

# APPENDIX

## NGC Convention Procedure Manual

CHECKLIST OF HOTEL REQUIREMENTS

CHECKLIST OF ITEMS SENT TO NGC CONVENTION COORDINATOR

COMMITTEE MEETINGS – Composition, Room Setup and Typical Schedule

FINAL REPORT FORM

SAMPLES

BUDGET

REGISTRATION FORM

REGISTRAR'S REPORT and CALCULATION

REGISTRAR'S SPREADSHEET

HEADINGS

SPEAKER CONTRACT

VENDOR CONTRACT

SAMPLE CONVENTION PROGRAM

**CHECKLIST OF HOTEL REQUIREMENTS**  
**For Evaluating Hotels and Writing Contracts**

REQUIRED ITEMS	NUMBER		YES	NO
<b>1. Hotel Rooms</b>				
		<ul style="list-style-type: none"> <li>• Attendees (enough room at the beginning or end for people going on tours)</li> </ul>		
		<ul style="list-style-type: none"> <li>• NGC President</li> </ul>		
		<ul style="list-style-type: none"> <li>• NGC President Elect (Installation year)</li> </ul>		
		<ul style="list-style-type: none"> <li>• NGC Executive Director</li> </ul>		
		<ul style="list-style-type: none"> <li>• Speakers</li> </ul>		
		<ul style="list-style-type: none"> <li>• Award of Excellence Non-Member Winners</li> </ul>		
		<ul style="list-style-type: none"> <li>• Convention Committee</li> </ul>		
<b>TOTAL</b>				
<b>2. Meeting Rooms</b>				
		<ul style="list-style-type: none"> <li>• Business Meeting</li> </ul>		
		<ul style="list-style-type: none"> <li>• Committee Meetings               <ul style="list-style-type: none"> <li>➢ Executive - 19</li> <li>➢ Finance - 14</li> <li>➢ PH&amp;E - 13</li> <li>➢ Scholarship - 9</li> <li>➢ Organization Study - 14</li> <li>➢ Flower Show Schools - 23</li> </ul> </li> </ul>		
		<ul style="list-style-type: none"> <li>• Workshops</li> </ul>		
<b>3. Exhibit Space</b>		<ul style="list-style-type: none"> <li>• Secure?</li> </ul>		
		<ul style="list-style-type: none"> <li>• Any key/lock fees?</li> </ul>		
<b>4. Vendor Space</b>		<ul style="list-style-type: none"> <li>• Secure?</li> </ul>		
		<ul style="list-style-type: none"> <li>• Any key/lock fees?</li> </ul>		
<b>5. Registration Space</b>		<ul style="list-style-type: none"> <li>• Registration</li> </ul>		
		<ul style="list-style-type: none"> <li>• Credentials</li> </ul>		
		<ul style="list-style-type: none"> <li>• Information/Lost and Found</li> </ul>		
		<ul style="list-style-type: none"> <li>• Photographer</li> </ul>		
<b>6. Meals</b>				
		<ul style="list-style-type: none"> <li>• Dining Room for Convention Meals</li> </ul>		
		<ul style="list-style-type: none"> <li>• Receptions</li> </ul>		
<b>7. Audio-Visual Availability &amp; Typical Charges</b>				

**CHECKLIST OF ITEMS  
to SEND to  
CONVENTION COORDINATOR**

<b>REQUIRED ITEMS</b>	<b>Due Date</b>	<b>Sent by</b>	<b>Date Sent</b>
<b>1. NAMES OF CONVENTION CHAIRMAN &amp; VICE CHAIRMEN</b>			
	As soon as they are selected	Host State President	
<b>2. HOTEL CONTRACT</b>			
• Preliminary Contract for review		Convention Chairman	
• Final Signed Contract		Convention Chairman	
<b>3. LIST OF COMMITTEE CHAIRMEN</b>			
	As soon as they are selected	Convention Chairman	
<b>4. BUDGET</b>			
• Preliminary Budget		Convention Chairman	
• Final Budget	6 weeks before NGC Fall Board Meeting in year prior to convention	Convention Chairman	
<b>5. REGISTRATION FORMS</b>			
• Preliminary Budget		Convention Chairman	
• Final Budget	6 weeks before NGC Fall Board Meeting in year prior to convention	Convention Chairman	
<b>6. FINAL REPORT FORM</b>			
	As soon after the close of convention as possible	Convention Chairman	
<b>7. PRINTED CONVENTION PROGRAM</b>			
	At the convention	Printing Chairman	
<b>8. TNG ARTICLES</b>			
	After Winter issue (Nov. 1 deadline) Goes to the printer	TNG editor	
<b>9. PARKING AVAILABILITY &amp; FEES</b>			
<b>10. TRANSPORTATION FROM AIRPORT</b>			

<b>11. WORK ROOMS FOR DESIGN SPEAKERS</b>			
<b>12. WORK ROOM FOR TABLE CENTERPIECES</b>			
<b>13. ANY SIGNAGE PROVIDED?</b>			
<b>14. RISERS ON-SIITE/OWNED BY HOTEL OR HAVE TO BE RENTED?</b>			

**NGC CONVENTION Standing Committee Meetings**  
Committee Makeup, Room Setup and Typical Schedule

**Executive Committee - 19 members**

- NGC President
- Three (3) Vice Presidents
- Recording Secretary
- Treasurer
- Corresponding Secretary
- Historian
- Parliamentarian
- PH&E Director
- Eight (8) Region Directors
- NGC Executive Director

**Finance Committee - 14 members**

- Chairman (Second Vice President)
- Six (6) Finance Committee Members
- NGC President
- First Vice President
- Third Vice President
- Treasurer
- PH&E Director
- Parliamentarian
- NGC Executive Director

**Organization Study Committee - 14 members**

- Chairman (Third Vice President)
- Seven (7) Organization Study Committee Members
- Parliamentarian
- NGC Executive Director
- First Vice President
- Second Vice President
- NGC President

