# 2017

## Convention Guidelines & Concours Procedures

## Classic Thunderbird Club International

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Revised January 23, 2017

# 2017 CONVENTION GUIDELINES & CONCOURS PROCEDURES

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# Convention Guidelines & Concours Procedures

The following guidelines and procedures have been developed from many years of experience. They are designed to assist the host club in managing the event and eliminate problems that have occurred in the past. **All key committee chairpersons must read and understand their responsibilities.**

## Convention Guidelines

The primary responsibility of the host club is to provide the "Party". Club participation and support are essential for a successful convention. Many clubs do not have qualified members for the Concours chairman and Chief Judge positions. CTCI Concours Coordinator or Judges Trainers can recommend individuals in your region for these duties if necessary. Plenty of help is available from CTCI through the Concours Coordinator, CTCI Office Manager or Managing Director and all Directors and Officers will help with any questions you might have.

Break up responsibilities into small parts and involve as many of your club members as possible.

**The host club will provide the following:**

- Hotel Accommodations
- Registration
- Hospitality Room
- Dinner, Welcome Party, etc
- Tours & Optional Seminars
- Meeting Rooms and Facilities
- Concours Site
- Additional parking for tow vehicles and trailers, etc
- Swap Meet
- Car Clean Up Area
- Trophies for Gold, Silver, Bronze, Longest Distance Award and Hard Luck Award
- Trophies for 1st, 2nd and 3rd Touring Awards

**Personnel required:**

- **Event Chairman**
- Registration Chairman
- Treasurer
- Hospitality
- Banquet/Dinners
- Tours
- Advertising
- Raffles/Fundraising
- Program
- Transportation
- Logistics/Parking
- Swap Meet

Revised January 23, 2017

**Concours Chairman** (duties outlined in Concours Procedures)
Concours Chief Judge
Touring Chief Judge
Special Items Trainer
Score Room Personnel
Trophies/Awards

**Clubs considering hosting a Regional or International event need to examine the following preparation of presenting a bid to the CTCI Board.**

**Location:** Choose an area that people would enjoy visiting for a vacation. What is unique, interesting or special in your area? Showcasing the uniqueness of your location will help you plan events and tours that will be memorable to all.

**Access:** Ease of access by highway and plane is helpful. This is not to say a place out of the way is not good. You must "sell" the location and provide information on easy access.

**Hotel:** A good quality hotel with the ability to provide a Concours site with sufficient parking & trailer parking (get those in writing), banquets, meetings and excellent guest services. Good relations between your club and the hotel convention management are a plus. Negotiations with the hotel should include your needs for guest rooms, hospitality, ice, permits (fire or other), registration, vendors and banquets. Contracts should have time lines for guarantees so the club can correctly judge their expenses. Check hotel for days of the week or month to get the best possible pricing.

**Pet Policy:** Dogs or other pets (if allowed by the hotel) must follow all hotel rules. They may not be in any room where food is prepared or served. On the hotel grounds, dogs must be on a leash, including parking lot areas. Pets must be in the direct control of the owner at all times.

**Tours:** A large percentage of attendees enjoy driving their cars as part of the convention. Each convention should have a touring event in conjunction with the Touring Class judging. Other events/tours with the cars are also well received. Transportation for those without cars may also be arranged. A "Tour Chairman's Guidelines" document is available from the CTCI office or Website. Also see attachments to this document.

**Seminars:** If time allows during Internationals seminars such as interesting question and answer sessions etc. have been well received. At Regionals a time set aside to meet your CTCI Regional Director, or Authenticity seminars are good options. Seminars are optional.

**Price:** Costs for hotel accommodations and banquets vary from locale to locale. Registrants will be pleased if they receive nice well-kept rooms at realistic prices for the area. Conventions held during non-peak times can help with negotiations of price with the hotel.

**Contracts:** Have the hotel block off rooms based on your expectations. Have cutoff dates for releasing (or adding) rooms. If room reservations exceed expectations, negotiate for comp rooms or other services. Negotiate for small initial deposits with additional payments on dates close to the event. Contract example attached. **Get everything in writing. Hotels changes ownership & management often.**

**Treasury:** Set up separate checking accounts and accounting for the convention. CTCI will give a startup incentive Grant of $500 to any club sanctioned for a Regional or International. CTCI will also grant up to $500 in lieu of the previous $350 for audio/visual equipment for judges training if needed. CTCI will also provide additional seed money (like a guarantee) of $1500 which is expected to be returned to CTCI if the final accounting of the convention shows a profit of $2,000 or more. Expense of mailing post-convention materials, (scoring sheets, plaques, etc.), are also reimbursed by CTCI to the host chapter. Many clubs in your region will donate startup money for your convention fund. Also, encourage early pre-registration of $50 to $100 to build the treasury. Expect as many as 15% of attendees to walk in at the event. Accommodate as best you can.

**Hospitality:** Try to be open early morning to late afternoon. Ask other clubs to take shifts as hosts. The room should be large enough to hold 50-100 people. Tours, events and the hospitality rooms are often the memories that last the longest. Try to keep the hospitality room close to the vendor's room.

**Registration:** Finalize your event as soon as possible following CTCI sanctioning by the Board so advertising for your event has plenty of time for exposure. The Registration form should be simple, yet complete. Include information on the hotel. Registration desk should be open plenty of hours to pass out nametags, packets and to greet participants. Sales of convention items can also be setup at registration. Have distinctive nametags, ribbons, or badges for host club members. CTCI recommends special badges for first time convention attendees. There should be a line on the registration form for the registrant to note it is their first CTCI convention.

**Concours Site:** Grass is preferred but not required (watch those sprinklers). A large lot with shade and controlled access will also work fine. Concours cars need two spaces per car entered, Touring cars need one and ½ spaces per car entered. Display and Secured parking need one space per car. Some attendees will bring non-T'Bird collector cars try to provide secure parking for these as well. If the club has to pay for secured parking, then a fee will be charged for non-T'Bird collector cars. See Concours Procedures for more on the Concours site.
**Convention Schedule:** Be sure that events do not overlap. Be sure time is open for judges training and the show without conflicts of "must do" events.
**Time:** Major events will be held close to the weekend. This will accommodate members who may not be able to take time off during the week.
**Regional** events should have the Concours on Friday, the Banquet on Saturday, with departure on Sunday.
**International** events will have the Concours on Thursday or Friday with the banquet on the next day. Departure would then be Saturday or Sunday.
**The host club of a Regional or International event must have prior approval from CTCI to change the schedule from above. Special consideration will be given where the change of schedule will reduce costs.**

**Pocket Activity Card Calendar:** A pocket card with the convention schedule is highly recommended. A sample is shown in Attachment K. These have also been successfully done on the back of the attendees' nametag.

Revised January 23, 2017

## Registration Procedures, Charitable Donation, Swap Meet, and Banquet Guidelines

**Registration procedures:** The host club's Registration Chairman will mail or email an event registration form to those CTCI members making a request. When the form is returned to the registration chairperson along with payment for activities, the registration chairman will send a letter of acknowledgement advising the attendee that the registration was received and of their registration number. If a non-CTCI member wishes to attend the event, they must be registered as a "Guest" of a CTCI member and this notation must appear on their event badge/name tag.

**Charitable Donations:** CTCI recognizes and supports the need for charitable donations at conventions under certain circumstances (such as a relief fund for a local disaster). CTCI is not asking you to do this but is setting forth a policy that will allow clubs to do so. At their discretion, the host club will be responsible for establishing the means of donations as well as securing, and dispersing any donations. We suggest having donation canisters at registration and/or the vendors' room. However, the show itself should not become a major fund raising event. We wish to be open to the needs yet remain true to our goals as a Classic Thunderbird event.

**Swap Meet:** The swap meet will be held after the Concours event, in most cases the following morning. No vendor will be allowed display or sell his goods during the Concours event on or near the Concours site unless permission is granted in advance. All vendors must be members of CTCI or a registered guest of a member in order to participate.

**Banquet Basic Guidelines:**

- If used, insure that a slide presentation is organized. A slide show of winners as presented is always well received.
- Recognize the CTCI President, Office Manager, and other CTCI officials present and past that are attending the event (this is the host club's responsibility).
- Recognize the host club and the event chairperson (CTCI responsibility).
- Avoid guest speakers.
- Avoid giving raffle prizes except for the major fundraiser.
- Avoid giving awards to club members for assisting with the management of the event. These awards should be given at a private chapter function.
- Past surveys of the membership indicate that a short banquet is the most acceptable.
- Be aware of the standard presentation of awards as listed on page 17 and make sure presenters follow this order.
- Pictures made of those receiving an award by their family or club members, should be asked to move to a particular area of the banquet room so awards presentation can continue.

Revised January 23, 2017

# Checklist for Event Chairman

1. _____Secure hotel with a solid contract (example contract attached). The hotel must have:
    a. Adequate and isolated parking for correct spacing plus secured parking for all T'Birds is a must. Be prepared for lots of trailers and possibly motor homes also. (If possible discourage the use of motor homes or advise of an RV park near the hotel.)
    b. Hospitality Room
    c. Banquet facilities for 300-500 people (300 for a Regional, 500 for an International)
    d. Cost should be considered
    e. Meeting rooms (microphones for speakers and audience as needed). A microphone for the audience at seminars, judges training sessions and business meetings is a must.
    f. Score Room
    g. Registration desk for event
    h. Computer and current CTCI software program for Score Room
    i. Audio/Visual equipment as needed (slide projector, computer projector, screens, sound system). Check with Judges Training for their needs ahead of time.

2. _____Registration form/schedule of events must be approved by the CTCI Concours Coordinator who will confer with the CTCI President and Vice President. This must be done before printing and distribution of the registration form.

