



AMO INTERNATIONAL CONVENTION GUIDELINES

This document is written to outline expectations for the annual International AMO convention. Throughout the document, there is reference to regional events and most of the information contained herein is applicable to those events.

AMO Policy Statement

American Motors Owners Association, Inc. shall have an International Convention each year at a site proposed by a Host Chapter and approved by the Board of Directors. The purpose of the International Convention is to give the membership a place to meet, show their vehicles, and buy and sell parts. Members will also have the opportunity to involve themselves in a general membership meeting and meet the Officers and Directors of the Association.

International Convention:

Prior to a potential chapter's submission to host this event, as a group they must commit for at least two years prior:

- To conduct regular meetings leading up to the final year before the meet
- Meet approximately 1 day per month during final year before the Meet

In order for any potential Host Chapter to obtain permission from AMO to hold an International Convention, they must:

- submit a proposal two and a half years in advance to the International Convention Director, who will submit to the Board of Directors at their Annual Meeting, which includes:
 - Host Chapter name
 - Location
 - Date
 - Benefits for the membership
 - Proposed agenda for event
 - Hotel and show field layout proposals and considerations to ensure accessibility to each other
 - Assurance of cost effectiveness for club members to attend
 - Special features
 - Financial stability of Host Chapter
 - Club/volunteer base
 - Skills base:
 - Event/Volunteer Co-ordinator (primary contact person)
 - Registration
 - Finance

The Board of Directors will make the final approval.

The confirmed Host Chapter then will make a detailed presentation to the Board one year prior to their event.

Any information not addressed herein may be received by contacting the International Convention Director.

Regional Convention:

The guidelines as above remain the same for Regional events, with the following exception:

- the regional show must not conflict with the International Convention or any other Regional show (the distance between both the shows shall be taken into consideration)
- The International Convention Director is not part of this process. This duty falls to the Manager of Sanctioned Events

In order for AMO to insure the meet, it must be deemed that a considerable portion of the members will benefit from the meet.

The meet committee must write up a proposal to be submitted to the Board of Directors. If the show is deemed beneficial to the membership, then the Manager of Sanctioned Events shall arrange for insurance coverage.

In the event that special circumstances apply and time constraints dictate an alternate path, submissions can be made to the President of AMO. Failing a satisfactory resolution, then proceed to the Chairman of the Board.

If the event is sponsored by AMO, then the National logo together with the logo used by the club shall be displayed at the show and on flyers advertising the event. There should be adequate information about the clubs available to interested parties on the day of the event.

Any information not addressed herein may be supplied by contacting the Manager of Sanctioned Events.

Participation of Non-AMO Members in the Annual AMO International Convention

The annual AMO International Convention is an event which is wholly sponsored by AMO specifically for the membership of AMO. Insurance and logistical constraints preclude the participation of individuals who are not AMO members. The entry costs of this event, along with the dues paid by members, financially support the event. Anyone who would like to participate, may join AMO at the registration point or on the field.

In an effort to attract potential members, the AMO Board of Directors has authorized a "One Day Membership." This membership will allow an individual the opportunity to see what AMO is all about and participate in the event. It will also allow AMO's insurance carrier to legally cover that person for the event.

This "One Day Membership" cost shall be set by the Board of Directors. The new member shall be given a recent copy of *American Motoring* and *Classified American* along with other information pertinent to the Association. Should the new member wish to become a regular member of the Association, he/she may use the initial one day membership fee as part of the annual dues. This offer is valid for thirty (30) days following the event only; beyond that time frame, the dues would be paid at the current rate.

Once the "One Day Membership" fee has been paid, the new member will be required to pay any and all of the appropriate meet fees in order to compete. Coordination of this process shall be through the AMO Membership Director.