**Permanent Home and Endowment Trustees Committee - 13 members**

- PH&E Director
- Treasurer
- NGC President
- Three (3) Vice Presidents
- Five (5) PH&E Trustees
- Parliamentarian
- NGC Executive Director

**Scholarship Committee - 9 members**

- Chairman
- Eight (8) Region Director

**Flower Show Schools Committee - 23 members**

- Chairman
- Twenty-two (22) Committee Members

**ROOM SETUP: Conference Room Style**

## Typical Schedule

First day of Convention: Morning - Organization Study  
\*Finance Committee  
Lunch  
Afternoon - \*PH&E Trustees  
Executive Committee

Second day of Convention: Morning - Executive Committee      Flower Show School Committee      Lunch -  
Afternoon- Executive Committee      Flower Show School Committee

### NOTES:

- \*These two Committees cannot meet at the same time since members of the Executive Committee attend both.
- Organization Study Committee must meet at a time when some of the Executive Committee Members can attend, usually after the PH&E Trustees meeting.
- The Finance Committee, PH&E Trustees and Organization Study Committees must meet prior to the Executive Committee Meeting since if there are any recommendations from any of these Committees, they must be copied and distributed to the Executive Committee for their Approval.
- Scholarship Committee meeting cannot be held at the same time as Executive Committee, as the Region Directors are members of both committees, but can be held at the same time as Finance or PH&E.
- Normally, the Calendar Committee (11 members) does not meet at an NGC Convention; or if they do, it is just for a short meeting.
- The Flower Show Schools Committee has been meeting in the evening of the first preconvention day and has a morning and evening session on the second preconvention day.

### FOR ALL OTHER NGC COMMITTEES

After NGC Vice President\* has determined the FINAL Committee Meetings Schedule, contact NGC Committee Chairmen to obtain the following information:

- Verify the committee will hold a meeting at FBM
- If committee will or will NOT have a breakout room available for a meeting. (Page 6 - Committees with less than ten (10) members – other than the essential Committees designated by the NGC Vice President\* – may not have hotel meeting rooms; may meet in a member’s room, lobby, café, etc.)
- Any adjustment needed to the time that has been allotted.

**NGC CONVENTION FINAL REPORT**

**HOST STATE:**

**DATE OF CONVENTION:**

**ATTENDANCE**

**1. Registration**

Full-time registrations:

Part-time registrations:

Spouses:

Workers:

Guests:

Other:

TOTAL Part-time:

**TOTAL ATTENDANCE:**

**2. EVENTS (workshops, tours)**

(Description/Title)

Event 1:

Attendance:

Event 2:

Attendance:

Event 3:

Attendance:

Event 4:

Attendance:

Event 5:

Attendance:

Event 6:

Attendance:

Event 7:

Attendance:

**HOTEL**

**1. Number of Hotel Rooms Booked/Contracted**

Night 1

Night 2

Night 3

Night 4

Night 5

Night 6

**TOTAL**

**2. Number of Hotel Rooms Used**

Night 1

Night 2

Night 3

Night 4

Night 5

Night 6

**TOTAL**

**3. Number of Meeting Rooms Used**

Day 1

Day 2

Day 3

Day 4

Day 5

Day 6

**TOTAL:**

**4. Number of Meals Served (break down per meal each day)**

Day 1

Day 2

Day 3

Day 4

Day 5

Day 6

**TOTAL:**

**5. Did you meet the obligation of the number of rooms blocked for the convention?**

**6. How large was the Exhibit space?**

Was Exhibit space able to be locked? YES \_\_\_\_\_ NO \_\_\_\_\_

**7. How large was the Vendor space?**

Was Vendor space able to be locked? YES \_\_\_\_\_ NO \_\_\_\_\_

**8. Was there free transportation to the hotel, or did you have to arrange transportation? If transportation was not free, what was the cost whether provided by the airport or by your arrangements?**



## ADDITIONAL INFORMATION

### **CHAIRMEN**

1. How did you divide the main duties among the Convention Chairman and Vice-Chairmen?
2. List the Committee Chairmanships that you had.
3. In hindsight, would you have combined or separated any of those Committee Chairmanships?
4. Are there any chairmanships that you would have eliminated?

### **MEALS**

1. What options did you offer for special dietary needs?
2. What did you give attendees to use at meals to designate that they were to receive a special meal?
3. How well did the hotel handle the meals for special dietary needs?
4. What did you instruct the hotel to do in serving the special meals? Did they do it?

### CENTERPIECES/FLOWERS

1. What was your budget for table centerpieces?
2. How was each meal table centerpiece handled – given away, sold, etc.?
3. Were too many table centerpieces left over that caused an issue with disposing of them?

### AUDIO-VISUALS

1. When the hotel contract was signed, what was the estimated cost for audio-visuals?
2. After the convention, what was the actual cost of audio-visuals? Did the hotel make any adjustments and for what reason?

### SPEAKERS/PROGRAMS

1. What were some of the prices for individual speakers/programs? (Ex. A Design Speaker, a Horticulture Speaker, a speaker with a PowerPoint or Movie presentation, a workshop speaker, etc.)

2. Did you hold a Refresher/Symposium?                      If so, how many people attended?

### FINANCES

1. How did you raise funds?

2. Did you ask all the clubs in your state/region to donate?                      If so, what was the total amount donated from clubs?

3. Did you receive any corporate donations?                      If so, how much?

4. Did you “pad” meal prices?

## **PHOTOGRAPHER**

1. What photographer did you use?
2. Did you have the photographer sign the Vendor's Contract or was there a special contract for the photographer?
3. What were the terms of the contract and what was offered as complimentary to the photographer?
4. Where was the photographer's table?

## **VENDORS**

1. How many vendors did you have?
2. Did more vendors apply than could be accommodated or did you have to seek vendors?
3. What was the price structure for vendors?
4. What hours were the hours for shopping for each day?
5. List the companies that were vendors.

## GENERAL

1. Was anything given to attendees other than their registration materials? If so, what?
2. What did you not anticipate about any aspect of the convention?
3. What would you do differently?
4. Are there any other issues/suggestions/comments about the NGC Convention that you would like to make?
5. Do you have any suggestions for information that needs to be added or deleted to the NGC Convention Procedure Manual?

