5. NATIONAL MEET GUIDELINES

5.1 INTRODUCTION

This section of the Policy and Procedure Manual constitutes the official meet guidelines for AACA-sponsored competitive meets. These guidelines, used in conjunction with the AACA Official Judging Rules and Guidelines, are to be followed at all National Meets including the Annual Grand National Meet (AGNM).

National Meets are held throughout the country on a divisional basis, with Spring and Fall meets in the Eastern, Southeastern, Central and Western Divisions. A Winter Meet is also held in the Southeastern Division, and special National Meets may be approved to assure an equitable opportunity for member participation in national events. Thus, a total of nine or ten National Meets are normally held annually.

National Meets include a show of participating vehicles with class judging. Motor vehicles of all types, up to and including models 25 years old, are grouped for competitive purposes into specified classes according to age and mechanical features. National Junior, Senior, and Preservation Awards are presented at the meets as a result of the judging (Paragraph 3.3.2 of the Policy and Procedure Manual explains these award categories).

In addition to the competitive classes, there is the Historical Preservation of Original Features (HPOF) Class. This is part of the Historical Preservation of Original Vehicles Program, which was initiated in 1988 to encourage the preservation of those collector cars still possessing features that represent the original quality, color, styling, finish, materials and operating features of the cars as delivered to the dealer. The single class is non-competitive, hence non-judged; however, a team selected from the HPOF Certification Committee, a subcommittee of the Class Judging Committee, will evaluate each entry for authenticity. The class will be limited to vehicles manufactured at least 35 years prior to the year of the meet.

A non-competitive class, introduced in 2000, is the Driver Participation Class. This class was established in order to promote the showing and driving of antique vehicles. This class is for non-modified vehicles 25 years or older that have not obtained a national first prize. This is a non-competitive class and will not be judged, but vehicles will be eligible to be certified as a driver. A badge will be issued at the awards ceremony to each vehicle upon certification. A participation award will be given out upon certification at each subsequent meet where the vehicle is shown. When five participation awards are received, the accompanying participation cards are to be completed and mailed to National Headquarters. Upon confirmation of the five participation awards, a mounting board will be mailed from National Headquarters.

In 2008, the Second Generation Vehicle (SGCV), a non-competitive class, was introduced. This display class is for factory-assembled manufactured vehicles that replicate the look and style of a previous make and model. Vehicles must be 25 years of age or older to qualify. These vehicles have a newer, more modern driveline and chassis that the original vehicle on which the replication is based. The body may have fiberglass components and the interior may have modern accessories. A special team appointed by the VP-Class Judging will evaluate this class. The evaluation will consist of inspecting all areas of the vehicle with consideration for workmanship, condition and being factory built. After acceptance by the evaluation team, the vehicle will be certified SGCV. After certification, the vehicle owner will receive a SGCV badge at the awards banquet to be displayed on the front of the vehicle. The vehicle owner will also receive a participation “chip” from that meet. After four more participation “chips” have been received, the owner is entitled to a special SGCV “plaque board” to place the participation chips on. AACA DOES NOT ACCEPT “KIT CAR” VEHICLES. Included in this class are factory built: Clenet, Glenn Pray, Shay & Zimmer. Other vehicles may apply to the VP-Class Judging for inclusion.

Flea markets and car corrals may also be included as a part of the National Meets. These are restricted to antique automotive and related items and the regulations governing these activities are strictly enforced.

An Annual Grand National Meet (AGNM) is usually held during the months of July or August, however other months may be considered. The purpose of this meet is to promote a higher level of competition; therefore, eligible vehicles are limited to those that have won a Senior Award prior to the year of the meet. Annual Grand National Meets are hosted in Western and Central Divisions in odd numbered years and the East and Southeast in even numbered years.
AACA sanctioned meets are not places to solicit business unless as approved by AACA.

In the event the President cannot attend an event Executive Vice President would assume the President’s responsibilities. If neither President nor Executive Vice President is attending an event the senior Director attending would assume the Presidential responsibilities.

5.2 ENTERING A VEHICLE IN A NATIONAL MEET

The following procedures for participating in a National Meet apply to all AACA members. This includes members of the host Region or Chapter. A valuable pamphlet titled AACA EXHIBITOR'S BROCHURE is also available from National Headquarters, which further explains the registration process and what an individual can expect upon entering their vehicle into a show. This brochure is available from National Headquarters, without cost, and is a particularly useful guide for the first-time exhibitor.

