



INVITATION TO HOST

FOHBC 2025 National Antique Bottle Convention | Midwest Region

14 September 2023

For Immediate Release:

The Federation of Historical Bottle Collectors (FOHBC) cordially invites any Midwest Region Antique Bottle and Glass Club, Show, Institution, and Chairperson Consortium Team to indicate interested in hosting and holding the FOHBC 2025 National Antique Bottle Convention in a town, city, state, in the Midwest Region. The event is a 50/50 shared effort between the Host and the FOHBC. The FOHBC provides overall management, marketing, advertising, and financial backing. The Host is responsible for the event theme and the anchor event, the Antique Bottle and Glass Show & Sale. The Host can also suggest a convention logo, banquet speaker, seminar presenters, displays, extracurricular activities, and a convention photographer. Host volunteers will also be given incentives.

Per FOHBC Bylaws, this Convention will be a multi-day event and must occur in the last ten days of July or the first ten days of August 2025. Physical convention space, a primary host hotel, and a backup hotel are required from the Host Team.

The Antique Bottle and Glass Show & Sale typically occurs on Friday afternoon for early admission, all day Saturday, and a half-day on Sunday. Pre-convention tours of collections or related museum-type educational events can occur on Thursday, along with the FOHBC Board Meeting and a Bottle competition. Please see the Page 2 Model for a possible daily event frame for the Convention.

The Host Antique Bottle and Glass Show & Sale chairperson(s) or consortium typically receive 20% of the net show profit. If there is a Host club or institution, it receives 10% of the net show profit or \$500, whichever is greater.

Please submit your interest and questions by 01 October 2023. The proposal is required by 01 December 2023—addressed to FOHBC Conventions Director Craig Cassetta (see email address below). The FOHBC retains the right to accept, modify or reject any submissions. See FAQ on Page 3. Thanks!

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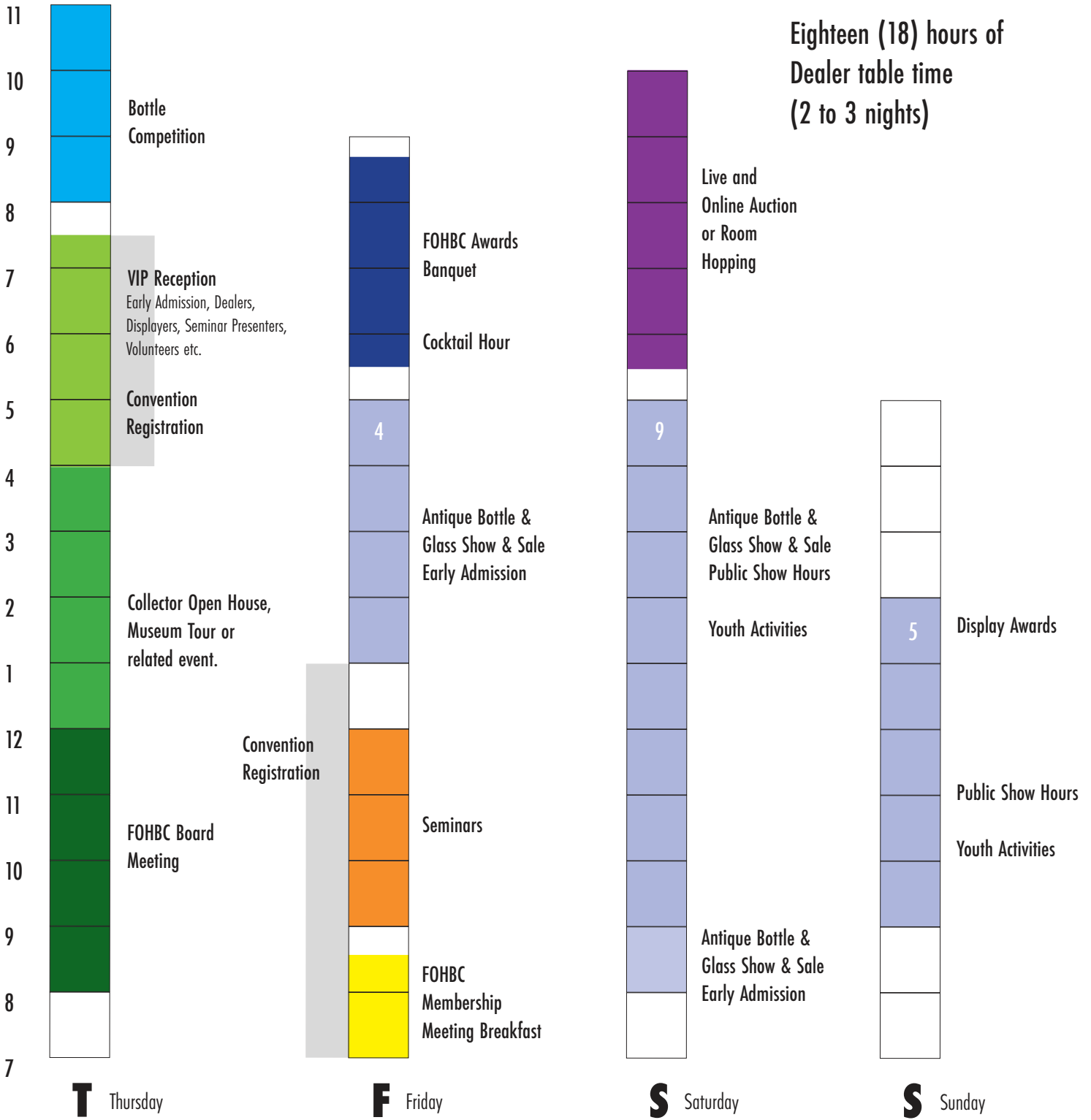