### **Include with this form:**

- Final financial report

### **Send to:**

- NGC Convention Coordinator
- Host State or Region

**Sample Budget For NGC Convention**  
(Installation Year)

<b>INCOME</b>			
<b>Advances</b>			
NGC		5,000	
Host State Garden Club		10,000	<b>15,000</b>
<b>Registration Fees</b>			
Full Time	300 @ \$40	12,000	
Part Time	200 @ \$40	8,000	
Host State Garden Club members	140 @ \$10	1,400	
Spouses & Guest for 1 event		0	<b>21,000</b>
<b>Meals</b>			
Full Time Meal Package Plans (6 meals)	300 @ 226	67,800	
Part-Time Meals		45,000	
Lunch Day 1 convention	20@\$40	800	
Lunch Day 2 convention	55@\$40	2200	
New Board Breakfast	200@40	8000	<b>00000</b>
<b>Donations/Fundraising</b>			<b>27,000</b>
<b>Tours</b>		6,000	<b>6,000</b>
<b>6 Pre-Convention Tours</b>		17,000	
<b>3 Spouses Tours</b>		4,000	<b>00000</b>
<b>TOTAL</b>			<b>\$000</b>

## Sample Budget For NGC Convention

<b>EXPENSES</b>			
<b>Advances</b>			
NGC Advance Return		5000	
Host State Advance Return		10,000	<b>\$15,000</b>
<b>Decorations</b>			
Table Centerpieces for Meals		5,000	
Decorations/Staging		2,000	<b>7,000</b>
<b>Hospitality</b>			
Complimentary Meals		5,000	
Music/Entertainment		1,200	<b>6,200</b>
<b>Meals</b>			
Hotel Meal Cost			
<b>Registration/Badges</b>		2,000	<b>2,000</b>
<b>Programs/Workshop</b>			
Speakers/Programs		6,000	
Audio-Visuals		25,000	
Workshops/Seminars		1,000	<b>32,000</b>
<b>General Operations</b>			
Administrative Expenses		1,000	
Hotel Staff Gratuities		1,000	
Printing Program Booklet		4,000	
Printing - Signs, etc.		500	
Hostesses		200	
Security		1800	
Freight/Storage		1000	
Miscellaneous		1500	<b>11,000</b>
<b>Tours</b>			<b>21,000</b>
<b>TOTAL</b>			<b>\$237,200</b>

**SAMPLE REGISTRATION FORM for CALL sent by NGC Headquarters**  
*Remove information about check and mailing information before sending to NGC website*

National Garden Clubs, Inc. 20\_\_ Convention  
 (HOTEL with address)  
 (DATES)  
 (THEME, if any)  
 REGISTRATION FORM  
 DEADLINE: APRIL \_\_, 20\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Name for badge \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Please check  if we can e-mail your acknowledgement. Be sure you have given your e-mail address.

State Garden Club \_\_\_\_\_ Region \_\_\_\_\_

If any of the following designations apply for 20\_\_-20\_\_, please check:

NGC Elected Officer  NGC Appointed Officer  NGC Board Member  Region Director

State President  International Affiliate  Spouse  Guest

NGC Life Member  New NGC Life Member since 20\_\_

**REGISTRATION FEE -required** for ANY function, including Tours

Full-time Attendees, Part-time Attendees; Spouse/Guest for more than one event \$40.00 \_\_\_\_\_

Host state garden club attendees 10.00 \_\_\_\_\_

Spouse/Guest for Only One Event 10.00 \_\_\_\_\_

**MEALS**

Full-time attendee \_\_-\*meal plan: Design Banquet, Opening luncheon, Awards Banquet, Luncheon and Installation Banquet. \_\_\_\_\_

May \_\_, Day 1 Committee meetings- Lunch for those present \$ \_\_\_\_\_

May \_\_, Day 2 Committee meetings- Lunch for those present \$ \_\_\_\_\_

May \_\_, Design Banquet\* \$ \_\_\_\_\_ \$ \_\_\_\_\_

May \_\_, Opening Luncheon\* \$ \_\_\_\_\_ \$ \_\_\_\_\_

May \_\_, Awards Banquet\* \$ \_\_\_\_\_ \_\_\_\_\_

May \_\_, Luncheon\* \$ \_\_\_\_\_ \_\_\_\_\_

May \_\_, Installation Banquet\* \$\_\_\_.00 \_\_\_\_\_

May \_\_ - New Board Breakfast \$\_\_\_.00 \_\_\_\_\_

**TOURS** - (space is limited)

May - Tour A: "National Historic Landmarks" 43.00 \_\_\_\_\_

May 16 - Tour B: "Architectural Highlights" 40.00 \_\_\_\_\_

May 17 - Tour C: "A Natural Wonder of the World" 49.00 \_\_\_\_\_

May 17 - Tour D: "Art in Buffalo" 45.00 \_\_\_\_\_

May 17 - Tour E: "Buffalo Jewels" (Includes Lunch) 75.00 \_\_\_\_\_

May 20 - Tour F: "Explore the Wonders (Plus)" (Includes lunch) 75.00 \_\_\_\_\_

**TOURS - "SPOUSES AND GUESTS ONLY"**

May 18 - Tour 1: "Around the Town" 60.00 \_\_\_\_\_

May 19 - Tour 2: "Power and Play" (Includes lunch) 60.00 \_\_\_\_\_

LATE FEE after April \_\_, 20\_\_ 50.00 \_\_\_\_\_ TOUR LATE FEE after April \_\_, 20\_\_ 20.00 \_\_\_\_\_

TOTAL \_\_\_\_\_

**SEMINARS -**

Please check the Seminars you plan to attend (no additional charge)

May 18 - Secrets of Extraordinary Gardens

May 18 - The Great Lakes - Natural Wonders

May 19 - Nature's Contrasts

May 19 - Buffalo, Queen City of the Great Lakes

May 19 - What's New-The 11th Edition of RONR!