3. _____Proper insurance. Contact the CTCI Office Manager or Managing Director

4. _____Appoint a qualified Concours Chairman (see Concours Procedures on page 9)

5. _____Organize Awards responsibilities. Make sure a list of engraving is given to trophy personnel for special awards (Gold Medallion, Gold Medallion Preservation Award, Excellence in Authenticity, Original Un-restored).

6. _____Provide a ballot box on Concours field for Most Popular Cars

7. _____Insure that ballots for Most Popular Cars are in the registration packet

8. _____A pocket Activity Card preferably on the back of the event badge/name tag. See Attachment K for a sample).

## Checklist and Responsibilities for Logistics Chairman

1. _____ Insure that parking lot is roped off and clear of any non-participating vehicles.
2. _____Insure that the parking spot is marked with each car number using the CTCI numbering system (page 21). Use proper spacing: Concours 2 spots, Touring 1 ½ spots, and Display 1 spot.
3. _____Be prepared and allow for lots of trailer parking and possibly motor homes though we discourage on-site parking of motor homes. Have a volunteer in attendance during placement of trailers and tow vehicles at all times. (If parking is left to attendees, much too much space is used and you will find that you run out of room before all rigs are parked.)
4. _____Insure lot security including overnight protection. The host club is responsible for security for the scheduled days of the event. Any additional security before or after will be at the host club's discretion and consideration as to costs.
5. _____Insure that adequate and secure parking is available for 55-56-57 Thunderbirds not entered in show but that will be on display. Insure adequate parking for special interest and other collectibles ('58 Thunderbirds and up and other collectibles) who have paid for secured parking.
6. _____Insure that adequate people are available to assist with the parking plan.
7. _____Provide a parking plan to the Concours Chairman and Chief Judge. Additional copies need to be made for each Team Captain.
8. _____Provide car wash facilities with water hoses. 3 or 4 hoses for Regionals and 6 or 8 for International Conventions.
9. _____Insure that all supplies are available for show.

## Concours Procedures

**Event Chairman**
Each club sponsoring a Regional or International event must appoint an Event **C**hairman to manage their event. The Event Chairman will appoint a qualified Concours Chairman to be responsible for management of the Concours.

**Concours Chairman and Chief Judge**
It is the responsibility of the Concours Chairman to select a Chief Judge; however, this is not mandatory as under some circumstances they can act as one. The Chief Judge will coordinate with the Concours Chairman and with the CTCI Judges Training Coordinator for the selection of Concours judges. The Concours Chairman and the Chief Judge must come from within the region where the event is being held. The Concours Chairman and the Chief Judge should not have a car entered in the Concours as all of their attention must be directed toward management of the event. Also in some cases, this may be construed as a conflict of interest. (An exception can be made if arrangements are made in advance to have an owner's representative show and sign-off on the judging and "owner briefing" of their show car.) If the host club cannot find a qualified Event Concours Chairman or Chief Judge within their region, they must contact CTCI (Judges Trainer) for names of qualified judges from other regions.

The most important qualification of the Concours Chairman and the Chief Judge is the ability to lead harmoniously. The Concours Chairman must be approved by the CTCI Board of Directors and must be a qualified Master Judge. The Chief Judge should be a Master Judge and never less than a Senior Judge and must be approved by CTCI.

The event Chairman and the Concours Chairman will appoint a Touring Chief Judge who will be responsible for insuring the Touring Class is managed as outlined in the CTCI Concours and Touring Division Rules Book. They will also appoint a Special Items Trainer for the training and coordination of the Special Items judging teams.

**Authenticity Chairman**
The CTCI Authenticity Chairman will settle authenticity disputes at Regional or International Concours events. The Authenticity Chairman will also assist with the judges training program.

## Organizing a Concours Site, Spectator Entry

The site for the Concours will be selected by the host club. In selecting a site the Event Chairman and the Concours Chairman should keep in mind that each Concours car must have double spacing to provide adequate space for all doors to be opened. One and ½ spaces should be provided for the Touring class cars. Touring cars should be parked in their own division; however, they should not be isolated from the Concours. If adequate space is available, double space should also be provided for the Touring Class driven Thunderbirds and/or Display Class and Secured Parking and Other Collector cars not entered for any type of judging near the Concours (security fees will apply).

In addition, adequate space must be available for trailer parking, tow vehicles and possibly a few motor homes. This space should be separate from the Concours parking.

An area needs to be provided next to the Concours lot for loading and unloading of trailered cars if possible.

Once a site is selected, a written commitment from the hotel must be obtained to insure availability and proper planning for the event.

**Spectator Entry to Concours Site**
The host club will devise a plan for spectator entry. Their plan should encourage registration of CTCI members and should encourage non-members to join CTCI. Opening the show to the public will promote interest in CTCI and our love of the Little 'Birds.

## Registration and Concours Entry

CTCI will provide necessary sample registration forms for Concours entry. These forms are periodically reviewed and updated as necessary. The Concours Chairman will be responsible for requesting these forms from CTCI. A sample is shown in Attachment F of this document.

Car registration can begin as early as six months in advance and a freeze date established two to four weeks before Concours day. It will remain the option of the Concours Chairman to establish a freeze date but there will be a mandatory freeze at least 10 days before Concours day. This will allow last minute confirmation CTCI membership, preparation of entry cards and score sheets, placement on the scoring charts, notification to scorers and Team Captains, and resolution of classification issues. The mandatory freeze date will be strictly adhered to.

An acknowledgement of Concours entry should be mailed or emailed to the entrant. The format used will be the option of the Concours Chairman but should contain number and classification of the car entered. Entrants should receive final instructions and information regarding schedules and car number locations preferably by mail or email prior to the convention or in their registration packet which will be given out upon arrival and check-in at the convention site.

# Selection of Judges

**Selection of Judges**

One of the most important items for any CTCI convention is the selection of qualified judges. It is the responsibility of the Concours Chairman & Chief Judge to ensure that only technically qualified and experienced judges are selected to take part in the judging phase of the Concours. Judges will be selected on a volunteer basis. The convention registration acknowledgement should provide a form for a registrant to express a willingness to be a Concours judge. It needs to include model year preference and experience. Well-trained judges should be used during the Concours. When the teams are being formed, the Chief Judge should form teams with qualified judges that represent a good geographical distribution of judges. Do not load the teams with judges from a particular club.

The CTCI Judges Training Coordinator will furnish the Concours Chairman the listing of CTCI judges. The Concours Chairman and Chief Judge, along with assistance if necessary from the CTCI Judges Training Coordinator, will finalize judging assignments prior to judges training. Judges are selected by reviewing the CTCI judges' record history and the potential judge's questionnaire. Team assignments may be adjusted as necessary during judges training. However, NO changes or adjustments shall be made to judge's assignments, cars or teams without the approval of the Event Concours Chairman and the Chief Judge.

The number of judges per team will be in accordance with the CTCI Concours and Touring Division Rules. The exact number of judges will be determined by the Concours Chairman and/or Chief Judge. The Concours Chairman/Chief Judge may decide to use those judges who attended the judging seminar but were not selected, as an observer on judging teams. The observer can be assigned to a judging team on Concours day to gain more knowledge on how to judge original and non-original cars.

A mandatory judges' seminar will be held the day prior to the Concours. Due to the importance of proper training and preparation, potential judges will be required to attend. Attendance is necessary to receive credit for judging. The Event Chairman should insure that the scheduling of judges training takes preference over all events. A minimum of four hours is required for judges training and no other events should be scheduled for at least one hour before and after the training.

The Concours Chairman/Chief Judge will provide one car per team during judges training for practice judging if possible. The cars selected for judges training will be selected well in advance of the training classes and will be selected by the Chief Judge and Concours Chairman. They will also insure that a runner is assigned to each team on Concours day for delivery of judging sheets to the score room or a designated centrally located table in the Concours area.

The CTCI Concours Judges Training Coordinator/Chairman, the Touring Judges Training Chairman and the Concours Chairman will be responsible for the judges training seminar with assistance from the Chief Judge and CTCI's Authenticity Chairman. The Concours Chairman should notify all potential team captains prior to the event as to the class they have been assigned. All potential judges should be notified of the date and time of the judges training seminar.

Revised January 23, 2017

## Preparation for the Concours

**Preparation for the Concours**
The Concours Chairman and the Event Chairman will appoint a Logistics Chairman responsible for the Concurs site. The Logistics Chairman will work with the Concours Chairman to determine where the cars will be located and to prepare diagrams for the use of the Team Captains. The diagram will show the location of each car by entry number. The Logistics Chairman will also be responsible for placing identification (car number) on the ground in front of each car and spotting each car in its proper place. The Concours Chairman will provide the car numbers to the Logistics Chairman. The Concours Chairman will provide windshield identification cards for each car (cards are supplied by CTCI). The Concours Chairman will insure that car and owner information is carefully and neatly lettered. The windshield cards and Concours judging sheets will be passed out during roll call at the owners meeting the morning of the judging event.

Prior to the Concours, the Logistics Chairman will insure that the Concours area is cleared of all cars except the ones entered. He/she is responsible for all traffic management in the Concours area. The Concours area should be cleared of all cars except those entered at least one day before the Concours.

The Logistics Chairman will insure that every car is in its assigned position no later than 8:00 am on Concours day. The ideal situation is to have every car in its assigned position the night before the Concours thereby helping to eliminate some of the confusion that normally exists just prior to the Concours.

The Logistics Chairman will be responsible for show field supplies and equipment needed by the Concours Chairman/Chief Judge. The Logistics Chairman should insure that a dependable public address system be made available for use by the Concours Chairman/Chief Judge. A table or booth will also be centrally located in the Concours area as a control center. The table will be managed by at least one person to check the Score Sheets for completeness prior to being sent to the Score Room. This person will be assigned by the Concours Chairman/Chief Judge.

