

*Missouri Basketweavers Guild*

# **Annual Convention Guidelines**



**Revised November 5, 2011**

## Table of Contents

### CONVENTION MISSION

1. DATE
2. SITE
3. CONVENTION AND COMMITTEE CHAIRS
4. BUDGET
5. CONVENTION TREASURER
6. CONVENTION THEME AND LOGO
7. PUBLICITY
8. PRINTING AND PUBLICATIONS
9. WORKSHOP PROPOSALS AND TEACHER INFORMATION
10. JURY AND WORKSHOP SCHEDULING
11. TEACHER LIAISON CHAIR
12. VENDOR LIAISON CHAIR
13. VENDOR SALES
14. CONVENTION BROCHURE AND PACKETS
15. DONATIONS
16. ATTENDANCE
17. MAIL-IN REGISTRATION
18. CANCELLATION POLICY AND RETURNED CHECKS
19. STUDENT WORKSHOP ASSIGNMENTS
20. WORKSHOP ROOM
21. ON-SITE REGISTRATION
22. NAME TAGS AND REGISTRATION PACKETS
23. VISITOR REGISTRATION
24. TEACHER AND VENDOR RECEPTION
25. FIRST TIMERS' RECOGNITION
26. WELCOME BAG AND PARTICIPANT GIFTS
27. ON-SITE WORKSHOP SALES
28. CONVENTION LOGO SOUVENIRS
29. VOLUNTEERS
30. HOSPITALITY ROOM
31. MARKET PLACE SALES
32. PATTERN SALES
33. EXHIBIT ROOM
34. SILENT AUCTION
35. VOLUNTEER GIFTS
36. BANQUET AND PROGRAM
37. SCHOLARSHIPS
38. BASKET SWAP

39. TRAVELING BASKET
40. CONVENTION AND WORKSHOP EVALUATIONS
41. CONVENTION MBG ANNUAL BUSINESS MEETING
42. SHIPPING
42. CONVENTION GUIDELINE AMENDMENTS
43. EXHIBITS
  1. Time Line
  2. Convention Deliverables
  3. Committee Chair Evaluation Form
  4. Budget Work Sheet
  5. Expense Voucher Form
  6. Financial Tracking Report
  7. Teacher Application
  8. Basket Submission Record
  9. Jury Ballot
  10. Jury Instructions
  11. Jury Tabulation
  12. Teacher Contract
  13. Teacher Not Selected Letter
  14. Confirmation Letter and Cancellation Policy
  15. Vendor Application
  16. Vendor Contract
  17. Basket Bucks
  18. Convention Registration Form
  19. Donation Letter
  20. Visitor Registration Log
  21. On-Site Registration Desk, Workshop Sales and Logo Sales Procedures
  22. Payment Logs – Registration Desk, Workshop Sales and Logo Sales
  23. Market Place Seller Guidelines
  24. Exhibit Release and Registration Form
  25. Silent Auction Bid Sheet
  26. Volunteer Gift Procedure
  27. Traveling Basket Form
  28. Workshop Evaluation Form
  29. Convention Evaluation Form

Proposed changes to the Convention Guidelines must be submitted to the President for Board approval.

## Missouri Basketweavers Convention Guidelines

### CONVENTION MISSION

The Missouri Basketweavers Guild's mission is to perpetuate the art of basketry, to stimulate interest and knowledge in all phases of basketry, and to promote public interest in the historic craft. To fulfill that mission, it is our intention to hold a basket weaving convention each year.

#### 1. DATE

- A. The date for the annual MBG Convention will officially begin on the last Friday in July or the first or second Friday of August with participating activities on Friday, Saturday and Sunday. Activities may also be scheduled on Thursday evening.
- B. The MBG Board will determine dates of convention based on availability of convention hotel facilities.
- C. A convention timeline document (Exhibit #1) should be established to help in the planning of the event.

#### 2. SITE

- A. Prospective convention location sites, site specifications, contracts and cost must be submitted to the MBG President by the Hotel Accommodations Chair and Convention Chair(s) for review and approval at a minimum of three (3) months prior to the current year convention. No contract is to be signed without the approval of the MBG President.
- B. Hotel/Convention contracts will be limited to only the current convention year. Legal counsel for protection of the MBG interests may review contracts.
- C. Hotel negotiable and contractual items should include but not be limited to:
  - Release of unreserved rooms on a predetermined date.
  - Additional complimentary sleeping and meeting rooms.
  - Hotel will guarantee that vendor, exhibit, and other areas are locked and secured to prevent access by anyone when not in use.
  - Liability of MBG in the event of a National or Local emergency or disaster.
- D. The convention must be held within the state of Missouri. The exact location to be determined by the MBG President and the Convention Chair(s).
- E. Site selection is based on adequate space to house the many aspects of the convention. Consideration must be given to the following factors:
  - A facility with enough sleeping rooms to accommodate attendees in compliance with the Americans with Disabilities Act of 1990.
  - Weaving room size.
  - Affordable room cost for attendees, and adequate convention rooms and amenities.
  - Accessibility by automobile, air and other means of transportation.
  - Free or reasonably priced parking.
  - Food availability.
  - Pattern, Exhibit, Silent Auction, and Hospitality areas/rooms.
  - Vendor sales area/room and the ease for vendor(s) to bring products in and out of the building for the purposes of setting up and tearing down the sales area.
  - Business meeting area/room.
  - Safety and security.
- F. The Convention Chair(s) (or the Hotel Accommodations Chair) will provide hotel information, travel and transportation information for the Convention Book and for updating the MBG Webpage.

- G. Meal vouchers may be used to guarantee meal participation requirements.
- H. The Convention Chair(s) and the Hotel Accommodations Chair will be responsible to monitor contractual requirements by both the hotel and by the MBG convention.
- I. The Convention Chair or the Hotel Accommodations Chair will be responsible for reconciling hotel charges with the hotel and submission of related charges to the Convention Treasurer.
- J. The Hotel Accommodations Chair will be responsible to provide the Vendor Liaison Chair with an exact measured floor plan of the vending area(s). The floor plan should include and identify traffic paths, door locations, doorways that cannot be blocked, emergency alarm pulls, fire extinguishers and other safety concerns, location and measurement of any beams or poles and measurements and location of electrical outlets.

### 3. CONVENTION AND COMMITTEE CHAIRS

- A. Any member wishing to serve as Convention Chair(s) should apply to the MBG Board, detailing his/her qualifications. An applicant should have the following qualifications:
  - 1. A minimum of one year experience serving as a convention committee chair with significant responsibility and exposure to the convention process such as Teacher Liaison Chair, Student Workshop Assignment Chair, Registration Chair.
  - 2. Or, at least two (2) years' experience serving as chair of any combination of other committees.
  - 3. Or, equivalent professional experience including event planning.
- B. The MBG President will appoint the Convention Chair(s) from those persons volunteering for the position.
- C. Convention guidelines will be available to all volunteers and chairs. The MBG Secretary, in consultation with the MBG President, Convention Chair(s) and other convention committee chairs will be responsible for updating committee descriptions and responsibilities as necessary. The Convention Chair(s) will provide all committee chairs with a copy of the convention guidelines.
- D. MBG Board members, Convention Chair(s) and/or Committee Chairs are personally responsible for their own lodging, convention registration, and workshop fees and all other expenses. The only exception allowed is for complementary items that may be offered at no expense to the MBG or convention. There is no convention registration fee for the Convention Chair(s).
- E. A Time Line (Exhibit #1) and list of convention deliverables (Exhibit #2) will be developed by the Convention Chair(s) to assist in convention planning.
- F. Committee Chairs are to exercise sound judgment in relation to expenditures to keep costs at a minimum and in line with the convention budget. Any expense over \$50.00 requires approval by the Convention Chair(s).
- G. All contracts entered into on the behalf of the MBG must have approval of the MBG President, Convention Chair(s) and Convention Treasurer. No one other than the President (or designee) may enter into a contract on behalf of MBG.
- H. All agreements, changes, cancellations and contractual requests must be confirmed in writing.
- I. MBG or Convention letter head or convention logo will be used for all correspondence (when possible).
- J. Appreciation for donated items and services must be expressed in written form by individual letter or published in the October issue of the *Twining Times*.
- K. Final receipts for reimbursement of committee expenditures must be submitted within 30 days of the end of the convention. No late submissions will be accepted without prior arrangement with Convention Chair(s) and Convention Treasurer.