May 19 - Innovative Horticulture in the Lake Erie Region

Please indicate any dietary restrictions due to allergies or for medical reasons

---

NOTE: No refunds after April \_\_, 20\_\_ and no Walk-Ins will be accepted. I understand and accept NGC's refund policy that NO REFUNDS will be issued after (the date) and that the remittance will be considered a donation. Refunds requested PRIOR to the registration deadline (the date) will be subject to retention of the (\$) registration fee". Please initial here \_\_\_\_\_.

Check payable to NGC, Inc., 20\_\_ Convention Mail Check and Registration Form to: Sally Sunshine, 1000 Garden Street, Fun City, MO 44444-3333, • 123-456-7899 sally@verizon.net International Affiliates: For questions or concerns please contact Susie Gardener at Susie@aol.com, 111-222-3333. Please contact the hotel directly to make room reservation: Adam's Mark, 120 Church Street, Buffalo, NY 14202 1-716-845-5100



## REGISTRATION REPORT

Madam President, the preliminary registration report as of 2:00 PM, May 27, 2011, is as follows:

Voting Strength = 286

Spouses = 43

Guests & Speakers = 42

Non-voting Garden Club members = 152

Total = 523

Poss Tarpley, Registrar 2011 NGC Convention

HEADINGS ON MAIN REGISTRATION SPREADSHEET

Name  
Address  
Phone number  
email address  
Garden Club membership:  
Life member #  
Special Diet  
Registration #  
Position on BOD  
Delegate  
Guest  
Spouse  
Lunch  
Optional luncheon(s)  
Tri-Refresher  
Tours  
Life Member #  
Awards Banquet  
Opening Lunch  
Design Banquet  
Region Breakfast  
Luncheon  
Installation Banquet  
New Board Breakfast  
Amount paid  
Late Registration fee

NGC Life Member # New Life Member? (if checked, yes)

Full Package Full Package (NCAGC member) Partial Package Partial Package (NCAGC Member)

SPEAKER CONTRACT

This Speaker's Contract (the "Agreement") is set forth and signed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between National Garden Clubs, Inc. ("NGC") and \_\_\_\_\_ ("Speaker") for the purpose of establishing terms and conditions for a presentation by the Speaker for the NGC-sponsored program named below and further described in NGC PROGRAM AND SPEAKER PRESENTATION DETAILS form included with this contract.

NAME OF NGC PROGRAM:

DATE OF NGC PROGRAM:

MATERIALS: NGC will provide plant material, containers, a workroom and volunteer assistance. A detailed list of all plant material, supplies, containers and other materials required must be supplied to \_\_\_\_\_ by the Speaker at least \_\_\_\_\_ weeks prior to event.

TECHNICAL EQUIPMENT: NGC will provide sound equipment, lighting, and staging necessary for the presentation. A list of any special staging requirements is to be detailed and supplied to NGC at least \_\_\_\_\_ weeks prior to the program. If this deadline is not met, the Convention Chairman cannot guarantee requests.

TRANSPORTATION: NGC will reimburse the cost of either 1. Round-trip coach airfare; 2. Mileage at the rate of \$0.\_\_\_\_ per mile

LODGING: NGC will provide hotel accommodations as specified by NGC for (# day/s), (Month), (date), (year).

MEALS: NGC will provide the following meals: (Be specific as to which meal)

FEE \$ \_\_\_\_\_

National Garden Clubs, Inc. 4401 Magnolia Ave St. Louis, Missouri 63110-3492 314-776-7574  
www.gardenclub.org

DOCUMENTATION OF EVENT: NGC reserves the right to document the event with photographs, video, and/or audio and to create complete works or compilations of some or all of Speaker's Presentation in print, electronic, film, video, still photograph or other media. In addition, NGC may retain copies of any materials provided by Speaker to NGC or NGC Program attendees and may retain said copies of such materials in print, electronic, film, video, still photograph or other media. All intellectual materials and copyrighted materials remain the property of the Speaker. Credit will be given to the speaker as the author of any materials used in the publications and on the website of National Garden Clubs, Inc.

INDEPENDENT CONTRACTOR: The Speaker, its officers, agents and employees (if applicable), in the performance of this Agreement shall act in the capacity of an independent contractor and not as an officer, employee or agent of NGC. The Speaker agrees that it shall take such steps as may be necessary to ensure that any subcontractor or contractor shall be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venture or partner of NGC. NGC shall have no responsibility to pay income, unemployment, withholding, social security, or other taxes related to the payments made under this Agreement. Speaker shall be solely responsible for filing all returns and paying any income, social security, or other tax levied on Speaker with respect to the payments or other consideration tendered to Speaker under this Agreement.

LIABILITY: (a) Speaker agrees to hold NGC harmless from any loss, claim, damage or liability of any kind involving Speaker, or an employee, officer or agent of the Speaker arising out of or in connection with this Agreement.

(b) The Speaker is solely responsible for payment of royalty fees, and/or dramatic rights and dramatic musical works and/or performance fees, fees required by unions and similar organizations, and similar costs. The Speaker shall indemnify NGC against any liability or damages, including attorney fees, which may arise as a result of violation of Speaker of copyright laws.

ASSIGNMENT OF CONTRACT: This contract shall not be assignable by the Speaker in whole or in part without the written consent of NGC. This agreement may not be altered or modified in any manner except by mutual written agreement of the parties.

CANCELLATION: The failure of either party, for any reason whatsoever, to comply with any covenant or obligation herein contained shall be cause for the other party to refuse to perform and/or to suspend performance or suspend and retrieve payment, free of any obligation, except: In the event that performance of any of the covenants of this Agreement by either party shall be prevented by Acts of God, morbidity, physical disability, acts or regulations of public authorities or labor unions, labor difficulties, strikes, civil tumults, war, epidemic, interruption or delay of transportation service or any cause beyond their or its reasonable control, either party may cancel the balance of the engagement upon notice to the other party. In the event that such a cancellation takes place, payments made or to be made to the Speaker by NGC shall be reimbursed to the extent that the Speaker has not incurred any out-of-pocket expenses or other engagement-related commitments of those funds.