# Scoring Sheets, Special Items Judging, Owners & Judges Meetings

**Score Sheets**
Score Sheets will be provided for all sanctioned CTCI Concours events by CTCI to the Concours Chairman. These sheets will be reviewed and updated by CTCI and the Convention Procedure Committee.

The Concours Chairman will insure that the Score Sheets are made available to all entrants after the event. The Score Sheets will be mailed to each entrant.

The summary sheet on the front of each entrant's sheets (and/or electronic version) must be mailed to the CTCI President (with copies to the CTCI VP, Concours Coordinator and CTCI office) with all total entered immediately after the Concours along with the summary of trophy winners.

**Special Items Judging**
Special Items judging will be completed in accordance with the Concours Rules.

**Owners and Judges Meeting**
One hour before judging begins, a meeting of all car owners entered in the show and the judges, will be held by the Concours Chairman. This meeting may be held on the Concours site if preferred.

The Concours Chairman, Chief Judge, CTCI Authenticity Chairman and Judges Training Chairman will brief the owners of their rights and discuss any items that need to be covered with both the owners and judges present. They will establish a cut-off time that all cleaning and car preparation will cease and judging begin, hand out the windshield cards and score sheets. (If this method is to be used as a roll call, owners will be instructed to place score sheets in their trunk.) The owners that are not judging can then be released to return to their cars. Owners, who are judging, and the remainder of the judges will wait for the judges meeting that will follow immediately.

**Judges Meeting**
The judges will be briefed, a roll call made of all judges present to see that all who have signed up to judge will receive credit for judges training and that all assigned judges are present. At this time, any changes necessary will be made to complete the judges needed for the day. Any items that are to be discussed with the judges will be discussed at this time.

If not already completed, team assignments will be finalized. Team Captains will be given their supplies, a list of cars they are to judge and the car locations on the Concours field. The teams will be released and the Team Captain should set a time and place for his team to meet to start judging.

A few minutes before judging begins there should be an announcement over the loud speaker (if one is available) that the contestants should cease preparation and move away from their cars. At the scheduled time the judges should be instructed to begin.

The Team Captain will oversee the judging and make sure it is conducted in an orderly manner per CTCI rules. It is required that Team Captains sign score sheets. The contestant must be briefed on any deductions for authenticity. This is to be done by the Team Captain and the judge who found the non-

authentic item. In case of a controversy the Authenticity Chairman will be called to settle the dispute. If the contestant refuses to sign the authenticity sheet, the Team Captain and Authenticity Chairman will sign the sheet and it will be turned in to the Score Room as normal.

The Concours Chairman will release the car owners after all cars have been judged and it has been determined by the Chief Judge with coordination from the Score Room that the judging is complete. **No cars will be released early.**

## Scorekeeping

**Scorekeeping**
The Concours Chairman, assisted by the Chief Judge and Authenticity Chairman, will be responsible for the management of the Score Room. A CTCI approved scoring program will be used at each Regional and International Convention.

On the day before the Concours (or sooner), the Concours Chairman, Chief Judge, and Score Room data input personnel should meet to insure all entries are recorded and that the computer is up to date. From that point on, any deviation must be carefully coordinated between all parties.

A list of judging teams and their car numbers are to be provided to the Score Room as soon as available.

Team Captains must be briefed as to their exact responsibilities with regards to score sheets. Once each sheet is completed, it is to be signed by the Team Captain. Before the score sheet is turned in, it is also to be reviewed by the Team Captain for consistency. If inconsistencies exist between judges, the Team Captain will take necessary action to eliminate the problem by reviewing the score sheets with team members. Next the score sheets will be given to a runner and taken directly to a checkpoint on the Concours field where it will be checked for accuracy and completeness. A Score Room worker will pick up the score sheets from the checkpoint on the Concours field.

In the Score Room, one person should be responsible for receiving score sheets, checking them for completeness and checking them off as having been received. The Score Room routine may vary according to the Score Room personnel but a system should be devised to insure all scores are double checked for accuracy. The Score Room should be set up for even flow from the time the score sheets are received until they are recorded on the computer. The operator of the computer should be given the completed score sheets to be posted.

The Concours Chairman should be stationed with or keep in contact with the Score Room personnel to check progress and to assist if a problem should arise. When scores have been tallied, the Concours Chairman will confer with the Chief Judge, Authenticity Chairman and the Score Room personnel to determine if there are any existing problems that require action.

A car's previous scores from other CTCI Concours events should be made available, if possible, to the Chief Judge and Concours Chairman in the Score Room so a check can be made on any judging discrepancies.

Once the Concours is in progress, the Score Room is open only to the Concours Chairman, Chief Judge, Score Room personnel and CTCI's Concours Committee (to include: Judges Trainers, Authenticity Chairs, Concours Coordinator and Scoring Chair). It is OFF LIMITS to any other person unless requested by the Concours Chairman.

NOTE: CTCI Committee chairmen should in no way interfere with the smooth running of the Score Room. They should not be allowed to over crowd the room or interrupt the flow. However, should the need arise, they will be allowed access. This is a CTCI event and CTCI is responsible for all Concours procedures. CTCI has the right to oversee the Score Room but it must be done responsibly.

## Score Room, Awards, Special Awards

**Score room**

The Score Room should be located as close to the Concours field as possible. It should be large enough to accommodate a minimum of 4-5 people comfortably. In addition, the following should be available:

1. At least three printing adding machines all with tape (and extra tape)
2. Rest room facilities should be close by
3. Ice water should be available
4. Lighting needs to be adequate
5. Tables and chairs with sufficient space to spread out the score sheets, etc. Insist to the hotel that table cloths and skirts are NOT wanted.
6. Supplies such as: Scissors, post-it notes, paper clips, staples, staplers, staple puller, pencils, tape, extension cord/power strip and current Concours Rules book
7. Computer with the current CTCI Scoring program installed to be furnished by the host club or Concours Chairman
8. Printer for computer plus a supply of 8 ½ x 11 paper
9. Scoring program with instructions to be furnished to the Concours Chairman by CTCI

**Awards**

CTCI will be responsible for the Gold Medallion Awards, Gold Medallion Preservation Awards, Excellence in Authenticity Awards, Original Un-restored, Senior Car Decal, and the Judges Awards.

The host club will be responsible for the design and procurement of all other awards. They should include the convention or club logo, date, location and type of award (Gold, Silver, Bronze etc.). These consist of the Concours awards, Touring awards and Special awards as listed below (except the CTCI provided awards listed above). The host club will also be responsible for engraving all trophies, judges' tabs, Gold Medallion tab, Gold Medallion Preservation tab, and the Excellence in Authenticity tab. These tabs are available from CTCI. Also, engrave and provide tabs for the other special awards listed below.

Try to recognize all display cars and touring and concours cars that do not receive an award with a ribbon, dash plaque or certificate based upon your budget.

Revised January 23, 2017

No commercial endorsements may appear on any trophy or award given at a CTCI sanctioned event. Credit may be given in the souvenir program.

**Special Awards**

1. **Longest Distance Award** will be given to the car driven the longest distance. It is mandatory that the car be entered in Concours, Touring or Display.

2. **Most Popular Car** in Concours and Touring Awards will be decided by ballot during the time of the Concours judging. Ballots will be distributed in the registration packet. A ballot box should be provided and be prepared in advance and situated the day of the Concours in a location that is convenient for members to place their completed ballots. If the host club desires a third popular ballot for Display cars may also be included.

3. **Original Un-Restored Car** will be determined via judging by the CTCI Authenticity Committee or an appointed judging team chosen by the Concours Chairman & Chief Judge.

4. **Hard Luck Award** is an optional trophy. The host club should decide if they want to award this trophy. If so, it should be determined by the host club officials.

**Judges and Scorekeeper Awards**

Judges and Scorekeeper awards will be given in accordance with the CTCI Concours and Touring Division Rules book.

**Touring Cars-Concours**

A less stringent Concours shall be held under CTCI rules for those who do not wish to participate in the Concours D'Elegance. The hoods will not be opened (except in the Hoods-up class), nor will the doors or trunk be opened. The judging will be on the areas seen from this aspect. See Concours Rules book for details.

# Awards Presentation

**Awards Presentation**

Explain each award category before presentation. Try to give as much of the following information as possible: owner's name, car number, state and club represented. Also, recognize Display Class cars and owners. The awards should be given in the following sequence:

1. Special Awards by CTCI
2. Judges Awards by Concours Chairman and/or Chief Judge
3. Introduction of Score Room personnel and Scorekeeper awards
4. Introduction of Concours runners by Concours Chairman
5. Special Judge awards by CTCI
6. Longest Distance Driven by Concours Chairman and/or Chief Judge
7. Most Popular Concours, Touring and Display (if given) by Concours Chairman and/or Chief Judge
8. Original Un-restored car by Concours Chairman and/or Chief Judge
9. Hard Luck Award by Concours Chairman and/or Chief Judge

**Touring Class Awards by Touring Chief Judge as follows (explain each class):**

Regular touring classes and subclasses (explain subclasses)

1. 1955: 3rd, 2nd, 1st
2. 1956: 3rd, 2nd, 1st
3. 1957: 3rd, 2nd, 1st
4. Expanded Touring: 3rd, 2nd, 1st
5. Hood's Up Touring: 3rd, 2nd, 1st
6. Senior Touring: 3rd, 2nd, 1st

## Concours Awards

**Concours II Awards** (no undercarriage judging) **and Concours I Awards** will be presented by Concours Chairman and/or Chief Judge. Both classes will be presented in the order shown below.

