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# Memorandum of Meeting

*Send Electronically*

EVENT		
2016 FOHBC Sacramento National Antique Bottle Convention & Expo		
LOCATION	MEETING DATE	
Lions Gate Hotel and McClellan Convention Center	11 September 2015	
PURPOSE	NUMBER OF PAGES	
Coordination Meeting	4	
PRESENT	CC	
Warren Friedrich	Jennifer Irwin, Lions Gate Hotel & Convention Center (LGH)	All Present
Eric McGuire, Western Region Director		FOHBC (Baugh, Fifer, Bender, E. Meyer, Sheppard, Berry, Booth)
Lisa McGuire		
Ferdinand Meyer V, FOHBC President		
Beverly Siri, Co-Chair		
Richard Siri, Chair		
PREPARED BY	FILE NAME	ISSUE DATE
Ferdinand Meyer V	091115SacramentoMemo_M1	25 September 2015

The foregoing conveys the FOHBC's understanding of items discussed and decisions reached during this meeting. We will assume these notes correct and as a matter of record unless notice to the contrary is brought to our attention within two (2) weeks of the issue date of these meeting notes.

## 2016 FOHBC Sacramento National Antique Bottle Convention & Expo

1. LGH distributed an **info packet of marketing material**, which included Technical & Event Production Services info, Meeting Room Specifications (Hotel & Conference Center), a Ballroom Facilities Guide and Catering Menus.
2. **FOHBC tables** (dealer registration, BOTTLES and EXTRAS, FOHBC membership, merchandise, Hall of Fame etc.) staffed by Val Berry (FOHBC Merchandise), Elizabeth Meyer (FOHBC Business Manager), Linda Sheppard (FOHBC Membership Director), Bev Siri (Sacramento co-chair) and Alicia Booth. Other helpers needed.
3. All present toured the **McClellan Conference Center (MCC)**. This venue may be renamed. The following was noted and/or decided:
  - a) **Prefunction area** to be used for FOHBC registration, membership, merchandise tables, etc. on Friday, Saturday and Sunday, August 5 - 7. Four table minimum needed (if 6 foot tables used, 5 needed). All tables to be fully covered and skirted. White covers on top and black skirts preferable. Info kiosk on wheels and can be moved. This area is not secure.
  - b) Timely **shuttle bus** confirmed between LGH and MCC. This distance is not comfortably walked.
  - c) **Coffee Hangar** is new and has meals and drinks.
  - d) LGH to confirm if **dealers can order meals** that are brought to their tables from the Coffee Hangar. Maybe box lunches can be pre-ordered for a set cost.

- e) FOHBC showgoers will **enter the General Assembly showroom thru left doors**. Right doors to be blocked off and locked from outside. All internal doors exitable per fire codes.
- f) **General Assembly showroom to be locked** and have full-time security during non-show hours.
- g) **Lighting is less than adequate and poor in some areas** of General Assembly showroom floor. Hoping for sunny days for skylights to work best. Ceiling lights cannot be altered.
- h) **Room lighting and HVAC** takes time to cycle. This must be ready for all showroom hours.
- i) **Power** may need to be run to some wall area for tables requiring power. Cord needs to be covered.
- j) LGH (Irwin) confirmed that **eight (8) floor aisles** will meet fire code in General Assembly showroom.
- k) Richard Siri to update General Assembly showroom **dealer table floor plan**.
- l) **General Assembly rooms 411, 412, 413, 414 and 415** (within showroom) now to be considered additional dealer tables for overflow or nesting groups (ex: poison collectors, fruit jars, insulators etc.). Rooms could also be used for a dealer with less than 75% antique glassware. Doors and window blinds to be open during show hours.
- m) The Stanford, Shasta and Whitney rooms will be used for remote **educational displays**. All rooms will need full-time security during show hours. Displays must be matched to room that best suits the displayer as some rooms are larger, have different wall space and ceiling heights. Doors to be locked during non-show hours.
- n) Black '**Pipe and Drape**' needed beyond all educational displays. All display tables to be covered and fully draped. Special organization required. Hotel does not provide pipe and drape. FOHBC to order.
- o) **Uniformed Security** to be contracted out. LGH to provide sources.
- p) All **AV and electrical equipment** (if needed) such as extension cords, must be ordered and paid for thru a third party.
- q) **Loading area problematic**. Large but one door showroom access. Ramp only for one vehicle at a time. We will need 'traffic marshallers' on the loading dock to keep traffic moving in and out.
- r) **More wheeled carts** needed in loading area. Important.
- s) **Gazebo display** to be in General Assembly showroom. Coordination by Richard Siri. Content to be confirmed.
- t) Richard Siri to confirm outsourced **8' table rental**. Need to add pipe and drape and stanchions. All tables to be physically checked for stability prior to dealer access.
- u) LGH to confirm what the **servicing island** could be used for. There may be no need for it.
- v) LGH to confirm if **carpet floor advertising** can occur.

