dealers request tables as available after senior dealers are placed.
- Prepares dealer contracts, including all information specific to the upcoming convention.
- Sends contracts to senior dealers by Jan. 15 for Feb. 28 return deadline to be returned with full table fee, half of which will be regarded as a "deposit" which can be refunded if space is canceled by July 1. No refund will be made if cancelled after July 1. Contracts not returned will be voided but Show Manager will try to contact unresponsive dealers. International dealers may remit total table fee at the convention but must remit contracts via mail.
- Sends contracts to non-senior dealers by March 15 for an April 30 return deadline to be returned with full table fee, half of which will be regarded as a "deposit" which can be refunded if space is canceled by July 1. No refund will be made if cancelled after July 1. International dealers may remit total table fees at the convention but must remit contracts via mail
- Informs the dealers on state and local tax and licensing requirements.
- Works with Assistant Show Manager to determine the showroom layout for judging and racks (Monday through Wednesday), and dealer tables and racks (Thursday through Saturday).
- (9 to 12 months before convention) Reviews entire hotel contract, including guarantees; determines and undertakes any necessary renegotiation of terms.
- (April 1) Gives Entries Chair shipping information for competition trays.
- Continues working with host group on convention details and decisions.
- Ensures that racks and other NBS materials are shipped to the site in a timely cost-effective manner according to site requirements.
- Receives and returns all shipments for NBS (racks, library, trays, etc.), including NBS publications if the Publications Supplier is not attending the convention. These publications are to be delivered to the NBS showroom table by Thursday morning. The library is to be available for judging by Tuesday morning.

NBS RESPONSIBILITIES, continued

- Ensures shipped competition trays are secure in hotel custody and available for judging on convention Tuesday. Completes judging entry procedure for shipped trays. Maintains shipping boxes; ensures trays are packed for shipping to entrants.
- Is available (or has Assistant Show Manager available) in the showroom during period of showroom use. Ensures that only authorized registered members and guests are in the showroom.
- Executes contract with vendor recommended by Host Show Coordinator for security in the showroom Monday evening through Saturday morning. Provides schedule, appoints contact person, and sets guidelines for security personnel.
- Ensures that dealers abide by contract regulations and directives of the Board Directors regarding, but not limited to, subletting table space, consigned buttons, appropriate displays, and other contractual stipulations.
- Prepares financial statements for the Treasurer:
 - As dealer payments are returned with contracts.
 - Gives the NBS Treasurer a final accounting for all table rentals.
- Reviews master account to approve host group's reimbursable charges as outlined in Part V.
- Is responsible for NBS projector and other audio-visual equipment, seeing that it is available at the show and safely stored between shows. .

NBS Assistant Show Manager(s): Assists the Show Manager as mutually determined.

NBS President:

- Presides over Board of Directors meetings and all formal NBS membership meetings, including the Annual Breakfast.
- Sees that a sign-up sheet is provided at the Monday board meeting for shifts at the NBS table.

NBS First Vice-President (in office at time of the convention):

- Consults with Host Show Coordinator to suggest program and workshop ideas to schedule all convention activities.
- Works with Host Show Coordinator to ensure site is aware of all meeting needs.
- Requests copies of all programs prior to the convention or on the first day of the show at the latest. This is to be sure that the programs are compatible with the NBS projector before the time of presenting the programs.
- Functions as master of ceremonies for programs and introducer for workshops.

NBS Second Vice-President

- Procures a favor button from host group and adds it to NBS favor button display.
- In the absence of Publications Supplier, unpacks publications for sale at the NBS table. Re-packs publications for shipping and gives them to Show Manager.

NBS Treasurer

- Handles all funds for the show.
- Pays bills according to show committee budget or with approval of Host Show Coordinator.
- At the end of the show the NBS treasurer will prepare a complete report of all income and expenses and provide that report to the NBS President and Host Show Coordinator.
- After report acceptance by both, remits any share of profits to the Host Committee.

NBS Convention Registrar:

- Gets notification of the registration and PayPal payments through registration software.
- Receives all mailed-in registration forms and checks.
- Sends all checks to treasurer for deposit.
- Produces lists of those registered for each activity.
- Provides a final list of those registered 10 days before the start of the convention.