AMO Classes for the Showfield

Subject to confirmation by the Concours Chairman, the following classes are:

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|-----------------------|--|
| 1. Special Interest | Prototypes, one-offs, special promotions, etc. |
| 2. Race Car | All AMC vehicles specifically modified for racing purposes |
| 3. Non-AMC Powered | Any AMC vehicle with an engine other than AMC built/bought |
| 4. Driven | Any AMC vehicle driven a documented 750 miles per year |
| 5. Legacy | Any AMC owned by a member in good standing, 25 or younger |
| 6. Jeep Non-Stock | 1970 – 1988 Jeeps with non-factory options |
| 7. Jeep Stock | 1970 – 1988 Jeeps stock as they came from the factory |
| 8. Rambler Non-Stock | 1958-1969 Ramblers with non-factory options |
| 9. Rambler Stock | 1958-1969 Ramblers stock as they came from the factory |
| 10. Marlin Non-Stock | 1965-1967 Marlins with non-factory options |
| 11. Marlin Stock | 1965-1967 Marlins stock as they came from the factory |
| 12. AMC Non-Stock | 1970-1988 AMCs with non-factory options |
| 13. AMC Stock | 1970-1988 AMCs stock as they came from the factory |
| 14. Hurst Non-Stock | 1969-1971 Hurst AMCs with non-factory options |
| 15. Hurst Stock | 1969-1971 Hurst AMCs stock as they came from the factory |
| 16. Javelin Non-Stock | 1968-1974 Javelins with non-stock factory options |

17. Javelin Stock	1968-1974 Javelins stock as they came from the factory
18. AMX Non-Stock	1968-1970 AMXs with non-stock factory options
19. AMX Stock	1968-1970 AMXs stock as they came from the factory
20. American Cup	Any AMC vehicle "Best of Show" in non-stock
21. American Heritage Cup	Any AMC vehicle "Best of Show" in stock
22. Display Only	Any AMC vehicle not judged

NOTE: Junior and Senior Levels are awarded as below:

JUNIOR LEVEL:

- Bronze Award – 145 to 169 points
- Silver Award – 170 to 184 points
- Gold Award – 185 to 200 (202) points
- 190 points (not rounded off) shall move the vehicle up to the Senior Division

SENIOR LEVEL:

- Bronze Award – 170 to 179 points
- Silver Award – 180 to 189 points
- Gold Award – 190 to 200 points
- Vehicles not attaining a minimum of 170 points (not rounded off) shall revert back to the Junior Division.

RACE CAR LEVEL (Judged out of 140 points)

- Bronze Award – 100 to 119 points
- Silver Award – 120 to 129 points
- Gold Award – 130 to 140 points
- There is no Senior Division in the Race Car class

AMERICAN CUP AND AMERICAN HERITAGE CUP:

There is no Junior/Senior designation in these two classes

REQUIREMENTS FOR HOSTING AN INTERNATIONAL MEET

THE FIRST PRIORITY IS TO ENSURE ALL PRIME ORGANIZERS OF THE HOSTING CHAPTER (E.G., MEET MANAGERS) RECEIVE, READ AND UNDERSTAND THESE GUIDELINES.

Financial Capacity:

- A bank account should be set up to deposit the checks. The title of the account should be "20XX International Convention," or something similar. Also, make sure that the convention attendees know to whom to make the checks payable.
- AMO may provide a monetary advance to the Host Chapter. On the Host Chapter's behalf, the International Convention Director shall contact the current AMO Treasurer for the details (to simplify the expenses, chapter or personal money should not be used as start-up capital).
- The hosting chapter should make every effort to fundraise the funds required to host the meet.
- **AMO is responsible for and receives the profits from:**
 - Registrations
 - Judging Fees
 - Providing Meet insurance
 - Banquet (\$1 will be added to the cost of each banquet ticket as profit for the Host Chapter). Note: Every attempt should be made to offer a children's meal.
 - Vendor Fees
 - Car Corral

