Safari Club International & Safari Club International Foundation

Convention & Event Program
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Revised July 2012

CONVENTION & EVENT PLANNING DEPARTMENT

Responsible for all aspects of planning, organizing and operating SCI’s Annual Hunters’ Convention, special events, SCI board meetings and other events. This includes show production, banquet coordination, auction and exhibit program management.

- To plan, organize and coordinate SCI’s Annual Convention which, at this time, is the major fund raising event of SCI/F.
- To negotiate room rates for large room blocks with upscale hotels for conventions, board meetings, special events, Executive Committee meetings and other meetings or events as necessary.
- To select, negotiate and coordinate all food and beverage service for all events that are held at the Annual Convention, board meetings, special events, Executive Committee meetings and other meetings or events as necessary.
- To negotiate and produce entertainment and speakers for the Annual Convention, all board meetings, special events, Executive Committee meetings and other meetings or events as necessary.
- To negotiate and coordinate transportation, including contracts with rental car companies and shuttle service companies, for the Annual Convention, special events, board meetings, Executive Committee meetings and other meetings or events as necessary.
- To negotiate annual travel rates and contracts with travel/convention agencies and airlines.
- To act as a liaison with Committee Chairs to coordinate and produce Convention awards.
- To schedule and coordinate all seminars and committee meetings at Conventions, special events, board meetings, Executive Committee meetings and other meetings or events as necessary.
- To develop and implement policies, guidelines and procedures to ensure auction donor and buyer satisfaction with donation process including solicitation, negotiations and closing of final donation details.
- To act as a liaison with guides and outfitters/professional hunters from around the world in order to promote SCI and encourage donations for the Annual Convention.
- Develop and manage the Guides & Outfitters’ travel schedule for all North American Associations’ events for SCI volunteers and staff.
- In cooperation with SCI/F’s Marketing Department, create and implement production of all marketing materials and direct mail pieces to promote the Convention including auctions, exhibits and registration. Review all materials produced for the last Convention and discuss update/change.
- In cooperation with SCI/F’s Marketing Department, create and implement production of all marketing materials and direct mail pieces to promote special events.
- To coordinate with auctioneers, spotters and runners to facilitate the efficiency of our day, evening and silent auction programs.
- In cooperation with SCI/F’s Marketing Department, create and implement production of marketing materials for tri-annual board meetings and other SCI/SCI Foundation events.
- To design exhibit hall layout and assign booth space using established SCI policies and procedures.
- To maintain exhibitor priority point records in accordance with policy.
- To design and produce annual Convention Directory, electronic media and other materials to help attendees locate exhibitors on-site.
- To coordinate with the General Contractor, security companies, customs brokers, insurance companies, floor managers and travel and housing agents offering services to exhibitors.
- Hunt dispute policies and procedures are the responsibility of the Convention Department and Committee. Staff is responsible for handling all correspondence and making recommendations for resolutions.
- To produce and distribute Exhibitor Newsletter, Exhibitor Manual and other written or electronic material to educate and assist exhibitors.
- To collect member information and analyze member needs to make recommendations for potential products or services.

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CONVENTIONS

Convention Rules:
An annual international convention shall be conducted as the major fund-raising event for the organization. An annual membership meeting will be held in conjunction with this convention. The order of preference for the timing of the international convention shall be from the second week in January to the first week of February with the third week in January being the preferred week.
ANNUAL INTERNATIONAL CONVENTION

1. The Convention show days shall follow a Wednesday-through-Saturday format.

2. Site selection for the Convention is made based on recommendations of the Director of Event Planning and the Convention Committee with final approval by the Executive Committee.

3. The Convention is designed and budgeted with the intent of providing major operating revenues and potentially producing a revenue surplus.

4. Operations at the Convention are the responsibility of the professional staff in the areas of registration, exhibits, auctions, seminars, food functions, entertainment and programs.

5. A volunteer board provides substantial assistance in the areas of establishing Convention policies, auction/hunt solicitation, facilitation of exhibitor move-in, daily show move-out and the development and maintenance of productive relationships with our exhibitors/donors.

