



# International Convention & Regional Show Standard Operating Procedures



*Armor Modeling and Preservation Society*

**International Convention/Regional Show Standard Operating Procedures (SOP)**

- Purpose
  - The purpose of this set of Standard Operating Procedures is to identify the steps required for conducting a successful AMPS National Convention and to a lesser degree a Regional Show. This document takes some of the guess work out of Convention/show planning preparation and execution. This is to be a "living" document that should be updated after every AMPS National Convention to pass the lessons learned to the next year's group of volunteers.
  - Show venue
    - A show venue should provide the following items: A reception area, well lit display area, a defined and preferably secluded judging area, A vendor's area, a seminar area and if possible or desired a hospitality/eating area. The venue should be close to armor attraction(s) such as a museum or private collection, which will allow access to modelers.
  - Reception (Admissions & model entry) area
    - Should provide separate lines for walk-ins, pre-registrations and on site registrations. Accommodations must be made for power for computers. If possible, lines should be clearly marked so entrants do not stand on the incorrect line. A separate area should be designated as an area where Registrants can sit and write out registration forms. This usually involves 3-4 8' tables where possible with 2-3 chairs at each table. See Security Plan



**The AMPS 2006 International Convention registration area.**



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## AMPS International Convention/Regional Show SOP 16 August 2007

- Display area
  - Requires good overall lighting- 60+ foot candles at 30" above the floor is excellent, 40 foot candles should be considered a minimum.



The AMPS 2006 International Convention Model Display Area. Note the additional lighting that was required for this specific venue.



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- Judging area
  - Requires 4-5 judging tables, each with room for 4 chairs. Each table should have a combination incandescent/florescent art type lamp and a white table cloth, white being the most preferred as other colors adds ambient color to a model's finish color. Tables should line up to allow easy transport and transfer of models from the runners to and from the tables. Ensure there is ample space in the judging area if possible.



**AMPS 2006 Judging Area and a close up of a Judging Table**



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- A pass-through area must be provided to allow registrants to hand their registered models over to be judged. Optimum environment is to have 2 tables together for two pass through officials. Directly behind the Pass-through tables should be an area with shelving to allow models to be placed in queue before judging. Three or 4 sets of 36" wide shelving units, each with 5 shelves should be set up in the space between the pass through tables and the judges area, facilitating the transfer of models from one area to the next. This set up allows for a backlog of approximately 45-50 models. The area in front of the Pass-through tables should allow for a backup of Registrants, at times this line could reach 15-18 people depending on the time of day.



**Entrants waiting to hand their models to the Pass-through Officials at AMPS 2006**



**A view of the Pass-through Station at AMPS 2007**



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- Vendor's Area
  - Tables should be placed so that there is a minimum or 5 feet of clear public aisle space. Behind each vendor table should be enough space to sit comfortably. Where vendor tables back up to each other, 6 foot minimum should be provided between them. Along each row of tables, provide at least one 24-30inches access point for vendors to have access behind the tables. Depending on room layout and vendors preferences. Some vendors do not mind having their tables against a wall, meaning they would be placed in front of the table instead of behind. This generally means that where possible, a wider public aisle should be provided (6-7 feet).
  - Vendor access into the building is best left to its own area, allowing vendors to come and go with their wares in clear, uncluttered paths. Parking should be allowed for vans and small trucks. Shows involving upper floors must have adequate freight elevator facilities to support the show. This means very heavy use for only 2-3 hour periods before and at the end of the show. The show committee should have several individuals on hand to assist vendors in moving their goods into the venue. See Security plan.
- Seminar Area
  - Seminar room should be sized according to need. If only seminars are proposed, a space 16 feet by 20 feet should be sufficient for moderate crowds (say 20 people). The area should be provided with power and all required hardware must be assumed for seminars (PowerPoint, slides, movies, etc.) until all seminar presenters have determined their needs. Lighting should be able to be dimmed to total dark for certain presentations. Access to the room should be from one point to enable ticket taking. See Security plan.
  - Should the room be used for the AMPS general meeting, it must be of a size to hold the estimated number of seated people (100 people is a good rule of thumb). 40'X40' is the approximately area of the space used at Havre de Grace.
- Hospitality/Eating area
  - Due to the fact that AMPS shows are either a full day or multiple days, it is important that the organizers arrange for some type of area where attendees can sit and relax, possibly discuss the hobby or in some cases even organize small special interest group meetings. The area should be in a quiet area and contain a number of tables and chairs appropriate for the show size.
  - The Show organizers may wish to allow a food vendor the opportunity to sell various types of lunch foods, snacks and drinks. Care must be taken when hiring a vendor that the cost does not



exceed the benefits of providing the service. See below for additional information.