**Non-Original**

1. Primary Non-Original 1955 Bronze, Silver, Gold
2. Senior Non-Original 1955 Bronze, Silver, Gold
3. Primary Non-Original 1956 Bronze, Silver, Gold
4. Senior Non-Original 1956 Bronze, Silver, Gold
5. Primary Non-Original 1957 Bronze, Silver, Gold
6. Senior Non-Original 1957 Bronze, Silver, Gold

Separate as last items:

Gold Medallion Awards 1955, 1956 and 1957 – a Gold Medallion Award will not be presented if a car is awarded a Gold Medallion Preservation Award

Gold Medallion Preservation Awards

Revised January 23, 2017

**Original**

1. Primary Original 1955 Bronze, Silver, Gold
2. Senior Original 1955 Bronze, Silver, Gold
3. Primary Original 1956 Bronze, Silver, Gold
4. Senior Original 1956 Bronze, Silver, Gold
5. Primary Original 1957 Bronze, Silver, Gold
6. Senior Original 1957 Bronze, Silver, Gold

Separate as last items:

Gold Medallion Awards 1955, 1956 and 1957 - a Gold Medallion Award will not be presented if a car is awarded a Gold Medallion Preservation Award

Gold Medallion Preservation Awards

Excellence in Authenticity Awards 1955, 1956 and 1957

As awards are presented, announce if the vehicle is being elevated from the Primary Original or Non-Original division to Senior division.

# Attachments

1. Event signatures to be provided to CTCI President with copies to VP and Concours Coordinator by the Event Chairman
2. Concours Chairman and Chief Judge Checklist
3. Concours mandatory numbering system
4. Sample registration form – International and Regional*
5. Sample Cover letter for Car Entry Forms and & Judges Questionnaire**
6. Concours Entry Forms/Touring Entry Forms/Display Entry Forms**
7. Judges Questionnaire**
8. Judges list to be sent to CTCI after the event by Concours Chairman
9. Tour Chairman Guidelines
10. Excellence in Authenticity Request Form
11. Sample Event Schedule card
12. Sample Regional and/or International Convention Contract

*Registration Forms can be partially copied from the “Name” area to the “Trailered Parking” area. However, the event logo/date on top, the calendar and the bottom registration return and hotel area must be made up accordingly for each event.

**Concours/Touring/Display entry forms and Judges Questionnaire have been made to be copier friendly. By covering over or whiting out the attachment wording they can be reprinted. All that needs to be done is insert the event logo, date and return dates and information in the proper areas.

## Attachment A – Event Signatures

# CTCI Required Event Signatures

The following information should be provided to the CTCI Concours Coordinator (with copies to CTCI President and CTCI office) 60 days after the sanctioning of your event. There should be a meeting of the organizing club with key chairman in attendance. At this time, they should go through the entire packet of guidelines and procedures, reading each person's responsibilities, discuss them and ask for assurance that they understand these responsibilities. **Each chairman must sign** at bottom then return this acknowledgement form to the above. Also if an experienced person is available they may be present to assist with any questions.

**EVENT_____DATE_____**

Event Chairman_____Phone#_____

Email :_____

Concours Chairman _____Phone#_____

Email:_____

Chief Judge_____Phone#_____

Email: _____

Touring Chief Judge _____Phone#_____

Email: _____

Logistics Chairman _____ Phone#_____

Email: _____

Registration Chairman_____ Phone #_____

Email: _____

We, the following chairmen, have received and reviewed a copy of the latest CTCI Convention Guidelines & Concours Procedures.

Event Chairman signature: _____

Concours Chairman signature: _____

Chief Judge signature: _____

Touring Chief Judge signature: _____

Logistics Chairman signature: _____

Registration Chairman signature: _____

# Checklist for Concours Chair & Chief Judge

_____ Make sure that Concours Chairman, Chief Judge and Touring Chief Judge have read the latest Convention Guidelines & Concours Procedures on the CTCI Website as rules are continually changing!

_____ All VIN #'s of cars entered in Concours and Touring are checked through CTCI

_____ A minimum of four hours' judges training scheduled the day prior to the Concours without interference with other events

_____ Hats, pens and clipboards are available for each judge including Special Items and Touring Judges. Use Judge Ribbons if the judges' hats do in indicate "JUDGE". Hats are optional for judging indoors. If not providing judges hats, use judges' ribbons.

_____ If possible one car available for each team for judges training

_____ Avoid overcrowding judging teams with judges that have their own cars in Concours, especially original cars, which will take them away from their team for an extended time

_____ Notification of judges training, location and time sent to each judge. If possible, send area of training to each judge and send each team captain their "CTCI Judges Training-Team Captain Responsibilities" sheet in advance.

_____ Score sheets numbered in accordance with Attachment C of this document

_____ Parking spots roped off using CTCI numbering system according to class. Two spaces for Concours cars, 1 ½ spaces for Touring cars and 1 space for Display cars

_____ Notify owners as to time and place of owners meeting. If possible, send out a copy in advance of the Owner's Briefing sheet and a copy of the parking lot map

_____ The following items should be requested from CTCI at least 30 days in advance of the event date: 1) Score Sheets (summary sheets, and proper judging sheets for the type of judging you will be doing), 2) Windshield Cards, 3) Special Awards and judges tabs, and 4) Judges Training Folders (Concours Rules Books I and III, Judges Handouts & practice sheets). The Concours Chairman for the event has the option to download score sheets and judges' training folder material from the website and have printed the exact number needed then send CTCI a copy of the receipt for reimbursement.

_____ Score Room available with adequate equipment and space

**Sample**

# Judges Notification

(Day)_____ (Month) _____ (Time) _____

Check at registration desk for location of training. Attendance is mandatory to receive credit for judging. Final team assignments will be made at judges training meeting.
**If judging assignment is available include with this notice.**

Checklist for After the Event

_____ Score sheets mailed to all entrants

_____ Score summary sheets mailed to CTCI office and Concours Coordinator and/or electronically transferred

_____ List of all judges mailed to CTCI Judges Training Chairman. Include the all of the information as request on Attachment H

_____ List of all car winners and judges who are upgraded mailed electronically to the Early Bird Editor.

# Concours Numbering System

The following numbering system will be used at all CTCI International and Regional events. This standardized system makes it much easier for the judges, chief judge, Concours chairman and scoring room to know immediately in which category the Thunderbird is entered.

**Concours I (Trailered or Driven with Undercarriage Judged)**

| | |
|---|---|
| 101 – 129 | 1955 Primary Original |
| 151 – 179 | 1955 Senior Original |
| 201 – 229 | 1956 Primary Original |
| 251 – 279 | 1956 Senior Original |
| 301 – 329 | 1957 Primary Original |
| 351 – 379 | 1957 Senior Original |
| 401 – 429 | 1955 Primary Non-Original |
| 451 – 479 | 1955 Senior Non-Original |
| 501 – 529 | 1956 Primary Non-Original |
| 551 – 579 | 1956 Senior Non-Original |
| 601 – 629 | 1957 Primary Non-Original |
| 651 – 679 | 1957 Senior Non-Original |

**Concours II (Trailered or Driven with Undercarriage Not Judged)**

| | |
|---|---|
| 131 – 149 | 1955 Primary Original |
| 181 – 199 | 1955 Senior Original |
| 231 – 249 | 1956 Primary Original |
| 281 – 299 | 1956 Senior Original |
| 331 – 349 | 1957 Primary Original |
| 381 – 399 | 1957 Senior Original |
| 431 – 449 | 1955 Primary Non-Original |
| 481 – 499 | 1955 Senior Non-Original |
| 531 – 549 | 1956 Primary Non-Original |
| 581 – 599 | 1956 Senior Non-Original |
| 631 – 649 | 1957 Primary Non-Original |
| 681 – 699 | 1957 Senior Non-Original |

**(Attachment C** cont'd**) – Concours Numbering System**

**TOURING 4 digit numbers as follows:**

Senior Touring 1000-up As follows when using subclasses
Subclass A 1100-up Subclass B 1200-up Subclass C 1300-up

Expanded Touring 2000-up
Subclass A 2100-up Subclass B 2200-up Subclass C 2300-up

Hood's Up Touring 3000-up
Subclass A 3100-up Subclass B 3200-up Subclass C 3300-up

1955 Regular Touring 5000-up
Subclass A 5100-up Subclass B 5200-up Subclass C 5300-up

1956 Regular Touring 6000-up
Subclass A 6100-up Subclass B 6200-up Subclass C 6300-up

1957 Regular Touring 7000-up
Subclass A 7100-up Subclass B 7200-up Subclass C 7300-up

**Display –** All Display Car Numbers begin with a "D" prefix

Display cars should only be '55, '56 & '57 Thunderbirds

D1 – D 100 If you would like to separate each year you may number them as
D5 – 1 1955's
D6 – 1 1956's
D7 – 1 1957's

**Secured Parking**

All Secured Parking Car Numbers begin with an "S" prefix.
Secured Parking Cars are ONLY to be other year THUNDERBIRDS or special COLLECTOR CARS that have paid for a secured parking space.
S – 1 and up will be the numbering format.
*They must be numbered for the preparation of the secured lot area and identification.*

## Attachment D – Sample Registration Form – Regional Convention

CLASSIC THUNDERBIRD CLUB INTERNATIONAL
"Name of Event"
REGIONAL CONVENTION
EVENT LOGO HERE (Date & Place)

