

MART /UNLOADING / LOADING COMMITTEE

The Mart Chair is responsible for ensuring Mart Rules are strictly enforced. The Mart Chair has the authority to rescind Mart tables or dismiss participants for unethical conduct or failure to abide by Mart Rules. A further ruling may be obtained from the General Chair or attending National Representative.

MART RULES

These Mart Rules should be printed in the program, displayed on the registration website, or included as an insert in the Registration Packet:

1. The procedure for Mart setup will be strictly adhered to. [State the procedure.]
2. The Mart room must be smoke free.
3. No firearms of any kind are permitted in the Mart, except by authorized Security personnel.
4. Breaking any of these rules or any act believed detrimental to the Association shall constitute grounds for expulsion of any attendee from the Mart for the duration of the meeting without refund of any registration payments.
5. Only authorized attendees wearing a proper identification badge will be admitted. Anyone wearing a borrowed or faked badge will be removed from the Mart and reported to the NAWCC Ethics Committee.
6. All attendees are expected to conduct themselves in an ethical and responsible manner at all times. Boorish, vulgar, offensive conduct, or language will not be condoned.
7. Reproduction of antique horological items are allowed so long as they are identified as such and not misrepresented as genuine antiques.
8. Important: manufacturing and/or selling a counterfeit item is a criminal offense under Federal law. Counterfeit clocks and watches, such as fake Rolex watches, are never permitted in the Mart. If found, they must be immediately removed from the premises. Persons with fake items or contraband may be expelled from the Event and reported to local authorities and the NAWCC Ethics Committee. Please refer to the Member Code of Ethical Conduct.

MART SIZE AND LAYOUT

The Mart area (preferably a single large room) must be suitable for the projected number of Mart tables. Pay particular attention to the aspects of security and unloading into the Mart Room (drive-in, walk-in, elevators, steps, lighting, etc.). Determine the number of tables possible in the room. Tables should be at least 2-1/2 feet wide by 6 or 8 feet long.

Prepare a layout drawing of the Mart room showing the table locations *after* obtaining fire safety requirements and *before* sold tables are assigned.

Inquire as to whether the convention facility supplies table coverings. If not, plastic table covers can be inexpensively acquired from "Dollar Store". Table cover should be placed on each table. Supplying an additional cover for each table to be used as a "goods cover" when the table holder is absent is a thoughtful touch. Using different colors creates an interesting visual effect.

Provide one chair per table. If the room permits, chairs and tables may be set up to permit attendees to sit and enjoy refreshments.

Leave enough aisle space for local fire codes, for comfortable passage, and handicapped access.

MART SETUP AND UNLOADING

The success of Mart Unloading is extremely important to the Event’s overall success. While rules and procedures need to be followed, friendly attitudes and helpfulness of the Mart Chair and assistants during unloading are paramount. Little things count. Provide as much help as possible with:

1. Traffic and parking assistance in the dock area; vehicles should be moved to other areas as soon as possible to allow others to unload.
2. Set up and unloading; lots of goodwill can be gained by offering to help table holders transport their goods from the door to their tables.
3. Adequate number of carts for transporting goods from the unloading door.
4. Someone available to help find tables.
5. Registration personnel distributing regional packets at the loading dock to help with registration and problems.
6. A calm, cool, collected approach to dealing with problems. No public confrontations! In general, it is better to give a little to solve a problem than to force an issue to become a confrontation.
7. Easy identification of mart volunteers; brightly identifiable vests, hats, t-shirt’s aid table holders to available help. These items should be brightly colored for easy identification. For vests, no printing or buttons is the least expensive; vests from prior shows may be available. Have enough for every volunteer. Colored t-shirts with custom printed designs can also be effective, especially with graphics related to the event.

SETUP OPTIONS

Several Mart Setup methods are available. The method chosen should be clearly stated in the confirmation letter. Each option should have:

1. Table holders, upon completion of setup, leave the Mart immediately.
2. Mart Committee members serve as monitors.
3. There will be no trading during Setup.
4. Mart privileges will be revoked without refund for non-compliance.