- General Requirements
  - The use of a space does not allow the setup of a room in whatever random order works for AMPS. Special consideration must be given to the emergency exits that exist around the room. Room layouts must include corridors (at least 48 inches wide) that must lead directly to those exits and must be kept clear in the event of an emergency. Care must be taken in areas that have emergency lighting on the ceiling or mounted to walls that it is kept clear and not blocked in any way by signage or curtains.
- Show timeline
  - Show venue set up
    - It is best to have access to the facility the night before to allow adequate time for set up and final planning.
  - Vendor set up
    - Vendors should be permitted at least 2-3 hours of setup time before the show opens. Where possible, the show committee should provide a team to help vendors load and unload their vehicles. This has become an AMPS tradition and should be encouraged as it leads to good relationships between the club and its vendors.
    - Aisles should remain clear during the loading and unloading process to allow all vendors proper access.
  - Show opening
    - Depending on the actual show opening times, the vendors should be allowed 2-3 hours to access the building, bring in their product and set it up for sale.
  - Daily opening
    - The opening of the show to the public is only one facet of the opening requirements. The organizers must arrive early to insure that all layouts are correct, vendors have early access and all of the required personnel are in place and ready to go.
  - Daily closing
    - At a multiple day show it is critical that the organizers establish a team to prepare for the show to close at the assigned time. Approximately one hour, before the show closes for the day, an announcement should be made alerting visitors to the fact that the show is closing. Regular announcements at the 30 minute and finally at 10 minute mark should continue until the final closing announcement. At this point, the team must move all visitors to the doors, allowing vendors to cover their products and exit as well. Once the room is empty, a final walk through should be



conducted insuring that all doors are locked, Bathrooms are clear and all participants have existed.

- Judge's Meetings
  - Several judges meetings are required to present the unique AMPS judging philosophy to potential volunteer judges. AMPS competitions require a large number of volunteer judges to allow the open system to run effectively. These meetings allow the Chief Judge and Assistant Chief Judges to explain the AMPS philosophy and the rules that govern the judging of models.
- General Meeting
  - At AMPS National Conventions, a General Members meeting is conducted at the close of the first day of the convention. This meeting is hosted by the AMPS President and will feature the President's update on the state of the Society, presentations to address old business, new business, choosing of the theme of the next year's convention and any other AMPS business that is deemed appropriate for general member discussion.
- Seminars
  - Seminars provide modelers with a unique opportunity to interact with the "famous" people in the hobby, learn new techniques or hear the exploits of veterans. Seminar topics should be varied and of interest to a wide variety of visitors.
- Awards Ceremony
  - The final activity of the AMPS Convention or show is an awards ceremony to recognize the efforts of the competitors in a public forum. The awards are presented by Medal Type, Level of Competition, and Model Category. The persons who normally run the Presentation are: the AMPS President and the Show Chairman who present the awards while the Show's Chief Judge announces the competitor's name and the model name or title.
- Clean-up
  - Identify the show clean up coordinator by name as well as designate/identify a clean up team to tear down the venue, fold and stack tables and chairs, sweep and mop floors, and deposit garbage in the correct receptacles. A useful tool to secure volunteers is to raffle several items off exclusively to the cleaning crew and volunteers as incentive for their time and efforts in tearing down and cleaning up the venue.
- General Requirements
  - Final schedules depend entirely on the previously arranged rented times. It is best to allow some extra time at the end of the show to allow for possible late finishes of other tasks.
  - Where a one day show is planned, it is best to have access to the facility the night before to allow adequate time for set up and final



planning. **NOTE:** Experience has shown that when set up is done the morning of the show it tends to be haphazard and sets a bad, rushed tone for the show.

- Administrative requirements
  - Automation
    - Ensure there is some redundancy in the automation (computers, programs, & printers) as well as a manual backup.
      - Computers required
      - Programs to support the show (Available from AMPS)
      - Network assets (switches, routers, cables, or wireless routers and cards)
      - Printers
  - Forms
    - Registration Forms (forms or template provided by AMPS Organization)
      - The use of preprinted 3-4 part/page forms to allow the model in formation to be distributed to the data entry and judging personnel. The manner of distribution is:
        - Top form: Data entry
        - Middle form: Stays with model
        - Bottom form: Stays with model until the model is returned to the Model display area. It is then submitted to the Data Entry personnel/area. The bottom sheet includes the scores and Judges comments and is returned to the Registrant at the end of the show.
        - Where a fourth form is used, it is located on the bottom and is given to the Registrant when he registers his models as a receipt. This form should include his name, address and telephone number as well as his registration number. To leave the facility, the registrant must show his model and receipt to the Security personnel to be permitted to exit the building after the show.
  - Show Pins & Medals
    - Commemorative show pins are given to each entrant when he or she enters their model(s) for the competition.
    - A Gold, Silver or Bronze medal is awarded to each modeler whose score merits an award.
    - Medal scoring criteria is found in The AMPS Rules for Show Judging
  - Award plaques
    - Award Plaques are given out for each of the "Best of" Categories found below (National Convention Awards)