- L. The Convention Chair(s) and Convention Treasurer will be responsible for the submission of the treasurer's report to the MBG Board within 45 days of the convention. The final convention treasury report is to be published in the October issue of the *Twining Times*.
- M. All reports and written evaluation (Exhibit #3) from each committee chair is to be submitted to the Convention Chair no later than 30 days after the convention ends.
- N. Evaluations should include proposed revisions to the convention guidelines, suggestions for improvements, areas of concern and other items pertinent to the committee and convention.
- O. Suggested convention committee chairs:
  - Banquet, if applicable
  - Basket Swap
  - Convention Brochure
  - Convention Treasurer
  - Donations
  - Exhibit Room
  - First Timers
  - Hospitality, if applicable
  - Hotel Accommodations
  - Jury
  - Logo Design
  - Logo Souvenir
  - Mail-in Registration
  - Market Place
  - Name Tags
  - On-Site Registration
  - On-site Workshop Sales
  - Pattern Sales, if applicable
  - Printing and Publications
  - Publicity
  - Silent Auction
  - Student Workshop Assignments
  - Teacher Liaison
  - Teacher/Vendor Reception
  - Traveling Basket
  - Vendor Liaison
  - Volunteer Coordinator
  - Welcome Bag
  - Workshop Room
  - Workshop Scheduling

*Note: Some chair responsibilities may be combined.*

- P. Convention Chair(s) and Committee Chairs must be an MBG member in good standing before appointment to a position.

#### 4. BUDGET

- A. A budget must be presented by the Convention Chair(s) to the MBG President for approval in November prior to the annual convention.
- B. The MBG President and Board will have oversight of the convention budget and expenditures.
- C. The convention cost, with the exception of the printing and mailing of the brochure and workshop class evaluations, and all jury expenses are self-sustaining.
- D. The budget should be prepared on a break-even projection. The budget should be prepared with

significant consideration to the two (2) previous year's attendance and expenses. A Budget worksheet (Exhibit #4) should include but not be limited to the following categories:

1. Expenses:

- Banquet Dinner expenses (if applicable) - both for the participants and subsidy from the Guild
- Banquet Program - table decorations, printed program (if applicable)
- Exhibit Room and awards expenses (optional)
- First Timer's Gift (optional)
- Office Supplies (both general and attributable to specific committees)
- Hospitality expenses (optional)
- Hotel Meal expenses - Cost of meals, printing of meal vouchers (optional)
- Hotel Space expenses - Banquet, Exhibit Room, Hospitality Room, Meeting Room, On-site Reception Area, Pattern Sales area, Silent Auction Room, Special Programs, Teachers/Vendor Reception, Workshops (as applicable)
- Mailings and Postage by specific committee
- Miscellaneous Administrative expenses
- Name Tags
- Pattern Sales expenses (optional)
- Printing and Publication
- Rental of audio and visual equipment (as needed micro phone, sound system, screens, projectors, etc.)
- Silent Auction
- Special Program Speaker, if applicable
- Teacher and Vendor Reception Expenses - drinks, food, paper products
- Traveling Basket printing expenses
- Basket Bucks expenses (optional)
- Volunteer Gifts
- Welcome Bag and Souvenir Gifts
- Workshop Set-up expenses (trash bags, workshop signs),

2. Income:

- Logo Souvenir Sales
- Marketplace
- Pattern Sales (optional)
- Silent Auction
- Registration
- Vendor Fees

- E.** Registration fees will be determined from the prepared budget with an estimate of 40% of membership attending. Every effort should be made to keep registration fees at a consistent amount year to year and affordable to MBG members.
- F.** The Convention Chair(s) with concurrence of the MBG President will be responsible for determining fees charged for Vendor spaces, Market Place spaces, and Pattern Sales (if applicable). Fees charged should take into consideration history, current budget and reasonable price to encourage participation.
- G.** The Convention Chair(s) with concurrence of the MBG President will be responsible for determining return check fees based on history and current rates by external entities.
- H.** The convention is prohibited from raising funds for the general membership.

## 5. CONVENTION TREASURER

- A.** The MBG Treasurer will establish any/all necessary checking or savings accounts for convention and will work with the convention Treasurer.

- B.** The Convention Treasurer will be responsible for following Generally Accepted Accounting Principles (GAAP) in all record keeping and in preparing reports. Reports will be prepared monthly and as necessary for convention committee meetings. Copies will be forwarded to the MBG Board Treasurer. The final report, monies and all supporting documentation will be ready for audit and turned over to the MBG Treasurer by October 1st following the convention.
- C.** The Convention Treasurer is responsible for the record keeping and preparation of all financial reports related to the convention.
- 1.** Detailed financial reports will be prepared with a breakdown of all cash receipts by committee and all cash disbursements by committee and by type of expense.
  - 2.** All income will be supported by documents containing the source of the income, amount, and convention category that generated the income. All expenses will be submitted on expense vouchers (Exhibit #5) with receipts attached and signed by the submitter by the close of the convention. The Convention Treasurer will number each voucher by year and in order of payment, and will file and retain all vouchers and receipts. Spreadsheets detailing costs and income will be included in the convention file. A final accounting report will be included in the convention file.
  - 3.** The MBG Finance Committee will review the books and perform an audit of the convention treasury reports by November 15<sup>th</sup>.
  - 4.** A Treasurers Report (Exhibit #6) will be submitted to the Convention Chair(s) and the President by September 25<sup>th</sup>.
- D.** The Convention Treasurer will receive all monies and related accountings from various chairs during the convention. All monies received must be given to the Convention Treasurer at the close of each activity period. No monies are to be left unattended.
- E.** The Convention Treasurer will transfer MBG membership dues received with convention registrations to the MBG treasurer for deposit in the MBG general account.
- F.** After tabulation of the Exhibit votes, the Convention Treasurer will provide award checks to the Exhibit Room Chair for each winner.
- G.** If applicable, the Convention Treasurer will reimburse vendors for receipt of Basket Bucks after close of vending hours on Saturday evening.
- H.** The Convention Treasurer will make copies of the guild's tax-exempt status forms available to committee chairs.
- I.** The Convention Treasurer will submit the approved final convention treasury report to the Newsletter Editor to be published in the October issue of the *Twining Times*.

## **6. CONVENTION THEME AND LOGO**

- A.** The convention theme and logo should be used for the following:
- Convention Brochure
  - Banquet Program and table decorations
  - Convention logo souvenir
  - Door signs
  - Letters of appreciation
  - Letters of correspondence
  - Logo souvenir order form
  - Name tags
  - Silent auction pattern book cover
  - Registration forms
- B.** The Logo Souvenir Chair is responsible for the logo design. Proposals must be submitted to the Convention Chair(s) and MBG President for approval.

## **7. PUBLICITY**

- A. Publicity for the convention should begin one year in advance at the current year's convention. Convention news articles are to appear in each *Twining Times* edition during the year preceding the convention.
- B. Where possible, basket publications, blogs, Facebook, mail lists, Twitter and basket webpages should be advised of convention dates and activities on a periodic basis.
- C. Request MBG Convention information be included in newsletters and other mailings by vendors and other state guilds.
- D. Convention packet should be posted on the MBG web site.
- E. Local media (print and broadcast) should be contacted for convention coverage.

## **8. PRINTING AND PUBLICATIONS**

- A. Every effort should be made to establish one printing and copy source for convention materials for consistency, and reasonable, competitive prices.
- B. If deemed necessary, the Printing and Publications Chair will solicit bids for printing the convention brochure and packet as well as other bulk material needed for the convention. Bids will be submitted for approval to the MBG President and Treasurer, and Convention Chair(s) and Convention Treasurer.
- C. The Printing and Publications Chair should be the primary (designated) proofreader for all convention materials. An additional proofreader should also be appointed. The proof reader(s) should review all printer materials for content accuracy, consistency, and presentation.
- D. The Printing and Publication Chair is responsible for coordination of all convention room signs and convention posters needed for the various committees.
- E. For the protection of the guild and guild members, printed material with names, addresses, MBG exclusive and other sensitive information must contain copyright information (example: "Copyright [year] Missouri Basketweavers Guild").
- F. The Printing and Publications Chair will work with committee chairs to determine and coordinate printing and proofreading needs.
- G. The Printing and Publications Chair is responsible for pickup of all signs at the end of the convention.
- H. The Printing and Publications Chair will work with the MBG Membership Chair and President to determine the number of convention brochures to print. Extra copies will go to the membership chair for distribution to new members and to be used for advertising the convention.