6. The Convention Committee and the Chair, to be appointed annually by the President, is responsible for setting the direction of the Convention. This is the membership's Convention and their input through the Convention Committee is vital in assisting the professional staff's knowledge of what the membership wants at their Annual Convention.

EXHIBITS

1. Each Annual Convention will include an exhibit hall to accommodate the consumer show aspect of the Convention.

2. Booth fees include only the exhibit space and a sign designating the company name and booth number. All furniture, extra lighting, etc., will be ordered directly from the general contractor hired by SCI and these fees are billed directly to the exhibitor.

3. Each exhibit space is granted two (2) exhibitor registrations. The exhibitor, at the regular rate, will purchase all additional registrations required.
   a) An ample supply of set-up badges is available. They give authorized personnel access to the Convention floor during regular set-up and tear down.

4. Booth fees are established by the professional staff and approved by the Convention Committee.

5. In addition to booth rental fees, a minimum donation of cash, goods or services is required per 10' x 10' booth.

6. The professional staff will establish those exhibit spaces that qualify as “premium” booths and a surcharge will be levied on that space for the company that has sufficient priority points to be granted premium space.

7. The professional staff will work with the exposition service draftsman to develop a layout most conducive to SCI’s goals and revenue objectives.
8. Booth spaces are 10’ x 10’ and can increase in increments of 10’ (i.e. no 5’ extensions); island booths may also be designed for large companies.

9. A formal set of booth rules and regulations has been developed using fire marshal guidelines, and this is disseminated to all exhibitors prior to the show. In any disputes between exhibitors and between show management and individual exhibitors, this document serves as the final word.

10. SCI reserves the right to deny exhibit space to vendors whose product(s) or service(s) SCI deems inappropriate.

11. An exhibitor priority ranking list consists of one point for each contracted booth and one point for each $1,000 US SCI shows in net revenue from the sale of donated auction items. For purposes of this list, only activity from 1982 to the present has been used to calculate rankings. Two consecutive years of inactivity with SCI result in forfeiture of all priority points. Priority points are not transferable. Special event sponsors and donors may also earn priority points based upon existing SCI policies (EC 3/9/01).

12. In all booth selections, irrespective of site location, the exhibitor priority-ranking list will be utilized to determine priority in booth assignments.

13. Waiting lists may be established when events sell out. To be added to a waiting list, a completely filled out booth application and booth deposit fee is required. If a space is not available, deposits can be refunded.

14. SCI provides 24-hour security of the exhibit hall, but exhibitors are required to hire their own guard (from SCI’s security company) if they are concerned about their items. SCI is not liable for damage or theft of any exhibitors’ property. This is the sole responsibility of the exhibitor.

15. The Exhibitor Manual can be found on our website www.showsci.com, and contains rules, regulations, guidelines and applicable Convention policies.

REGISTRATION

1. Everyone who attends the Convention is required to be a member of Safari Club International. Spouses or significant others are not required to be a member because they are covered by the membership of the individual who brings them. They are, however, required to pay the full registration fee and there is no couple discount.

2. Show attendance badge/cost structure: Four-day classic badges are $260 prior to the pre-registration deadline; $310 after the deadline. Two-consecutive-day badges are $180 prior to the pre-registration deadline; $205 after the deadline. One-day badges are $105 prior to the pre-registration deadline and $130 after the deadline. All additional functions (breakfast, lunches and dinners) are billed separately.

3. Complimentary youth badges are given to children of SCI members attending the show. Children are defined as 17 years of age and younger. Youth do not receive a convention tote bag.
4. Public Relations Department handles press credentials.

5. Complimentary registrations are handled by the respective Department Directors and associated costs are charged back to the appropriate department or program. Each complimentary registration must be categorized in the computer indicating which program should be charged for the complimentary registration.

   a) All complimentary costs are charged to specific programs (e.g. Governmental Affairs, Membership, etc.), and are billed at SCI’s cost.

   b) Convention-related comps are reviewed and approved by the Director of Event Planning.