Name_____Spouse_____
Address _____
City_____State_____Country_____Zip_____
Phone #_____(Home)_____(Work)
E-mail_____FAX_____
CTCI# _____Chapter Affiliation _____
Number of children attending under "18"_____Age(s) _____
**Are you willing to judge? YES_____ NO_____ please check one**
Can your car be used in judges training? YES_____NO_____
Is this your first time attending a CTCI Regional or International Convention? YES_____ NO____

| Date | | Event | Cost per Person | Number Attending | Total Cost |
|---|---|---|---|---|---|
| Registration | | Single/ Additional Adult | $ | $ | |
| | | Couple | $ | $ | |
| Late Registration | | Single | $ | $ | |
| | | Couple | $ | $ | |
| Concours I – Tbirds driven or trailered | | | $ | $ | |
| Concours II – Tbirds driven only | | | $ | $ | |
| Touring - Tbirds driven only | | | $ | $ | |
| Display – 55-56-57 Tbirds driven or trailered | | | $ | $ | |
| Secured parking (other Tbirds & other collector cars only) | | | $ | $ | |
| Deadline: _____ NO EXCEPTIONS | | | | | |
| Trailer parking needed check one: YES ____ NO ____ **& total length including tow vehicle _____feet** | | | | | |
| Trailer parking fee if required | | | $ | $ | |
| Thurs. (date) | 8-5 | Registration | | | |
| | 8-11, 1-5 | Hospitality Room | | | |
| | 9-11, 1-4 | Vendors Room | | | |
| | 8-12 | Concours Cleanup | | | |
| | 1-5pm | Judges Seminar | | | |
| | 6-9 pm | Welcome Party (mark one) Yes_____ No____ | | | |
| Fri. 7/8 | 8-5 | Registration | | | |
| | 8-8:45am | Judges/Owners Meeting | | | |
| | 9:am sharp | Concours judging | | | |
| | 10-4pm | Shopping Tour/Lunch | $ | $ | |
| | 5:30-10pm | 50's Dance/Buffet | $ | $ | |
| Sat. 7/9 | 7-10am | Swap Meet | | | |
| | 11-5pm | Tour/Lunch | $ | $ | |
| | | Bus transport | $ | $ | |
| | 6:pm | No host cocktails | | | |
| | 7-10 | Awards Banquet | $ | $ | |
| | 6-10pm | Children's Program Optional | $ | $ | |
| Sun. | 7-9:30am | Farewell Breakfast | $ | $ | |
| | | | | TOTAL COST | |

Send registration form & check to and remittance to:

Name of Hotel & Phone #

Registration Chairman_____ (name) _____ Address and Phone Number _____

## Attachment D – Sample Registration Form – International Convention



CLASSIC THUNDERBIRD CLUB INTERNATIONAL
"(Name of Event)"
INTERNATIONAL CONVENTION
EVENT LOGO HERE (Date & Place)

Name_____Spouse_____
Address _____
City_____State_____Country_____Zip_____
Phone #_____(Home)_____(Work)
E-mail_____FAX_____
CTCI# _____Chapter Affiliation _____
Number of children attending under "18"_____Age(s) _____
**Are you willing to judge? YES_____ NO_____ please check one**
Can your car be used in judges training? YES_____ NO_____
Is this your first time attending a CTCI Regional or International Convention? YES_____ NO____

| Date | | Event | Cost per Person | Number Attending | Total Cost |
|---|---|---|---|---|---|
| Registration | | Single/Additional Adult | $ | $ | |
| | | Couple | $ | $ | |
| Late Registration | | Single | $ | $ | |
| | | Couple | $ | $ | |
| Concours I – Tbirds Driven or Trailered | | | $ | $ | |
| Concours II – Tbirds Driven Only | | | $ | $ | |
| Touring – Tbirds Driven only | | | $ | $ | |
| Display – 55-56-57 Tbirds Driven or Trailered | | | $ | $ | |
| Secured Parking (other Tbirds & collector cars only) | | | $ | $ | |
| Deadline: _____ | | NO EXCEPTIONS | | | |
| Trailer parking needed (check one): YES ____ NO ____ **& total length including tow vehicle _____feet** | | | | | |
| Trailer parking fee if required | | | $ | $ | |
| Wed. | 8-5pm | Registration | | | |
| (Date) | 8-11, 1-5pm | Hospitality Room | | | |
| | 9-11am, 1-5pm | Vendors Room | | | |
| | 10-4pm | Concours Cleanup | | | |
| | 1:00pm | CTCI Open Board Meeting | | Yes_____ | No_____ |
| | 2:00pm | CTCI General Membership Meeting | | Yes_____ | No_____ |
| | 3:00pm | Ask-The-Expert Seminar | | Yes_____ | No_____ |
| | 7pm-10 pm | Welcome Party (Cash Bar) | | Yes_____ | No_____ |
| Thurs. | 8-5pm | Registration | | | |
| (Date) | 8-12pm | Judges Seminar | | | |
| | 8-11, 1-5pm | Hospitality Room | | | |
| | 9-11, 1-5pm | Vendors Room | | | |
| | 1-5pm | City tour/fashion show | $ | $ | |
| | 8-10pm | Event | $ | $ | |
| Fri. | 8-11, 1-5pm | Hospitality Room | | | |
| (Date) | 8am-8:45 am | Judges/Owners Meeting | | | |
| | 9:00 SHARP | Concours judging | | | |
| | 11:30-1pm | Judges lunch | | | |
| | 12-3pm | Ladies luncheon | $ | $ | |
| | 6--10 pm | Event | $ | $ | |
| | | Bus transport | $ | $ | |

| | | | | |
|---|---|---|---|---|
| Sat. | 7-10am | Swap Meet | | |
| (Date) | 11-5pm | Tour/Lunch | $ | $ |
| | | Bus transportation | $ | $ |
| | 6-7pm | No Host Cocktails | | |
| | 7-10pm | Awards Banquet | $ | $ |
| | 6-10pm Optional | Children's Program | $ | $ |
| Sun. (Date) | 7am -9:30am | Farewell Breakfast | $ | $ |
| | | | Total cost | $ |

Send registration form & check to:
Name (registration chairman)
Address
Phone#
FAX#
E-mail:

For hotel reservations contact:
Hotel
Address
Phone#
Web Address

***Note: For International Event try to leave 3 3-1/2 hours for CTCI Board*/Membership *Meeting* & Ask-the- Expert** Seminar. ***Placing it on the day with the best times available***.

## Attachment E – Sample Letter for Entry Forms

# Sample Cover Letter for Car Entry forms and Judges Questionnaires

*Date*
Dear Entrant:

Your convention registration form indicated that you plan to show a Thunderbird at the CTCI Convention listed on the enclosed *Thunderbird Entry Form*. In order to register your car in the proper class, please complete the car registration form and return it to the Concours Chair. Be sure to read the instructions carefully. Incomplete or illegible forms will be returned to the submitter for correction. This will delay processing of your entry and may cause you to miss the deadline for entering your car. If needed, you may refer to the CTCI Concours and Touring Division Rules for further explanation of the requirements for each class, or contact the Concours Chair.

If you wish to judge at this event, it will also be necessary to complete and submit the enclosed *Judges Questionnaire*. Please indicate your relevant judging experience and qualifications on this form. Also specify if you prefer to judge in the Concours or the Touring division. **Note that all judges are required to attend the four-hour Judges Seminar. The date and time of this training is listed on the convention registration form.**

In order to properly plan for this event, all forms must be returned to the address indicated on the form by the designated due date. *Late entries may not be accepted*. If you have questions or need further information, please contact the Concours Chair.

Thank you,

Event Concours Chair
Address: _____
Phone # _____
Email _____

(This is a sample cover letter that should be used when sending out Car Entry Forms and/or Judges Questionnaires for your event. The registration chairman or the Concours chairman should make sure this letter or a similar one goes to the entrant/judge.) [To use this form: delete this paragraph and attachment heading.]

## Attachment F – Concours, Touring & Display Registration Forms

| | CHIEF JUDGE USE ONLY | |
|---|---|---|
| <Insert Logo Here> | Car Number | |
| | Division | |
| | Class | |
| | Sub-Class | |

# CTCI – insert Region # or International Convention
# Thunderbird Entry Form
# Concours I & II

**Instructions:** All two pages of this form **MUST** be completed for each Thunderbird to be exhibited on the show grounds. If the field does not apply, please mark it as "N/A". Please print or write legibly with a blue or black pen. **Complete a separate form for each car to be judged or displayed.**

| | | |
|---|---|---|
| Name | | CTCI # |
| Address | | |
| City | State/Province | Zip/Postal Code |
| Country | E-mail | |
| Phone: Home | Work | Cell |
| Fax | Alt. Phone | Other |
| Year of Thunderbird | Serial # | Color |
| Has car ever been elevated to Senior status at any CTCI event? ☐ YES ☐ NO | | |
| Registered Owner | | |
| My car can be used for Judges Training? ☐ YES ☐ NO | | |

**Best Original Unrestored –** This option is available for the Concours I and Concours II original classes**.** Cars seeking this designation must **NOT** have been repainted and had only minor restoration of components.

**YES** _____include my car in this category **NO** _____do not include my car in this category

**Excellence in Authenticity**
Those wishing to be considered for the CTCI Excellence in Authenticity award must complete a separate request form and send it to the Concours Chairman.

☐ Please send me an Owners Request for Excellence in Authenticity form

☐ I have downloaded the Owners Request for Excellence in Authenticity from www.CTCI.org (Guidelines & Procedures, page <XX>) and have attached it to this entry form

☐ I do not wish to submit my car for this award

**Show Class**
I plan to show this Thunderbird in the following class:

☐ Concours I – Trailered or driven with undercarriage – complete Section C on page 2.

☐ Concours II - Driven with undercarriage not judged – complete Section C on page 2.