## **9. WORKSHOP PROPOSALS AND TEACHER INFORMATION**

- A. Workshop proposals
  - 1. An article (or letter) to prospective teachers and basket submission proposal application (Exhibit #7) for the following year's convention should be printed in the October issue of the *Twining Times* and published on the MBG webpage. The application for the following convention may also be made available at the present convention and published in the July issue of the *Twining Times*.
  - 2. A letter, teacher application, and MBG membership application may be mailed to potential teachers who are not current members.

3. The following points must be included in the article (or letter) and the proposal application.
  - a. All teachers must be an MBG member at the time of submission and at the time of the convention. (Membership checks and applications received with submissions will be forwarded to the MBG Membership Chair.)
  - b. Teachers submitting must complete the required information on the application/proposal form for each basket submitted.
  - c. All proposal baskets must be woven by the submitting instructor.
  - d. No fume causing agents will be allowed in the workshop areas. Water-soluble products only are to be used. Furnishing of all equipment needed (drills, dryers, projectors, etc.) will be the responsibility of the teacher.
  - e. Teachers will be required to cover the entire cost for return of their basket submissions which is to include shipping, handling, insurance, and any special teacher requirements for return. Checks should be made payable to the "MBG Convention."
  - f. If a teacher has had a basket accepted for teaching at an MBG convention within the last three (3) years, they may submit up to 8 photos of each basket proposed and not be required to submit the actual basket. These photos must be hard copy prints (not electronic files). If teachers require that their photos be returned, they must include a self-addressed envelope with sufficient postage.
  - g. Teachers are required to submit a quality photo of each basket submitted for publication in the convention brochure and on the MBG webpage. Teachers submitting photos for jury need to identify the desired photo for the convention brochure.
4. Teachers will be notified of their selection as quickly as possible after jurying occurs. At this time contracts will be mailed to the teacher with a return date stipulated by the Jury Chair.
5. Basket submissions will be return shipped to the teacher as quickly as possible after jurying occurs.

**B. Teacher Pay**

Note: Due to IRS requirements for MBG's tax exempt status, teachers will not be paid a salary or any other compensation.

1. The MBG will collect and hold the workshop material fee from each student, on behalf of the instructor (checks made payable to the instructor and postdated for the convention date).
  2. Student material fee checks will be distributed to teachers at the MBG convention by the Mail-in Registration Chair or included in the teacher registration packet.
- C.** Teachers may sell extra kits, workshop related tools, patterns and/or their books to workshop members at the end of official workshop hours. All sellers are individually responsible for all applicable state and local sales tax.

## **10. JURY AND WORKSHOP SCHEDULING**

- A.** Five voting members of the Jury Committee will be selected by the Jury Chair in consultation with the Convention Chair(s). The Jury Chair is not a voting member of the committee for basket selection purposes. Convention committee chairs may be jurors. Members of the jury committee are ultimately responsible to uphold the quality standards for projects taught at the MBG Convention. Names of the jury will not be disclosed to the general membership and teachers. Anonymity will be maintained.
- B.** The Workshop Scheduling Chair must be present to ensure appropriate numbers of baskets are selected. (This person is not included in the 5 voting members of the Jury Committee and does not

- vote on the selection of projects.)
- C. Workshop evaluations from the previous convention will be considered in teacher and basket selection.
  - D. Review and judging of baskets by jury members will be conducted based on proposed basket with teacher unrevealed.
  - E. Previous convention workshop interest should dictate the number of full (8 hours or more) day or partial day workshops. Sunday workshops are limited to a maximum of 4 hours. Previous year's basket workshop interests should be considered for workshop numbers, varieties and types.
  - F. The number of classes selected for a time period will not exceed 1% over the number of available convention workstation spaces.
  - G. Efforts should be made to select 25% beginner, 50% intermediate and 25% advanced baskets for workshops. Attention should be paid to previous year's tallies when considering the number of each kind of workshop selected (e.g. willow, Nantucket, oak, etc.) Consideration for selection will be based on:
    - 1. The skill and techniques taught in the workshop.
    - 2. The quality of workmanship of the basket submitted.
    - 3. A variety of skill levels, materials, and techniques to accommodate the various abilities of convention students.
    - 4. Requests for the teacher or basket - based on previous convention participation.
    - 5. Fair and equitable material cost.
    - 6. Proposed basket must be an original design of the submitter or have written permission of the originator.
    - 7. Every effort should be made to have teachers selected for their minimum number of workshops.
    - 8. All prospective teachers for workshops must be MBG members at the time of submission deadline. Membership checks and applications received with submission will be forwarded to the MBG Membership Chair.
  - H. The Jury Chair will:
    - 1. Receive proposed baskets and teacher applications and be responsible for returning all baskets to submitting teachers.
    - 2. Prepare basket submission records (Exhibit #8) and jury voting ballots (Exhibit #9) and have sufficient copies available at the jury session. Instruct jurors in the process and the criteria required for selection (Exhibit #10).
    - 3. Tabulate the results of the voting (Exhibit #11).
    - 4. Assist the Workshop Scheduling Chair in scheduling the selected baskets if necessary.
    - 5. Prepare and mail the teacher contract (Exhibit #12).
    - 6. Send letter to teachers not selected. (Exhibit #13).
    - 7. Forward basket submission postage and insurance fees from teachers and return shipping receipts to the MBG Treasurer.
    - 8. Provide copies or access to selected workshop applications to the Teacher liaison and Brochure Chair.
    - 9. The Jury Chair will review for accuracy the workshop descriptions and photographs as part of the proof process of the convention brochure.
  - I. Teacher Contracts
    - 1. Teacher contracts (in duplicate) should be mailed out following jury selection. Ideally

contracts should be returned with the basket submission, if possible.

2. Contracts (Exhibit #12) should include:
  - a. Workshops to be taught, date, time, hours and material fee.
  - b. Workshop cancellation by MBG policy and workshop cancellation by teacher requirements.
  - c. Teacher agreement to teach basket as submitted.
  - d. Teacher agreement that MBG will not assume responsibility for injury to persons, and/or loss or theft of property.
  - e. Information on printed pattern requirement for workshop. All patterns should include a color photo of the basket taught.
  - f. Solicitation of pattern donation for inclusion in the workshop class book in the silent auction.
  - g. Teacher responsibility in the event something occurs that will prevent a teacher's attendance.
  - h. Information for teachers wishing to enroll in workshops.
  - i. MBG contact information.
3. All teachers must sign the contract and return to the Teacher Liaison. Teachers are also required to complete and return the convention registration form.
- J. Jury expenses will be paid by the MBG general treasury, including office supplies, lunch, and an over-night stay and mileage for Jurors traveling more than 100 miles one-way. Traveling jurors are encouraged to carpool and share a room. Pre-approval of jury expenses must be obtained in advance from the MBG President.

## 11. TEACHER LIAISON CHAIR

- A. The Teacher Liaison Chair is the central point for communication with the teachers and resolves teacher workshop concerns.
- B. The Teacher Liaison Chair receives the signed contracts from the teachers and will do the following:
  - Review contracts for required signature and for correct workshop information.
  - Resolve any discrepancies. Advise Jury Chair and Brochure Chair of workshop corrections. Copies of the final signed contracts will be sent to the Brochure Chair for updating brochure information.
  - Follow up for receipt of any contracts not received timely.
- C. The Teacher Liaison Chair will review for accuracy the workshop descriptions and photographs as part of the proof process of the convention brochure.
- D. The Teacher Liaison Chair will perform the following actions after the initial student assignments by the Student Workshop Assignment Chair and before the workshop confirmation letters (Exhibit #14) are issued:
  - Classes with no assigned students must be canceled.
  - Evaluate class number sizes and teacher requirements to determine classes failing to meet teacher's minimum class size requirements. The teacher with the most classes failing to meet requirements and with the fewest overall total number students will be contacted first to see if willing to teach the class or to cancel all their classes. If the teacher cancels a class or all classes, the students are reassigned and impact on remaining classes and teacher requirements are re-evaluated before the next teacher is contacted. The process of teacher requirement evaluation, teacher contact and reassignment is repeated until all classes failing to meet teacher requirements are contacted. All teachers must be contacted

and confirmed as teaching prior to preparation of the workshop confirmation letters to students.

- MBG reserves the right to cancel classes even though the teacher may wish to teach the class.
  - Work with the Hotel Liaison for the maximum use of available weaving space. The number of classes for each weaving time period will be determined by the available weaving space and number of workstations. It may become necessary to cancel additional classes to meet weaving space requirements.
- E. Receive from teachers a class pattern and prepare a convention pattern book for the silent auction. Follow up with teachers for patterns not received timely. The pattern book cover may be provided by the Brochure Chair and printed at the same time as the convention brochure.
- F. About two (2) weeks before convention, contact teachers with open workshop slots to see if additional students will be accepted at the convention through On-Site Workshop sales. Workshops and open slots available will be forwarded to the On-Site Workshop Sales Chair.