NBS Exhibits Chair: Manages tray check-in and tray preparation for judging.

NBS Entries Chair: Provides members with entry tray slips.

NBS Chair or Co-chairs of Judges: Plan(s) and conduct(s) judges and clerks meeting, all judging, and judging review meeting.

NBS Control Card Clerk(s): Assist(s) in the judging process.

NBS Division Chairs: Assist in the judging process.

NBS Classification Chair: Conducts classification committee meeting and membership classification meeting; assists in the judging process.

NBS Classification Assistant Chair: Assists Chair in conducting meetings and in the judging process.

NBS Presentation Awards Chair: Presents awards at the annual breakfast.

NBS RESPONSIBILITIES, continued

NBS Sponsored Awards Chair: Collects Sponsored award forms and donations for the following year's competition.

NBS Public Relations Chair:

- Works with host group to develop list of media contacts.
- Prepares and issues press releases.
- Helps host group contact media outlets in advance of convention.
- Interacts with media and visitors at the convention.

NBS Rack Steward: Stores, ships, unpacks, displays, and re-packs display racks and NBS library.

NBS Publications Supplier:

- Is responsible for making sure there are copies of all NBS publication at the NBS table for sale.
- Unpacks and displays publications for sale at the NBS table.
- Re-packs the publications and gives them to NBS Show Manager for shipment.

NBS Logo Products Supplier: Ensures there are logo products for sale at the NBS table.

Part II. HOST GROUP RESPONSIBILITIES

Once a host group's membership approves the decision to host the convention, the group appoints a show committee; secures commitments from volunteers for convention activities and fundraising; and selects a Host Show Coordinator to oversee the following responsibilities. Lead times are stated (in parentheses) but your actual timeline might vary depending on your hotel's requirements.

Programs, Workshops, Meetings, Activities, Schedules

- (3-5 years) Choose a site for approval by NBS Show Manager; submit invitation to NBS Board. Invitation must be submitted at least three years prior to show date.
- (2 years) Consult with NBS First Vice-President (in office at time of the convention) to schedule meetings, programs, workshops, and other activities.
- (2 years) Determine convention theme.
- (1 year) Solicit program and workshop ideas from NBS First Vice-President.
- (9 months) Ensure that the convention facility has scheduled all meetings based on the requirements outlined in Part III.
- (6 months) Re-confirm all speakers.
- (2 months) Determine and arrange for printing and audio-visual equipment needs for each program, workshop, meeting, or other activity.
- Reserve 5-10% of seating in each educational workshop for walk-in participants who are not NBS members, and announce workshops in local media releases.
- If workshops or tours are over-subscribed, try to increase the allowable number of participants; or consider repeating the event; or select participants by lottery.
- Arrange for potential last-minute substitutions for programs and workshops should the scheduled presenters become unavailable.
- Determine how to post or distribute room numbers of people selling in guest rooms. No room sales can occur after Wednesday of the convention or during any other pre-Thursday convention activities (receptions, workshops, judging, etc.).
- The host group will provide the Junior activities and assure appropriate space. NBS pays for Junior activities.

Special Events/Menus

- (9 months) Work with the hotel to arrange menus and service for:
 - Monday reception.
 - Tuesday and Wednesday judges/clerks/runners lunch coupons. (Work with NBS Show Manager to determine number of attendees and price).
 - Thursday/Friday reception and/or dinner(s).
 - Thursday dealer coffee (Work with Show Manager to determine price).
 - Thursday Junior breakfast (Work with local Junior Activities Person or Advisor).
 - Friday Junior pizza party (Work with local Junior Activities Person or Advisor).
 - Saturday breakfast
- (1 month) Assign greeters to check meal tickets and hand out favor buttons.

HOST GROUP RESPONSIBILITIES, continued

Annual Breakfast

- In addition to the meal, the breakfast agenda includes:
 - Welcome on behalf of host group and introduction of NBS President.
 - Invocation.
 - Distribution of any prizes or raffle items.
 - Introduction of junior members (by NBS President).
 - Distribution of presentation awards (by NBS Presentation Awards Chair).
 - Roll call of deceased members and optional states roll call (by NBS membership coordinator).
 - Announcements (by NBS President).
- Invitation to the next year's show (by that show's host group).
- Consult with NBS President (in office at the time of the convention).
- Provide favor buttons.