**SECTION C – CONCOURS I & II CLASS**

Instructions: Select the appropriate Division below and indicate which Sub-Division applies.

| **Original Division** | |
|---|---|
| ☐ Primary Original | A car that has never received a score of 275 points or better at a CTCI sanctioned event |
| ☐ Senior Original | A car that has received a score of 275 points or better at a CTCI sanctioned event and been elevated to Senior Class status |

| **Non-Original Division** | |
|---|---|
| ☐ Primary Non-Original | A car that is not judged for authenticity and has never received a score of 229 points or better at a CTCI sanctioned event |
| ☐ Senior Non-Original | A car that is not judged for authenticity, has received a score of 229 points or better at a CTCI sanctioned event and been elevated to Senior Class status |

*You **MUST** select one of the following **Sub-Divisions**.* Bonus points will be awarded in the Driven Sub-Division category based upon miles driven.

| | |
|---|---|
| ☐ **Concours I**-Driven with Undercarriage Judged | ➢ Gold Medallion available in Original and Non-Original Divisions<br>➢ Excellence in Authenticity available for Original cars only<br>➢ Cars can be elevated to Senior status |
| ☐ **Concours II**-Driven with Undercarriage **NOT** Judged | ➢ Gold Medallion and Excellence in Authenticity **NOT** available<br>➢ Cars **cannot** be elevated to Senior status |
| ☐ **Concours I-**Trailered with Undercarriage Judged | ➢ Gold Medallion available in Original and Non-Original Divisions<br>➢ Excellence in Authenticity available for Original cars only<br>➢ Cars can be elevated to Senior status |
| ☐ **Concours II-**Trailered with Undercarriage **NOT** Judged | ➢ Gold Medallion and Excellence in Authenticity **NOT** available<br>➢ Cars **cannot** be elevated to Senior status<br>➢ Penalty points (Original 10 points, Non-Original 8 points) will be assessed |

**Driven Concours I and II Entries:**

All cars judged in this category **MUST** be driven to and from the event. Please indicate city of origination:

| City | State/Province | Country |
|---|---|---|
| Club Affiliation | Chapter # | |

I certify that this car will be driven both to and from the event as required by the CTCI rules and regulations.
I certify that late or *incomplete* entries may not be accepted.
I certify that all information contained in this entry form is true and correct.

| Signature of Owner | Date |
|---|---|
| | |

Return one copy of completed entry form no later than _____(or before) for each car to be judged in _____ to the Concours Chairman below. Any questions should be directed to the Concours Chairman listed below::

<Name of Concours Chairman>
<Address>
<City, State/Province, Zip/Postal Code>
<Home Phone> <Cell Phone>
<E-mail> <FAX number>

**Attachment F Checklist for Owners Desiring to enter in the Primary Original Class**

## CHECKLIST FOR OWNERS DESIRING TO ENTER THEIR TBIRDS IN PRIMARY ORIGINAL SHOW CLASS – CONCOURS I AND II

In order to assist owners desiring to enter their Tbird in the **PRIMARY ORIGINAL SHOW CLASS** at a CTCI Regional or International convention, it is requested that you check any of the items listed below that applies to your car and sign the following checklist. Any items checked below in the "YES" column will have authenticity points deducted. The owner should reconsider and enter the Tbird in the **PRIMARY NON-ORIGINAL SHOW CLASS**. If you have any questions, contact the Event Concours Chairman listed below.

| | | YES |
|---|---|---|
| 1. | My Tbird car color does not match the data plate…… | ____ |
| 2. | My Tbird wheel color does not match the car color …… | ____ |
| 3. | My Tbird has air conditioning…….... | ____ |
| 4. | My Tbird has roadster (spoke wheels) wheels……. | ____ |
| 5. | My Tbird has radial tires……. | ____ |
| 6. | My Tbird spare tire & wheel does not match the four tires & wheels on the ground…… | ____ |
| 7. | My Tbird has two outside rear view mirrors……. | ____ |
| 8. | My Tbird does not have a hard top or soft top in place…… | ____ |
| 9. | My Tbird has a reproduction soft top in place……. | ____ |
| 10. | My Tbird has some engine alterations……. | ____ |
| 11. | My Tbird has some body alterations……. | ____ |
| 12. | My Tbird has unused mounting devices……. | ____ |

**Note:** All owners entering their Tbirds in the Primary Original Show Class at a CTCI Regional or International convention, should have their Tbirds restored in accordance with the CTCI Restoration Manual and have reviewed Document III of the Concours Rules. Concours Rules are located on the CTCI website and you can purchase the Restoration Manual from CTCI's website club store.

Signed_____ _____ _____

Owner's Name CTCI# Date

Please return this checklist with your Concours entry form to:

Event Concours Chairman: _____

Address/City/State/Zip: _____

Phone: _____

Added January 23, 2017

## Attachment F – Concours, Touring & Display Registration Forms

| | CONCOURS CHAIRMAN/CHIEF JUDGE USE ONLY | |
|---|---|---|
| <Insert Logo Here> | Car Number | |
| | Division | |
| | Class | |
| | Sub-Class | |

# CTCI – insert Region # or International Convention
# Touring Thunderbird Entry Form

**Instructions:** All two pages of this form **MUST** be completed for each Thunderbird to be exhibited on the show grounds. If the field does not apply, please mark it as "N/A". Please print or write legibly with a blue or black pen. **Complete a separate form for each car to be judged or displayed.**

| | | |
|---|---|---|
| Name | | CTCI # |
| Address | | |
| City | State/Province | Zip/Postal Code |
| Country | E-mail | |
| Phone: Home | Work | Cell |
| Fax | Alt. Phone | Other |
| Year of Thunderbird | Serial # | Color |
| Has car ever been elevated to Senior status at any CTCI event? ☐ YES ☐ NO | | |
| Registered Owner | | |
| My car can be used for Judges Training? ☐ YES ☐ NO | | |

**Best Original Unrestored –** This option is available for all Touring cars in the four classes below. Cars seeking this designation must **NOT** have been repainted and had only minor restoration of components**.** Cars seeking this designation must **NOT** have been repainted and had only minor restoration of components.

**YES** _____include my car in this category **NO** _____do not include my car in this category

**Touring Show Class – All Touring cars MUST be driven to and from the event.**
I plan to show this Thunderbird in the following class:

☐ **Touring** - Cars that are regularly driven and are not restored to Concours condition. There will be a class for each year.

☐ **Expanded Touring** - Newly restored or frame out restoration cars that are driven, but the owner desires not to compete in Concours. All years of cars will be judged in one class.

☐ **Senior Touring** - Cars that have attained Senior status at a CTCI event, but are now driven and the owner desires not to compete in Concours. All years of cars will be judged in one class.

☐ **Hoods-Up Touring** – The Engine Compartment will be judged in addition to the normal Touring Class judging. All years of cars will be judged in one class.

**Touring Entries:** All cars judged in the Touring categories MUST be driven to and from the event. Please indicate city of origination:

City/Town_____State/Province_____Country_____

Club Affilation_____Chapter #_____

I certify that this car will be driven to and from the event as required by the CTCI rules and regulations.

Signature of Owner _____ Date_____

Return one copy of completed entry form no later than _____ (or before) for each Thunderbird to be judged on the Concours show field to:

Concours Chair_____

Address_____

City/Town/State/Zip_____

E-mail: _____

Home Phone: _____

Cell Phone: _____

Any questions should be directed to the Concours Chair listed above.

## Attachment F – Concours, Touring, and Display Registration Forms

| | CHIEF JUDGE USE ONLY | |
|---|---|---|
| <Insert Logo Here> | Car Number | |
| | Division | |
| | Class | |
| | Sub-Class | |

# CTCI – insert Regional # or International Convention
# Secured Display Entry Form – ’55, ’56,’57 Tbirds Only

**Instructions:** This form **MUST** be completed for each Thunderbird to be exhibited on the show grounds. If the field does not apply, please mark it as “N/A”. Please print or write legibly with a blue or black pen. **Complete a separate form for each car to be judged or displayed.**

| | | |
|---|---|---|
| Name | | CTCI # |
| Address | | |
| City | State/Province | Zip/Postal Code |
| Country | E-mail | |
| Phone: Home | Work | Cell |
| Fax | Alt. Phone | Other |
| Year of Tbird | Serial # | Color |
| Registered Owner | | |
| My car can be used for Judges Training? ☐ YES ☐ NO | | |

Please estimate your date and AM/PM arrival at the convention hotel_____.

**Display Show Class** – T-Birds that will be displayed on the secured Concours parking lot but not judged. Display T-Birds may be **driven** or **trailered**.

**YES**, include my car in this category_____ **NO**, do not include my car in this category_____

**Best Original Unrestored:** This option is available for all 55-56-57 original Display cars. T-Birds Seeking this designation must **NOT** have been repainted and had only minor restoration of components.

**Display Entries**: If you drive your T-Bird to _____, please fill out the information below to be eligible for the Longest Distance Award and/or the Chapter Mileage Award.

City_____State/Province_____ Country_____

Club Affiliation_____Chapter #_____

I certify that this car will be driven both to and from the event.

Signature of Owner_____ Date_____

Return one copy of completed entry form no later than _____or before for each T-Bird to be displayed on the Secured Concours parking lot in _____ to:

Event Concours Chairman Email:
Address Phone:

Any questions should be directed to the Concours Chairman listed above.

## Attachment F – Concours, Touring, Display & Other T-Birds/Collector Cars Registration Forms

**CHIEF JUDGE USE ONLY**

| <Insert Logo Here> | Car Number | |
|---|---|---|
| | Division | |
| | Class | |
| | Sub-Class | |

## CTCI – insert Region # or International Convention

## Secured Parking for Other Year T-Birds '58 thru '05 & Other Collector Cars

**Instructions:** This form **MUST** be completed for other year T-Birds '58-'05 and collector cars to be displayed on the show grounds. If the field does not apply, please mark it as "N/A". Please print or write legibly with a blue or black pen. **Complete a separate form for each car to be displayed.**

| Name | | CTCI # |
|---|---|---|
| Address | | |
| City | State/Province | Zip/Postal Code |
| Country | E-mail | |
| Phone: Home | Work | Cell |

Please estimate your date and AM/PM arrival at the convention hotel_____.

Other Year T-Birds (1958-2005) _____ Color _____

Other Year Collectible Car & Make _____ Color_____
.

Signature of Owner_____ Date_____

Return one copy of completed entry form no later than _____or before for each collector car to be displayed in the Secured Parking lot to:

Event Concours Chairman
Address
City/State/Zip
Email
Phone

Any questions should be directed to the Concours Chairman listed above.