## 12. VENDOR LIAISON CHAIR

- A. The Hotel Accommodations Chair in consultation with the Convention Chair(s) will determine whether vending will be conducted from sleeping rooms or a centralized location. The vending hours will be determined by the Hotel Accommodations Chair and the Convention Chair(s) with concurrence of the Vendor Liaison Chair.
- B. The pre-determined Vendor booth fee will include an approximate area of 100 square feet. This may include items negotiated in the hotel contact such as table(s) and chair(s). Vendors may request and purchase more than one booth. Vendor fees are included the convention budget and fees received are to be forwarded to the Convention Treasurer for Deposit in the convention account.
- C. The Vendor Liaison Chair will be responsible for providing a vendor application (Exhibit #15) to MBG members interested in vending at the convention. Vendor applications will be published in the October issue (if possible) and January issue of the *Twining Times*.
- D. The Vendor Liaison Chair will consult with the Convention Chair(s) to determine the number and selection of vendors for the convention. The Vendor Liaison Chair will provide Vendors guidelines and contracts (Exhibit #16) including cancellation policy.
- E. Only basket related items are to be sold by the Vendors.
- F. The Vendor Liaison Chair will be responsible for providing contracts (Exhibit #16) to the Vendors. The Vendor Liaison Chair, in consultation with the Convention Chair(s) and Hotel Accommodations Chair, will determine the number of vendors. Vendor Contracts should include but not limited to the following:
- All items for sale are basket related and retail sale quality.
  - Booth set-up and tear down times and requirements.
  - Booth size.
  - Require tables skirted or appropriately covered to the floor.
  - Storage of boxes and extra product under tables or out of sight.
  - Vendor responsibility of Missouri Sales Tax.
- G. The Vendor Liaison Chair will supply sales tax tables to vendors.
- H. The Vendor Liaison Chair will coordinate with Printing and Publications Chair for any signs.
- I. Vendors wishing to enroll in workshops must pay the full convention registration fee.
- J. All Vendor cancellations must be submitted in writing either by U.S mail or electronically from the address listed in the MBG membership to the Vendor Liaison Chair. It is the vendor's responsibility to cancel hotel arrangements. Any vendor fee or vendor registration fee collected

will be refunded up to 45 days before the convention begins, with no refunds provided after that timeframe.

- K.** At least one member of a vendor team must be an MBG member when applying to vend. Service vendors are exempt from the MBG membership requirement. Service vendors are defined as providing a specific single service such as massage therapist, scissor/knife sharpener, shipping agents, etc. and do not require a fee paid booth.
- L.** The Vendor Liaison Chair will coordinate with the Hotel Accommodation Chair arrangements for hotel vendor space access and availability of hotel staff to assist the Vendor Liaison Chair in the setup of the vendor area(s). The Vendor Liaison Chair is responsible for measuring and marking the vendor spaces before the vendors arrive.
- M.** The Vendor Liaison Chair is responsible to notify vendors of the predetermined hours/timeframes for set-up and tear down of booth spaces. The set-up and tear down times must be coordinated with the Hotel and Convention Chair(s) prior to issuance of vendor contracts.

### **13. VENDOR SALES**

- A.** All vendors are individually responsible for all applicable state and local sales tax. Sales should be based on retail prices, however with convention specials encouraged and allowed.
- B.** All items for sale should be basket related and retail sale quality. Individuals wishing to sell excess or unused items should be referred to the Market Place Chair.
- C.** Vendor Sales Area:
  - 1.** If vending from sleeping rooms, vending space is on a first come, first served basis through registration with the contract convention center/hotel. If vending from a central area, the Vendor Liaison will assign booth spaces.
  - 2.** Vendors must be open during designated convention visitor hours. Vendors will receive convention schedules in their registration packets. Vending hours will be included in all convention events schedules that are distributed and posted.
  - 3.** The Convention Chair(s) and Vendor Liaison will determine vendor hours of operation.
  - 4.** Vendor shops will be closed during Market Place and the MBG business meeting. Except, vendors may elect to remain open during Market Place when vending area and Market Place are in the same room.
  - 5.** At least one member of a vending team must be an MBG member when applying to vend.
- D.** Basket Bucks [Optional]
  - 1.** Basket Bucks may be provided to registered attendees to stimulate vendor sales (Exhibit #17).
  - 2.** Basket Bucks may only be redeemed from registered vendors. They may not be redeemed at Marketplace.
  - 3.** The number and amount of Basket Bucks will be determined by the Convention Chair(s).
  - 4.** Basket Bucks will be included in the MBG convention budget.
  - 5.** Basket Bucks need to indicate valid redemption dates and should not be good on Sunday to permit the vendors time to receive reimbursements while still at the convention.
  - 6.** Vendors will exchange Basket Bucks for payment from the MBG Convention Treasurer on Saturday night after close of vending hours or Sunday of the convention at a predetermined time. If payment is needed earlier, arrangement must be made with the MBG Convention Treasurer.
  - 7.** The Vendor Liaison Chair will convey the procedures for receiving and redeeming Basket Bucks to the Vendors.

## 14. CONVENTION BROCHURE AND PACKET

### A. Packet should contain:

- Checklist for Registration.
- Committee Chairs and names.
- Convention Logo Souvenir order form.
- Convention registration form (Exhibit #18) must provide entry for the following information:
  - Banquet dinner and other meal purchase, if applicable.
  - Basket Swap participation.
  - Exhibit Room participation.
  - First Time Attendee indicator.
  - Market Place participation.
  - Member name, address, phone number, and e-mail address.
  - Requested workshop classes.
  - Requests for volunteer help and donations to be used as door prizes and silent auction items.
  - Returned check fee policy.
  - Special accommodations needs.
- Hotel and accommodations information.
- Marketplace registration information.
- MBG Membership form.
- Pattern sales registration form and information, if applicable.
- Registration information, including costs, payment instructions, returned check fee and cancellation policies, contact information, and deadlines.
- Teacher Biographies.
- Tentative convention schedule of events.
- Transportation information.
- Workshops offered including a color picture of each basket, size, description, material fee, teacher's name, day and time of workshop.

B. The cost of printing the convention brochure and related materials and mailing fees will be paid by the MBG general treasury.

C. The Convention Brochure Chair will coordinate with the Convention Chair(s), Teacher Liaison Chair, Jury Chair, Mail-in Registration Chair and Student Workshop Assignment Chair on the development and proofing of the Convention Packet.

D. The Convention Packet must be proofed prior to release to the printer to ensure accuracy. A proof copy from the printer must be reviewed before printer is authorized by the MBG President to the complete order.

E. To ensure prompt delivery of the convention brochure, first class mail delivery will be used.

F. In addition to the convention packet, the Brochure Chair will provide to printer for professional printing the following:

- Individual workshop pages for on-site workshop sales.
- Convention pattern book cover and notebook end insert.
- MBG Membership Directory.

G. The Convention Brochure Chair will provide all convention related documents electronically for publication on the MBG webpage after the final proof is completed.

## 15. DONATIONS

A. The MBG, under the state of Missouri, is classified as a not for profit educational organization.”

Therefore, donations made to the organization are not tax deductible as charitable contributions. However, it should be emphasized that donations are advertisements for businesses, tokens of good will and promote interest in the craft of basket weaving. The business should consult their tax consultant to determine if their donations are tax deductible.

- B. A list of donations and donors will appear in the October issue of the *Twining Times*.
- C. The Donations Chair will be responsible for solicitation of all items and services suitable for welcome gifts, silent auction, and other areas where donations would be appropriate. A request letter may be mailed or e-mailed (Exhibit #19).
- D. Donated items received should be tagged with donor's name, and should specify the intended category (silent auction, volunteer gifts, welcome bag gift, etc.).

## 16. ATTENDANCE

- A. MBG membership is required for all registered attendees, vendors and teachers. At least one member of a vendor team must be a member. Service Vendors (massage therapist, scissor sharper, shipping agents) may be exempt from the membership requirement.
- B. MBG Convention name tags are to be worn at all times for admittance to convention activities.
- C. The MBG convention is a non-smoking convention.
- D. The MBG convention is for adults (18 or older).
- E. Non-members and members who are not registered at the convention may attend during predetermined visitor hours. Visitors will be required to complete information on the Visitor Registration Log (Exhibit #20).
- F. Only registered attendees can participate in convention activities. Except, MBG members who are not registered may attend or participate in the following:
  - Visit during predetermined visitor hours.
  - Business meeting.
  - Exhibit voting.
  - Silent auction.