5.2.1 Requesting Registration Information

The ANTIQUE AUTOMOBILE magazine contains an "International Calendar" which includes the scheduled dates for each National Meet and Annual Grand National Meet. A card for requesting registration information will be in ANTIQUE AUTOMOBILE or at www.aaca.org. The activity request card is printed on the carrier card (mailing label) in the poly-bag in which the magazine is mailed.

The card must be completed and promptly returned to National Headquarters to request the registration cards and information for the meet or meets in which a member is interested. One registration card must be requested for each vehicle to be entered in the meet. AACA members may attend as many events as they wish.

Upon receiving this request card, National Headquarters will send the member the meet invitation brochure and registration card(s) that apply to the meet. With all memberships expiring on December 31 each year (except for Life memberships), dues must be paid for the ensuing year before National Headquarters will forward this information for any meet in the succeeding year. Each registration card will have a label printed with the member's name, address and membership number. These registration cards are not transferable, as they are the means used to insure the acceptance of only AACA members for National Meets. The only exception to this rule is that the name of a spouse who is a joint member may be substituted for the name of the member on the label.

5.2.2 Completing the Registration Card

Complete both sides of the registration card. All vehicle information must be provided. AACA judging classes appear in the current Official Judging Guidelines and are frequently printed in the ANTIQUE AUTOMOBILE. A sample of the registration card can be found on pages 25 and 26 of the Official Judging Guidelines, which is available online at www.aaca.org. The entrant must assure that the proper class is indicated, since the information on make and year of the vehicle is not always sufficient to confirm classifications. Vehicle identification (VIN) numbers must be listed in the appropriate spaces on the registration card. Certification numbers assigned to race vehicles must be included in the appropriate space.

The registration card must be completed and returned to the host Region or Chapter (NOT to National Headquarters) along with a check for vehicle registration, meals, optional tours, banquets and flea market. The name and address of the Registration Chairman will be on the card.

The meet brochure gives a registration deadline date. The host Region or Chapter must have sufficient time to verify that entries are qualified and in the correct class, make listings of the entries, prepare judging rosters and assemble participant packets. The deadline is the date that the Registration Chairman must receive the registration, not the date for mailing it. Allow sufficient time for the post office to do its job.

The host Region or Chapter is not required to confirm registrations. If confirmation is desired, the registrant may include a self-addressed stamped envelope or postcard, which will be appropriately marked and returned to confirm registration. Be sure to keep the meet brochure, which gives the names and telephone numbers of meet
officials, accommodations information and schedule of activities. A registration packet will be available at the headquarters hotel or meet site.

5.2.3 Attending a Meet Without Showing a Vehicle

If an AACA member wants to attend a meet to judge and/or participate in the social activities or have a flea market space, but does not wish to enter a vehicle for judging, the same procedures for registration apply. A registration card must be obtained from National Headquarters and forwarded to the host organization. Leave vehicle related spaces blank, identify the social functions to be attended, and enclose a check for the appropriate amount. This requirement applies to everyone, including members of the host Region or Chapter and AACA judges.

5.2.4 Showing a Vehicle

Meet entrants pick up their registration packets prior to placing their vehicle on the judging field, as indicated in the meet brochure. The packet will contain meet information, tickets for social activities and the Awards Banquet (as requested), windshield card and judging form. The windshield card and judging form should be the same color.

The vehicle should be taken to the show field during the time period indicated on the meet brochure, usually between 7:00 and 11:00 a.m. The vehicle must be driven onto the field (except for race cars and motorcycles which may be driven onto the judging field if they can be operated safely by the owner, otherwise these vehicles may be pushed) at the designated show field entrance, where participation plaques will be given to the entrant. The vehicle must be parked in the specified show field location as directed by the hosts. The windshield card should be prominently displayed and the judging form should be on the front seat or other suitable obvious place. The fire extinguisher must be displayed in a visible location, hoods and trunks opened, windows and convertible tops in the "up" position.

Judging will begin at 11:00 a.m. (or sooner, if required) and the entrant or designated representative should remain with the vehicle to answer any questions. The vehicle must remain on the show field until 3:00 p.m. or until released by the Chief Judge. Failure to comply with this requirement will result in disqualification.