## Attachment G – Judges Questionnaire

### Event Logo and Date Area

**JUDGES QUESTIONNAIRE**

NAME: _____ CTCI#_____
ADDRESS_____CITY_____STATE____ZIP_____
PHONE NUMBER (___)_____E-MAIL _____
FAX NUMBER_____

This questionnaire is for the purpose of selecting and classifying judges for the _____ Convention to be held in _____ on _____. Please complete and return this form no later than_____ to:

Name:
Address:
City/State/Zip:
Phone: FAX:
Email:

_____

I own _____'55; _____'56; ____'57. Year first owned T-bird _____.

Most familiar with: _____ '55; _____' 56; _____ '57; _____ No Preference.
Most qualified to judge: EXTERIOR_____ INTERIOR_____ ENGINE_____
TRUNK____ UNDERCARRIAGE____ SPECIAL ITEMS____ NO PREFERENCE____

Have you personally restored or supervised restoration of a Classic Thunderbird ___YES____NO
Do you consider yourself qualified to judge authenticity? _____YES _____NO
State previous experience judging CTCI INTERNATIONAL & REGIONAL CONCOURS:
_____
_____

1. What are your strong points? _____
2. Do you prefer judging: *Touring*_____ *or Concours*_____.
3. Are you a professional restorer? Yes_____ No_____

==========

FOR CONCOURS CHAIRMAN/CHIEF JUDGE USE ONLY:

AUTHENTICITY_____ WORKMANSHIP_____SPECIAL ITEMS_____ TOURING_____ Exterior_____
Interior_____ Engine_____ Trunk_____ Undercarriage_____.

CHIEF JUDGE: FORWARD completed forms (including this section) to: CTCI and Judges Trainers when event is over.

Team Captain _____Chief Judge_____
Concours Chairman_____

## Attachment H – Concours & Touring Judges List

# Concours & Touring Judges List
# Return to CTCI Judges Training Chairman

Event _____ Date _____

The following members were judges on the Concours Cars. Indicate the area and the class judged (original or non-original). Please list all judges including Concours, Touring, Special Items, and seminar only. Also, indicate area judged. Duplicate form if necessary.

| Name/City/State | Area | Class |
|---|---|---|
| | | |
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Chief Judge _____ (Signature)
Concours Chairman _____ (Signature)

This form MUST be supplied to CTCI office and Judges Training Committee by the Concours Chairman/Chief Judge. The member will only receive credit for being a judge when this form is returned.

# Tours Chairman Guidelines

1. It is not necessary to fill every day with activities. Most people appreciate free time to enjoy relaxing and visiting with others. Keep it simple.
2. In addition to scheduled tours, it is nice to provide a list at the registration desk and in the packets of other things to do in the area. Your hotel concierge or local Convention and Visitors Bureau can provide brochures and/ or lists and maps.
3. When planning activities that require bus transportation, find a company that is willing to reserve the maximum number of buses you might need and then are willing to release them without charge if not needed. It is very hard to add additional buses close to the event date. Select companies with newer busses, even if the cost is a little more, the comfort, cleanliness and reliability is worth it and attendees are willing to pay the cost (average $8-10 per person).
4. Shopping tours are always popular. See if the hotel has any free shuttle transportation available for local attractions. Also, local Ford dealers (or club member) may offer use of a van or SUV during your event, if asked.
5. For a local event, most attendees don't mind driving themselves, if the parking is safe. This saves money and gives them the freedom to leave early or stay longer. (Can combine for a tour/driving event for touring)
6. Choose scheduled events that tell the history or show-off the scenery of the area. Contact the local City and Historical Societies for ideas. Often you can get a local historian as tour guide.
7. When reserving seats on the busses, assign busses and put tickets with the bus numbers in the packets. Don't put out sign-up sheets, because people often cross out other's names and cause more confusion. Assign a bus host/hostess to each bus and give the attendees name list to that person. They are responsible for making sure they don't leave someone behind. Make bus number signs for each bus window. Check-in each person as they board the bus. Announce what time the bus will return from the tour location.
8. Provide a white board at the registration table or in the hospitality room where people can list tickets needed or for sale and have them contact each other to arrange details.
9. Give a list to the registration table of extra tickets available and have them keep an inventory of tickets sold and for what event. Decide with your committee what the policy will be if attendees request a refund for an event they cannot attend.
10. Coordinate with the registration person to keep a spreadsheet on events for which your attendees have registered, so you have a running total for each tour.

## Attachment J – Excellence in Authenticity Check Request

**Car Number_____**

*Concours Chairman use only*

# Owners Request for Excellence in Authenticity Check

I have reviewed the list of Excellence in Authenticity items in the latest Concours Rule Book and certify to the best of my knowledge Car VIN #_____ has all of the correct items properly installed with correct finishes.

Owner/Designated Representative

Print Name _____

Signature _____

Date _____

This request is for the following CTCI Event _____

Return to Concours Chairman with your Concours I entry form.

## Attachment K – Sample Pocket Schedule

# Sample Pocket Activity Card Calendar

Tues. 7/8
8:30 – 5:00 Registration
8:00 – 11:00; 1:00 – 5:00 Hospitality Room
9:00 – 11:00; 1:00 – 5:00 Vendor's Room
All day Welcome Party
Wed. 7/9
8:30 – 5:00 Registration
8:00 – 11:00; 1:00 – 5:00 Hospitality Room
9:00 – 11:00; 1:00 – 5:00 Vendor's Room
8:00 – 11:00 Concours Clean up
1:00 – 5:00 Judges Seminar
6:30 – 8:00 CTCI Business Meeting
8:00 – 10:00 '50's Party
Etc, etc, etc

## Addendum – Request for Regional or International Sanctioning

# Chapter Request for Sanctioning Regional and International Conventions

A Chapter desiring to host a CTCI International or Regional Convention must submit a letter to the CTCI President. The letter should contain the following information:

- Name of the Chapter
- The requested dates for hosting the Convention
- Names of the Convention event chairman, concours chairman, concours chief judge, touring chief judge, logistics chairman, treasurer of event, and registration chairman.
- An official hotel proposal with hotel rates and number of rooms requested. Any information that the potential host Chapter has about the Convention site must be provided.
- List of potential events and tours.

If questions arise from the bid, all efforts, other than financial, should be made to assist the Chapter.

*Chapters requesting to be sanctioned for an International Convention will be voted on during the previous International Convention at the Board of Directors Meeting. If this does not occur, then Board approval will be by either motion at the next regular Board Meeting or by Resolution as stated in Electronic Meetings, 1.3.3 in the OP&P.

*Regional Conventions will be voted on no earlier than at the Board of Directors meeting in February during the previous even year, or anytime afterward by resolution.
In case of a conflict in dates for International or Regional Conventions, the Board of Directors will give priority to the host club with the earliest postmark for requesting to hold an International or Regional Convention.

*A Director, voting by Resolution, and disapproving the potential host Chapter's request, should send their reasons in writing for disapproving the resolution to the CTCI President, CTCI Secretary and to the potential hosting Chapter's Regional Director. The CTCI Secretary will notify all Directors of the result of the vote, and the President will notify the requesting Chapter.

*Once a CTCI chapter is sanctioned to host an International or Regional Convention, the Regional Director for that club should periodically contact the host Chapter offering any assistance that the director can provide.

*If the Board of Directors approves changes to the CTCI Convention Guidelines and Concours Procedures after a host club is sanctioned, the CTCI Convention Guidelines and Concours Procedures in effect at the time of sanctioning will apply.

*Concours scoring procedures are under the authority of CTCI, not the hosting Chapter. The hosting Chapter will provide scoring equipment and personnel, with at least one of them familiar with the CTCI Scoring Program operations. A description of the Scoring Program is also given in the Concours Procedures.

* Revised 4/12/13

# STANDARD BASIC CONTRACT FOR CTCI CONVENTIONS

## DESCRIPTION OF GROUP AND EVENT

This contract is between CTCI Chapter name and number and hotel name below:

Hotel name_____

Street Address_____

City, State and Zip code_____

Phone/fax number_____

Contact person _____

and

Host chapter's name_____

Contact person_____

Street Address_____

City, State, and Zip code_____

Email address_____

Phone number_____

For the following event:

Event name_____

to occur over the following time period:

Date of event_____.

Anticipated attendees: Regional – (200-250); International – (400-600)

**MEETING DATE AND GUEST ROOM SCHEDULE * (REGIONAL FORMAT)**:

| (Year) | Tues. | Wed. | Thurs. | Fri. | Sat. | TOTAL |
|---|---|---|---|---|---|---|
| Std rooms | 0 | 60-90 | 100-120 | 100-120 | 100-120 | |
| Suites | 0 | 5 | 5 | 5 | 5 | |
| Total | 0 | 65-95 | 105-125 | 105-125 | 105-125 | 380-460 |

**MEETING DATE AND GUEST ROOM SCHEDULE * (INTERNATIONAL FORMAT)**:

| (Year) | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. | TOTAL |
|---|---|---|---|---|---|---|---|
| Std rooms | 25-40 | 50-100 | 200-240 | 220-240 | 220-240 | 200-220 | |
| Suites | 5 | 5-10 | 5-10 | 5-10 | 5-10 | 5-10 | |
| Total | 30-45 | 55-110 | 205-250 | 225-250 | 225-250 | 205-230 | 945-1135 |

(* Organizers to revise and input numbers based on event location, regional history and other factors.)

All guest rooms to be run-of-the-house unless otherwise set forth above. Room types to be reserved on a first-come, first-served basis and not guaranteed. Hotel will continue to sell the negotiated group rate up to and after the group's cut-off date for reservations on a space available basis and in excess of the originally block if available.

