

STUDEBAKER DRIVERS CLUB, INC.

Guidelines for Hosting an International Meet

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www.studebakerdriversclub.com

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Introduction

The International Meet of the Studebaker Drivers Club (SDC) is a four-day Studebaker-related car show and convention put on by Host Group in conjunction with the Studebaker Drivers Club, Inc. for the enjoyment of our members. This event is attended by SDC and affiliated-club members from all over the world. Generally, the location each year is in a different region of the country, and, periodically, in Studebaker's birthplace, South Bend, Indiana. Attendance at these meets can vary greatly depending primarily on location. Distance seems to have a large impact of attendance.

Goals

The goal of The Studebaker Drivers Club International Meet is to have interesting and affordable meets serving the greatest number of the membership possible. Outlining the functional aspects of the meets, created in an integrated manner by the Host Group and the Chair of the International Meet (IM), is the expected goal of this document.

Host Groups are expected to operate the meet with the goal of generating a profit. The Host Group is guaranteed by SDC an amount of \$5,000 in profit for hosting an International Meet providing tours, gate receipts, vendor activity, etc. are priced to cover expenses and generate at least a \$5,000 profit. The guarantee is meant to protect against unforeseen losses.

It is the goal of the International Meet Committee to support the Host Group and aid to ensure meets are successful and profitable!

Hosting an International Meet

A. Applying to Host an International Meet – Items to present to the SDC Board of Directors

1. Introduce the Host Group Chair(s) and describe any previous meet planning experience.
2. Identify that the site selected meets SDC International Meet guidelines.
3. Ensure that there is a sufficient number of volunteers willing and able to manage the meet.
4. Work with the SDC Treasurer to prepare a tentative budget.
5. Identify what types of tours and activities may be available for the meet.
6. Be prepared to sell your ideas and plans for the meet to the SDC Board.

B. Site Selection – Host Hotel / Swap Meet & Concourse

1. Hotel accommodations and the concourse/ swap meet may be at separate locations; however, the concourse/ swap meet location must include a gated, controllable entrance.
2. Does sufficient parking exist for the Concourse and car trailer/hauler parking as well as guest parking? Dependent on the location of the meet, there may be a need for 600 spaces or more.
3. Does sufficient space exist for indoor vendors and outdoor vendors? Is the location of the swap meet convenient for our vendors to load and unload?

4. Are there enough hotel rooms to support our group? The number needed will depend on what part of the country is being considered.
5. What will a room cost? Will it be affordable for our members to spend multiple days? When booking an entire hotel, room rates are typically negotiable. Overflow hotels should offer rooms at similar prices, and could be used as a negotiating tool.
6. Will it be possible to avoid room guarantees or penalties assessed for unrented rooms?
7. Does the hotel charge for parking? Is there a nearby parking area? Can you negotiate or secure parking at another nearby area?
8. Are sufficient facilities and meeting rooms available to meet the needs of the entire meet?
9. Does camping exist nearby?
10. What are the insurance coverage requirements of the site? SDC will provide general liability insurance coverage up to \$2 million.
11. Other considerations:
 - ✓ Are there restrictions on the use of these facilities for our event?
 - ✓ Will there be restrictions on locating and posting signage?
 - ✓ Is the selected location in a different geographic area from recently held meets?
 - ✓ Is the proposed location of a nature that might be offensive to some members (ie. Casino, etc.)?
 - ✓ Will there be an opportunity to allow the community to become involved, for example, car show, parade, etc.?
 - ✓ Will there be a charge for electrical hookups, audio-visual needs, and dance floors?

Note: We are, by contract, obligated to provide a complimentary room to our Registration Company for the duration of the meet. Most host hotels offer complimentary rooms based on paid room nights. If they are available, the first complimentary room goes to the registration company, thereafter, rooms should be provided to the SDC President, the International Meet Chair, the Host Meet Chair, and the Chief Judge.

C. Volunteers Needed on site during meet

1. Planning (6-8) and staffing (15-20) of indoor and outdoor swap meet.	21-28
2. Place signage, set up remainder of meet	10
3. Staff will be needed to manage gate to swap meet / concourse area.	6
4. Provide and staff a hospitality area.	2
5. Staff Memorabilia area.	2
6. Identify and advertise a local individual as an emergency contact to be on-site during the meet.	3
7. Provide adequate personnel to assemble Meet Packets – day before meet opens.	12-15
8. Provide volunteers as needed for Members Night and the SDC Auction.	6-10
9. Provide any staff needed to manage tours.	4
10. Need volunteers to move and rearrange signage as needed for meetings and seminars.	2-4
11. Provide sufficient help to set up concourse, assist drive-thru judging and manage signage.	15-20
12. Plan for enough help to tear down / clean up, collect signs, etc.	12-16

Note: There are no restrictions on who may be a meet volunteer. SDC's liability insurance will cover anyone who is acting on behalf of the officers of the club. Volunteers do not have to be SDC members nor do they have to register for the meet unless they wish to participate in any tour or event. If they are not SDC members, they could individually be added as a guest on a member's registration.