The entrant is encouraged to attend the Awards Banquet. If the entrant does not attend the banquet, a friend can pick up the award by signing for same.

5.3 NATIONAL JUDGING PROGRAM

This section provides a brief description of the National judging program. For additional information, refer to the current AACA Official Judging Guidelines.

5.3.1 General

The AACA judging program has been developed to provide uniform procedures for evaluating antique vehicles, which have been restored to the same state as when the dealer received the vehicle from the factory. Any feature, option, or accessory shown in the original factory catalog will be accepted for judging.

The judging procedures established by this program apply for both National Meets and Annual Grand National Meets, with minor differences in qualification requirements for judging. The end result of the accurate and honest evaluation of a vehicle by a judging team will be the proper determination of the deserved award for the owner's efforts. National Meet awards are described in Section 3.3 of the Policy and Procedure Manual.

Active judges include all AACA members who have participated as a National Meet Judge or have attended a judging school in the last two years. New judges are considered "active judges" upon completion of the required judging school and participation as a member of an apprentice team at a National Meet. To receive a credit for Judging School and CJE in a given year, you must judge at a National Meet in that year. The Judges Newsletter is mailed to each active judge three times a year to update them on changes in the program and provide
registration information for upcoming meets. Registration forms in the newsletter must be returned to the Chief Judge in order to judge at each National Meet.

National judges receive recognition and awards for the number of times they judge. Each time a member has judged or attended a judging school, they receive a judging credit and participation chip; however, only one credit per year is awarded for attending a school. The chips can be attached to a Judging Plaque that is presented after ten credits have been achieved. The award structure for AACA judges is as follows:

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>TITLE</th>
<th>AWARDS</th>
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<tbody>
<tr>
<td>5</td>
<td>Senior Judge</td>
<td>Certificate</td>
</tr>
<tr>
<td>10</td>
<td>Master Judge</td>
<td>Plaque, Master pin &amp; Certificate</td>
</tr>
<tr>
<td>25</td>
<td>Senior Master Judge</td>
<td>Senior Master pin, Certificate</td>
</tr>
<tr>
<td>50</td>
<td>Senior Master Judge</td>
<td>Senior Master pin with red border, Certificate</td>
</tr>
<tr>
<td>75</td>
<td>Senior Master Judge</td>
<td>Senior Master pin with yellow border, Certificate</td>
</tr>
<tr>
<td>100</td>
<td>Senior Master Judge</td>
<td>Senior Master pin with green border, Certificate</td>
</tr>
<tr>
<td>125</td>
<td>Senior Master Judge</td>
<td>Senior Master pin with black and gold border, Certificate</td>
</tr>
<tr>
<td>150</td>
<td>Senior Master Judge</td>
<td>Senior Master pin with blue border, Certificate</td>
</tr>
<tr>
<td>175</td>
<td>Senior Master Judge</td>
<td>Senior Master pin with orange border, Certificate</td>
</tr>
<tr>
<td>200</td>
<td>Senior Master Judge</td>
<td>Senior Master pin with blue, red and yellow border, Certificate</td>
</tr>
<tr>
<td>225</td>
<td>Senior Master Judge</td>
<td>Senior Master pin with black and red border, Certificate</td>
</tr>
<tr>
<td>250</td>
<td>Senior Master Judge</td>
<td>Senior Master pin with lavender and gold border, Certificate</td>
</tr>
<tr>
<td>275</td>
<td>Senior Master Judge</td>
<td>Senior Master pin with red, light and dark blue border, Certificate</td>
</tr>
<tr>
<td>300</td>
<td>Senior Master Judge</td>
<td>Senior Master pin with medium green border, Certificate</td>
</tr>
<tr>
<td>325</td>
<td>Senior Master Judge</td>
<td>Senior Master pin with black and gray border, Certificate</td>
</tr>
<tr>
<td>350</td>
<td>Senior Master Judge</td>
<td>Senior Master pin with navy blue and white border, Certificate</td>
</tr>
<tr>
<td>375</td>
<td>Senior Master Judge</td>
<td>Senior Master pin with light pink and dark pink border, Certificate</td>
</tr>
<tr>
<td>400</td>
<td>Senior Master Judge</td>
<td>Senior Master pin with navy blue and light blue border, Certificate</td>
</tr>
<tr>
<td>425</td>
<td>Senior Master Judge</td>
<td>Senior Master pin of special design, Certificate</td>
</tr>
<tr>
<td>450</td>
<td>Senior Master Judge</td>
<td>Senior Master pin of special design, Certificate</td>
</tr>
</tbody>
</table>

NOTE: A new board is presented for each 25 judging credits.