## GUEST ROOM RATES*:

Rates confirmed as follows:

| Room | Single rate | Double rate | Triple rate |
|---|---|---|---|
| Std King or Two Doubles | $90-100 | $90-100 | $90-100 |
| King Suite | $115-125 | $115-125 | $115-125 |

(* Organizers to adjust rate numbers based on local customary rates.)
Rate includes complimentary breakfast buffet and use of a Hospitality Area. (Included breakfast in room rate greatly reduced the need for and expense of Hospitality Room.)

Room rates quoted are non-commissionable, net rates, subject to taxes and applicable fees.
The above-quoted Group room rates include a $10 rebate per room night for promotional assessment, payable to Group to offset convention expenses. This rebate to be made as the account is paid in full.

The above group rate will be honored for attendees for three days prior to group arrival date and for three days after the departure date based on space availability.

## TAX EXEMPT STATUS

If the Group maintains a tax exempt status, Hotel will be provided with a valid exemption certificate no later than thirty (30) days prior to the group's arrival. Tax exempt status applies to sales tax and to Master Account only.

## COMPLIMENTARY ACCOMMODATIONS

The Hotel will provide one (1) complimentary room night at the lowest group room rate, on a cumulative basis, for each 40 room nights within the pattern set forth above actually occupied by Group's attendees and paid for at the full contract rate. The Hotel will credit the Group's Master Account for the total number of complimentary accommodations accrued by Group at the conclusion of the meeting.

### SPECIAL CONCESSIONS

The hotel will provide three (3) complimentary King Suites for all days of the convention. Group planner is responsible for assigning these rooms.

## ROOM RESERVATION PROCEDURES

Group attendees will make their own reservations via any of the following ways: telephone and a link to the Hotel's website on the internet. Hotel will provide a reservation link and if required, a Group identification code to complete the process.

Reservations can be made up to thirty (30) days ahead of the event until the specified quantity of rooms is utilized. If requests are made above the specified volume of rooms the Hotel will honor those requests if rooms are available. All room nights not reserved by the thirty (30) day window are returned to the Hotels general inventory. Requests for room nights inside the 30-day window are to be accepted on a space available basis at the negotiated basis and if accepted, they are credited to the Group's block for any calculation of attrition.

## CHECK-IN / CHECK-OUT

Guest accommodations are to be available at 3:00 pm on the arrival day and reserved to 11:00 am on the departure day. Guests requesting special consideration will contact the front desk. Hotel will make arrangements for storage of guest's luggage in the event of early or late arrivals or departures.

## GUEST ROOM CHARGES

Guests will be responsible for payment of their own accounts on departure. Hotel will provide the Group with the total room costs, including room rate, and any applicable fees and taxes for Group's purpose of informing their attendees. Attendees are expected to provide a valid credit card upon check-in. Hotel may obtain pre-authorization for charges expected during the quest's stay.

## UNAVAILABILITY OF GUEST ROOMS

If on occasions, due to unanticipated circumstances, the Hotel does not have rooms for all guests within the Group's block of rooms who have a valid reservations and wish to check in on a particular night, the Hotel will provide the following:

1) Accommodations of an equal or better rate at a comparable hotel as close as possible and at no charge to the guest so displaced.

2) Complimentary transportation between the two hotels.

3) The Hotel will make necessary arrangements for the displaced guest's telephone messages and mail to ensure they are properly forwarded.

4) Group shall receive credit for any guests displaced toward its obligations to this Contract as it relates to complimentary rooms, rebates or total Revenue, including all nights of the original reservation even if guest elects not to return to the Hotel.

**MEETING REQUIREMENTS**

**Room requirements for the event are summarized in the following schedule:**

| Item | Space & Set up | # | Times | T | W | T | F | S | S |
|---|---|---|---|---|---|---|---|---|---|
| Registration Desk | Tables in Lobby/Hallway | | Noon – 10pm*<br>8am – 10pm | X* | X | X | X | X | X |
| Hospitality Room | Suites or restaurant area<br>Rounds | 100 | 8am – 10pm<br>7am – 10pm | | X | X | X | X | X |
| Vendors Rooms | Ballroom for table top exhibits | | 8am – 10pm<br>8am - Noon | | X | X | X | X | X |
| Exhibit hall for cars (Indoor show only) | Open space for car parking | 150 cars (250*) | Noon – 10pm<br>Noon – 10pm<br>7am – 10pm<br>7am - Noon | X* | X | X | X | X | X |
| Welcome Party | Ballroom for 300 or (500*) w/ rounds for 8-10 (sound system) | 300 or 500* | 7pm – 10pm | | X | | | | |
| Board Meeting* | Meeting room; Theater style (sound system) | 100 | Noon – 5pm | | X | | | | |
| Membership Meeting* | Meeting room: Theater style (can be same room as above) (sound system) | 250 | 2pm – 4pm | | X | | | | |
| Experts Meeting* | Meeting room: Theater style (can be same room as above) (sound system) | 150 | 2:30pm – 5pm | | X | | | | |
| Scoring room | Open room with tables/chairs | 20 | 8am – 8pm | | | X | X | | |
| Judges training | Classroom style with tables for attendees (sound system) | 100 | 8am – 12:30pm<br>Or<br>Noon – 5pm | | | X | | | |
| Owners/ Judges meeting | Classroom style (sound system) | 100 | 7am – 9am | | | | X | | |
| Judges lunch | Rounds | 100 | 11am – 2pm | | | | X | | |
| Cash bar at Banquet | Lobby of Ballroom | 300 or (500*) | 5pm – 9pm | | | | | X | |
| Awards Banquet | Ballroom with rounds (10); Podium, slide projector and screens (sound system) | 300 or (500*) | 7pm – 10pm | | | | | X | |
| | | | | | | | | | |

(* - International Convention only)

**AUDIO-VISUAL EQUIPMENT**

Hotel shall make available a reasonable selection of "in-house" audio-video equipment for use in presentations and by speakers for the Group (gratis or at an agreed-to charge). The Group shall define when and what type of equipment is needed in advance of the event. If required equipment is not available at the Hotel, it will make best efforts to identify a local source and arrange for procurement and set up of such equipment.

## STANDARD IN-HOUSE EQUIPMENT

Hotel will provide at no charge a reasonable amount of meeting equipment (chairs, tables, easels, etc.) in rooms and locations where needed as identified by the Group.

## ANTICIPATED ROOM NIGHT AND FOOD AND BEVERAGE REVENUE FIGURES

The anticipated revenue for room nights is calculated by multiplying the total number of room nights times the agreed room rate. The total food and beverage amount will be based on prices for meals and agreed to meals. The sum of these two items is the "Anticipated Room Night and Banquet Food and Beverage Revenue Figures".

## ATTRITION

Attrition of up to 30% of the "Anticipated Room Night and Banquet Food and Beverage Revenue Figures" (Hotel Revenue) will be permitted based on written notification at least 30 days prior to the Group arrival.

## CANCELLATION

If in the unlikely event that the convention has to be cancelled, commitments to the Hotel will be paid according to the following schedule:

| Date of Cancellation | Amount of Damages Due |
|---|---|
| From date of contract to 366 days ahead of event | 20% of Hotel Revenue |
| From 365 days to 180 days | 50% of Hotel Revenue |
| From 180 days to 90 days | 60% of Hotel Revenue |
| From 90 days to 0 days | 70% of Hotel Revenue |

Cancellation of the convention will be done in writing by made by written notice in person, by facsimile or electronic methods and "Cancellation Date" will become the date information is received by the hotel. Liquidated damages resulting from the cancellation will be due thirty (30) days after the "Cancellation date".

### FORCE MAJEURE

No damages shall be due for a failure of performance occurring due to Acts of God, war, terrorist act, government regulation, riots, disaster, or strikes, any one of which make performance impossible. The Hotel shall have no liability for power disruptions of any kind.

### BILLING PROCEDURES

Hotel shall establish a Master Account for the event. Group will provide information on its financial condition as requested.

Items to be charged to the Master Account include the following; banquet food and beverage charges, service charges and taxes, attrition charges (if any), meeting space rental charges (if any), cancellation charges (if any), audio-visual charges (if any) and applicable taxes therein and any other charges billed to the Master Account at the request of the authorized representative of the Group. Additionally, all third-party charges (if any) for services and/or supplies, not directly supplied by the Hotel will be billed to the Master Account with the addition of a 10% handling fee.

Hotel shall offer a review of the master bill on a daily basis for review by the designated representative of the Group.

A final bill, with appropriate documentation, will be mailed to the Group within three (3) days of the Group's departure.

Group may arrange payment in the form of cash, check or bank transfer within 30 days of receipt of the master bill.

## HOTEL POLICIES

### SECURITY
Subject to Hotel's approval, Group will provide security personnel, at its expense, from a reputable licensed guard or security agency doing business in the area of the event. Security will patrol the car parking areas from 10pm to 6am each night of the event beginning on Wednesday and ending on Sunday morning.

### LOGO
Subject to Hotel's approval, Group may use an approved logo of the Hotel in the advanced material advertising the event.

### PARKING LOT
Hotel shall allow use of its parking lot in a manner to be defined by the Group in advance of the event. Hotel will assist Group in blocking off defined lots and shut off sprinklers in defined locations during the duration of the event.

### CAR WASHING AREA
Hotel shall provide access to a water source for use in washing of cars by Group. Group is responsible for hoses and washing materials.

### SIGNAGE
Group will provide professionally printed signs, and with Hotel's approval, designate locations for their display (near entrances, traffic areas, etc.).

### SHIPPING AND RECEIVING
Hotel shall accept packages up to three (3) days prior of Group's arrival date and provide adequate storage for such materials. Group will use best efforts to minimize such shipments.

### AUTHORITY
The persons signing the contract on behalf of Hotel and Group each warrant the they are authorized to make agreements and to bind their principals to this contract.

### ACCEPTANCE
This contract shall be deemed accepted only after it has been signed by a representative of the Group and thereafter signed by a representative of the Hotel. Acceptance may be made by originals or by electronic methods and deemed to be an original.