

Guidance for Proposals to Host the NTCA Annual Show

This document is intended to provide guidance to those considering writing proposals for hosting NTCA's Annual Show and for the Executive Committee to use in evaluating proposals.

The only firm requirement, as stated in our Constitution, is for the annual be held on Labor Day Weekend. Everything else included in this document is only intended as guidance. The NTCA Executive Committee maintains the right to select any proposal, whether these guidelines are met or not. These are simply guidelines, not requirements.

A Coin/Token club has traditionally sponsored NTCA's Annual Show. This show should be advertised as the National **Token** Collectors Association Annual Show. It is a Token show as opposed to a Coin show. The host club can decide whether coin dealers will be sold tables, but the majority of dealers should focus on tokens.

Proposal Submission:

Proposals for the following years show are presented at the Annual Meeting that takes place at the previous year's show. It is desirable to have proposals made in writing and available several weeks before the show where it will be presented.

Proposals provided by July 15 can be announced to the membership in the August issue Talkin' Tokens.

Proposals provided by August 15 can be circulated and discussed by the Executive Committee prior to the show. This gives time to ask for additional clarification and address any problems before formal presentation at the show.

The Executive Committee formally votes on the proposal at the General Membership meeting.

Location:

The NTCA show is ideally held at a location near a major airport. Members prefer not to have to change planes and to have an aircraft large enough to carry their tokens within the cabin instead of checking them.

Airlines and the cities they directly service should be identified.

Facilities:

The NTCA show has traditionally had a Bourse that can support at least 60 dealer tables. Each table needs to have access to electricity and an option to get lamps and cases.

Hotel facilities need to be available nearby. Attached hotel facilities and budget accommodations in the nearby area are desirable. Costs of accommodations should be specified.

The Bourse has traditionally been open the first day to dealers only – those who have purchased a Bourse table. If a public entry (Early Entry) option is to be offered, it should be described in the proposal.

A meeting area for the Executive Committee and General Membership meetings needs to be identified.

A room for an Auction needs to be identified if an Auction is planned.

What food options will be available during the show?

Dates:

The show always occurs over Labor Day Weekend. Specific dates and hours of operation should be specified. The first day has traditionally been a dealer setup day and dealer only bourse. The next two days are public entry days.

Membership meeting and auction times should be specified.

Fees:

All planned fees should be identified in the proposal.

Bourse fees, lamp and case rental fees should be identified. When will Bourse fees be due and will deposits be accepted?

Will entrance fees be collected? Will NTCA members be subject to the fees?

How many badges will be issued for each table and what are the criteria for issuing?

If early entry is available to the dealer only Bourse, its fee should be identified.

Auction fee structure needs to be identified. What is the buyer's fee? What is the seller's fee?

After a proposal is accepted, the fees should not be added/changed.

NTCA's portion of the show's revenue should be deposited with NTCA within 30 days following the close of the show if not otherwise stated in the proposal.

Auction:

It has been traditional to hold an Auction in conjunction with the show. An auctioneer needs to be identified.

Security:

What security will be provided for the Bourse, during hours of operation and after closure? It is expected that security will be provided during the periods when the bourse is closed (overnight).

Advertising:

What is the host club's plan for advertising – local & national? What does the host club expect from NTCA?

Tax Laws:

The tax laws as appropriate for the hosting state should be identified in the proposal. What is the legal status of transactions that occur on the Bourse? How do dealers obtain Resale Certificates, if they are required?

Revenue Sharing:

The proposal should outline how revenue is to be shared between NTCA and the host club. The revenue from the Bourse (less expenses) has historically been divided as either a percentage going to NTCA or as a flat fee guaranteed to NTCA.

How revenue will be shared from the Auction buyer/seller fees should also be outlined.

Responsibilities:

The Host club assumes all financial risk associated with hosting the show. NTCA will not be held responsible for any loss experienced by the host club.

After the proposal has been accepted, the host club is responsible for all details/decisions. The host club will manage the show in whatever manner they find appropriate within constraints of the proposal terms.

Any specific requirements NTCA has will be identified at the time the proposal is accepted.