Showroom/Judging Room

- Advise the NBS Show Manager of appropriate vendor for showroom security.
- Include security fees in the host group's budget.
- Acquire list of showroom dealers from the NBS Show Manager.

Fundraising and Reporting

- Determine state tax requirements for Host Group's share of show profits. Host Group is responsible only for its own reporting. (NBS does its own reporting).
- (2 years) Plan and conduct fundraisers (ways and means table, auction, etc.) Check local sources such as grants or visitors' bureau for additional funding.

Media Marketing

- (1 1/2 years) Work with NBS Public Relations Chair to build list of media contacts.
- Send the following information to the NBS Bulletin; notify NBS Editor of additional information or changes made after the deadlines:
 - October Bulletin (send by July 15): Send dates and hotel information to Calendar of Events person.
 - March Bulletin (send by December 15): Detailed hotel information, airlines available, optional tours, workshops, etc.
 - May Bulletin (send by February 15): Pre-registration form, deadlines, show schedule and all other convention information.
 - July Bulletin (send by May 15): Any corrections, updates and reminders.
- Prepare and submit show Publicity to the following:
 - (10 months) annual magazines.
 - (3 months) monthly magazines.
 - (1 month) weekly newspapers.
 - (3-6 months) Arrange website publicity; email to NBS webmaster all items sent to Bulletin editor. Registration forms from websites may not be postmarked before May 31 to allow all members equal access to limited activities and workshops. If there are no limited activities, information can be postmarked earlier.
- (3 months) Ask NBS Public Relations Chair to help contact local TV and radio.
- (2 weeks) Work with NBS Public Relations Chair to arrange local media publicity and convention coverage, and to coordinate interviews during the convention.

Graphics

- Prepare name tags, posters, fliers, meal tickets, etc.
- (1 month) Prepare program booklets and furnish a copy to NBS Historian.

Favor Buttons

- Provide favor buttons for annual breakfast.
 - (1 year) Choose the favor button design and maker.
 - (1 month) Have finished favor buttons on hand.
 - Furnish a favor button to the Second Vice-President for the favor button display.
 - After breakfast give any remaining buttons to NBS table to sell for the Host Committee.

Show Registration

- Host sets fee amount, meal prices, optional tour prices, etc. Pre-registration, collection of fees and, tally for each event is done by the National Convention Registrar.

HOST GROUP RESPONSIBILITIES, continued

- Collect showroom guest entry fees during convention. Host group determines guest fee, making it comparable to fees charged for similar events in the area. The fees are turned over to the NBS Treasurer daily.
- Staff the registration table. Host group may provide a guestbook or form to collect names and addresses of prospective new members.
- (2 weeks) Provide registration packets. Label envelopes; fill with name tag, program book, meal tickets, tour tickets, event tickets.