Here are the Mart Setup options:

1. A short period of time for unloading and setup of Mart tables. Table holders are admitted to the Mart room solely for the purpose of setting up their tables. As short a time as possible should be chosen to discourage early trading. One hour is usually enough for most table holders. Extra setup time might be allowed for large dealers and part suppliers.
2. Allow only large dealers and parts suppliers (i.e., those with four or more tables) into the Mart room to set up, and then open the doors to all other table holders at a stated time.
3. No setup time is allowed and the Mart is opened to all table holders and registrants at the same time (a “shotgun” start).

ADMITTANCE

NO ONE should be admitted to the Mart room except those wearing proper identification badges. Each door attendant should see that this rule is strictly enforced throughout the entire Event, including the Mart breakdown period.

If it is necessary for maintenance or food service personnel to enter the room after hours, the Mart Chair or their designee should accompany them. If such personnel need to enter the room during Mart hours, they should display proper identification.

Some Marts require that no housekeeping personnel be allowed in the Mart room at any time. In such cases, the Mart Committee should see that trash receptacles are emptied daily.

A) MART SECURITY

You must be able to secure the Mart area. All entrances, except the main entrance, must be securely locked or secured to prevent entrance from the outside throughout the meeting. Fire exits must not be blocked.

The Mart Chair, in collaboration with the General Chair, Exhibit Chair, Craft Contest Chair, and Auction Chair, coordinates with the Security Committee Chair for 24-hour security in the Mart, Exhibit, Craft Contest, and Auction areas.

Close coordination with the Security Committee is required for effective Mart room security. Newer facilities may have 24/7 surveillance systems as an alternative to or supplement to having after-hours security personnel in the Mart room. All access or service doors to the Mart room must be securely locked when the Mart Room is closed. A Security Committee member should be stationed at unlocked entrances when the Mart is open.

COMMON MART ISSUES

Limit on Number of Mart Tables: If there is a limit on the number of available Mart tables, it may be necessary to limit the number of tables available to each Mart table holder. Establish a ratio to allocate tables fairly. For example, Mart table holders might be limited to two tables each, and material suppliers to four tables each.

Create a waiting list. Relinquished tables should be allocated on a first-come first-served basis.

Electricity: Mart table holders may request their table(s) be located near an electrical outlet, against a wall, etc. Try to satisfy the request. Some facilities charge for an electrical outlet. If there is a charge for electricity, be sure to publish that information in your promotional materials and registration form.

Placement: Mart table holders may request that their tables be placed at a specific location or alongside another person's. Comply with these requests whenever possible.

Display Cases: If available, offer rental of locked display cases. Note that partner organizations participating in the show, such as World Wide Traders (WWT), provide their members with cases and safes that can be made available to Event participants.

Opening and Closing Times: Include details regarding the Mart room opening and closing times in the advertisement in the *NAWCC Mart & Highlights* and also note these in the registration confirmation letter.

A NOTE ON “EARLY TRADING”

Some Events have “institutionalized” early trading, by providing a place for, sanctioning and controlling “parking lot sales.” Others employ a system of “Early Bird” tickets available to attendees at an additional cost, to allow them to enter the Mart during setup.

On the whole, for an Event to provide benefit for the maximum number of attendees, early trading should be minimized (other than “Early Bird” tickets). Early trading tends to be negatively perceived by members who, because of work or family obligations, find it difficult to arrive before an Event opens. Often, these are younger members that we are trying to attract and encourage. Early trading is most opposed by those who cannot participate. Likewise, it tends to be favored most by those who can participate.

COMMUNICATIONS & HOUSEKEEPING

Have trash receptacles placed throughout the room.

If possible, a “house phone,” cell phone number, or radio communication should be available for communication with facility personnel.

MART CENTRAL

A public address system is a necessity.

The Mart should have a “Mart Central” table or desk in a prominent location and easily identified. It should be staffed at all times the Mart is open. Mart Central can be used for answering questions from attendees and table holders, posting messages and door prize winners, publicizing the upcoming National Convention, Regional Meetings, and horologic auctions.

