



# Bid Proposal Form

*Complete this form and submit it to:*

IPMS/USA Region Six  
C/O John Vanek – Region Coordinator  
2212 Felix Place #205  
Midwest City, OK 73110

Email:  
r6coordinator@htwebservices.net

IPMS Chapter: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Day \_\_\_\_ Evening \_\_\_\_

Alt. Phone: (\_\_\_\_) \_\_\_\_\_ Day \_\_\_\_ Evening \_\_\_\_

Email: \_\_\_\_\_

Proposed Date(s): \_\_\_\_\_

Proposed Location: \_\_\_\_\_

**Officers:**

Convention Chairman (CC) \_\_\_\_\_

Judge Liaison \_\_\_\_\_

Head Judge \_\_\_\_\_

Registrar \_\_\_\_\_

Treasurer \_\_\_\_\_

Vendor Coordinator \_\_\_\_\_

Web master \_\_\_\_\_

Other (describe) \_\_\_\_\_

## **Attachments:**

### **Categories**

1. Submit, as an attachment, the list of categories to be offered. Once advertised, the categories listed should not be removed but it is acceptable to add to the list.
2. Submit, as a portion of the category list, a short description of how your team will handle split categories.
3. Include an indication of how many splits your trophy supply will accommodate

### **Rules**

1. Submit, as an attachment, the rules by which the convention and contest will be organized.

### **Awards and Trophies**

1. Produce a drawing or design for the trophy to be provided to winners and submit it in the Bid Proposal.

Supplying trophies and awards for the Regional is one of the most expensive components of the Convention. Certainly it is a requirement that there be a trophy for 1st, 2nd, and 3rd place in each category being advertised.

- a. Consider potential category splits and that additional trophies will be required for each split.
- b. Consider that a very small number of categories may not have any entries at all. It is very risky to rely on these void categories to supply extra trophies.
- c. The visual appeal of the trophy is important. Cheap looking trophies reflect badly on the host chapter.
- d. Contact every club in the Region and encourage them to sponsor a trophy package(s). What goes around comes around. They will, perhaps, ask you to return the favor in the future.
- e. Contact all the major model manufacturers.
- f. Contact your local hobby shops as well as the major shops in other cities around the region.
- g. It is the rare show which does not allow for some form of recognition for all Preteen and Junior entrants. Describe your plans in this regard.

### **Special Awards to be offered**

1. Include as description of how your club will seek out those who wish to provide a special or memorial award. Several Region 6 clubs sponsor a special award, or memorial award, each year at the Regional Convention. The host club should include these special awards in the list of categories and feature them in advertisements for the Regional. The club sponsoring the special award is responsible for funding the trophy or award.

- a. The Hosting chapter and sponsoring chapter need to communicate regarding these special awards. In some cases the sponsoring chapter will have the trophy manufactured and bring it with them. In other cases the sponsoring club may pay for the trophy or award, but the host chapter will acquire it along with the rest of the trophy packages.

## **Pre-Registration**

1. At a minimum the expectation is to have a registration form available for downloading from your club web site.
2. Include a copy of a sample registration form in your bid proposal
3. Consider that we now live in a time in which many or most of the participants who will attend the Convention have internet access. Providing a method for pre-registration with payment options is wise.
4. The RC is a good source of information on this procedure as well as your club web master.

## **Awards Ceremonies**

1. Provide a description of how you envision the Award Ceremony to proceed. Include a description of:
  - Time dedicated to actual distribution of awards
  - Facility in which the Award Ceremony will take place

## **Banquet**

1. Cost?
2. Will it be used as the location and time for the Awards Ceremony?
  - a. If so, what accommodation will be made to allow those not purchasing the banquet meal to attend the Awards Ceremony?

## **Events, Tours, Activities**

1. Provide a description of any events, tours, and activities that are being offered.
2. Include costs and schedule for these activities.

## **Advertising Space for IPMS/USA and other Region 6 clubs**

1. A table (or comparable space) shall be provided to the RC or designees at no cost for the sole purpose of advertising membership in IPMS/USA. The Host Chapter must provide a table and manpower to recruit non-IPMS Members to join IPMS. "Manpower" provided by the local club must be a minimum of one person at the table throughout the convention to distribute IPMS literature and answer questions regarding IPMS. These people should be screened for "congeniality and commitment" to IPMS.
2. Describe accommodations that will allow other Region 6 clubs to advertise their events or solicit membership.

## **Venue/Facility**

1. Include a plat or drawing which clearly shows the venue in which the convention will be held.
  - a. Must show the model contest area
  - b. Must show the registration area
  - c. Must show the vendor area
  - d. Must either show the area in which seminars and workshops will be held or must state that there will be none offered.