6. As a practical matter, the Director of Event Planning is also responsible for approving specific complimentary costs (i.e. hunt donors, affiliate employees, hotel personnel working with food and beverage, photographer, etc.).

7. Hunt donors receive complimentary registration(s) based on the value of their donation. The professional staff establishes the donation guidelines used to determine what type of package the donor qualifies for.

8. A fee of $75.00 per badge will be charged to reprint lost badges or badges that are left at home.

9. Refunds are given to members when requested prior to the refund deadline. All requests for refunds must be submitted in writing and include registration materials (i.e. badges and event tickets).

10. To register for Convention call 888 SHOWSCI (746-9724) or visit our website at www.SafariClub.org.

**AUCTIONS**

1. Each annual Convention will include daily, evening and silent auctions to sell donations given to SCI by exhibitors.

2. Each exhibitor is required to make a cash, tangible item or service donation as detailed in SCI’s Exhibitor policies.

3. Benefits, based on the SCI net, are awarded to donors of the Auction Program.

4. All donations to the Auction Program must comply with the 70% or 100% donation format unless otherwise approved by the Convention Committee.

5. Auction revenue is a great portion of SCI’s operating budget with the majority of the dollars generated funding SCI Foundation’s conservation and education programs and SCI’s protection of hunters’ rights.
6. Donation solicitation at the SCI Convention is prohibited by any organization or person other than SCI and its representatives without the express written permission of the SCI Executive Committee.

7. All hunts and/or other items solicited must be for the express benefit of SCI or SCI Foundation. Anyone found to be in violation of this policy is subject to removal from the Convention hall.

HUNT DONATIONS

SCI accepts donations of hunts and hunt packages and offers these hunts to its members at official SCI events through live auctions, silent auctions and raffle programs. SCI’s policy on hunts or hunt packages acquired by members (“purchaser”) at auction or through a raffle program is as follows:

1. All donors must provide notice on the Hunt/Fishing Donor Form of the number of days of the hunt duration agreed upon in the donations along with the opportunity to hunt all species indicated in the donations. Hunt donations include any and all ancillary items or services as indicated in the donor contribution form and confirmed with the purchaser in the form of the SCI auction sales receipt and Buyer’s Agreement.

2. SCI does not guarantee or warrant that a trophy animal or any animal will be taken during the period of the hunt. Locating or taking an animal of trophy quality or otherwise is not a condition of acceptance by the purchaser for the purchased hunt.

3. The donor must honor all hunt donations in a draw area until the purchaser is successful in the draw process. The purchaser of such hunts must apply for the draw annually until successful. The donor may limit the hunt donation to be applicable for a maximum number of years for which the purchaser may be successful in the draw process, and SCI recommends such maximum be no less than three (3) consecutive years. SCI will not release the donor’s portion of the auction purchase price, if any, until the Convention Department of SCI has received written proof of a successful draw.

4. All sales are final and there will be no exchanges or refunds on hunts. SCI has made every effort to ensure the quality of donated hunts. However, SCI does not guarantee the satisfaction of the donor or the purchaser in any case. It is the purchaser’s responsibility to contact the hunt donor immediately and make all necessary arrangements for hunt dates and the application for any necessary paperwork for licenses and/or permits. Failure to make necessary arrangements may constitute forfeiture.

5. SCI will accept a maximum of two hunts from established donors for sale at auction in any one year; hunts may not be identical or for the same trophies. New donors may only submit one donation their first year and until such time as a positive hunt report from the auction buyer has been received and reviewed by the Convention Department of SCI.