FACILITY EQUIPMENT / FURNISHINGS & SIGNAGE

Try to have tables, chairs, tablecloths, trash receptacles, and public address systems furnished at no charge by the facility. If renting tables, the table provider may be willing to set up the tables at no charge.

Label each table with the table number and table holder’s name(s). This aids the finding of one’s table. Be mindful not to use a label that may not be removed from the table. Otherwise, place labels on top of the table covering.

Number or otherwise identify each aisle. Suggestions are to use large signs on poles or signs mounted on the wall (if permitted by the facility).

Show the table number and Mart table holder’s name(s) on the layout drawing, or provide an alphabetical list of table holders with the table layout drawing.

Post a cross-reference listing of tables and table holder names.

SALES TAX

All table holders must receive the following Sales Tax statement *verbatim*. The statement can be printed on the registration form (printed and on-line) and table holder confirmation letter. It may also be included as an insert in the registration package, or printed in the program (if one is provided to all attendees). Another method successfully used is to place the statement on at least one of each table holder's tables. This requirement was implemented by the Board of Directors in August 2018.

“Sales taxes are levied by some state and local governments. This legislation applies to all sales conducted at NAWCC events in compliance with these state and local laws. The obligation to collect sales tax has no relation to whether the Mart is open to the public or only to NAWCC members. Unless specifically exempt, the fact that the sponsoring entity is a not-for-profit entity, including 501(c)(3) or any other designated tax-free entity, does not negate the requirement to collect sales tax and render it to the appropriate government agency. It is the responsibility of each individual conducting retail sales, including Mart table owners, to provide the required licensing, documentation, and taxes collected to the applicable tax agency. The NAWCC cannot and will not be held responsible for action taken by any government agency against those not complying with government regulations.” (BoD, August 2018)

NON-HOROLOGICAL ITEMS

Table holders will offer for sale items primarily of Horological interest and ensure that non-horological items in the mart are appropriate for NAWCC events and of interest to the members, as determined by the General Chair and/or Mart Chair. Items, such as barometers and other weather-related gauges, are considered horologically related on the grounds that such devices have often been paired with timepieces throughout history. Music boxes and automata both have mechanisms similar to clocks and are also considered horologically related. No weaponry is permitted (by recommendation of the CC Committee and approval of the BoD 12/2017).

The General Chair and the Mart Chair have broad latitude to allow non-horological items, especially when partnering with another organization (for example, railroad memorabilia, astronomy, antiques, or even “let me show you my other hobby”). The primary objective of exercising this latitude should be enhancing the attendee experience. A predominance of horological items should be the norm.

If a table holder is deemed to have too many inappropriate items by the General Chair and/or Mart Chair, and ignores the warning and continues to violate Mart rules, a security guard should be called and the offender made to pack up, turn in his registration badge(s), and be escorted out of the Mart room by a security guard.

CLOSING TIME ANNOUNCEMENTS

Announcements concerning Mart room closing should be made approximately one hour and again at 30 minutes before closing. The Mart closing time should be strictly enforced, and participants should not be allowed to linger.

Strongly encourage table holders to remain until the closing of the Mart.

SECURITY COMMITTEE

Security for the Exhibit, Mart, and Auction should be provided from setup through breakdown. The level of security, whether bonded and licensed or more of an attendant, may be governed by different factors (i.e., the value of the items exhibited, the general access, room size, and budget, etc.). Volunteers from the Host Chapter(s) may assist with this function.

When professional guards are necessary, hire guards through the facility or a local security company. They should be bonded and trained professionals. As an alternative, off-duty police officers may serve as guards provided that they are allowed to be in uniform.

Be sure to schedule relief guards. Members of the Security Committee may serve as guards during opening hours where a higher level of police presence is not advantageous, and may provide temporary relief for a short period of time for professional guards. A guard should be posted at unlocked doors and required to check each person entering the room for the proper identification badge when the Mart Room is open. This function may be handled by Security Volunteers, allowing the guard to walk the Mart floor. Non-members are issued an identification badge upon registering. This should be used by them for admission to the Exhibit room. When the Mart room is closed, one guard must be stationed inside the room and the room must be locked. For large Mart rooms, two or more guards should be stationed inside. Newer facilities may have after-hours, monitored surveillance systems that may be an alternative to posting guards. Be sure to include after-hours security for the Exhibit, Craft Competition and Auction items. (This may be securely locked doors where access by unauthorized personnel is prevented.) Additionally, confirm with the facility if housekeeping and maintenance have access to the Mart, Exhibit, Craft Competition, and items for an Auction when they are closed.