## **Time Line**

1. Include a time line that illustrates when all major activities will occur to ensure the success of the Convention. See the list of examples below:

- a. Search for site, collect data on costs, dates
- b. Submit bid to RC (Recipient of bid receives RC approval for the date )
- c. Advertise in IPMS Journal
- d. Develop list of Judges and submit to RC
- e. Check awards for spelling (make sure all of the awards are available)
- f. Distribute Convention brochure listing schedule of workshops and seminars.

The above are only examples. Your time line should be very extensive and include as much data as possible. More is better than not enough. This time line will play heavily in the selection process if two clubs produce bids similar in all regards. In other words it serves as a tie-breaker.

## **List of Officials for Regional Convention**

The officials who run your show can make or break your Convention All of the primary officials must have the ability to work well with others, interface with the general public in a calm and appropriate manner, and handle hostile entrants with calmness and consideration. Most entrants will not concern themselves with losing as long as their entries are judged in a respectful and fair manner, and that their concerns are addressed with respect. “My way or the Highway” leadership is counter-productive at a Region 6 Convention, just as it is inappropriate at a local show. Select the leadership team wisely and carefully.

1. Convention Chairman (CC)- The primary duty of the CC is keeping the project on target, on time, and under budget. The CC will serve as the primary contact with the RC on all issues. The CC will also serve as the primary liaison between the host club and the RC on the issue of obtaining judges.
2. Judge Liaison- The Judge Liaison will recruit, with the advice and consent of the RC, the Head Judge. It is highly recommended that the Head Judge be from a club other than the host club. The Judge Liaison will establish judging teams, recruit judges to serve on those teams, and provide support to the Head Judge before, during, and after the convention.
3. Head Judge- the Head Judge must be selected from the List of Approved Judges which is supplied by the RC. The Head Judge is responsible for presiding at the Judge’s Meeting and settling conflicts related to judging decisions.
4. Registrar- the Registrar will, among other duties, work with the Head Judge to resolve disputes over placement of models within categories. The Registrar will provide an official Winner’s List to the RC within 10 days of the close of the Convention.
5. Treasurer- the Treasurer will, among other duties, deliver a financial report to the RC within 30 days of the close of the Convention. Please note that it is hoped the host chapter will make a profit by hosting the convention. The purpose for this financial report, however, is not to review the profit of the host club but to gather information on income and expenditures so that other clubs can learn from the experience of their predecessor. No club will find their profit listed as a specific fact on the Region 6 web site or in a Region 6 newsletter.

6. Vendor Coordinator- A great deal of the walk-in traffic will go to a local contest and a Regional because of the vendors. Almost all of the registrants will also make their way through the vendor area at one time or another. Having a sufficient number of vendors can easily mean financial success for the host club even before the first model is registered. Because of the importance of the Vendors the person who assumes the role of Vendor Coordinator takes on a major responsibility. The Leadership Team should select someone who is well organized, has email capability, is trustworthy with large sums of money, and has the ability to deal with vendors in a positive and helpful manner. The Vendor Coordinator also needs to be able to lay down the law to vendors who are skirting the bounds of accepted behavior.

*Helpful Hints for the VC:*

- Contact the RC for a list of vendors.
  - Prior to the Regional your leadership team should attend as many Region 6 contests as possible. Take the opportunity to visit with the vendors, introduce yourselves, and establish communication with them.
  - Contact the Vendor Coordinators for the Region 6 shows and ask for their cooperation in contacting the vendors that attended their local shows.
  - Some vendors will set up card tables in the aisle-ways to expand their display beyond the table space they reserved. Be aware that this activity, in almost all cases, violates local Fire codes. It also cuts into your profit margin. If vendors want space beyond that afforded by the number of tables they reserved they should be expected to pay for it. Almost all vendors are prepared to “skyscraper” their table space. As long as you are comfortable with the safety of participants few complaints will be made about this practice.
  - Some vendors will hook up to electrical service without having paid for it. Most venues charge “per plug”.
  - Some participants will enter the vendor area with bags of their own kits and will try to sell them to vendors or other “walk-ins”. These individuals can be asked to pay a vendor fee or be instructed to leave their kits in their vehicles.
  - Some folks will pull up in the parking lot and open their trailer or trunk and sell kits in the parking lot. The police or security officers working at the facility can be asked to stop the practice. Most communities now have a license which is required for a garage sale.
7. The host club is not limited to the officials listed above. The host club can create positions for other officials, define the roles of these officials, and add duties to the list of officials provided above.