The pin is awarded to the qualified recipients at the judges’ breakfast held at the meet at which recipient qualifies for the award. The Chairman of Judges Records shall have the appropriate pins available at the breakfast and shall call forward each recipient so that the Vice President - Class Judging or his representative may present each award. Normally, the awards for a Master Judge and Senior Master Judge are mailed to recipients after the Chairman of Judges Records has verified the credits.

The certificates and plaque boards are mailed to the qualified recipients from National Headquarters.

5.3.2 Judges Training Program

National Judging Schools are conducted at most National Meets each year to instruct judges on uniform judging procedures to be used at all National Meets. The schools cover the AACA Official Judging Guidelines, describe use of the judging forms, and present slides to illustrate specific items to be considered when judging a vehicle. The instruction is very informative; however, these sessions emphasize the vehicles from the perspective of...
judges and are not intended to be restoration seminars. Judging schools conducted in conjunction with a National Meet are normally held on the Friday before the meet at 2:00 PM. Information concerning a Judging School is included in each Meet Invitation Brochure and the Judges Newsletter.

Judging schools are open to all AACA members who wish to attend. They offer opportunity for members to learn how to become National Judges and increase their knowledge about the AACA judging system. There is no charge to attend. Members who wish to attend a school for the first time should notify the Chief Judge or Registration Chairman at least two weeks prior to the meet. Current judges should send in the pre-registration slips provided in the Judges Newsletter.

The Judges Apprentice Program provides an opportunity for all new judges who have attended an AACA Judging School to participate as a member of an apprentice team at their first National Meet. A highly experienced judge will conduct this "on the field" exercise, giving the new judges extensive orientation in actual AACA field judging procedures. After completion of the apprentice program, a new judge is qualified to serve as a team member at subsequent National Meets.

A Continuing Judges Education (CJE) Program has been approved in order to enable experienced judges to improve their individual performance and to enhance the consistency of our Judging program. Judges will be required to participate in CJE on-field sessions on or about their attaining 11, 26, 51, 76, 101, etc. credit levels, or after a period of five (5) years having elapsed since they last attended a CJE session, whichever occurs first. Additionally, Judges having attained at least 15 credits may voluntarily attend one CJE session per year.

The Chairman of Continuing Judges Education administers the Continuing Judges Education Program. Program details will be in future revisions to the AACA Official Judging Guidelines.

5.3.3 Judging Procedures

A judge’s breakfast is held at a suitable location near the show field on the morning of the Meet. The normal starting time for this breakfast is 8:00 a.m. The judge’s breakfast will be conducted no later than 9:00 am. The breakfast room will be opened ½ hour before the starting time of the breakfast. This will allow the judges time to organize their paperwork and do team assignments. The purpose of this meeting is to organize the judging teams and identify any changes and last-minute instructions. A check-in desk is located at the entrance to the breakfast area to distribute judges’ lists and to verify attendance of all judges. All judges (including apprentice judges) must attend this breakfast to receive credit for judging at the meet.

Field judging begins promptly at 11:00 a.m. (or sooner, if required). Each judging team, normally consisting of a Team Captain and four Field Judges, meets at a predetermined location near the classes they will judge. They will judge, in sequence, all Preservation, Senior and Junior vehicles. A “Judged” sticker is placed on the windshield card of each judged vehicle. An “Evaluated” sticker is placed on all HPOF, DPC and SGCV vehicles. As each class is completed, the judging sheets are tallied and signed by the Team Captain.

The Team Captain collects the work sheets and judges participation cards. The Team Captain returns all judging forms, work sheets, and the Team Captain Reporting Form to the judge’s administration office. When the sheets have been checked and the Team Captain released from judges administration, he/she then turns in the judge’s participation cards to the Chairman of Judges Records. The Chairman of Judges Records will present one judging chip for each judging participation card turned in. The judging process should be completed before 3:00 p.m.

While the Team Captain is being checked through judges’ administration the Assistant Team Captain will turn in the confidential Team Captain’s Evaluation Form to the Chairman of Judges Records.