## 17. MAIL-IN REGISTRATION

- A. The Mail-in Registration Chair must coordinate with the MBG Membership Chair to ensure all registrants are members.
- B. The Convention Chair(s) and Mail-in Registration Chair should establish a cutoff date at about 30 days prior to convention. After this date no registrations should be accepted and no refunds allowed, except for special circumstances as the Convention Chair(s) and Mail-in Registration Chair determine. Convention inquiries should be told they can register and select workshop classes at the convention.
- C. The Mail-in Registration Chair will work with the Student Workshop Assignment Chair, MBG Membership Chair, Logo Sales Chair, Donations Chair and MBG Convention Treasurer to develop the procedure for handling received convention information, forms and money received.
- D. The Mail-in Registration Chair will provide information to the respective chairs needing information from the registration form. This includes the following:
  - Original or electronic copy of registration form to Student Workshop Assignment Chair.
  - Attendee names to On-Site Registration Chair, Name Tag Chair, Convention Chair(s) and Convention Treasurer.
  - First Timer counts to First Timers Chair and names to Name Tag Chair.
  - Attendee count to Convention Chair(s), Welcome Bag Chair, Hotel Accommodations Chair and Hospitality Chair.

- Names of members interested in a Market Place space to the Market Place Chair.
  - Members willing to volunteer time at the convention to the Volunteer Coordinator Chair.
  - If applicable, banquet attendees names and counts to the Banquet Chair, Hotel Accommodations Chair and Name Tag Chair.
  - Names of members interested in the Basket Swap to the Basket Swap Chair.
  - Names of members interested in providing donations to the Donations Chair.
  - Names and counts of members interested in Exhibit room participation to Exhibit Room Chair.
  - Number in each class to Teacher Liaison to finalize workshop to provide teacher with counts.
- E. Convention registration fees or deposited amounts on the behalf of the Convention Treasurer must be forwarded to the Convention Treasurer with a detailed accounting of the funds received.
- F. Teachers and Vendors who wish to enroll as a student must pay convention registration fee and the full material fees for the workshop selected.
- G. For Convention Chair(s) the convention registration fee is waived. Convention Chairs will be responsible for workshop, extra hours and activities/event fees.
- H. Membership forms, amount received, and related membership change information received will be forwarded to the MBG Membership Chair.
- I. Teacher's material fee checks will be organized by workshop and teacher and placed in a teacher packet for distribution respective teachers at the convention. The packet can be given directly to the teacher or included with their registration. At check-in. Teachers will receive a roster of registered students for their workshops with their material fees checks.

## **18. CANCELLATION POLICY AND RETURNED CHECKS**

- A. The cancellation policy will apply to all registrants (including teachers and vendors).
- B. All cancellations must be submitted in writing either by U.S mail or electronically from the address listed in the MBG membership to the Mail-in Registration Chair.
- C. The cutoff date for registration refunds is 30 days before convention begins (no refunds after that date except in extreme emergencies as determined by the Convention Chair(s)).
- D. A predetermined processing fee will be deducted from registration refunds.
- E. The cutoff date for workshop material fee refunds is approximately 21 days before convention begins. After that time workshop material fee refunds will be at the discretion of the teacher.
- F. Teacher cancellations are to be addressed in the teachers' contract.
- G. All Vendor cancellations must be submitted in writing either by U.S mail or electronically from the address listed in the MBG membership to the Vendor Liaison Chair. It is the vendor's responsibility to cancel hotel arrangements. Any vendor or vendor registration fees collected will be refunded up to 30 days before the convention begins, with no refunds provided after that timeframe.
- H. A predetermined processing fee will be assessed for all checks returned from financial institutions for any reason. MBG membership may be permanently revoked for failure to make settlement of returned checks and/or processing fees. Money orders should be required to settle bad debts.

## **19. STUDENT WORKSHOP ASSIGNMENTS**

- A. MBG's maximum workshop class size is 12 students. Teachers can specify a lesser number of students they can accommodate in a workshop.
- B. Convention Chair(s), committee chairs, and the 5 jurors will receive priority consideration for

- workshop assignments for registrations received on or before registration due date (known as first day registrations).
- C. Based on registration forms postmarked on or before the first day registration date workshop assignments will be done on a random basis, with each student assigned their first choice providing a slot is available. When all first choices have been processed, second workshop choices will be assigned randomly with any unassigned first choices receiving priority consideration. The assignment process to be completed for subsequent choices until the student's specified workshop hours requirement are met. Bonus workshop assignments are to be made separated using the same process.
  - D. Late Registrations will be assigned workshop classes in the same random manner after all on-time registrations are completed.
  - E. The Student Workshop Chair will furnish student class numbers to the Teacher Liaison Chair for contacting teachers and confirming classes will be taught. The Student Workshop Chair will reassign students from canceled classes and will provide updated student class counts to the Teacher Liaison. All classes are to be confirmed prior to issuance of the Workshop assignment letters (Exhibit #14) to students.
  - F. Notification of workshop assignments and deadlines for payment of material fees will be sent to all participants. These should be proofread to ensure that teacher and fee information are correct.
  - G. Workshop fees must be received by the stated date on the workshop confirmation letter (Exhibit #14) or the registrant may forfeit that workshop.
  - H. A list of available workshops and procedures for adding additional available workshops may be sent to registrants with the workshop assignment confirmation letter. Available workshops can also be posted on the web site. Priority consideration will be given to registrants with less than 12 assigned workshop hours.
  - I. Student Workshop Assignment Chair will forward to the MBG Webmaster an open class listing and subsequent updates for posting on the MBG webpage.

## 20. WORKSHOP ROOM

- A. Teachers and students will be provided workstation locations at time of on-site registration.
- B. The Workroom Chair will work with the Hotel Accommodation Chair and Student Workshop Assignment Chair for weaving room set up and design. The Workshop Room Chair should design the layout of the weaving stations and should assign classes to weaving stations with space considerations for basket construction needs (i.e. basket size, electrical needs, etc.).
- C. The Workshop Room Chair is responsible for retrieval workshop items stored from previous convention and the packing and inventorying of items to be saved for the next convention.  
The Workshop Room Chair will ensure the following items are available.
  - At each workstation:
    - Blank Workshop Teacher Evaluations.
    - Candy (optional).
    - Teacher Workshop Signs.
    - Trash Bags.
  - Available to Students:
    - First Aid Kit (contents must be checked for expiration dates and items replenished as needed prior to conventions).
- D. Water containers should be refreshed prior to each workshop session. Empty water containers should be provided for dirty water. Water container preparation and refreshing will be coordinated with hotel staff.
- E. If possible, provide an open weave area for those who wish to weave when not in an assigned

workshop.

- F. The Workshop Room Chair is responsible for overseeing cleanliness of the weaving areas and final break down of the weaving areas.

## **21. ON-SITE REGISTRATION**

- A. On-site Registration Chair will coordinate the Registration desk activities at the convention in accordance with On-site Registration Desk Procedures (Exhibit #21). The On-site Registration Chair will provide instructions and desk procedures to all volunteers working the registration desk.

On-site registration consists of:

- Assisting in the On-site Workshop Sales and on-site logo sales, as needed.
  - Distributing any other materials that may be provided.
  - Distributing Welcome Bags.
  - Distribution of Teachers packs should be made with name tag packet. These packs should include:
    - Class rosters.
    - Student paid material checks.
  - Issuing name tags and registration packets to convention participants. (Name tags are required at all times for security reasons.)
  - Providing attendees convention information as needed.
  - Record cash received by completing the Payment Log.
  - Registering Visitors.
  - Verifying convention registrants.
- B. If someone wishes to register for the convention, they may do so on-site provided they are an MBG member and pay the convention registration fee. Membership fee for current convention year may be paid with registration.
  - C. All monies and accounting will be turned over to the Convention Treasurer at the close of every day's session. Envelopes will be provided to organize all payments at the Registration Desk. The On-site Registration Chair is responsible to ensure the recording of all income on the Payment Log (Exhibit #22) in a method to provide accountability for all funds received. Cash payments must also be put in an envelope with the student's name and the source of the fee on the outside of the envelope.
  - D. Checks are to be made payable to the "MBG Convention" and the reason for the payment annotated on the memo line. Each individual payment must be recorded on the Payment Log annotated with the payee name and reason for payment.
  - E. The On-site Registration Chair will coordinate with the Volunteer Coordinator Chair for staffing for the On-Site registration area.