D. Registration

1. General Registration typically includes a nuclear family – two adults and no charge for minor children. The charge for additional adults and guests will be \$10 per person to cover added cost for name badge printing, lanyards, amenities, etc. SDC members cannot be guests on another's registration. They must register independently.
2. SDC typically offers "early" discounted registration to aid host groups in registering members sooner in the process so some early trends can be recognized. In order to discourage late registration, a late fee will be assessed for last minute registrations. The point here is that it is very difficult to plan for the appropriate number of attendees if everyone registers in the last month.
3. Registration for a International meet is typically contracted to a registration company that:
 - a. Maintains and updates a meet website
 - b. Collects all registration funds for deposit in the national meet account
 - c. Prepares and populates meet reports for a real time view of to date registrations including number of guests registering for each tour and activity.
 - d. Processes refunds
 - e. Prepares individual registration summaries to aid in populating registration packets
 - f. Provides printed name badges as well as badge holders & lanyards.
 - g. Is present on-site for members' registration needs typically through Friday 2:00 p.m.
 - h. Provides a complete reconciliation of all money deposited in the meet account at the end of the meet
4. Members will also register to display or show (have judged) their Studebakers, watches or toys with their general registration.
5. Judging forms and window cards will be included in the registration packet. The registration number must be written on the window card at registration to facilitate matching pictures with participants in Turning Wheels.

E. International Meet Committee Responsibilities - General

1. Maintain and administer this document, "[Guidelines for Hosting an International Meet](#)" to be provided to interested host groups to outline expectations.
2. Aid in the selection of an appropriate meet hotel and concourse/swap meet venue.
3. Negotiate all contracts with meet hotel for room nights, parking, meeting rooms, compensated rooms, food and all other issues involving hotel accommodations. Contracts will be reviewed and approved by the International Meet Chair prior to submission to the SDC Board of Directors for approval and signature by the SDC President.
4. Act as a resource in selection and negotiation of tour company contracts. All tour company contracts will be reviewed and approved by the International Meet Committee prior to signature by the SDC President.

5. Work with the Antique Studebaker Club, the Avanti Owners Association International, Studebaker National Museum and other organizations that have been approved by the SDC Board of Directors to be considered when planning an International Meet. The members of these “affiliated” clubs may register for the meet without having an SDC membership as well.
6. Aid the host Group in preparation and submission of ads to “**Turning Wheels**” within its publication deadline. The Chair of the International Meet has final approval of advertising submitted and printed.
7. Work with the host Group to assess necessary security for all display and concourse vehicles, swap meet areas, and memorabilia rooms.
8. Assist in the determination of fees for the swap meet, concourse, banquet, and optional members’ night activities. Final approval of the fees will be the responsibility of the IM Chair.
9. Maintain and loan reusable signage for meetings, concourse and other traffic. List will be provided.

F. Host Group Responsibilities – General

1. Work with the Chair of the International Meet in reviewing the selection of a meet hotel meeting the requirements outlined in the Site Selection section. Initial approval will come from the Chair of the International Meet with final approval resting with the SDC President.
2. Arrange for enough volunteers to cover all requirements outlined in the Volunteers Needed section above.
3. Design a meet logo to be used on meet advertising, memorabilia sales, dash plaques and trophies. Host will have the opportunity to approve specific designs for plaques & trophies.
4. A proposed budget must be submitted to the SDC Treasurer with the application to host the meet. The budget should be updated at one year, 6 months and 3 months prior to the meet.
5. Make arrangement with a local EMS organization closest to the meet site, alerting them to the presence of our group for the duration of the meet.
6. Arrange for security for all display and concourse vehicles, Swap Meet areas, Memorabilia room and off-site trailer parking, for the duration of the meet.
7. Provide Memorabilia items for resale, such as, t-shirts, hats, mugs, pins, etc.
8. Provide adequate personnel (typically 12-15 volunteers), to assemble meet packets at least one day prior to the opening of Registration. Assembly of the meet packets typically is done in coordination with the registration company. All material for inclusion in the meet packet must be delivered to the Registration area a minimum of one day prior to assembly of the packets.
9. Collect materials for inclusion in meet packets. Minimum requirements include a meet schedule, pocket agenda, meet handbook (optional), discount coupons for local attractions and restaurants, etc.
10. Provide a bulletin board for announcements, buy/sell notices, etc.
11. Assist SDC in procuring items for the SDC Auction from local members, merchants, and swap meet vendors. Items should be available for viewing 2-4 hours in advance of the National Auction.
12. Set up, staff and maintain a Memorabilia Room (optional). Security for this room, when not being used, must also be provided.