Regional Meetings often find it sufficient to use Security Volunteers during opening hours and hire a guard or guards for overnight Security. National Conventions may require police presence at all times.

All entrances (including access and service doors) must be securely locked. The main entrance may be opened only by the Mart Chair, Security Chair, or General Chair or designate, or by one of these individuals directing the guard to open the door from the inside.

Guards should be well informed of their duties and responsibilities. Any questions or disputes should be referred to the proper committee Chair. The Security Chair should make frequent checks on the guards during open and closed hours to assure their adequacy. Guards should have some means of contacting the respective Chair, if necessary, during closed hours. If a guard is found to be inadequate or negligent, contact the security company and demand an immediate replacement.

The Security Chair should know the facility's policies and procedures for handling emergency situations.

SIGNAGE / POSTERS COMMITTEE

This Committee oversees the design and production of the printed program, name badges, ribbons, signs, posters, and any other necessary printing or artwork. Other Committee chairs should be contacted in order to identify all needed material.

A. Printed Program

An effective printed program of the meeting includes:

- 1) Name of Meeting
- 2) Location
- 3) Date
- 4) Name of Host Chapter and Co-host Chapters
- 5) Logo (optional)
- 6) Welcome
- 7) General Information
- 8) Identification of General Chair and Vice Chair
- 9) Registration Information
- 10) Name Badges

Quote *verbatim*: Must be worn for admission to Mart and Auction Activities.

- 11) Exhibit

Information detailing location, hours open, theme, walking tours, etc.

- 12) Programs

Information detailing subjects, brief resume of speaker, location, and times.

- 13) Special Activities

Information detailing location and times. A brief explanation of the activity should be given.

Instructions should be given regarding tour pickup location and time as well as an approximate return time.

- 14) Door Prizes

Explain method of distribution (optional).

- 15) Security

State that 24-hour security is provided for the Exhibit, Mart, Craft Contest, and Auction areas (as applicable) with beginning and ending times.

- 16) Disclaimer

Quote *verbatim*: “The Mart and the Auction are conducted for the convenience of all NAWCC members and their Immediate Family who qualify for such privileges. Non-members may participate only under NAWCC policies for non-member entry; however, all conditions and qualifications stated herein apply equally to them. Participation in the Mart and Auction is entirely voluntary and neither the Association, Chapters, nor officers and members thereof, assume any responsibility for damage, losses, torts, or misunderstandings arising from the operation of the Mart and Auction.”

- 17) Schedule of Events

State dates and times of opening and closing.

Registration, Mart room setup and opening, hospitality, etc.

- 18) Mart Rules
- 19) Auction Rules
- 20) Names of National Officers
- 21) Names of Chapter Officers
- 22) Names of Committee Chairs
- 23) Names of Co-Host Chapters
- 24) Acknowledgements

Door Prizes Donors, Favor Donors, and Other Acknowledgments

B. SIGNAGE

Large display signs are helpful to identify locations throughout the Event space. This is especially convenient for Public Day attendees. These signs could be hung, displayed on easels, or attached to the wall (if permitted by the facility).

Consider large signs disclosing significant donors and their donations. A large sign could also be installed near the public announcement location in order for attendees to view door prize winning numbers and identify winners.

Directional signs, with large arrows, can help direct attendees to various locations of activities.

Signs should be strategically placed to identify:

- 1) Schedule of Events
- 2) Speaker(s)
- 3) Registration
- 4) Pre-Registration Packet Pickup
- 5) Mart
- 6) Mart Unloading
- 7) Mart Row Identification
- 8) Mart Control or Mart Central
- 9) Program Rooms
- 10) Exhibit Rooms
- 11) Hospitality Room
- 12) Banquet Room
- 13) Exhibit Walking Tour

C. SALES TAX

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