## **22. NAME TAGS AND REGISTRATION PACKETS**

- A. Name tags will be provided to every convention attendee including participants, teachers, vendors, and visitors.
- B. Name tags should include the participant's name, attendance status (i. e. attendee, teacher, vendor, visitor, MBG Board member, MBG convention committee chairs, First timer, etc.) and should be proofread.
- C. Name tags must be worn at all times and provide admittance to convention activities.
- D. The Name Tag Chair is responsible for the design of the name tag; however, the design is subject to approval by the Convention Chair(s). The printing of the name tag should be coordinated with the Printing and Publication Chair.
- E. Name Tags costs must be within that as-allocated in the MBG convention budget. Exception,

MBG name tag pouches will be funded by the MBG general treasury.

**F. MBG Name Tag Holder Pouches:**

- First time convention attendees will receive a name tag holder pouch.
- Attendees should expect to re-use the name tag pouches at future MGB conventions and functions. Attendees may purchase replacement holders or elect use of a general name tag holder.
- The Convention Chair(s) and MBG President will decide when an all attendee distribution is needed to replace worn name tag holders. Holders are funded by the guild account.
- If applicable, the Name Tag Chair will coordinate with the Logo Souvenir Chair for the purchase and printing of name tag holders.

**G. Attendees should receive a registration packet/envelope with the following contents: For accountability the name and contents should be listed on the outside of the envelope. The envelope should also list other items to be distributed to individual at registration (first time gift, name tag holder, teacher pack, and welcome gift).**

- Banquet and Lunch Tickets, as applicable.
- Basket Bucks, as applicable.
- Committee Chair cell phone number list (Committee Chairs only).
- Convention Schedule.
- Emergency contact card.
- Individual Workshop Class assignment listing.
- Name Tag.
- Next year's convention dates and information.
- Teachers, Vendors, Convention Chair(s), Committee Chairs and MBG Officers to receive an invitation to the Teacher/Vendor reception.
- Traveling Basket Drawing Form.

**23. VISITOR REGISTRATION (On-Site Registration responsibility)**

- A.** Non-members and members who are not registered at the convention may attend during the designated visitor hours.
- B.** Visitors are required to register at the Registration Desk, supplying their name, address and phone number on the Visitor Registration Log (Exhibit #20).
- C.** Visitors are required to wear a name tag at all times for security reasons.
- D.** Visitors are allowed to shop at the vendors, pattern sales area (if applicable) and visit the silent auction and exhibit rooms. Visitors may walk through the weaving area, but must not disrupt workshops.
- E.** Registered Visitors who are MBG members can vote for selection of the competitive category awards in the Exhibit Room.

**24. TEACHER AND VENDOR RECEPTION**

- A.** The Teacher/Vendor Reception Chairs will be responsible for soliciting donations and purchase of food, drink and serving items for the reception.
- B.** The reception is an expenditure of the convention budget.
- C.** The teacher and vendor reception will be held the night prior to the official beginning of the convention.
- D.** The reception will be open to all teachers, vendors, convention committee chairs and MBG Board members.
- E.** The Teacher/Vendor Reception Chair should coordinate with the Volunteer Coordinator Chair to

obtain needed help at the reception.

**25. FIRST TIMERS' RECOGNITION**

- A. First Timer Chair will be responsible for special recognition of first time attendees to the convention.
- B. First timers' recognition is expenditure the convention budget.

**26. WELCOME BAG AND PARTICIPANT GIFTS**

- A. A welcome bag and gifts will be provided to each MBG registered convention attendee, teacher and vendors. Only MBG members attending in a teacher or vendor team will be considered as a registered attendee. The type of bag and cost must be determined and allocated in the MBG convention budget.
- B. Quantities of welcome bag and gifts should be based on the number of anticipated registered attendees (including teachers and vendors). Caution must be exercised to prevent ordering excessive quantities and creating an inventory to be stored for the next year. It is recommended all welcome bags and gifts are imprinted with the MBG Logo. Using the MBG Logo promotes future advertising of the guild without the date stamp of the convention logo. Any extra bags or gifts should be included in the convention logo sale desk.
- C. Donations for welcome gifts may be requested from businesses, guilds and members.
- D. Every effort will be made to ensure the contents of every bag are identical and door prizes are comparable in value.
- E. The Welcome Bag should contain:
  - Convention evaluations.
  - Door Prizes, (if appropriate).
  - Hotel, dining, and other convention /locality information.
  - Local Area maps and area attractions.
  - Other appropriate items may be provided.
  - Welcome gift, (if appropriate).
- F. The Welcome Bag Chair should:
  - Arrange for space and schedule time to assemble welcome bags.
  - Arrange for space and coordinate with the On-Site Registration Chair for the distribution of Welcome Bags.
  - Coordinate with the Donations Chair for requesting and receiving donated items suitable for welcome gifts.
  - Coordinate with Volunteer Coordinator Chair and to obtain staff needed to assemble welcome bags in an orderly and organized method. Volunteers should be scheduled in advance.
  - Determine type of bag in consultation with the Convention Chair(s). If appropriate, coordinate with the Convention Logo Souvenir Chair for purchase and printing and to achieve best pricing.
  - If applicable, develop an organized procedure to distribute door prizes (if applicable). Obtain attendee list and develop a method to track participation to limit repeated attempts at door prizes.

**27. ON-SITE WORKSHOP-SALES**

- A. The On-site Workshop Sales will provide instruction and the On-site Workshop Desk Procedures (Exhibit #21) to all volunteers selling workshops.
- B. The Student Workshop Assignment Chair in coordination with the Teacher's Liaison Chair will

determine what workshop classes can be sold and will provide a list to the On-site Workshop Sales Chair. Teachers will be asked if they will take last minute sign-ups and only workshops for those who agree will be sold.

- C. Available workshop slots will be posted during the convention.
- D. Checks for received for on-site workshops sales are to be made payable to the teacher. Any cash received for workshop classes should be placed in an envelope with the teacher's name, student's name and workshop number on the outside. Teachers will be responsible for pick-up of workshop fees from the On-site Workshop Sales Chair.
- E. If the student is not registered for the convention, they may do so on-site provided they are an MBG member and pay the full convention registration fee. Non-members can pay membership dues for the current convention year with registration.

## **28. CONVENTION LOGO SOUVENIRS**

- A. The Convention Logo Souvenir Chair is responsible for all orders and delivery of logo souvenir items.
- B. Logo Souvenir sales are a convention fund raising project to help defray convention expenses. With this in mind, pricing of logo items should be affordable to encourage sales, but to net a reasonable profit.
- C. Items for sale should convey the conventions theme and logo to provide attendees with a convention souvenir.
- D. The Logo Souvenir Chair must submit for approval the selection of items to be sold, purchase costs and sale price to the Convention Chair(s).
- E. Any applicable contract for the purchase and/or printing of sales items must have prior approval of the Convention Chair(s).
- F. The Logo Souvenir Chair must verify quantity, sizes, and quality of items and reconcile any discrepancy before authorizing payment by the Convention Treasurer.
- G. The Logo Souvenir Chair is responsible to design a convention sales form detailing items, colors, types, and then will submit the final approved form to the Brochure Chair to be included in the Convention registration packet. A disclaimer must be included that orders may be canceled if minimum order requirements are not met.
- H. The Logo Souvenir Chair will forward the logo graphic file to the MBG Webmaster for posting on the MBG webpage, and will provide copies to Committee Chairs and *Twining Times* newsletter editor.
- I. Orders and checks made payable to "MBG Convention" are to be received by the Mail-in Registrations Chair. Logo amounts may be included in convention registration fees. Detailed accounting of funds will be forwarded to the Convention Treasurer at the time those funds are turned over for deposit.
- J. Payments to businesses for purchase and printing of logo sales items will be paid promptly by the MBG Convention Treasurer from convention funds.
- K. In consultation with the Convention Chair(s), the Logo Souvenir Chair may order a reasonable number of extra items to sell at the convention. There should be no remaining logo item in inventory at the end of the convention. All additional Logo Souvenir monies collected at the convention are to be annotated on the Payment Log (Exhibit #22) and provided to the MBG Convention Treasurer at the end of each sales session. Any cash received must also be put in an envelope with the student's name and the source of the fee on the outside of the envelope.
- L. Logo Souvenir Chair will coordinate the on-site sale of MBG and Convention Logo items and the activities at the convention in accordance with On-site Logo Sales Desk Procedures (Exhibit #21).

The Logo Souvenir Chair will provide instructions and desk procedures to all volunteers working logo sale desk.