The Judging Administration Team carefully double checks all judging sheets under the supervision of the VP of Judges Administration or a designated representative, verifies the winners in each category and class, and prepares four (4) winners lists which are used at the Awards Banquet. One by the master of ceremonies, two for the check-in stations to verify pick-up of awards and one used in the audience to verify nothing is missed. At the conclusion of the Awards Banquet, the VP of Class Judging secures all documentation. The Vice President-Class Judging is responsible for retaining the winners’ lists, judging sheets, work sheets, Team Captains Reporting Forms and Team Captain Evaluation Forms. A complete set of the winner’s list is sent to National headquarters.
5.4 APPLYING TO HOST A NATIONAL MEET

AACA encourages each Region and Chapter to consider the possibility of hosting a National Meet. Members enjoy the opportunity to travel to different parts of the country to show their vehicles and make new friends.

Applications for a National Meet will be accepted from any AACA Region or Chapter in good standing. If a Chapter wishes to host a meet, its parent Region's approval is necessary before submission. A Region or Chapter that wants to host an Annual Grand National Meet must have had the experience of hosting a National Spring, Fall, Winter or Special Meet.

Application forms may be obtained from the Vice President-National Activities. The completed official application with appropriate accompanying documentation to support approval is to be forwarded to the Vice President - National Activities. The following information must be provided:

a. Specific meet requested
b. Proposed meet dates and alternate dates
c. Name, address and phone number of proposed Meet Chairman
d. Appropriate information which will support approval of the request such as available facilities, experience in hosting local or national events, community support, desirability of proposed location, etc.

Requests should be submitted at least two years prior to the proposed date. Due to the popularity of these events, many of the meets are scheduled up to five years in advance. All requests must be submitted by December 31 of the year preceding the scheduled event to allow adequate time for board approval, advanced planning, advertising and notification to all concerned. Under extenuating circumstances the VP National Activities may request the board to consider waving the December 31 deadline.

When selecting a proposed date, it is recommended that "traditional" dates for local events or other major hobby activities be considered to preclude conflicts. The dates of the proposed meet shall not conflict with any previously scheduled National activity.

National Headquarters maintains a schedule for all approved events. This schedule is updated three times a year to coincide with meetings of the Board of Directors. Copies of the schedule may be obtained from National Headquarters.

The application represents the minimum requirement. It is a good practice to supplement the application with personal contact with individual National Directors while attending other AACA events. This personal approach will more clearly identify the individuals responsible for the event and establish both their enthusiasm and capability. A formal presentation before the Board of Directors is normally not necessary.

Approval to host a National Meet or AGNM requires a majority vote by the National Board of Directors. "Interim Approval" may be initially granted if the proposed date is more than three years in advance of the calendar year of the meet or if there is insufficient information on the application. When "Interim Approval" is granted, the Region or Chapter may proceed with its plans for the meet. "Final Approval" will be granted when the proposed meet date falls within three years of the calendar year of the meet and when all the details have been finalized. The Vice President of National Activities will notify the requesting Region or Chapter of the approval status in writing immediately following the board meeting.

When a Region or Chapter is approved to host a National Meet, the National Activities Committee will aid and assist them in planning for their meet as requested. In addition to these Meet Guidelines, other documents such as "Suggested Activity Timetable for a National Meet", previous Meet Data Sheets (with information on the number of vehicles to expect, motel rooms required, trailer and motorhome spaces required, number attending the Awards Banquet, etc.) are available through the Chairmen - National Activities for each Division, or from the Vice President - National Activities. Requests for any assistance should be directed through the Meet Chairman so that the Meet Chairman is aware of any concerns.
It is the responsibility of the Meet Chairman, or host Region/Chapter President in the case of the resignation of the Meet Chairman, to notify the Vice President of National Activities, as soon as possible after final approval by the National Board has been granted, any changes to the following items:

a. Meet Chairman
b. Date of the meet
c. Location of meet site
d. Location of headquarters hotel
e. Distance between trailer parking and show field

5.5 ORGANIZATION FOR A NATIONAL MEET

5.5.1 Meet Chairman

The Meet Chairman is responsible for all aspects of the meet. He appoints the appropriate committee chairman and is responsible for seeing that they are adequately versed in their duties and can lead a team. Regular meetings of the Meet Committee should begin soon after the Region or Chapter is designated as host.