PART III SITE REQUIREMENTS FOR ESSENTIAL ACTIVITIES

Essential activities of the NBS convention happen across a six-day period. Selection of a hotel is based on its ability to accommodate all of the following:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Board of Directors meeting <i>(morning)</i></p> <ul style="list-style-type: none"> • Conference seating for 25 • Ice water and glasses <p>Classification Committee meeting <i>(all day)</i></p> <ul style="list-style-type: none"> • Conference seating for 20-30 • Ice water and glasses <p>Judges' and Clerks' meeting <i>(late afternoon)</i></p> <ul style="list-style-type: none"> • Theater seating for 125-150 • Podium with a light • Microphone • Head table for six people • Ice water & glasses for speakers and audience <p>Early Arrival Reception and program <i>(evening)</i></p> <ul style="list-style-type: none"> • Theater seating/reception area for 150-200 • Other requirements determined by Host Group 	<p>Judges, Clerks, Runners Lunch coupon <i>(noon)</i></p> <ul style="list-style-type: none"> • Location determined by the Host Group; number of attendees determined by NBS personnel 	<p>Judges, Clerks, Runners Lunch coupon <i>(noon)</i></p> <ul style="list-style-type: none"> • Location determined by the Host Group; number of attendees determined by NBS personnel <p>Workshops/programs <i>(afternoon)</i></p> <ul style="list-style-type: none"> • Theater seating for 125-150 unless limited by presenter • Screen, electrical cart, microphone, projector*, extension cord (per presenters' needs) • Ice water and glasses for speaker and audience <p>Board of Directors meeting <i>(afternoon)</i></p> <ul style="list-style-type: none"> • Conference seating for 25 • Ice water and glasses <p>Classification meeting <i>(evening)</i></p> <ul style="list-style-type: none"> • Theater seating for 125-150 • Podium with a light • Screen, electrical cart, microphone, projector*, extension cord (per presenters' needs) • Ice water and glasses for speakers and audience 	<p>Workshops/programs <i>(Thursday afternoon)</i></p> <ul style="list-style-type: none"> • Theater seating for 125-150, unless limited by presenter • Screen, electrical cart, microphone, projector*, extension cord (per presenters' needs) • Ice water and glasses for speaker and audience <p>Reception or dinner <i>(Thursday evening)</i></p> <ul style="list-style-type: none"> • Space for 400 • Other requirements decided by the Host Group <p>*One projector is available from NBS for presenters to use at the National convention.</p>	<p>Annual membership meeting <i>(morning)</i></p> <ul style="list-style-type: none"> • Theater seating for 150-200 • Head table • Podium with a light • Microphone <p>Workshops/programs <i>(afternoon)</i></p> <ul style="list-style-type: none"> • Theater seating for 125-150 unless limited by presenter • Screen, electrical cart, microphone, projector*, extension cord (per presenters' needs) • Ice water and glasses for speaker and audience <p>Board of Directors meeting <i>(afternoon)</i></p> <ul style="list-style-type: none"> • Conference seating for 25 • Ice water and glasses <p>Judging review meeting <i>(afternoon)</i></p> <ul style="list-style-type: none"> • Theater seating for 125-150 • Podium with a light • Microphone 	<p>Breakfast <i>(morning)</i></p> <ul style="list-style-type: none"> • Sit-down breakfast • Space is separate from exhibit space • Tables/chairs for serving approximately 300-400 • Presentation awards table, if needed • Podium with microphone • Head table, if requested <p>State Presidents/Editors meeting <i>(afternoon or at discretion of Host Group)</i></p> <ul style="list-style-type: none"> • Conference seating for 25 • Ice water and glasses <p>State Judging Chairs meeting <i>(afternoon or at discretion of Host Group)</i></p> <ul style="list-style-type: none"> • Conference-style seating for 25 people • Ice water and glasses <p>Show Closure <i>(5:00 PM)</i></p> <p>The show officially closes when showroom takedown is complete at 5:00 PM.</p>

MONDAY THROUGH SATURDAY

Judging Area/Showroom

- 15,000 – 18,000 square feet of exhibit space
- Lighting bright enough to see buttons clearly
- Electrical outlets approximately every 10 feet around the room's perimeter
- 60 back tables (six feet x 18 inches) for dealers
- Central entry door
- Entrances that can be secured from inside the room to prevent entry
- Microphone
- 160 six-foot tables with cloths and, if available, draping (substituting eight-foot tables for six-foot tables must be arranged with the Show Manager)
- Access for crew to change judging set-up to showroom set-up on Wednesday evening/night
- Ice water in or just outside the showroom during open hours

Registration area located outside the showroom

Ways and Means area located outside the showroom (if Host Group opts for Ways and Means)

Storage area for NBS supplies that arrive prior to convention; storage during the convention close to registration area

Part IV. OPTIONAL ACTIVITIES

The following activities are not convention requirements. They are conducted or not solely at the discretion of the Host Group. Your group may have additional ideas. However, before you go beyond the required activities described on the previous two pages, be sure that your human and financial resources will not be stressed by the additional work. Consult with the NBS First Vice-President regarding any optional activities you consider undertaking.

OPTIONAL registration and tours before Monday night. The convention officially begins on Monday, but registration and tours may be scheduled for the prior Saturday and Sunday for early arrivals.

OPTIONAL live entertainment for Early Arrival Reception and/or other events

OPTIONAL workshop(s) on Monday night instead of the Early Arrival Reception

OPTIONAL small group meetings for 30-60, such as Button Bytes or Mothers and Daughters or Junior members.