G. Host Group Responsibilities – Vendors/Swap Meet

1. Arrange for tables and chairs for the swap meet areas. These can be either rented from a local company or the facility where the swap meet is held. Set-up, staff and maintain swap meet areas.
2. Work with the IM Chair to set pricing and produce a contract form with the correct pricing. A Word template will be provided to assist.
3. Provide Vendors with a packet of information including a contact, a Meet Agenda and a Name Tag. This is not a Registration Packet. They will simply need to know when to expect customers.
4. Purchasing a Vendor Space in the Swap Meet area is not the same as Registering for the Meet. Vendors are not required to register for the Meet. However, if the Vendor, his spouse or associate want to participate in the meet functions, a separate SDC Registration will be required. Participation in Tours, Bus trips, seminars, banquets or any other function of the meet will require General Registration for the meet.
5. We suggest placing requested and paid-for Vendor's tables on the Swap Meet participant's site prior to the beginning of the Swap Meet.
6. In some cases, a vendor may bring his own tables and chairs to place his wares. Some meet sites may require the leasing of tables and chairs from their supplier. In this case, the Space Rental Contract should clearly state this and the vendors will be required to rent tables and chairs as needed.
7. Costs of Swap Meet spaces and chairs must at least offset the cost of the surroundings, including parking lot and/or building cost. Any remaining funds collected from Swap Meet spaces benefit the Host Group.
8. The Host Group will provide a minimum of one free indoor swap meet space to next year's International Meet group as a promotional venue for their meet. It is the option of the Host Group to furnish free tables or chairs for these spaces either in the indoor vendor area or near the registration area.
9. A list of vendors should be provided to the registration company to publish on the website.

H. Host Group Responsibilities – Tours

1. Provide interesting Studebaker-related seminars and arrange for other activities specifically of interest to women.
2. Arrange for and set rates for tours of interest to meet attendees. Review with IM Chair. Tour contracts to be signed by the SDC President.
3. All driving tours should include a destination address and exit numbers so GPS could be used to clarify directions.
4. Should there be any catered meals included in the tour schedule, be particularly careful with pricing. Consider the following basic cost structure:
 - a. Base cost of meal
 - b. Add cost of service (gratuity) as a % of the meal – example 18%
 - c. Add State and/or local sales tax to the cost of the meal + gratuity. The tax is levied on both.

- d. Add the cost of incidentals, ticket printing, and profit
5. Subsequent cancellation of tours prior to start of the meet should be clearly communicated to any registrants for that tour. Refunds will be the responsibility of the registration company. We also suggest posting of tour changes or cancellations at or near the Registration Desk.

I. Host Group Responsibilities – Advertising

1. Provide all local advertising for the meet, including newspapers, TV, radio and other media. Host Group can work with Marketing Committee in SDC on sources of material for ad placements
2. Develop, in conjunction with the Meet Registration Company, a meet web site that includes a secure web page for recording of meet registrations. (It is not permitted to display a meet site online, nor take registrations for the following year's meet prior to the completion of the current year's meet.) The following information should be provided:
 - a. Hotel Information - It is important to advertise only the host hotel in club publications until any room guarantee for that facility is met. Advertise alternate hotels only when the host hotel has its guarantee met.
 - b. A template will be available to produce a registration form for publication in Turning Wheels.
 - c. Provide area, tour and venue information for both the website and Turning Wheels (same format for both is fine)
 - d. Provide information on camping and recreational vehicle facilities located at or near the meet site.
3. Compile information for, and print a pocket agenda. It should fit folded in the meet badge holder.
4. It is the responsibility of the Host Group to coordinate timely release and update of any changes to the Editor of Turning Wheels and the SDC IM Webmaster. Also update information provided to affiliated clubs that have been invited to plan a joint meet.