- Judge's Best of Show (Modeler advances to Master's Category)
  - People' Choice Best of Show (Most Popular determined by the votes of Show Attendees)
  - Best German Model
  - Best US Model
  - Best Commonwealth model
  - Best Russian/Soviet
  - Best Small Army
  - Best Diorama
  - Best Figure
  - Best Junior Model
  - Best Theme Award
  - Andy Smith Best Shot Award (Awarded for perseverance by the Show Committee).
- Raffles
    - Raffle tickets should be purchased in quantities suitable to the needs of the show. It is best to purchase various colors so that there can be no mistake or possible confusion. Possible ticket requirements could be for:
      - Regular prepared raffle.
      - Special raffles for high ticket items of items of special interest.
      - A raffle for the people who help to set up.
      - A raffle for people who break down and clean up the facility.
      - Different colored raffle tickets could be used as tickets into seminars.
  - Vendor plan
    - Room layout
      - See the Vendor Set-up section above
    - Method of Reserving Tables
      - Paypal is the preferred method since it is easy and the money is immediately with the club. Checks cost the club nothing but take time to reach us and clear. If tables are selling quickly, Paypal is the better way for vendors as it allows those who want to insure their entry to the show to register immediately.
    - Maximum and minimum numbers
      - There is no minimum number of vendor's table at any AMPS show. The organizers responsibility is to make sure that the maximum number of vendors are notified of the show and offered tables to sell their wares. The vendor area at any AMPS show is as important as any other aspect. A show with limited participation by vendors will be considered a successful show.



- Vendor's space should be sold first to established hobby shops and on line shops before tables are sold to private individuals to sell their own collections. The reason is simply that part of the symbiosis between AMPS and the vendors is that AMPS does not try to limit vendor sales in any way. Allowing private individuals to sell their own collections and possibly dramatically undercut the vendors could encourage vendors not to return the next year.
- Preferential treatment
  - In the past where regular vendors have requested additional tables and those tables are available as the show nears, it has been acceptable. However, this program should be stopped as it awards soured vendors the opportunity to complain. A limit of 5 tables was determined to be the best limit, as it allows more vendors into the room while giving the larger vendors enough space to display their wares. AMPS will only sell 5 tables, at most, to anyone vendor UNTIL two weeks before a show at that point extra tables, up to 3, will be offered to any vendor who had expressed interest in additional tables.
- Seminar Plan
  - Topics
    - In selecting the seminar speakers, focus on the breadth of topics and the drawing ability of the individual presenter needs to be considered. While some people may volunteer or suggest others, the Show Chair and Co-Chair/Seminar Coordinator need to juggle this delicate situation. Topics should be varied and of interest to a wide variety of visitors. Topics can include:
      - Modeling Techniques.
      - Veterans and their wartime stories.
      - Historical presentations.
      - Round table discussions featuring well known participants on interesting topics.
  - Schedule
    - Schedule should be set up for 1 hour seminars. Longer seminars can be scheduled but often lead to bored visitors who still want to enjoy the rest of the show. Where possible, 15 to 30 minutes should be scheduled after each seminar to allow for people to exit, the presenter to be able to assemble his things and the next group of attendees to arrive.
    - Care should be taken that the Seminar schedule does not conflict with the judge's schedule where possible. Popular seminars could leave a loss of judges at a time when judges are needed most.
  - Equipment requirements
    - Each presenter will have his/her own method of presenting.
    - The Seminar Coordinator must be sure that power is available in close proximity to the presenter and where requested, the required equipment is in place immediately before the seminar.



- Show Manning & Volunteer Plan
  - Key Personnel required for National Convention.
    - Show Chair
    - Show Co-Chair/Seminar Coordinator (Selected by Show Chair)
    - Show Co-Chair/Vendor Coordinator (Selected by Show Chair)
    - Chief Judge (Selected by Show Chair)
    - Assistant Chief Judge(s) (Selected by Chief Judge)
    - Admission & Entries Table (Volunteer>Show Chair designated position)
    - Security Chief (Volunteer position - Chief recruits team members)
    - Clean Up Chief (Volunteer position - Chief recruits team members)
    - Seminar Support (Volunteer position – recruited by Show Co-Chair/Seminar Coordinator)
    - Raffle Coordinator (Volunteer>Show Chair designated position)
    - Raffle>Show announcer (Volunteer>Show Chair designated position)
    - Pass Through Official (Volunteer position)
    - Waste Disposal (Volunteer position/can be combined with Security or Clean up positions)
- On Site Food Considerations:
  - Contract for food support
  - Location of food preparation
  - Location for consumption
  - Food waste/refuse disposal
- Judging Plan
  - Designation of CG occurs prior to the show, ideally before the completion of the previous year's Convention. The CJ is part of the Show Committee and determines and runs the judging specific details of the show. The Chief Judge should possess the following criteria:
    - Accomplished Field judge
    - Table Captain Certification
    - Two or more years as an Assistant Chief Judge
    - Demonstrated extensive knowledge of the AMPS Rules for Show Judging
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  - Identification of Assistant Chief Judges (ACJ) occurs prior to the time of the show. Identification includes the identification of Diorama Lead Judge and the Figure Lead Judge. Selection of ACJs should be based on the following criteria.
    - Accomplished Field judge
    - Table Captain Certification
    - Through, demonstrated knowledge of the AMPS Rules for Show Judging