- AMO Board of Directors Meeting Meal
- Showfield Costs (rental, port-a-potties, etc.)
- Costs associated with trophies, plaques for Concours judged classes
- Bank Service Charges
- **the Host Chapter is responsible for and retains profits from:**
 - Special trophies and plaques
 - Special awards shall be considered by the Host Chapter. These may include, but are not limited to, longest distance driven, hard luck, longest distance not driven, etc. Other chapters may present awards at their own expense.
 - T-shirts (artwork, design set-up, t-shirts), coins, other memorabilia, any showfield pictures
 - Fundraising efforts (e.g., food sales, etc.)
 - Security
 - Showfield signs (when sold to future Host Chapters)
 - Side trips
- **A final expense statement shall be expected no later than 45 days** (this should allow sufficient time for the payment of all bills and the closing of the meet bank account) following the show. Mail the final check with a complete summary of the income/expenses to the current AMO Treasurer, with copies to the AMO President, the AMO Secretary, and the International Convention Director.
- Confirmation emails/letters/cards should be sent out to each registrant by the Host Chapter using the pre-registration.
- The Host Chapter is responsible for arranging for special rooms (e.g., Board of Directors, General Meeting, Judging, Chapter Reps). Costs for such rooms must be approved by the International Convention Director. AMO will pay such reasonable costs as recommended by the International Convention Director.

Suggested Group Organizational Structure

- One person take on the role of Meet Manager. This person will be the prime contact between the International Convention Director and the Host Chapter. They are also responsible for organizing the Host Chapter into work details and ensuring all aspects of the Convention flow smoothly.
- It is strongly suggested that the workload be divided into convenient tasks with a manager responsible for each task, reporting to the Meet Manager as follows:
 - **Fundraising (e.g., sale of t-shirts, coins, sponsorships, etc.)**
 - **Registration**
 - **Financial**
 - **Hotel including signage, information boards and Banquet**
 - **Hotel Parking and Security**
 - **Show Field**
 - **Photography**
 - **Master of Ceremonies for Banquet**

The Show Site

The areas of the show field that should be given consideration are:

- The primary consideration should be to ensure that the vehicles being judged/displayed are kept together in the same location and available for the convenience of the public/judges. Consideration should be given to keeping the vendor area close to the show vehicles to enable participation in both activities

- Whatever site is decided upon, a letter **must** be drawn up (a signed contract) to establish a contact person and the responsibilities of each party. Some of the items covered here, such as the cutting of the grass on a certain day before the show, sweeping the parking lot, getting an area for the show roped off from other patrons of the hotel (as well as the removal of non-show cars from the area), and the time of day the show will cover should be included. If a hotel parking lot is utilized, make sure that tents and other structures are permitted and where they may be set up.
- The contract should also include the fact that you have considered the insurance aspect of the show (AMO will provide the required insurance). Don't forget to name the hotel as insured (if the show is in a hotel parking lot).
- Verify if a Municipal Permit is required to put on a car show.
- The show site should be booked at least 18 months in advance and no later than 14 months ahead of the show (this timeframe is only a guideline; some show sites require the committee to book the site 2 to 3 years in advance).
- Investigate the possibility of any vending permits that may be required. Your contact for the site would be a good source for this information (don't leave any stone unturned). Check with the City/Township or other Government Office on fees and/or requirements to have vendors. Ex: Tax ID numbers for each individual vendor, etc.
- If the field is large, and away from a hotel, then water or refreshment stations need to be considered.
- Emergency medical treatment personnel should be available on site.
- The amount of space for the number of cars that can be expected. Overestimate as many participants arrive without preregistration. Consult International Convention Director to gauge approximate attendance numbers
- Ensure sufficient space for spectator/handicap parking.
- No personal tents shall be permitted on the show field; wind could cause serious damage and AMO insurance would not cover such an accident.
- Vendor space: Size, number of spaces, and arrangement of the spaces.
- A central/convenient space for the AMO tent and for AMO Treasury Sales.
- A quiet, somewhat secluded space for Concours judging and scoring, with electricity.
- Registration facilities, both pre-registration and on-site registration, with electricity.
- American Cup Participants (AMO National) should be in a prestigious area, while Senior Division vehicles should be parked separately from Junior Division cars.
- Picture area for participants' cars and chapter members' pictures.
- Model car display area; any special feature display areas.
- The vendors and car owners need to be able to get on the field as early as possible with cut-off at 8:00 am. The show could open later in the day for spectators.
- Restroom facilities to accommodate the expected number of attendees.
- Food and drink vendors sufficient to accommodate the expected number of attendees.
- If you, as the Host Chapter, want to put on a barbeque, please ensure that you keep the people who handle the money and the people who cook **separate** (the people who cook should be wearing sanitary gloves).
- A public address system which can be easily heard by anyone on the show field.
- Several trashcans and recycle bins should be located around the show field, with plastic liners for easy clean up. Garbage cans, bags, pick-up, hourly servicing of garbage cans, and after show pick-up should be arranged. Talk with other non-profit clubs, for example the Boy Scouts of America. They give out badges to their members for the work plus a small donation would ensure proper help and clean up.
- A secluded, easily accessed area for tow vehicles and trailers
- All classes shall be adequately marked to ease the set-up procedure. All class areas should be built with a buffer area to allow for some growth of cars due to day-of-show registration increases.
- If the show field is in a parking lot, allowances should be made for space between the cars. To aid the spectators, judges and the owners cleaning their cars, a suggestion of 2 cars per 3 spots (minimum) be taken into consideration.

