

Want to run a Train Show?

Here's What it takes:

Time Line -Advance Planning and Tasks

12-9 Months Ahead

- Identify a venue with the following necessary features
 - Available date as determined by research of other show dates
 - Affordable rental cost per BOD guidelines
 - Ample Parking
 - Level Loading (no steps or narrow doorways)
 - Room for at least 80 - 8' tables with a minimum of 5' aisles (local code may be stricter)
Substitution of 107 - 6' tables maybe considered (requires more work when selling tables)
 - Food service provided by venue including free coffee throughout the show.
 - Setup and cleanup provided by venue
 - Use a contract as attached

6 -9 Months ahead:

- Meet Chair
 - Reconfirm location details, requirements and dates with venue hosting the show
 - Secure date with a deposit if not already done
 - Contact and confirm volunteers (Try to have a chair I.E. a person responsible for each major bullet point)
 - Advertising
 - Road Sign Placements
 - Hobby press (Model Railroader, CIT, O-Gauge Railroading, etc.)
 - METCA website, if a Joint show; also post on the other organization's website
 - Paper local shows Research local newspapers looking for free posting space for events
 - Church Bulletin
 - Vendor Registration
 - (Show flyer show have this person's contact information)
 - Develops dealer and layout floor plan

- **Show set up**
 - METCA Banners
 - Direct venue staff as to table placement
- **Gate**
 - Announcements
- **Kids Club activities** (these activities should be included in all advertising)
 - Train Races

6 -9 Months ahead Continued:

- **Advertising**
 - Send listing to hobby press (Model Railroader, CIT, O-Gauge Railroading, etc.)
 - Post on METCA website, if a Joint show; also post on the other organization's website
 - Paper local shows and use favorite vendors to carry flyers to other shows that they attend
 - Research local newspapers looking for free posting space for events
 - If using a church hall; check their bulletin to see if they list activities and get on that list making sure that it goes in the weekend BEFORE the show
 - Be creative (when our Howard Beach show was hosted by St Helen's Holy Name Society we sent faxes to neighboring parishes to request that they post the St Helen's HNS event in their bulletin the Week End BEFORE the show).

4 -5 Months ahead:

- **Advertising**
 - Send out show notice and table reservation form to all former table holders & target new vendors
 - Take and/or mail flyers to area hobby shops and clubs
- **Vendor Registration**
 - As reservations come in, record on spreadsheet, and deposit checks
- **Show set up**
 - Identify and confirm organizations providing running layouts, etc.
 - Discuss space arrangements with **Kids Club activities**
- **Meet Chair**
 - Contact and confirm volunteer progress; make needed adjustments

2 -3 Months ahead:

- **Advertising**
 - Contact area newspapers re plans to place advertisements
- **Meet Chair**
 - Obtain mandatory "Certificate of Liability Insurance" from TCA insurer and submit (Note if this is a joint show the other organization MUST have the same coverage) obtain through METCA Secretary.
 - Contact and confirm volunteer progress; make needed adjustments
- **Gate**
 - Confirm or arrange door prizes

3 Weeks to 1 Month ahead:

- **Advertising**
 - Mail public service announcements to area radio and TV stations
 - Mail cards to newspapers (for placement on various event calendars)
 - Replenish flyers at area hobby shops and clubs
 - Plate advertisements in area Newspapers using local newspapers that have free posting space for events. (When show brings in close to five figures think about paid ads)
 - Press release with photos to newspapers (request special coverage)
 - Post on Model Train websites
 - Email flyer to area TCA members & mail lists of show partners
 - Post notices on all relevant toy train list-serves
- **Meet Chair**
 - Contact and confirm volunteer progress; make needed adjustments

1 -2 Weeks ahead:

- **Show set up**
 - Arrange for any necessary help for set-up/tear-down
- **Kids Club activities**
 - Test Train Race track, etc.
- **Meet Chair**
 - Contact and confirm volunteer progress; make needed adjustments

Week of Show

- **Show set up**
 - Confirm arrangements with anyone responsible for bringing equipment/supplies to show (change for admissions, tablecloths, banners, signage, etc.)
 - Confirm arrangements for entry set-up times, etc. with venue

Set Up (day prior)

- **Show set up**
 - Coordinate and direct show set-up including tables/chairs, labeling tables, ticketing area, drag race track, refreshment area, etc.
 - Set up METCA table & flyer table
 - Post table lay-out diagram
- **Kids Club Chair**
 - Set up and test Train Races and other Kids Club activities

Show Day

- **Advertising**
 - Place "Train Show" signs outside venue and at nearby intersections
- **Show set up**
 - Direct table-holders to correct locations

Show Day

- **Show set up**
 - Direct late arriving vendors
- **Gate**
 - Do door prize drawings on the hour

Show Day (when show closes)

- **Show set up**
 - Coordinate tear-down of tables/chairs signage, etc.
- **Gate and Meet Chair**
 - Balance and record all show-day income & attendance
- **Meet Chair**
 - Verify with venue staff that everything meets their satisfaction before METCA staff & volunteers leave the building.

After Show

- **Meet Chair**
 - Deposit proceeds
 - Prepare show summary including financial breakdown of income/expenses, table sales and attendance for METCA Treasurer and President
 - Thank-you letters to any person or organization providing assistance



METCA Hall Rental Contract For A Train Show On MM/DD/YYYY

Between Metropolitan Division Train Collectors Association (METCA) and
XXXXXX

- Hall Set up.**
The hall will be set up per the diagram supplied by METCA prior to the event and ready to use at 6AM on the rental day specified below.
- Fire exits will be marked per code and unlocked during the rental day.
- The kitchen area is the responsibility of XXXXXX or their designated agent.
- METCA will provide a certificate of liability insurance in the amount of \$5,000,000.
- The sale or consumption of alcohol or illegal substance is prohibited during METCA events. METCA retains the right to expel anyone consuming alcohol or illegal substance.
- Smoking Is Prohibited In The Hall
- A representative of XXXXXX will be present at the end of the event to ensure that the hall is secure.
- This event will be held in XXXXXX Hall (the hall).

Hall Rental \$ \$\$\$

Deposit \$100

Balance due on day of event \$ \$\$\$

This contract when accompanied by a deposit of \$100 and signed by representatives of METCA and XXXXXXXXX will secure the hall for use on (The Day of Rental).

_____ for METCA Show Chairman ___/___/____

_____ / ___ / _____