(Schedule these only if site space is available at no extra cost to the Host Group or to the NBS.)

OPTIONAL Wednesday evening program

- Theater seating for 125-150
- Podium with a light
- Screen, electrical cart, microphone, (one projector available from NBS), extension cord (per presenter's needs)
- Ice water and glasses for speaker and audience

OPTIONAL Hospitality room (two hours on Thursday AND/OR Friday afternoon)

- Tables/chairs for serving approximately 125 people per hour, plus extra seating
- Refrigerator, sink, counter space
- Trash receptacles
- Consult with Host Coordinators of previous conventions for quantities and items to serve.

OPTIONAL Fundraiser at discretion of Host Group and hotel

- Thursday evening in conjunction with the dinner/reception

OPTIONAL Dinner/fundraiser/program (Friday evening)

- Space for 300-400
- Requirements determined by the Host Group

OPTIONAL Centerpieces for tables at Saturday breakfast

- Plan for distribution of centerpieces at conclusion of the breakfast.

OPTIONAL Tours of your area

- (1 ½ years) Plan tours.
- (9 months) Complete negotiations and contracts for tours and buses.
- (1 month) Re-confirm tours.

OPTIONAL Goodie bags for convention attendees

- Distribute at registration table.

Part V. FINANCES

The National Button Society protects the Host Group from incurring any losses related to the NBS Convention. The National Treasurer will pay Host Group convention debts only from convention income and/or funds raised specifically for the purpose of hosting the convention; convention debts are not charged against a Host Group's regular organizational treasury. After all convention expenses have been paid, both those incurred by the NBS and those incurred by the Host Group, the NBS and the Host Group will divide any convention profits equally. Should there be no profits, the NBS will underwrite any losses incurred by the host organization.

Several previous Host Groups have graciously donated a portion of their convention profits to the NBS General Fund. The NBS gratefully accepts such donations and acknowledges them in The National Button Bulletin.

NBS INCOME & EXPENSES

Income:

- 50% of dealers' table rental fees
- 100% of payments made to Show Manager by dealers for additional expenses (electricity, phone lines, shipping, etc.)
- 100% of NBS publication and NBS logo product sales at the convention
- 100% of competition tray slip sales
- 50% of convention income after all NBS and Host Group expenses
- 100% of contributions to Junior Program, p.201 Oct.2011

Expenses:

- Starting 2 years prior to the convention allow the Host Group to spend up to \$3,000 before they have earned any convention funds
- Electricity for judging period
- Dealer expenses (electricity, phone lines, shipping, etc.)
- Tuesday and Wednesday lunch coupons for judges, clerks, runners, etc.
- Thursday dealer set-up coffee
- Fee for showroom microphone
- One-half of fees for AV equipment for workshops and programs.
- Up to \$2000 for printing of hand-outs for workshops and programs.
- Friday evening NBS dinner for Friday evening program presenter and Saturday morning NBS Breakfast for workshop and program presenters.
- NBS-specific office supplies, copies, printing, postage, etc.
- Competition ribbons
- Competition tray slips
- Junior activities
- Special appreciation gifts
- Salaries for Show Manager and Assistant Show Manager
- Travel allowance reimbursements for those approved by Board
- Shipping of racks, library, publications
- Losses incurred by the host organization. The National Treasurer will monitor income and expenses to try to prevent losses.

HOST GROUP INCOME AND EXPENSES

- Host group shall make a budget. The NBS Treasurer shall pay their bills according to the budgeted amounts. If expenses are not in the budget, the Host Show Coordinator must approve before the NBS Treasurer can pay the bill.

Income (profits that are split 50/50 with NBS after all expenses are paid):

- 50% of dealers' fees
- 100% of all fees* for registration, meals, events, tours, etc.
- 100% of convention entrance fees for NBS members and guests.
- 100% of proceeds from favor buttons
- 100% of all fundraisers conducted by Host Group
- 100% of cash donations made specifically to the Host Group

Expenses (paid out of show income prior to splitting profits with NBS):