## 29. VOLUNTEERS

### A. The Volunteer Coordinator Chair will:

- Recruit MBG members and others to assist in convention activities.
- Coordinate with other committee chairs for volunteer needs.
- Schedule volunteers to time slots where coverage is needed. Inform volunteers of their assignments.
- Issue volunteer gifts (volunteer gifts optional) to volunteers according to established procedure (Exhibit #26) and notify volunteers of procedure.

## 30. HOSPITALITY ROOM [Optional]

- A. The Hospitality Chair will be responsible for soliciting donations and purchase of food and drink items for the hospitality room. The hospitality room can be an expenditure of the convention budget.
- B. The Hospitality room will be open to all registered attendees.
- C. The Hospitality room will be open during scheduled and posted times.
- D. To help defray the costs associated with the hospitality room, a donation box may be established. Any donations received must be done in a secure manner to prevent loss or theft. Monies collected must be forward to the MBG Convention Treasurer frequently or at the end of each open session.

## 31. MARKET PLACE SALES

- A. Market Place will be held on Friday evening of the convention. The Convention Chair(s), Market Place Chair, and Teacher Liaison Chair will determine hours of operation. During Market Place hours, all vendor booths will be closed. Exception, vendors may elect to remain open during Market Place when vending area and Market Place are in the same room to prevent theft and damage.
- B. Space fees will be predetermined by the Convention Chair(s) for convention teachers and attendees wishing to sell basket related items at Market Place. At the discretion of the Convention Chair any member may reserve a space.
- C. All sellers will receive guidelines (Exhibit #23) for participation in the Market Place. The guidelines will state that only basket or weaving related items are to be sold at the Market Place, MBG will not assume responsibility for personal injury and/or loss or theft of property, and that MBG is not responsible for any state or local sales tax. Sellers are responsible for reporting applicable sales tax to the state.
- D. The Market Place Chair should:
  - Prior to Convention:
    - Publish space availability, times and costs to encourage participation in the *Twining Times* newsletter.
    - Obtain of list of Market Place participants from the Mail-in Registration Chair and create table signs prior to the convention.
    - About 30 days before the convention, issue guidelines to the sellers. (Exhibit #23).
    - Coordinate with the Workshop Room Chair to assign spaces making an effort to assign teachers to the same space where they are teaching. Notify sellers of their assigned space.
  - At Convention:
    - Coordinate with the On-Site Registration Chair to provide the number of

remaining Market Place spaces, if any. If spaces are still available the space must be paid through the On-Site Registration Desk.

- Provide Missouri sales tax forms and tax information to each Market Place seller.
- Oversee the set-up of Market Place, including the removal of chairs, water and other workshop materials when the Market Place room is shared with the workshop area. Coordinate the re-set of the weaving spaces with the Work Room Chair.

## **32. PATTERN SALES [Optional]**

- A.** It is highly recommended that the pattern sales be coordinated by an MBG affiliated guild. One member of the selected guild should be named Pattern Sales Chair to attend all convention committee meetings and oversee the pattern sales.
- B.** The Convention Chair(s) and Pattern Sales Chair will determine the hours of operation for the pattern sales.
- C.** MBG Members who wish to submit their original basket patterns for purchase by fellow members must adhere to the following guidelines:
  - 1.** Each pattern must have one of the following:
    - A color photograph attached to the pattern.
    - A black and white screened photograph printed on each pattern.
    - A professional drawing.
  - 2.** Each pattern must be in a plastic sleeve.
  - 3.** The price must be clearly marked in the upper right hand corner of the pattern. Prices must be in increments of 50 cents.
  - 4.** Each pattern must include the name and address of the author, the weaver who tested the pattern and the dimensions of the finished basket.
  - 5.** A sample basket of each pattern must be on display in the pattern room.
- D.** Each sample basket will be tagged with pertinent information.
- E.** Pattern authors may be required to work in the pattern room.
- F.** A limit of 40 copies for each pattern should be set. Additional copies may be submitted as the supply is sold. Patterns should be bundled in groups of 10.
- G.** The Pattern Sales Chair will collect a predetermined fee amount for each pattern submitted.
- H.** A percentage of the total sales may be assessed each seller for the MBG convention treasury.
- I.** A copy of each pattern and the predetermined fee amount must be submitted one month prior to the convention to the Pattern Sales Chair. This pattern will be to be used for the Pattern Sales Book in the silent auction.
- J.** Submitters will be required to complete and sign a Pattern Sales Guidelines and Sales Conditions Form. The form must have a disclaimer regarding loss, damage and/or theft of the basket that neither the MBG nor hotel is responsible.
- K.** Submitters will deliver (or mail) their patterns to be sold at a predetermined time prior to the beginning of the convention.
- L.** The Pattern Sales Chair will determine the display, method of sale, sales accountability, and reconciliation.
- M.** Pattern sales should be on a cash only basis. However, the Convention Chair(s) and Convention Treasurer can decide that checks will be accepted. Checks received should be made payable to the “MBG Convention.” No exchanges or refunds should be permitted.
- N.** No photography of Pattern Sales baskets or patterns will be permitted without prior permission of

the basket pattern submitter.

- O.** The collection and accounting of all monies for pattern sales will be the responsibility of the Pattern Sales Chair. All monies and accounting will be turned over to the MBG Convention Treasurer at the close of every Pattern Sales session. The MBG Convention Treasurer will distribute payments to authors within 5 days of the convention.
- P.** The Pattern Sales Chair will establish procedures for accepting and returning patterns to submitters. Submitters will be provided with an accounting of sales and returned patterns.
- Q.** Sellers will be responsible for paying the applicable state and local sales tax. The Pattern Sales Chair will provide each submitter with Missouri Sales Tax forms.
- R.** As an alternative to a formal Pattern Sales, pattern sales may be offered during Market Place by individual teachers and members in accordance to Market Place guidelines and space rentals.

### **33. EXHIBIT ROOM [Optional]**

- A.** The exhibit room is set up to promote public interest and to share basketry interests and techniques.
- B.** There are two categories of competition exhibits – Professional (Teacher or art professional) and Hobbyist. The Professional classification is defined as anyone who has submitted to teach at the MBG convention or any other teaching or exhibit event that uses a jury process. Those who have never entered a juried event will be placed in the Hobbyist classification.
  - 1.** Monetary awards can be provided for the competition baskets receiving the highest number of votes. Monetary award amounts will be included in the convention budget and will be awarded in the following amounts for each of the 2 categories:
    - First Place: \$75.00
    - Second Place: \$50.00
    - Third Place: \$25.00
  - 2.** Competition baskets submitted must be the work of an active MBG member and the submitting individual and must be submitted prior to the cutoff for entry deadline.
  - 3.** Baskets in the competitive categories will be displayed anonymously.
  - 4.** Balloting will take place on Friday and Saturday of the convention.
  - 5.** The Exhibit Room Chair will be responsible for providing a ballot for voting.
  - 6.** Any MBG member can vote for selection of the competitive category awards. Each member is allowed one vote in each category.
  - 7.** In the event of a tie and if applicable, the prize monies will be split among the winners in that category.
  - 8.** An individual may win in more than one award.
  - 9.** The Exhibit Room Chair will be responsible for tabulating the ballots. Presentation of the awards will take place during the convention program.
- C.** The exhibit areas may also include:
  - 1.** Special interest baskets (Heritage, Museum, and sharing)
    - a.** This area could include any basket from a member or from their private collection.
    - b.** This area is subject to available space.
  - 2.** Traveling basket.
  - 3.** Basket Swap baskets.
- D.** The Exhibit room must be open during all posted Exhibit room hours and must be open during designated visitor hours. Open hours must be published to convention attendees.

- E. Security and protection from loss is a primary concern.
- F. No photography of Exhibit Room baskets will be permitted without prior permission of the exhibitor.
- G. Any basket to be placed in the exhibit room must be registered by obtaining a signed Exhibit Registration Form (Exhibit #24) from the exhibitor.
- H. The exhibitor must state the section and/or category their piece(s) are to be entered and describe the materials used in the construction of the piece.
- I. The baskets should be displayed in a professional manner and categories must be displayed together.
- J. All baskets (except in special interest section) must be the work of the exhibitor.
- K. The exhibit room must be attended during all open hours. There must be someone in the exhibit room to receive baskets, explain judging/voting procedures, obtain signed Exhibit Registration Forms, administer judging process, and provide security from loss, damage and theft of baskets.
- L. The Exhibit Room Chair will determine volunteer assistance and coverage needs for the room and coordinate with the Volunteer Coordinator Chair.
- M. The Exhibit Registration Form (Exhibit #24) must have a disclaimer regarding loss, damage and/or theft of the basket that neither the MBG nor hotel is responsible.
- N. Award winners and exhibitors will be recognized in the first issue of the *Twining Times* following the convention October issue of the *Twining Times*.
- O. The Exhibit Room Chair will:
  - Determine and coordinate drop off, open hours and basket pickup times.
  - Request and encourage participation of basket submissions.
  - Organize and set up of all Exhibit Room activities which include developing a check-in process, basket control and categorization, tagging and displaying baskets.
  - Obtain an Exhibit Registration Form (Exhibit #24) for each submission, and have the exhibitor complete an informational tag for the basket.
  - Establish a control method for corresponding submitter's basket and Exhibit Registration Form.
  - Display "Please Do Not Touch Baskets" and if applicable, "No Photograph" signs.
  - Display basket descriptions tags/signs for each basket.
  - Coordinate and arrange award and/or certificates.
  - Present Awards during convention program.