GOVERNING LAW: This Agreement, and any disputes arising hereunder, shall be governed in accordance with the laws of the State of Missouri and shall be deemed to have been executed and entered into within the State of Missouri. If any term or provision of this Agreement shall be found to be illegal or unenforceable, then, notwithstanding such provision, the remainder of this Agreement shall remain in full force and effect and such term or provision shall be deemed stricken.

SIGNATURES: Those signing this Agreement represent that they have all necessary authority to sign for the persons, agency, and/or corporations that they represent.

SPEAKER

NATIONAL GARDEN CLUBS, INC.

Name of individual or entity

BY:

Signature

BY:

Signature

TITLE:

(If party is an entity)

TITLE:

DATE:

DATE:

Please sign and return both copies of the contract and SPEAKER PRESENTATION DETAILS form as soon as possible. The agreement will be countersigned, and a copy promptly returned to you.

Forward the signed contract to:

For additional information please contact:

National Garden Clubs, Inc. \_\_\_\_Annual Convention \_\_\_\_\_  
VENDOR CONTRACT

In order to present a quality Convention, the following will apply: 1. Commercial vendors will sell no foods. 2. Vendors will NOT sell items identical to those being sold by \_\_\_\_\_ (state garden club) or NGC. 3. Smoking is NOT permitted by order of the Fire Marshal. 4. Vendors will refrain from consuming alcohol during sales hours. 5. Convention committee will disallow items of suggestive or questionable nature. 6. Vendors are responsible for collecting and remitting State Sales Tax. If you do not have a District of Columbia Sales Tax Permit, you must contact District of Columbia Department of Consumer & Regulatory Affairs, 1100 4th St., S.W., Washington, D.C. 20024; www.dc.gov 7. Vendors will refrain from early breakdown/ dismantling of booths. 8. Booths MUST be manned during published sales room hours. (9:00 a.m. to 5 p.m.) 9. Vendors must provide a copy of their Business License, District of Columbia Sales Tax permit and a copy of their Certificate of Liability Insurance upon request. Please have these papers with you and available for inspection PRIOR to set up. 10. Vendors are to provide their own change funds, cash boxes, wrapping materials, bags, receipt books and other items needed for transacting business. 11. Vendors are responsible for any storage fees incurred at hotel prior, during and immediately following Convention. BOOTHS Location: Adjacent to Lobby, JW Marriott Hotel, Washington, D.C. Booths 8' X 10' include 1 table, draped & skirted, 2 chairs and a sign. Table size: 1 - 8' table (\$200 each), 2- 8' tables (\$350), Each additional table \$150 EXTRAS Table(s), telephone and electricity: exact prices/ charges available six months prior to event SET-UP / UNLOADING INFORMATION Vendors may begin setting up on Thursday, May 26, 2011 at 8:30 a.m.. Sales room opens at 1:00 p.m. on May 26, 2011. Booths should be finished prior to 1:00 p.m. SECURITY The Vendor Room will be secured and locked after hours. Neither the NCAGC, NGC nor the JW Marriott Hotel assumes any liability for theft, breakage, loss or damages. BREAKDOWN INFORMATION Vendors may dismantle on Saturday, May 28, 2011 at 5:00 p.m. BOOTH RESERVATIONS By remitting deposit, you agree to conditions and terms as set forth above. Booths will be assigned in order of when reservations and deposits are received.

Cut Here and Return with Remittance

Your Name \_\_\_\_\_ Street  
Address \_\_\_\_\_ City, State, Zip  
\_\_\_\_\_ Phone w Area  
Code\_(\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_ Business Name (As you want to be listed) \_\_\_\_\_  
Special Needs (Electricity, wall, corner, etc.) \_\_\_\_\_ Please list type of merchandise to be sold \_\_\_\_\_  
Number of Tables Requested \_\_\_\_\_  
Deposit Enclosed \_\_\_\_\_ Deposit of 1/2 Booth Fee is due with this contract,  
Balance due by \_\_\_\_\_

Make checks payable to 20\_\_ National Garden Club Convention Mail checks & form to:

Deadline for reservations: \_\_\_\_\_. No refunds after: \_\_\_\_\_

## **SAMPLE CONVENTION PROGRAM**

- Most items in the program needs the NGC president's approval or recommendations.*
- Order of items are subject to change and must abide by the NGC president's desires*
- Committees are subject to change as are their meeting times.*
- This basic approval/proofing should be done approximately six months before convention(Convention Manual page 10:"The convention manual must be preapproved by the NGC President and proofed by the Parliamentarian and the NGC Corresponding Secretary") This is the basic convention outline realizing there will be changes made up until a week before the convention.*
- A special thank you goes to Marcy Cunkelman, Member of the Garden Club Federation of Pennsylvania for providing the Philadelphia National Convention program as our guide*

## **CONVENTION LOGO**

**National Garden Clubs, Inc.**  
**\_\_\_\_ th Annual Convention**

**City, State**  
**Date, Year**

**HOST**  
**State Garden Club Name**

**CONVENTION HEADQUARTERS**  
**Name of Hotel**  
**Address of Hotel**

**Current President's PAGE**  
***Insert* NGC Logo**  
**and President's logo or theme)**

**WELCOME**  
**\_\_\_th Annual Convention**  
**National Garden Clubs, Inc.**

***Insert Convention Theme***

*Insert a welcome letter/greeting from the NGC President*  
Welcome to the \_\_\_th annual convention of National Garden Clubs, Inc...

(SIGNATURE)

*Insert President's name*  
National Garden Clubs, Inc.