EVENING

Model A Convention & Expo (4 Days)

 Dealer Show Hours

**Eighteen (18) hours of
Dealer table time
(2 to 3 nights)**



MORNING





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Antique Bottle and Glass Show & Sale Guidelines & Fact Sheet – FAQ

1. A FOHBC Convention is a gathering of individuals who meet at an arranged place and time to discuss or engage in antique bottle and glass collecting activities. An attendee or participant does not have to be a FOHBC member, but it is encouraged. Conventions feature the anchor public Antique Bottle and Glass Show & Sale, a banquet with a keynote speaker, educational displays, seminars, and youth activities, along with possible competitions, an auction, room hopping, and other information and activities of interest to the hobby, event organizers and attendees. Conventions are generally organized to promote a topic of interest. A FOHBC Convention is managed by the FOHBC Conventions Director and Regional Director, who reports to the President and Board of Directors. A Show Chair team or Consortium runs specific local components of the Convention.
2. A FOHBC Antique Bottle and Glass Show (& Sale) is a two or three-day event where bottles are displayed, traded, and sold. There are well over a hundred one-day public Bottle Shows annually in the FOHBC regions. Some are put on by FOHBC member clubs and others by individuals, as a club may not exist. Most of these Bottle Shows have Early Admission either before a one-day show or the day before the public portion of the Show. Some do not have Early Admission. We do not want to compete with these shows. An Antique Bottle & Glass Show (& Sale) is an important FOHBC Convention component. The Chairperson(s) or Consortium is needed to oversee the Antique Bottle & Glass Show & Sale. They report to the FOHBC Conventions Director and Regional Director, who report to the President and Board of Directors. The Show Chair can suggest activities to promote the event, such as collection visits, tours, and other related educational activities related to the Convention Theme.
3. Each FOHBC Convention has an underlying theme, such as Reno 2022 (Reno, Western, Casino, Resort), Augusta 2019 (Southern hospitality and charm, peaches), Cleveland 2018 (Rock & Roll), Springfield 2017 (Springfield Armory, history). Sacramento 2016 (Western), Chattanooga 2015 (Choo-Choo), Lexington 2014 (Thoroughbred Horses, Run for the Roses), and Manchester 2013 (Early New England glass), etc. The Theme for Houston 24 is nature and uses a butterfly morphing into a Cassin's Grape Brandy Bitters bottle as a logo.
4. Find a Convention location in a medium to smaller city as large city downtown Convention Centers and Hotels generally cost too much. Try to find a Convention location suitable to minimize expense of attendees. The city, convention center, or hotel sometimes does not own their parking garages. This is a *Host task and FOHBC expense*.
5. The Antique Bottle and Glass Show & Sale showroom floor needs about 30,000 sq. ft. It can be less or more. Figure 100 tables per 10,000 sq. ft. The average Antique Bottle Show & Sale has about 300 tables. Five tables are required for the FOHBC gate. Additional tables may be needed for displays. *This is a Host task and FOHBC expense*.
6. Show tables are always best when the Convention Center provides the tables. Use only 8 foot long tables. Normally there is a rental cost of \$8 to \$10 per table. You may have to use an outside source for table and chair rental. Tables must be covered with a white tablecloth which can be pricey, up to \$10 or more. We can source our own cheap ones if we have to but would rather not. Some Convention Centers will give you tablecloths with the price of the table. Two chairs are required for each table. *This is a Host task and FOHBC expense*.
7. Someone with planning experience and drafting must lay out all tables, chairs, displays, etc., on an accurately scaled showroom floor plan. The Convention Center is obligated to provide a base plan. Use a minimum of 8-foot-wide aisles, as most city fire codes require. *This is a Host task*.
8. An Antique Bottle and Glass Show & Sale Treasurer is needed who works with the FOHBC Business Manager and Treasurer. *This is a Host task*.
9. Finding a location where the Convention Center is connected or adjacent to a Host Hotel is ideal. Many hotels are separate companies which can be challenging unless a relationship exists. A secondary, lower-cost hotel is suggested. *This is a Host task and FOHBC expense*.