Because of the demanding requirements of this job, an Assistant Meet Chairman may be appointed with specific responsibilities. We recommend that the host Region/Chapter not appoint co-chairmen. There should be one manager and point of contact for coordination of the planning and preparation for the meet. However, we recognize that larger meets may have different requirements.

One of the most important requirements is to select a suitable location for the meet. The area must have sufficient space to accommodate the expected number of participating vehicles. There must also be room to maneuver, park and unload trailers as well as adequate parking space near the show field for participants and visitors. A specific area must also be designated for a flea market, if one is planned.

The location of the show field should be reasonably convenient to hotels and motels and the place selected for the Saturday night Awards Banquet. There must also be a suitable location for the judge’s breakfast. Some type of scheduled transportation such as a shuttle bus or van should be available if the meet site is not within walking distance of the meet headquarters hotel.

There should be ample room for motorhome parking near the meet site. It is not absolutely necessary to have hookups since most units are self-contained. Motorhome parking at the headquarters hotel must be coordinated with the hotel operators to obtain their permission and/or assure it is legal. Meet pamphlets should identify the availability of motorhome parking as well as information on any nearby campgrounds, and must clearly specify any limitations regarding the use of motorhomes. Please be aware that many RV users arrive early to the meet and will have additional length of stay needs.

AACA Board ruling prohibits charging for visitor admission to National events. This may be a critical factor in selecting a facility. The managers of some potential facilities may wish to profit by charging an admission fee and this ruling would preclude the use of those areas.

Considerations for site selection should include the following:

a. Restroom facilities
b. Security for vehicles left on the show field
c. Lunch facilities (AACA prohibits the selling and use of alcoholic beverages on the grounds of the meet)
d. Suitable location for judges administration, which is convenient to show field and has Internet access.
Compile all the information for the invitation brochure and registration card (as described in Section 5.6.1) and forward to National Headquarters at least six months prior to the meet date. Copies should also be mailed to the Vice President-National Activities and the appropriate National Activities Division Chairman for review.

Establish an emergency telephone number that will be answered at all times during the meet. This telephone number must be given to National Headquarters prior to the meet so that participants can be reached in the event of emergency. This number can be listed in the meet brochure or listed at the registration desk when participants arrive to pick up their registration material.

Submit the proposed participation plaque design to the Vice President-National Activities for approval a minimum of six months before the meet. The design must include the AACA logo. Additional guidance for these plaques is contained in Section 5.6.3. Arrange for a national officer or a committee member to distribute the Meet Participation Plaque as the driver drives the registered vehicle onto the field.

An article and photographs suitable for publication in the *ANTIQUE AUTOMOBILE* should be submitted to the *ANTIQUE AUTOMOBILE* editor within 15 days following the Meet. Usually this is handled by the Publicity Committee Chairman (See Section 5.5.9). The Meet Chairman is responsible for seeing that this task is completed on a timely basis.

It is important to consider the total cost to a given member when choosing the meet site. The costs for the Awards Banquet, lodging, and entertainment should be reasonable. Remember that the AACA is a family hobby and most of our members will be spending some of their vacation time when attending your meet. It is the desire of the AACA National Board of Directors to keep costs within a reasonable limit.

### 5.5.2 Registration Chairman

The Registration Chairman's name and address will be on the registration card or online at www.aaca.org. All meet entries will be mailed to that address. Registration cards must be obtained from AACA National Headquarters or online with a printout being sent to the registration chair with payment (see registration procedures in Paragraph 5.2).

All registration cards from National Headquarters have a label pre-printed with the member's name, address and membership number. Any name change on the label makes it invalid. The only exception to this rule is that the name of a spouse who is a joint member may be substituted for the name of the member on the label. Each vehicle must be registered on an individual registration card. Registrants must complete all portions of the registration card, including model, manufacturer or serial number, etc., and sign the card. The registration chairman should contact the applicant immediately with any problems with registration.

The Registration Committee will complete windshield cards by using the AACA Meet software. At all National Meets, white cards are for Junior vehicles, salmon for Senior, green for Preservation, orange for ‘Do Not Judge’, yellow cards for HPOF vehicles, gray for Driver Participation vehicles and light blue for SGCV vehicles. Vehicles competing for the AGNM First Place Award will have a yellow judging form and windshield card. Vehicles competing for the AGNM Senior Award will have a purple judging form and windshield card.