- When preparing for the show, a diagram of the field for workers parking cars and locating vendors will indicate how the area is divided, and will keep everyone on the same wavelength.
- If the show is going to charge (this should be considered a donation to the club) for spectator entrance, a main entrance must be established, and some form of ticket, rubber stamp, re-entry method must be devised.
- If the show site is a long way from the hotel, maps or signs should be conspicuously placed in order to make it easy for the participants to find it.
- A work schedule should be drawn up to better control the flow of the people (these folks should be able to enjoy the show too).
- AMO will provide a communication system (walkie-talkies) for the use of the Host Chapter. The Host Chapter may also wish to augment those to ensure all managers are in continual communication with each other.
- There should be signs visible for entry information and fire extinguisher requirements (AMO Treasury Sales will provide these for sale on the field).
- There should be space set aside for AMO membership and chapter information (chapter projects, shows, etc.).
- The Host Chapter should touch base with the individual chapters to see if they require anything special on the day of show (get all requirements in writing).

The Host Hotel

- Obtain a contract from the hotel to set the price of the rooms and how many will be needed (approximately). This should be done at least 1 year prior to the show, to make sure there will be enough rooms.
- Other area hotels should be suggested to the membership and identified in pre-registration information in case the host hotel fills up.
- A car wash area shall be arranged through the host hotel.
- Telephone numbers and maps of the area with hotels and other points of interest are a nice touch (such as car washes, trailer parking areas, shopping facilities, food places, etc.).
- Make sure that the hotel phone operators are aware of the *special* AMO rate as some of the 1-800 type answer clerks may not be within the walls of the specified hotel.
- The hotel should have information pamphlets which should be used in the mail-out to the membership.
- Parking lot security (may be provided by host hotel)
- Make sure there is a convenient, local place to park trailers and tow rigs.
- Verify if signs may be placed outside or inside the host hotel. Verify if there are any sign ordinances in the area of the host hotel.
- A welcoming committee should be set up to welcome the members to the host hotel
- AMO requires:
 - a large room for the general membership meeting (should hold around 100 people, have air conditioning, have good lighting, and have a good sound system),
 - for the Board of Directors meeting (should hold 25-30 people and have air conditioning),
 - pre-registration,
 - other facilities as needed to hold film showings/chit-chat sessions, etc.
- The Board of Directors meeting shall include a light buffet style lunch so they may have a “working lunch.” Cost considerations should be taken under advisement to keep costs at a minimum. This expense shall be paid by AMO.
- It is preferable to have banquet facilities at the host hotel.