*Insert President's photo*



*The following is simply an example of a table of contents*

## **TABLE OF CONTENTS**

<b>Convention Information</b>	<b>page #</b>
Registration and Credentials	
Badge Designation	
Meal Tickets and Seating	
Tours	
Photography	
Page Assignments	
<b>General Information</b>	<b>page #</b>
Hotel, Parking	
Conservation Pledge	
<b>Convention Standing Rules</b>	<b>page #</b>
<b>State Welcome</b>	<b>page #</b>
<b>Schedule</b>	
<b>Day of the week, Date</b>	<b>page #</b>
<b>Day of the week, Date</b>	<b>page #</b>
<b>Day of the week, Date</b>	<b>page #</b>
<b>Day of the week, Date</b>	<b>page #</b>
<b>Day of the week, Date</b>	<b>page #</b>
<b>Executive Committee, Headquarters Info</b>	<b>page #</b>
<b>Speakers, Seminars, and Tours</b>	<b>page #</b>
<b>Acknowledgements</b>	<b>page #</b>
<b>Convention Committee</b>	<b>page #</b>
<b>Honor Designs, In-Kind Donors</b>	<b>page #</b>
<b>Educational Exhibits, Individual Contributions</b>	<b>page #</b>
<b>Vendors</b>	<b>page #</b>
<b>Advertisers</b>	<b>page #</b>
<b>Inside Back Page/Back Page</b>	
<b>Hotel Map</b>	<b>page #</b>

## CONVENTION INFORMATION

### Registration and Credentials Hours – Pre-function – location

Day of the week, Date	hours
Day of the week, Date	hours
Day of the week, Date	hours
Day of the week, Date	hours

*Wording below may be changed according to what will be done at the convention:*

### Credentials

All delegates must register with Credentials after receiving their Registration packet. Loss of badge must be reported immediately to the Credentials Chairman.

### Badge Designation

**NGC Life Members** are designated with a \_\_\_\_ on their badges.

### Meal Tickets

All meal tickets will be included in the Registration packet.  
Each guest will sign their name on the back of the ticket.  
Color-coded meal tickets are to be presented to the Table Hostess at each meal. Tickets for all meals **will be collected** at each table.

### Meal Seating Information

Your Convention Name Badge must be worn at all times. Seats will be assigned by table numbers received at the door for the following meals: Awards Banquet, *Insert day of week* Luncheon, Design Banquet, *Insert day of week* Luncheon, Design Banquet *and in odd years Insert day other meals such as the* Installation Banquet and post-convention breakfast. Those seated at the Head or Honor tables will be notified by the Protocol Committee.

### Tours

All tours will depart from *state location*. Your tickets must be presented to board buses and other means of transportation. Tour loading will begin fifteen (15) minutes prior to departure. All tours leave promptly.

### Photography

*Insert name* is the official Convention Photographer.  
*Insert background of photographer.*  
Photographs will be taken throughout the Convention.  
*Insert how photos can be obtained, either by purchase or online*

### Page Assignments

*Insert name* for NGC President, *Insert name*  
*Insert name* for NGC Parliamentarian, *Insert name*  
*Insert name* for *insert host state* President, *Insert name*  
*Insert name* for Convention Chair, *Insert name*  
*Insert name* for Convention Vice-chair, *Insert name*

**GENERAL INFORMATION**

**HOTEL INFORMATION**

*Insert name of hotel*

*Insert address of hotel*

*Insert phone number of hotel*

*List amenities of hotel below and any other important hotel notations below:*

**PARKING**

**Hotel valet parking** - \$\_\_\_\_\_

**Alternate parking available**

Daytime \$\_\_\_\_, Overnight \$\_\_\_\_

*State location*

*Optional Pledge:*

Conservation Pledge – I pledge to protect and conserve the natural resources of the planet earth and promise to promote education, so we may become caretakers of our air, water, forest, land, and wildlife.

*Adopted May 19, 1994 – Board of Directors, Stamford, Connecticut*

*President and Parliamentarian may alter rules:*

## **20\_\_ NGC CONVENTION**

### **STANDING RULES**

1. Members, delegates and alternates shall register before entering the business meeting room. Delegates shall sit in assigned seats if requested to do so.
2. Those who are not members of the National Garden Clubs, Inc. shall be admitted by invitation only.
3. Members and guests shall wear badges to all meetings.
4. All meetings shall be called promptly.
5. Delegates are requested to be seated promptly for all sessions.
6. A member addressing the chair shall rise and give his/her name and that of his/her State Garden Club.
7. Each motion offered during the Convention shall be written in triplicate, signed by the maker and seconder, each of whom shall be a voting member of the Convention, and sent directly to the Recording Secretary. The maker of the motion shall rise and give his/her name and that of his/her State Garden Club.
8. No member shall speak in debate more than twice on the same question on the same day, or longer than two minutes without permission of the Convention, granted by a 2/3 vote without debate.
9. The use of voting cards is authorized at the discretion of the chair.
10. Notices for announcements to the Convention shall be in writing and signed. Pages will pass notes and carry messages.
11. All cellular phones must remain in the off or vibrate position at convention functions.

*Welcome letter from Host State president. Other welcome letters can be inserted from local dignitaries*

***Insert Host State President's name***

***Insert State President's photo***

*State President's name, President Insert years of presidency \_\_\_\_ - \_\_\_\_  
Insert State President's theme*

**NATIONAL GARDEN CLUBS, INC.**

*Insert year* **th ANNUAL CONVENTION**  
*Insert Convention theme*

**CONVENTION SCHEDULE**

*Insert Days of the week; Insert date*      *Insert what part of the convention the activities fall in:*  
**PRE-CONVENTION, CONVENTION, POST CONVENTION**

***Note this schedule will vary according to the NGC President’s committee choices and schedule desires***

*Insert hours (below are a couple of examples) of all activities, Insert activity (include Tours and any lunches even if it’s on your own) and location such as below:*