Registration envelopes, size 9"x12", are furnished by National Headquarters. The database will print labels that list the name, city, state and items and quantities ordered, such as vehicle registration, banquet tickets, etc. This label will be affixed to the front of the envelopes. Also mark on the face of the envelope any amount due so that it may be collected when the owner picks up his packet. Each envelope should contain:

- a. Windshield card and judging form (colors should match and the judging form should be the correct one for the type of vehicle, i.e. automobile, commercial, two-wheel, race vehicle or HPOF)
- b. Banquet, luncheon, and special event tickets, if ordered
- c. Car entry list
- d. Owners Briefing Notice

The following is a list of additional information that you can include with the registration packets to help make your AACA guests more comfortable with the area:
a. Local maps and regional information
b. Restaurants and entertainment
c. Service stations, parts stores, shops and emergency road service
d. Drug stores, clinics, hospitals, and doctors
e. Shopping malls
f. Churches

The registration envelopes are distributed from a registration table at the headquarters hotel or at the entrance to the field. Deadline for cars to be on the field is usually 11:00 a.m. to provide the judges ample time for their work. The meet participation plaque is given to each driver as he drives his vehicle onto the field. The Registration Chairman will deliver all registration cards to the judging administration office within 15 minutes after the start of judging.

**Meet registration deadlines are to be enforced** to eliminate confusion and misunderstanding caused by late entries. The deadline should be 6 to 10 days before the meet, if possible. If registrations are accepted after the pre-established cut-off date, those exhibitors should be issued a blue windshield card, which indicates that the car will not be judged but may be exhibited. Exceptions may be granted only if approved by the Registration Chairman and Chief Judge.

Vehicle registrations must be carefully coordinated with the Chief Judge. The Chief Judge has access to the online meet program and is able to retrieve the Vehicles by Class list whenever needed. It is also advisable to work closely with the Chief Judge to assure that all registered vehicles are properly classified.

A current Awards Winners List must be checked to confirm First Junior, Senior and Preservation Award status and to identify vehicles, which are competing for repeat Preservation Awards.

Review the AACA Official Judging Guidelines for Explanatory Notes that follow vehicle classification. Become familiar with specified Classic vehicles (Classes 18d, 18e, and 19) specified Prestige vehicles (Class 29) and Limited Production and Prototype (Class 35).

First time entrants for class 24 must apply to National Headquarters to receive an application for certification. Acceptance of certification will be provisional until the vehicle is exhibited at a national meet. A numbered certification plaque will be issued after all the original information is verified at the national meet. Subsequent registrations of Class 24 vehicles for National Meets must include the assigned certification number.

The host Region or Chapter is not required to send a confirmation of registration; however, if the added expense of this gesture can be afforded, the registered owners will certainly appreciate the effort. However, the host Region or Chapter will list on the registration form that a confirmation will be sent if a self-addressed stamped envelope is enclosed with the registration.

Forward the registration fees for all registered vehicles, including no-shows, to National Headquarters no later than two weeks after the meet.

### 5.5.3 Chief Judge

The name and address of a proposed Chief Judge must be submitted for approval to the Vice President - Class Judging at least 24 months prior to the meet (provided the meet is scheduled more than 24 months in advance). The proposed individual must be at least a Master Judge with a minimum of 25 National judging credits.

The approved Chief Judge must attend several National Meets in the year prior to the meet in order to gain first-hand experience with the detailed duties of this position. The approved Chief Judge/ or Assistant Chief Judge should attend the Chief Judges Seminar held at Philadelphia two years in a row prior to the scheduled meet. This individual should contact the Chief Judges at those meets and request an assignment as their immediate assistant. As the judging system evolves, new ideas are implemented and the responsibilities of the Chief Judges are affected. These assignments, which must be specifically requested by the approved Chief Judge, are an important part of the training experience.
This is one of the most demanding positions in the meet organization and the proposed individual must not only be an experienced judge, but must be a competent manager. The Chief Judge **MUST** be computer literate. The Chief Judge is responsible for coordination with the Registration Chairman to insure that each vehicle is properly classified and that an accurate list of registered vehicles is prepared. Coordination with the Chief Marshal will insure that the show field layout will enhance the efficiency of the judging function.