J. International Meet Committee / SDC National Responsibilities – Financial

1. The SDC Treasurer will:
 - a. Work directly with the Host Group Treasurer to produce a consolidated look at the entire meet. This will be the basis for consolidated updates.
 - b. Handle any exchange of funds between SDC and any affiliated groups.
 - c. Write checks as needed for tour remittance since tour revenue will be collected by the registration company and placed in the SDC IM account.
 - d. Administer the \$2,500 in seed money that the Host Group may request to “get started.” These funds will be returned in the final reconciliation.
 - e. Be the contact to submit “Requests for Insurance Certificates” to provide proof of coverage.
 - f. Work with the Host Group to reconcile the meet when the data becomes available from the Registration Company and the Host Group.
2. SDC National Revenue includes:
 - a. Registration fees including late fees

- b. All display and judging revenue
 - c. Trophy Sponsorships
 - d. Revenue related to Members' Night and the National Auction
 - e. Trophy mailing fees
 - f. SDC Treasurer will manage all financial interactions with affiliated entities.
3. Costs borne by the National SDC:
- a. Registration Cost: company fees & travel, website, name badges, credit card fees
 - b. Cost of placing ads in Turning Wheels
 - c. All trophies: concourse, toy, watch, recognition awards
 - d. Judging and concourse cost: supplies, printing of forms, lunches, water, hats, etc.
 - e. Meet photographer who will provide a slide show for the awards presentation if needed and share all photograph with Turning Wheels Editor
 - f. Dash plaques
 - g. VIP passes for dignitaries attending our meets
 - h. Liability insurance for all venues where activities are held
 - i. Pocket Agenda
 - j. Security Cost up to 50% of reasonable security cost for outside areas, host hotel parking, outside swap meet, and concourse for the duration of the meet
 - k. Costs associated with Members' Night and the National Auction
 - l. Cost associated with the SDC Board of Directors Meeting

K. Host Group Responsibilities - Financial

1. The Host Group should have a designated treasurer to work with the SDC Treasurer to coordinated budgets, updates to budget and a final reconciliation.
2. The Host Group Treasurer may request the \$2,500 in seed money for the meet from the SDC Treasurer. These funds will be returned in the final meet reconciliation.
3. The Host Group Treasurer will provide a final detailed tally of all money collected and all money paid by the Host Group to facilitate the final reconciliation. It is most likely that the SDC Treasurer will be holding funds that belong to the Host Group. It cannot be released until the exact amount is known which will be at the completion of the reconciliation.
4. Revenue
 - a. Vendor revenue – swap meet spaces, tables, chairs
 - b. Gate fees for the public to enter the car show
 - c. Tour and Event Revenue
 - d. Memorabilia Sales: shirts, hats, mugs, etc.
 - e. Any concourse and swap meet parking fees
5. Costs
 - a. Swap meet costs, venue, tables, chairs, etc.
 - b. Security Cost up to 50% of reasonable security cost for outside areas, host hotel parking, outside swap meet, and concourse for the duration of the meet.
 - c. Tour and Event cost
 - d. Memorabilia Inventory cost: shirts, hats, mugs, etc.
 - e. Any signage necessary and not provided by International Meet Committee
 - f. Artwork and design of meet logo

- g. Advertising costs other than in Turning Wheels and the SDC IM Website
- h. Hospitality Room
- i. Registration area materials to include a large map
- j. Ancillary cost of seminars: electricity, projectors, etc.
- k. Production and printing of a Meet Agenda (optional)
- l. Any utility vehicles needed by Host Group Committee Members
- m. Communication devices if desired
- n. Portable bathroom facilities if needed
- o. Vests, badges, hats any other means of identifying key members of the Host Committee

L. Concourse / Judging

1. The International Meet Committee will select a chief judge to be responsible for organizing the judging of vehicles
2. The Host Group will work with the SDC Chief Judge to map out concourse areas if this is desirable. The Chief Judge has the final responsibility and the authority over this activity.
3. If drive through judging will be available, the Host Group will arrange the location and work with the Chief Judge and International Meet Chair on specifics.
4. Electronic judging will require a stable, high- speed connection to the internet. One will need to be made available.
5. Window cards will be included in the registration packet. The registration number should be written on the window card at registration to facilitate matching pictures with participants in Turning Wheels.

M. Additional Forms, Lists & Details

In order not to overwhelm in this one document, all form templates, detail lists, and detailed timelines will be distributed in a separate document when a Host Group is approved to hold an International Meet.