- Hotel expenses such as ballroom rental fees (if applicable) and table rental (showroom tables and other tables as needed), etc.
- Host-specific office supplies, copies, printing, postage, etc.
- Registration packets (name tags, etc.)
- Fundraising expenses
- Local publicity, posters, etc.
- Showroom security for five nights (Monday through Friday)
- One-half of fees for AV equipment for workshops and programs
- Monday reception
- Thursday reception or dinner (priced to be self-sustaining)
- Saturday breakfast (priced to be self-sustaining, including favor button cost)
- Favor buttons
- Any other miscellaneous expenses
- OPTIONAL COSTS: hospitality room, breakfast centerpieces, additional meals or receptions, tours, goodie bags for attendees, etc. (see part IV).
- Financial Report: After all bills are paid and all reimbursements are made, the NBS Treasurer will submit a financial statement to the Show Coordinator and NBS President. Surplus funds remaining after all bills are paid and all reimbursements made will be divided evenly (50% and 50%) between the Host Group and the National Button Society.

***NOTES ON HOST GROUP FEE INCOME**

- 1. Spouses or other guests** who attend a meal, program, workshop, reception, or other event are required to pay the registration fee plus relevant event fees.
- 2. Dealer helpers, whether identified on a showroom contract or not,** are required to pay the registration fee. Only the individual named on a contract as "Dealer" does not pay the registration fee.

Part VI. FEES FOR SHOW ATTENDEES

The Host Group establishes registration prices and the cut-off date for preregistration. The pre-registration fee and the late registration fee cover admission to receptions, programs, workshops that don't require a supply fee, the showroom, and the hospitality room. The Host Group establishes additional fees for other events, such as dinners, the awards breakfast, and workshops with supply fees.

A single type of name badge should be used for all pre-registered and late registered adults and juniors. Walk-ins receive a different type of badge (see below).

Adult pre-registration fee

- The Host Group establishes one pre-registration fee for all adults.
- The fee covers attendance at events that don't require additional fees (see above).
- The pre-registration fee is the same for NBS members and nonmembers.
- Pre-registered adults receive "goodie bags" (if offered by the Host Group).

Adult late registration fee

- Establish one late registration fee for all adults who pay after the pre-registration cut-off date. The fee should be at least \$10 higher than the pre-registration price.
- The fee covers attendance at events that don't require additional fees (see above).
- The late registration fee is the same for NBS members and nonmembers.
- Late registered adults receive "goodie bags" if additional bags are available beyond the number needed to cover all pre-registrations.

Junior pre-registration fee

- The junior pre-registration fee is paid by all attendees ages 6–17 years. The fee has been \$10 in past years but the Host Group determines the actual amount.
- The fee covers attendance at events that don't require additional fees (see above).
- The fee includes participation in all Junior Activities.
- The fee is the same for NBS members and nonmembers.

- Pre-registered juniors receive “goodie bags” (if offered by the Host Group).

Junior late registration fee

- Establish one late registration fee for all attendees ages 6–17 years who pay after the pre-registration cut-off date.
- The fee covers attendance at events that don’t require additional fees (see above).
- The fee includes participation in all Junior Activities.
- The fee is the same for NBS members and nonmembers.
- Late registered juniors receive “goodie bags” if additional bags are available beyond the number needed for all pre-registrations.

One-day walk-in fee

- The recommended fee for walk-in attendees is \$5.00 per day. Consider no charge for junior walk-ins.
- The fee provides access to the showroom and to free daytime workshops with space available.
- The fee doesn’t cover receptions, meals, programs, or the hospitality room. Give walk-ins a stick-on badge with the date and their name written on it.

FINAL REPORT OF THE HOST SHOW COORDINATOR

After the show ends and final registration and hotel information is collected, the Host Show Coordinator submits the following information to the NBS Show Manager.

City:

Year:

Name of Host Show Coordinator:

Approximate number of people involved in planning:

Name of hotel:

Showroom size (perimeter dimensions or square feet):

Number of breakout rooms used:

Was office area provided by hotel?

Was a hospitality room used?

Total number of sleeping-room nights sold:

Registration

Number of nonmember walk-ins:

Fees collected:

Number of pre-registrants:

Fees collected: Number of NBS members paid at entry:

Fees collected:

Food and beverage

Number of breakfast reservations:

Total number of dinners:

Date:

Total served:

Cost:

Date:

Total served:

Cost:

Other catering events and approximate costs:

Comments/suggestions:

Signature, Host Show Coordinator