- Meeting times
    - ACJ Meeting (the afternoon/night prior to the show or convention)
    - Field Judge's Meeting (the night prior or the morning of the show or convention)
  - Manning of the Judging Area
    - CJ
    - ACJs Two per shift
    - Table Captains Up to five per shift
    - Field Judges Up to 15 per shift
    - Pass Through Persons One or two per shift
    - Runners Two per shift
  - Final day (based on a two day show) judging timeline
    - Model Judging Show opening to approx 2:00 PM (depending on numbers of entries)
    - Figure Judging tables) 1:00 -3:00 PM (Occurs at the judging
    - Diorama Judging tables) 12:00-2:00 PM (Occurs on Display
    - Best of Show Judging 3:00-4:00 PM
  - "Best of" Judging
    - Advanced Category Gold medal models are eligible for the "Best of" Judging.
    - CJ determines what the Advanced Gold score cut-off is as not all Advanced Gold should be considered for "Best of" awards.
    - Historically, Advanced Gold medal of 28 points and above were considered for "Best of" competition.
    - A group of 7 or less models to be judged for BO seems to work best.
    - Due to the fast pace of the "Best of" judging, it is a good idea to do whatever is possible to simplify the process. Much time can be saved by identifying or marking the "Best of" candidates models before the Best of judging begins.
      - As soon as show judging is complete, a team should be assembled and given a list of "Best of" candidates. The team should break up, each taking a specific category. Each member then searches the display area for the "Best of" candidates and places a prepared folded card adjacent to the model.
      - The cards can simply be a half page piece of paper with some identifying mark to indicate the correct category, folded to achieve height so it can be easily seen. When the appropriate time comes, any member can then go to collect the required models, easy found by the colored cards.
    - Selection of judging team
      - Primary Voting participants



- Six ACJs (or less, depending on situation)
- Six Field Judges (or less, depending on situation selected by ACJs)
- Chief Judge (serves as the narrator and the tiebreaker, if needed)
- Non Voting participants
  - Two runners
- Selection of Best of Show
  - Selected models are judged by the “Best of” team until one is left and it is awarded the “Best of” category by markings.
  - The “Best ofs” are then judged against each other until the Judge’s Best of Show is awarded.
- Special Awards
  - The People’s Best of Show is determined through popular vote of attendees to the show.
  - The Andy Smith Best Shot award is determined by the Show Chair based on information provided by the registration crew.

Other Show considerations.

- Special /Sponsored Awards.
  - Criteria for special awards.
  - Criteria/judging of sponsored awards.
    - The time for the sponsors to judging the field of eligible models.
    - Provision for presenting the award by the sponsors during the award ceremony.
- Fees.
  - Venue Rental.
  - Food Contracts.
  - After-show hours security.
- Raffle.
  - Acquiring Prizes
    - There are a number of ways to acquire prizes for raffles. Organizations could solicit donations from vendors, local hobby shops, model and aftermarket manufacturers, or club members.
  - Marking of prizes.
  - Selling of tickets.
  - Times for pulling/posting numbers.
  - Unclaimed prizes.
- Security.
  - During show hours.
  - After show hours.
- Insurance.



- Liability insurance for the hosting club and the hosting facility are required. Usually naming the hosting facility for \$1 Million is the standard insurance rider. If insurance cannot be obtained, no show should take place. It's fiscally irresponsible to do so without insurance in place.
- Taxes.
  - Organizers must verify with local and state authorities if the show is regulated under the sales tax laws. If such taxes are required, it is critical that all vendors be notified before any reservations are accepted.
  - Besides the vendors being responsible, the show group itself may well be responsible for taxes to be paid for walk in entrants and registration fee.
- SOP Contacts
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**Annexs**

- The AMPS Rules for Show Judging (dated 30 December 2003) (AMPS Webpage: <http://www.amps-armor.org/ampssite/contestRules.aspx>)
- Rules for Figure Judging (TBP)



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