### 34. SILENT AUCTION

Note: Due to Missouri Gaming Laws, raffles are not permitted for MBG's tax exempt status. However, silent actions are permitted.

- A. Bids will be made in whole dollar increments.
- B. The Silent Auction Chair is responsible for the printing of auction sheets (Exhibit #25).
- C. A convention pattern book will be provided from the Teacher Liaison Chair and from the Pattern Sales Chair, if applicable.
- D. All monies and accounting will be turned over to the MBG Convention Treasurer at the close of the auction.
- E. A list of additional bidding numbers will be kept in the Silent Auction room to be issued to any on-site registrations and visitors who wish to bid. Bid number, name and phone number will be recorded.
- F. The Silent Auction Chair will coordinate with the Donations Chair for requesting and receiving donated items and services suitable for the silent auction.

- G. The Silent Auction Chair will be responsible for posting a list of winning bidders, collecting money and distributing items to the high bidder.
- H. Silent Auction donors will be recognized in the October issue of the *Twining Times*.

**35. VOLUNTEER GIFTS [Optional]**

- A. The Convention Chair(s) will determine how the volunteer gifts will be distributed. (Exhibit #26).
- B. If applicable, the Volunteer Coordinator Chair should:
  - Coordinate with the Donations Chair for requesting and receiving donated items and services suitable for the volunteer gifts.
  - Coordinate display area with the Silent Auction Chair for the volunteer gifts.
- C. It is suggested any unclaimed or remaining gift items are included in a volunteer drawing before the end of the convention on Sunday. This will reduce the items for storage and movement of items to the next convention.
- D. Volunteer gift donors will be recognized in October issue of the *Twining Times*.

**36. BANQUET AND PROGRAM [Banquet Optional]**

- A. The convention banquet is normally held on Saturday evening of the convention.
- B. Arrangements for the keynote speaker or special program are the responsibility of the Banquet Chair. The Convention Chair(s), Banquet Chair and Convention Treasurer shall set the keynote speaker fee. Any fees paid are included in the convention budget and should include dinner fee.
- C. Banquet attendance is by prepaid reservations. Banquet tickets or name tag identification should be used for banquet attendance verification. The only exception would be for key speakers or special program presenters.
- D. The Hotel Accommodations Chair will coordinate the menu with the hotel. Any additional needs for the Banquet dinner, space, and special needs from the hotel should be coordinated with the Hotel Accommodations Chair.
- E. The banquet program and agenda will be the responsibility of the Banquet Chair. The Banquet Chair must coordinate the agenda with the Convention Chair(s).
- F. Banquet decorations and printed program, if applicable.
  - 1. Banquet table and room decorations may be included in the convention budget to enhance the appearance of the convention banquet room.
  - 2. A printed program may be provided to each attendee, if appropriate.
  - 3. Banquet decorations and programs should follow the convention theme and logo.
- H. Special Programs:
  - 1. To stimulate interest lectures and demonstrations can be offered for the benefit of all attendees during non-workshop hours. Special programs should be included in the convention brochure and published on the MBG webpage.
  - 2. Instructor/presenters may receive a predetermined fee as allocated in the convention budget.

**37. SCHOLARSHIPS**

- A. If the MBG bylaws in effect provide for scholarships to the convention, those recipients will be awarded at the convention program. The MBG President will be responsible for the drawing of Scholarship awards.
- B. The Roger Curry and Founding Members scholarships are funded by the general MBG treasury.

- C. Names of scholarship winners will be published in the October issue of the *Twining Times*.
- D. Special monetary donations in the form of scholarships from external entities such as individual guilds or individuals will be approved and administered by the MBG President. Awards amounts will be accounted and disbursed from the MBG general treasury.

**38. BASKET SWAP [Optional]**

- A. The basket swap will be conducted during the convention program or at another appropriate time which should be listed in the schedule of events. The exchange presentations should be conducted in a manner that can be enjoyed by the participants and all attendees.
- B. Baskets for the basket swap may be on display in the Exhibit Room until the Swap. The Basket Swap Chair will be responsible for the display and for transporting the baskets to the designated basket swap location.
- C. The Basket Swap Chair will devise a method for the exchange in a fair and equitable manner. Every effort should be made to match skill levels in the exchange.
- D. Basket swap participants will be recognized in the October issue of the *Twining Times*.

**39. TRAVELING BASKET**

- A. The previous convention winner of the Traveling Basket will make a basket suitable for the Traveling Basket drawing during the convention program.
- B. All attendees will be provided with a drawing form with their registration packet. Participating in the drawing is optional. The Traveling Basket Chair will be responsible for creating the drawing form (Exhibit #27), clearly saying that if one signs up to participate and wins, they will be obligated to provide a new Traveling Basket the following year. The drawing box should be placed with the exhibit of the traveling basket and participation encouraged.
- C. The Traveling Basket Chair will be responsible for collection of any last minute entries before the drawing. The chair will draw the winner's name for presentation by the current weaver to the winner-basket during the convention program.
- D. The Traveling Basket Chair will coordinate the receipt of the traveling basket from the previous convention winner.
- E. The Traveling Basket will be on display in the Exhibit Room until moved by the Traveling Basket Chair for the basket drawing. The Traveling Basket Chair should coordinate display space and signs with the Exhibit Room Chair.
- F. The name of the winner of the traveling basket will be published in the October issue of the *Twining Times*.

**40. CONVENTION AND WORKSHOP EVALUATIONS**

- A. Workshop class evaluations (Exhibit #28) will be given to each student for each workshop period. Instructions for return of the evaluation should be included on the form or provided in the distribution pack and announced at the convention. The preferred method for the evaluation form is to use 2 part carbonless paper. Blank evaluations will be placed at each weaving station under the class sign holder. Announcements should be made at the beginning of each class time and periodically to remind teachers to hand out the evaluations, for students to complete the evaluations, and provide instructions on where to turn in the evaluations.
- B. One copy of each workshop evaluation shall be given to the teacher of that workshop and one copy shall go to the Teacher Liaison Chair to be forwarded to the next Jury Chair for next year's teacher/workshop selection. Teachers will receive a copy of their student's evaluations within 30 days of the convention.

- C. General convention participant evaluations (Exhibit #29) will be included in the welcome convention packet at on-site registration. Instruction for return of the evaluation should be included on the form and announced during the convention, as well as periodic reminders to complete the evaluation.
- D. Boxes for collecting workshop and convention evaluations should be provided at the Registration Desk or other a convenient location.
- E. A suggestion box can also be made available at the Registration Desk.
- F. Evaluations and suggestion information will be compiled and provided to the MBG Board and the next year's Convention Chair(s) within 45 days of the convention.

**41. CONVENTION MBG ANNUAL BUSINESS MEETING**

- A. A general membership business meeting will be held during the convention and is open to all members. The date and time to be determined by the MBG President and the Convention Chair(s), however,-the traditional time is on Saturday evening.
- B. Vendor and all other activities are to be closed during the MBG business meeting to promote member participation.
- C. Per MBG Bylaws, minutes of the business meeting will be published in the October edition of the *Twining Times*.

**42. SHIPPING [Optional]**

- A. As a convenience to the participants and teachers a means for packaging and shipping baskets should be made available on the final day of the convention.
- B. The Registration Form could have a place to indicate a need for this service.

**43. CONVENTION GUIDELINES AMENDMENTS**

- A. It is the responsibility of the Convention Chairs(s) and Committee Chair(s) to review and to submit suggestions to update the convention guidelines and exhibits within 45 days at of the convention.
- B. Suggested changes to convention guidelines and exhibits should be forwarded to the Convention Chair(s) for submission to the MBG President.
- C. The MBG Board will reject or approve all changes and modifications of the convention guidelines.