10. The Convention Center and Hotel shall provide all rooms needed for the FOHBC board meeting, FOHBC membership meeting breakfast, seminars, auction, bottle competition, banquet, cocktail party, storage room, etc., at no cost. Food and beverage is an additional FOHBC cost. Attendees pay for their banquet meal and visit a cash bar or nearby retail to satisfy their needs.
11. Parking is best if it is free, but we and our attendees may have to pay up to \$8 daily or more. Ask the Convention Center, Hotel, and City about parking and if there is valet service. *This is a Host task.*
12. Any taxes should be waived as we are a 501(c)(3) not-for-profit organization.
13. An Airport Shuttle is desired from Host Hotels. If not, find out the costs to and from the airport(s).
14. Ensure the Convention Center has the HVAC and ceiling lights operational on all Antique Bottle and Glass Show & Sale days, including display areas and set up. Some will not include air conditioning and lights on set-up days. It becomes an issue when you find out that day. It should be half price if they charge extra for set-up day. *This is a Host task and FOHBC expense.*
15. The Convention Center can supply security, or we can use an outside source. Sometimes off-duty police suffice. Plan on three or four guards during event hours and one in the Show Room all night. The Convention Center and Hotel will have their own security. *This is a Host task and FOHBC expense.*
16. Find out if we need a permit, license, or dealer tax reporting to have a show at the location. Some are priced based on ticket sales. Make sure we check how sales taxes work. A form filled out at the end of the Show works best, but only some states offer that option.
17. Almost every Host Hotel will provide a price based on room nights and food and beverage opportunities. Consider the following when negotiating with the Hotel: The day before set-up day (35 room nights), two-day Friday and Saturday (125 room nights each day), and Sunday night (35 room nights). Day after the Show (25 room nights). Usually there is a total of 300 to 400 room nights. We need to lock in room prices for extra days if people come in earlier or leave later as well. We must let them know we will need more room nights as we go forward. Avoid attrition costs. We should get a comp room night for every 40 room nights sold. They usually are used for Banquet speakers, Hall of Fame–Honor Roll inductees, Event photographers, or show chairs. *This is a Host task.*
18. We have 100-125 people attend our Awards Banquet minimum. We want a plate dinner and no buffet. Three options are required. They will fight us on locking in a price two years out on the banquet, but if we push, they will do it. Get a price and meal selection from them as fast as possible, as we must include them in the Convention Event packages. A Cash Bar will cost \$200 plus for the bartender. There is typically a 20% tip charge at most places, and we need to figure it in as part of the costs. The target price for the Awards Banquet meal should be \$45 to \$60 a plate. *This is a Host task and FOHBC expense.*
19. We will need equipment for all events, such as a podium, microphone, projection screens, extension cords, easels, stanchions, black pipe and drapes (possibly behind displays), etc. If we need a microphone for announcements, it may cost us. Some items could come with the deal, such as easels. *This is a FOHBC and Host task and a FOHBC expense.*
20. Try to get everything covered in any contracts. You often make a deal, and the person you made a deal with is gone two years later, and the new person says that's different from how they do things. *This is a FOHBC and Host task and a FOHBC expense.*
21. VIPs are events Hosts, Show Chairs, early admission, seminar presenters, displayers, event photographers, FOHBC board members, and volunteers. The above noted get complimentary Early Admission and VIP Cocktail Party invites.
22. The FOHBC will be responsible for marketing and advertising. Try to put together a Sales Team for the Souvenir Program.
23. A Convention commemorative piece can be commissioned for the event but there must be a plan to recoup the production cost. *This is a FOHBC and Host task and a FOHBC expense.*
24. If a Convention Host does not take this opportunity to Host a Convention in the Midwest Region, the FOHBC is required to look at the other three FOHBC regions for a proposal. It is imperative that interest in Hosting is conveyed to the FOHBC Conventions Director as soon as possible so ongoing assistance can be made to prepare your proposal.
25. The FOHBC is responsible for all Merchandise for the Convention. Unique 2025 graphics will be considered for t-shirts and other pieces.