<b>SUNDAY</b>	<b>MAY 20, 2018</b>	<b>PRE-CONVENTION</b>	
8:00 a.m. – 5:00 p.m.	Registration and Credentials Open		
	Pre-Function, 2 <sup>nd</sup> Floor		
8:00 a.m. – 5:00 p.m.	Flower Room – Commonwealth D		
<b>MONDAY</b>	<b>MAY 21, 2018</b>	<b>PRE-CONVENTION</b>	
8:00 a.m. – 6:00 p.m.	Registration and Credentials		
	Pre-function – 2nd Floor		
9:00 a.m. – 1:00 p.m.	<b>Tour B - Historic Philadelphia</b>		
	Pre-function Area – 2nd Floor		
	-Independence Hall		
	-Liberty Bell		
	-Constitution Center		
11:15 a.m. – 12:15 p.m.	Finance Committee		
	Adams – 3rd Floor		
12:00 p.m. – 1:30 p.m.	Optional buffet lunch open to all members		(must
pre-purchase)	Washington B, C – 3rd Floor		

**DAY                      DATE                      CONVENTION**

*Insert times p.m.*      Board of Directors Meeting  
*location*

*The people presiding & participating choices are chosen by the NGC President*

Invocation – *Insert name chosen by president, position*  
Pledge of Allegiance – *Insert name chosen by president, position*

Timekeepers – *Insert name chosen by president, position*  
*Insert name chosen by president, position*

*Insert time* Rehearsal for Awards  
*location*

*Insert time p.m.* Social Hour  
*location*

*Insert time p.m.* **Awards Banquet**

Presiding – *Insert name chosen by president, position*

Blessing – *Insert name chosen by president, position*

Designs by (*table designs*) by *state name(s) and clubs involved*

**DAY OF WEEK                  DATE                  CONVENTION**  
**OPENING DAY OF CONVENTION**

*Insert time* **Business Session**

*location*

Call to Order – \_\_\_\_\_, NGC President

Invocation – *Insert name chosen by president, position*

Color Guard – *State who is presenting the colors*

National Anthem – *Insert name chosen by president if this is an option*

The Pledge of Allegiance to the Flag of The United

States of America – *Insert name chosen by president, position*

Greetings – *Local dignitary (mayor, etc.) State name and position*

Welcome to Region – *Insert Region Director's name, Region, Scholarship*

*Committee Member*

Welcome to State – *Insert State President's name, President*

*State Garden Club's name*

Response – *Insert State President's name of the state who hosts the next convention,*  
President

*Insert the official State Garden Club name*

Preliminary Credentials Report – *Insert name,*

*Credentials Committee Chairman*

Quorum

Adoption of Convention Rules

*Insert name , Parliamentarian*

Adoption of Convention Program

*Insert name, 20\_\_ NGC Convention, Chairman*

Preliminary Registration Report

*Insert name , Registrar*

Appointment of Committee to Approve the Minutes

*Insert name , 2nd Vice-President, Chairman*

*Insert name , 3rd Vice-President*

*Insert name, Corresponding Secretary*

Appointment of Timekeepers

*Insert name and position(s)*

*Insert name and position(s)*

Appointment of Tellers

*Insert name and position(s)*

*Insert name and position(s)*

Recognize Pages

Welcome Former Presidents

Greet Region Directors

Introduce Permanent Home and Endowment Trustees

Report of the Committee Appointed to Approve the Minutes of the 20\_\_ (*Previous convention*)

Convention in *city, state* – *Insert name and position(s)*

*The order of the following reports that are to be given are chosen by the NGC President:*

Region Directors and State Presidents' Reports:

*Region (Insert # States: List states)*

*Insert name, Region Director*

Reports from Committees:

*Insert committee, name and position(s)*

Announcements

Adjournment to meet *Insert day and time*

*Insert times p.m.*                    **Luncheon** – *usually recognizes new Life Members*

*Speaker: Insert main speakers name*

*"Speaker's topic title"*

*Location*

Presiding – *Insert name and position*

Blessing – *Insert name and position(s)*

Introduce Speaker - *Insert name and position(s)*

*Designs by (table designs) by state name(s) and clubs involved*

**DAY OF WEEK      DATE                      CONVENTION**

**Seminars/Workshops**

*Time*                                      *workshop name*                      *place*

*Time*                                      **Design Banquet**  
*Title/theme of Design banquet and state designer's name(s)*  
*Insert location*

Presiding – *Insert name and position(s)*

Blessing – *Insert name and position(s)*

Introduce Speaker - *Insert name and position(s)*

*Designs (table designs) by State name(s) and clubs involved*

*Insert times a.m.*                    **Regions Breakfast**

*how this is set up will be the President's choice*

*location*



*Insert times a.m.*     **Business Session**

*location*

Call to Order, *Insert name*, NGC President

Invocation – *Insert name and position(s)*.

Adoption of Interim Credentials Report

*Insert name*, Credentials Committee Chairman

Interim Registration Report – *Insert name*, Registrar

Report of the Board – *Insert name*, Recording Secretary

Adoption of Budgets – *Insert name*, Treasurer and Budget Committee Chairman

Bylaw Amendments – *Insert name*, 3rd Vice-President,

Organization Study Committee Chairman

*The order of the following reports that are to be given are chosen by the NGC President:*

Region Directors and State Presidents' Reports:

*Region (Insert # States: List States)*

*Insert name*, Region Director

Reports of Committee Chairmen

Report of the Convention Coordinators

*Insert name*, Conventions Coordinator

*Insert name*, Conventions Vice-Cordinator

Invitation to 20\_\_ (*following year*) NGC Convention

*Insert name*, 20\_\_ Convention Chairman

New Business

Final Credentials Report

*Insert name*, Credentials Committee Chairman

Final Registration Report

*Insert name*, Registrar

Announcements

Adjournment to Design Banquet

*Time Luncheon* – *Speaker's name or program title*

*(This banquet usually recognizes four and five star members )*

*Location*

Presiding – *Insert name, and position(s)*

Blessing - *Insert name and position(s)*

Introduce Speaker - *Insert name and positions(s)*

Designs by (*table designs*) by *state name(s) and clubs involved*

*The following is for odd numbered Installation years:*

**DAY                      DATE                      CONVENTION**

*Time*                      Election of Officers (during the business meeting)