6. All of the terms and conditions set forth in the Auction Buyer Policy and Auction Program Rules & Regulations are applicable to members purchasing hunts or hunt packages at auction or through raffle and such terms and conditions are incorporated herein by reference.
7. Acceptance of a hunt or hunt package from a donor by SCI does not constitute an express or implied agreement to accept the donation for a future convention. In submitting a hunt or hunt package for auction, the donor attests that it and its principals have never been convicted or charged of a felony or a misdemeanor, or has reason to believe that they are currently under investigation, for any state, tribal, province or federal wildlife violation in any nation. If there has been such conviction, investigation or adjudication, the donor is required to immediately present the facts and documentation acceptable to SCI for review. The donor further agrees that in providing its goods or services to the purchaser, it will comply with the SCI Bylaws and Code of Ethics. The donor also attests that it has the appropriate or necessary licenses or rights to lawfully offer its products or services or to conduct its business and that all information provided is true or to the best of its knowledge. SCI reserves the right, at any time and for any reason or for no reason, to reject a donation and to require the donor to fulfill Exhibitor Contract by other means. SCI shall not be liable for any loss, damage or expense claimed to have been suffered by donor as a result of such termination.

CONVENTION FORMAT (EC 01/19-20/93)

1. Chapters and/or other entities are not allowed to hold award programs or other functions under the format of SCI Conventions, regardless of Convention locations, unless specifically approved by the Executive Committee.

   a) SCI Convention Format Policy prohibits a simultaneous undertaking by members of SCI within a 50-mile radius of the site of an SCI Convention.

GUIDES & OUTFITTERS

HUNTERS LIAISON

The Guide & Outfitters Committee, in conjunction with the Convention Committee, assigns individuals to attend guide and outfitters association meetings to promote SCI. The support received from associations is evaluated annually and recommendations are made to the Executive Committee for future action and support.

COMMITTEE SELECTION

1. The Chairman of the Convention Committee (who is appointed annually by the SCI President) will annually appoint a Guide & Outfitter Committee Chair. The Chair selects Committee members and, in consultation with staff and the Convention Committee Chair, reviews SCI’s attendance and participation at Guides & Outfitters events and other industry related shows and events as approved.
MEETINGS/EVENTS

1. Each year the Guides and Outfitters Committee reviews the G & O events for the coming year and assigns appropriate staff and volunteers to participate and represent SCI. Below is a listing of the Guide/Outfitter meetings currently supported.

- Quebec Outfitters Federation
- Guides and Outfitters Association of British Columbia
- Alaska Professional Hunters Association
- Idaho Outfitters and Guides Association
- Manitoba Lodges and Outfitters Association
- Montana Outfitters and Guides Association
- Newfoundland & Labrador Outfitters Association
- Saskatchewan Outfitters Association
- Wyoming Outfitters and Guides Association
- Yukon Outfitters Association
- Colorado Outfitters Association
- Alberta Professional Outfitters Society
- Nevada Outfitters and Guides Association
- New Mexico Council of Outfitters and Guides
- Professional Hunters Association of South Africa
- Namibian Professional Hunters Association
- Safari Operators Association of Zimbabwe
- Zimbabwe Professional Hunters and Guides Association
- Professional Hunters Association of Zambia
- New Brunswick Professional Outfitter and Guide Association

2. In addition, the Convention Committee and Event Planning Department coordinate and assign staff and volunteers to represent SCI and SCI Foundation at various industry related shows and events as deemed appropriate and are subject to annual review and revision by Convention Committee. These events are coordinated with the Executive Committee, Marketing, Membership and Publications and may include the following shows:

- SCI/F Representation at Industry Peer Shows
- National Rifle Association (NRA)
- Shot Show (NSSF)
- Rocky Mountain Elk Foundation (RMEF)
- Western Hunting and Conservation Expo
- Archery Trade Association (ATA)
- Grand Slam Club Ovis
- International Sportsmen Expo
- National Wild Turkey Foundation (NWTF)
- Ducks Unlimited
- Wild Sheep Foundation
- Eastern Sports & Outdoor Show
Convention Department Contact List


Phone Numbers

Safari Club International: (520) 620-1220
Direct Convention Line: (520) 620-9313
Fax Line: (520) 618-3528

Registration
Email address: showsci@safariclub.org

Toll-Free Registration Hotline: 1/888/SHOW SCI - (1/888 746-9724)
Fax: (520) 617-1430

Exhibits
E-mail Address: exhibits@safariclub.org
Fax: (520) 618-3528

Auction
E-mail Address: auction@safariclub.org
Fax: (520) 618-3528