The Banquet

- Every attempt should be made to keep the price per meal as low as feasibly possible.
- The menu should include three choices of entrees (e.g., beef, chicken and vegetarian) and a children's meal.
- Consideration should be given to ensuring special guests and late registrants have opportunity to purchase banquet tickets (e.g., 10%)
- Required facilities:
 - A lectern and microphone
 - Slide and/or video presentation facilities
 - Head table with seating for the Master of Ceremonies (and guest), the AMO President (and guest), the AMO Vice President (and guest), the AMO Secretary (and guest), the Treasurer (and guest), the AMO Concours Chairman (and guest), and the AMO Assistant Concours Chairman (and guest). Some of these individuals may opt out to sit in the audience—check ahead of time.

The Banquet Program

The Host Chapter is responsible for ensuring the following:

- The program should run 2 to 2½ hours **maximum**, including awards presentations.
- If special presentations are expected from other chapters/individuals, enquire as to facilities needed.
- If outside the host hotel, a separate contract will be required for the banquet. Ensure timing of event coincides with AMO agenda.
- If any guests or special speakers are included, they are to be informed to keep their program to around 15 minutes.
- Any disputes between the hotel/banquet hall should be escalated to the International Convention Director for resolution.
- Special awards shall be considered by the Host Chapter. These may include, but are not limited to, longest distance driven, hard luck, longest distance not driven, etc.

Registration/Pre-Registration Station

All entrants must provide proof of a valid AMO number or be able to have membership status verified by the Manager of Sanctioned Events.

Requirements:

- Computer (preferably laptop) to interface with registration file. **Note: This computerized program is to used for each international event and can be obtained from the International Convention Director**
- Indicate to the registrant in a confirmation communication the following:
 - pick up the pre-registration package before the show
 - Approximate times pre-registration area will be open
 - Location of pre-registration station [signage located in key hotel location(s)]
- Station for pre-registrants and separate station for on-site registration. If registration is being held in a lobby area, ensure that the area large enough for all people without hindering everyday work of the hotel staff.
- At least two people who are familiar with the registration system to work the stations. This will ensure that the registration area will continually run smoothly.

If possible, the group taking the next year's host responsibilities should be on site to get a *feel* for the program and the proceedings.

Registration information should be out in early January. The packages should include maps to get to the area and hotel information, plus any other pertinent information.

Registration Form

This is an electronic form in an Excel format to be obtained from the International Convention Director.

Note: Make check payable to "20XX AMO National Meet"
Any other information which the Host Chapter deems pertinent

CONCOURS EVENT

The AMO Manager of Concours Events, in conjunction with the AMO Assistant Manager of Concours Events, shall be responsible for the judging of the cars and the compilation of the scores. The volunteer judges and scorers (International Convention) will be determined by pre-registration forms and at the General Membership meeting.

At a Regional meet, the host committee will decide on how the judging will be done. It could also be decided not to have judging at all.

Regional meet judging may be a scaled down version of the nationals. The local chapter should have someone in charge of the judging as a whole, and there should be at least two judges and a scorer per class. The Judging sheet used may be the same one as the nationals, or a custom tailored version. The same judges should be used for all the cars in a particular class. Depending on the size of the classes, one judging team may complete more than one class. The judging sheets should be given to a volunteer in charge of adding up the scores on the individual sheets, and then should be initialed by the person in charge of judging.

All judging should be finished no later than 2:00 pm.

Trophies

- AMO will purchase and bring the trophies to an International Convention.
- Floating and keeper trophies will be presented at the awards banquet for the American Cup Winner, the John Conde Award, and the Lee Peterson Award when possible.
- AMO will mail out unclaimed trophies and the personalized trophy plates to the winners no later than four weeks following the meet unless circumstances prohibit doing same.
- Trophies for the International Convention may be determined by AMO. In the case where the Host Chapter does not want to get involved, AMO will handle the responsibility. Such costs shall be borne by AMO and come out of the general meet expenses.
- Model car contest trophies shall be handled by the Manager, Model Car Division. Such costs shall be borne by AMO and come out of the general meet expenses.