*Time p.m.*              Installation Rehearsal

*location*

time           **Social Hour**

location

time p.m.    **INSTALLATION BANQUET**

Presiding Officer: *Insert current President's name,*

President, *Insert years of current President's term*

Invocation: *Insert name and title*

Installation of Officers: *name of Former President(s) installing officers*

Acceptance Speech: *insert incoming President's name and years of term*

Adjournment Sine Die

*Insert current President's name, NGC President*

**DAY OF WEEK**

**DATE AND YEAR POST CONVENTION**

State time. 20\_\_-20\_\_ Board of Directors

Breakfast and Meeting

location

**Presiding:** *Insert new President's name*

**Blessing:** *Insert name and position*

**The Pledge of Allegiance to the Flag of the United States of**

**America:** *Insert name and position*

**Benediction:** *Insert name and position*

## NGC LOGO

### NATIONAL GARDEN CLUBS, INC.

20\_\_-20\_\_ NGC Executive Committee and PH & E Trustees

**Honorary Life President:**

**Deen Day Sanders**

### NGC HEADQUARTERS

4401 Magnolia Avenue, St. Louis, MO 63110

314-776-7574

headquarters@gardenclub.org

[www.gardenclub.org](http://www.gardenclub.org)

### EXECUTIVE COMMITTEE

#### Elected Officers

President                                    *Insert name*

First Vice-President                    *Insert name*

Second Vice-President                 *Insert name*

Third Vice-President                    *Insert name*

Recording Secretary                    *Insert name*

Treasurer                                 *Insert name*

**Appointed Officers**

Corresponding Secretary      *Insert name*  
Historian                              *Insert name*  
Parliamentarian              *Insert name*  
PH&E Director              *Insert name*

**Region Directors**

Central Atlantic Region *Insert name*  
Central Region              *Insert name*  
Deep South Region              *Insert name*  
New England Region              *Insert name*  
Pacific Region              *Insert name*  
Rocky Mountain Region *Insert name*  
South Atlantic Region *Insert name*  
South Central Region              *Insert name*

**Permanent Home and Endowment Trustees**

Chairman                              *Insert name*  
    *Insert name*  
    *Insert name*  
    *Insert name*  
    *Insert name*  
    *Insert name*

**Former NGC Presidents:**

Administration years              *Insert Name*

*If room allows you can list new 4- and 5-star members; new Life Members; new Golden Circle Members*

## **SPEAKERS**

**Day, Date – Luncheon**

**Location**

**Speaker's name "topic/theme"**

*Insert background/history*

## **SEMINARS**

**Location**

**Date Day Time.**

**Title**

*Speaker*

*Describe speaker and topic*

## **PRE-CONVENTION TOURS**

**(INSERT MEETING PLACE LOCATION)**

**Day, Date**

***beginning and ending times***

**Tour A –Place**

*tour information*

## **CONVENTION TOURS**

**(INSERT MEETING LOCATION)**

**Day, Date**

***beginning and ending times***

**Tour A –Place**

*tour information*

## **POST-CONVENTION TOURS**

**(INSERT MEETING LOCATION)**

**Day, Date**

***beginning and ending times***

**Tour A –Place**

*tour information*

*The NGC President will need to give input into the acknowledgement page:*

**National Garden Clubs Inc. wishes to acknowledge**

the many contributions of the members of *Insert state garden club name* and their garden clubs for their time, talent and enthusiasm in hosting the 20\_\_ NGC Annual Convention.

**Very special thanks go to**

Convention Chairmen, *Insert name*, and Convention Vice-Chairman, *Insert name*, for their efforts in planning, organizing and executing all aspects of the convention as well as arranging both pre-convention and post-convention tours.

**We extend our appreciation to contacts**

*Insert name of Insert name* Hotel along with their staff for their willing assistance in the planning of meetings, food service and all other accommodations.

**Our deepest thanks to**

*Insert names of other participants*

**National Garden Clubs would like to recognize the speakers**

*Insert name*

A special thank you to \_\_\_\_\_AV for their support.

*Insert name of State Garden Club*

**20\_\_ CONVENTION COMMITTEE**

Chairman	<i>Insert names</i>
Vice-Chairman	<i>Insert names</i>
Credentials	<i>Insert names</i>
Decorations/Flower Arrangements	<i>Insert names</i>
Exhibits	<i>Insert names</i>
Freight Liaison	<i>Insert names</i>
Hostesses/Volunteers	<i>Insert names</i>
Information	<i>Insert names</i>
International Affiliates Liaison	<i>Insert names</i>
Meals	<i>Insert names</i>
Pages	<i>Insert names</i>
Photography	<i>Insert names</i>
Program/Printing	<i>Insert names</i>
Protocol	<i>Insert names</i>
Publicity Chair	<i>Insert names</i>
Registration	<i>Insert names</i>
Seating	<i>Insert names</i>
Seminars	<i>Insert names</i>

Signs/Graphic Designs	<i>Insert names</i>
Speakers	<i>Insert names</i>
Speakers Hospitality	<i>Insert names</i>
Speakers Assistants	<i>Insert names</i>
Sponsorship Chairman	<i>Insert names</i>
Tours	<i>Insert names</i>
Treasurer	<i>Insert names</i>
Vendors	<i>Insert names</i>

**20\_\_ NGC CONVENTION**

**"CONVENTION THEME"**

**HONOR DESIGNS**

*Insert name* NGC President 20\_\_ - 20\_\_  
 Designer: *Insert name*

*Insert name* – *Insert host state* President 20\_\_ - 20\_\_  
 Designer: *Insert name*

*Insert name of Region Director* 20\_\_-20\_\_ - *Insert name of Region*  
 Designer: *Insert name*

**SPECIAL THANKS TO OUR IN-KIND DONORS**

*List donors*

**EDUCATIONAL EXHIBITS**

*List educational exhibits and chairman's name if appropriate*

**WE WISH TO RECOGNIZE THE FOLLOWING WHO SUPPORTED THE CONVENTION WITH  
 INDIVIDUAL CONTRIBUTIONS**

*LIST NAMES (MIGHT DIVIDE INTO CATEGORIES)*

**VENDORS**

***List type of Vendor (i.e. clothing) and Vendor name, etc.***

**ADS**

**FLOORPLAN**