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- w) LGH requested that the FOHBC **not tack or tape** anything to painted walls. Special tape could be used if pre-approved.
4. All present toured the **Lions Gate Hotel**. The following was noted and or decided:
- a) The FOHBC will have the **entire LGH room offering**. There are no competing events. Special fire and military groups could use base apartments. They could also use dining room.
  - b) **FOHBC Board Meeting** confirmed in Lions Den. Coffee and water required. Any other food can come from the dining room. Power and data feed needed.
  - c) **Overflow hotel rooms** to be at off-campus hotel(s) at same rate as Lions Gate Hotel. LGH confirmation required.
  - d) **Dealer Registration** on Thursday, 04 August confirmed in Ballroom foyer. Four table minimum needed (if 6 foot tables, 5 needed). All tables to be fully covered and skirted. White covers on top and black skirts preferable. Power needed.
  - e) **Sacramento Shootout bottle competition** confirmed on Thursday, 04 August at Lions Gate Hotel, Club Ballroom. Special stage, table set up (covered and skirted) needed with podium and microphone. Special room configuration long-wise. Coordinate with Ferdinand Meyer and Richard Siri.
  - f) **FOHBC General Membership Meeting Breakfast** confirmed on Friday, 05 August at Lions Gate Hotel, Patio. Specific set-up required. American breakfast with eggs, bacon, assorted breads, coffee and juice required. Prepare for 125 guests. LGH pricing required for approval. Podium and microphone needed.
  - g) **FOHBC Seminars** confirmed on Friday, 05 August at Lions Gate Hotel, Club Ballroom A & B. AV screen needed for each room. Podium in each room required. Eric McGuire working on three additional seminars. Total of six.
  - h) **FOHBC Banquet** confirmed on Friday, 05 August at Lions Gate Hotel, Club Ballroom. AV screen and music feed required. Three meal selections required to meet contract agreement price. Choices to be confirmed ASAP. Stage needed with podium and microphone.
  - i) **FOHBC Auction** confirmed on Saturday, 06 August at Lions Gate Hotel, Club Ballroom. AV screen required. Three meal selections required to meet contract agreement price. Choices to be confirmed ASAP. Stage needed with podium and microphone.
5. **Generals House Reception** on Thursday, 04 August to be barbeque with keg(s), BYOB wine and light snacks like chips. Craft local beer. LGH pricing needed for approval. 100-150 estimated attendees to be checked in at gate entrance to backyard. Cocktail Hour and Hat Contest to be prior to Banquet on Patio. Two (2) drink serving areas.
6. A **follow-up table meeting** with all occurred. Previous discussed again. FOHBC provided LGH with magazine issue from Chattanooga National and Souvenir Program.
7. McClellan AFB **Commissary** cannot be used by guests. There are other food options on base.
8. Ferdinand Meyer working on **bus tour options** for Thursday afternoon, 04 August. FM to contact Sacramento Chamber of Commerce.

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9. Ferdinand Meyer will **inventory lanyards** and other material that travel from national show to national show and relay to Richard Siri.
10. Ferdinand Meyer still working with **Holabird American Auctions** as official FOHBC auctioneer. Trouble lately connecting.
11. LGH will assist the FOHBC with **exterior electronic marquee identification** and interior electronic screen marketing and event information at the LGH and MCC.
12. LGH to provide the FOHBC with **easels** at the LGH and MCC. FOHBC will display event boards and directional information.
13. LGH provided the FOHBC with the **latest hotel room reservation list**. There seemed to be some discrepancies. Ferdinand Meyer to review.
14. **Internet** access is free and readily accessible in the LGH and MCC.
15. **James Campiglia** has not yet been delegated as security point person. Ferdinand Meyer to contact.
16. LGH to provide **24-hour access** between FOHBC and LGH event directors. Show weekend is birthday weekend for Jennifer Irwin.