Dash Plaques

- The dash plaques will be ordered by AMO in October/November of the year prior to the meet, after receiving input of the design by the Host Chapter committee. If the chapter feels that they cannot provide an adequate design for the dash plaques, then a theme should be given to the International Convention Director in September the year prior to the show so he/she can produce a design.
- Dash plaques shall be provided for each pre-registered entrant and vendor. Remaining dash plaques, after all needs have been fulfilled, shall be sold for a nominal charge through AMO Treasury Sales.

Meet Shirts and Goodie Bags

The Host Chapter may opt to design and sell meet shirts and other meet items. The Host Chapter is solely responsible for the cost of these items and therefore is the sole receiver of any profits to be earned from such sales. This is a special area where the Host Chapter may do whatever it wishes to earn money for itself.

The numbers and sizes of shirts to be ordered should be based on past data and in consultation with the International Convention Director.

Goodie bags (the sole responsibility of the Host Chapter) may include:

- A meet dash plaque
- Shirts or any other sales items pre-ordered
- Banquet or other event tickets
- Meet and related events schedules
- Map of the area
- Event itinerary
- Show cards
- Give-aways from local businesses
- Locations of parts stores, repair shops, etc., and their hours
- Locations of local restaurants and shopping areas
- Locations of local sites of interest
- Anything else which might be of interest to the participants

It is recommended that a *sign-off* sheet be used when handing out the pre-registration packets and goodie bags. The participant checks his/her registration packet to ensure that everything ordered is included and signs off a waiver indicating that he has received everything. This eliminates the possibility of the participant *discovering* at a later time that something ordered was not included.

Staffing: AMO or Host Chapter

AMO will provide and/or recruit the necessary staff to cover the following areas:

- Treasury Sales area on show day
- Concours judging and scoring
- Model car contest judges and scorers

All other staffing requirements are the responsibility of the Host Chapter.

Special Convention Issue of *American Motoring*

AMO has sole responsibility for the production, printing, and mailing of the special meet issue of *American Motoring*. In preparing for the publication of same, AMO officials may ask the Host Chapter for specific information/articles to be included in this publication. Specific time frames will be clear when information is requested.

The Host Chapter will work through the International Convention Director to ensure that the meet is photographed well for the newsletter and other uses.

The Host Chapter shall be responsible for at least one article for the special meet issue. This shall be arranged through the *American Motoring* Editor.

The Host Chapter is asked to provide photo and/or video coverage of the convention, if possible.

General Information

- Handicapped facilities should be taken into consideration. Most places mandate such facilities such as restroom, food, and area access.
- Slides/pictures can be arranged through a local photographer. If possible, some of the costs should be covered through an agreement in which the photographer may sell his/her wares at the meet.
- A videotape of the day's events may be arranged in the same way as the photographer. No money should be paid for such a service. AMO shall provide free advertising and support for this effort.
- A suggestion is to create an official meet booklet. Local merchant advertising could offset the costs of such a publication.
- **When, and if, another organization is invited to participate in an International Convention or Regional Meet, AMO always comes first. This goes for hotel rooms, banquet reservations, parking, vending, etc.**
- The months for an International Convention shall be July and August. This will enable the membership to plan for vacations during the summer vacation months.
- A three to four year calendar shall be developed by the AMO Sanctioned Events Manager to show future dates for both national and regional events. Whenever possible, there should be no conflict between any regional event and the International Convention. A 250 mile radius will be taken into consideration when sanctioning a regional event. International Conventions take precedence over Regional events.
- The Host Chapter putting on the event shall set fees for the International Convention. They shall contact both the AMO Treasurer and the AMO Sanctioned Events Manager for authorization of said fees.
- Find out if there is a set-up fee for tables, chairs, and clean up around the hotel and parking lots.

AMO International Convention Summary

The International Convention Director will assist the Host Chapter with putting together a summary of the event, including the registration file (electronic) and the Concours results file (electronic). As well, the following are questions which may provide helpful information:

- Were there any unusual expenses:
- What and how much were they:
- What special touches made your event unique;
- Other comments or what we learned from this experience and what we can pass on

Keep a file with all contract copies. Copies of these contracts shall be forwarded to the International Convention Director. Hotel management may change several times before the national meet begins.