The Chief Judge works from the judges’ registration forms and the Certified Team Captains list, furnished by the Chairman of Judges Records will prepare the judges Team Report. Team Captains must be selected from the Certified Team Captains List. Any exceptions due to availability or size of meet should be reported to and agreed upon by the VP Class Judging. A copy of the Teams Report should be sent to the VP Class Judging two weeks prior to the meet.

The timing of all judging activities is critical and must be thoroughly planned. The meet day will start with the judges’ breakfast, where Team Captains verify the presence of their assigned team make specific assignments and distribute Team Captains Evaluation Forms. Any problems should immediately be reported to the Chief Judge and resolved. The coordination efforts for the Chief Judge continue through the field judging, and administrative activities and culminate with the preparation of the winners’ list and presentation of awards at the banquet.

When selecting a location for the judges’ breakfast, be sure that the room is suitable for addressing the Judging Teams with instructions. The availability of a public address system is recommended. It is recommended for efficient serving of buffet breakfast that there be one buffet line per 75 judges. If a set down breakfast, there should be one waiter per 30 judges/three tables.

The Chief Judge receives all judges’ registration forms and the $7.00 registration fee each judge must pay. The Chief Judge will forward all proceeds from the registration fees along with the invoice for the breakfast to AACA National Headquarters within two weeks following the meet. AACA will then reimburse the host Region for the cost of the breakfast up to a maximum of $14.00 per registered judge. The host Region/Chapter must pay any costs for the Judges Breakfast that exceeds this maximum limit. The Chief Judge is responsible for identifying overruns so that the Meet Committee can include these costs in the budget.

The following information for the Judges Newsletter must be sent to the Judges Newsletter Editor by February 1st for Spring Meets and June 1st for Fall and Winter Meets:

a. Name, address, and phone number of Chief Judge  
b. Location and time of Judges Breakfast  
c. Cut off date for judges’ applications  

The Chairman for Judges Training will schedule Official Judging Schools at most National Meets. Information will be sent to each region or chapter containing information needed for the school.

The Chief Judge is responsible for establishing the judging, administration, National Awards and apprentice teams. A Judges Roster with team assignments must be prepared and sufficient copies provided to distribute one roster to each judge, with additional copies available at the Judging Administration office. A separate roster with judges listed in alphabetical order and their team assignment should be available to facilitate the check-in procedure at the breakfast. A list of extra or unassigned judges should be prepared. These judges may be assigned to teams when the Team Captain reports a shortage at the Judges Breakfast.

A Team Captain Packet should be assembled for each Team Captain. These should include the following items:

a. Individual Category Worksheets  
b. Team Captain Reminder Lists  
c. “Judged” stickers  
d. Each team will only get a list of vehicles that the team is judging (NO listing of ALL cars in meet)  
e. Team Captain Reporting Form  
f. Judges’ identification nametags
g. Judges’ participation cards

h. Additional information pertaining to the meet, as applicable

i. Team Captains Evaluation form, one per packet

It is the responsibility of the Chief Judge to organize the Judges Breakfast with a head table and other tables reserved for the National Awards team, the administration team, assigned judging teams and the apprentice team. Depending on the facilities available for the breakfast, teams may be combined at tables; but all of the members of each team should be at the same table and not separated. Each table must be clearly marked with a sign for the team designated to sit at that table.

The Chief Judge will preside at the Judges Breakfast, which should conclude no later then 9:00 a.m. The location of the Judging Administration office should be announced and any specific instructions addressed at this time. Field judging will begin promptly at 11:00 a.m. For very large meets judging may be started at an earlier time, but must be coordinated with the Vice President-Class Judging and announced at the Judges’ Breakfast. All vehicles are required to remain on the show field until 3:00 pm unless announced otherwise by the Chief Judge.

Refer to Appendix A-L, Official Judging Guidelines, for a list of the supplies and equipment required for the Judges Administration office. The Chief Judge must provide the items on that list; however, some items are provided by National Headquarters. If there is a question regarding the need or availability of any items, the Chief Judge should contact the VP - Judges Administration.

All two-wheeled (Class 5a through 5e) and race (Class 24a through 24c) vehicles not driven onto the show field must be checked for operability prior to being accepted for judging. All race vehicles must be checked for appropriate certification, using the specific procedures explained in the Official Judging Guidelines. This may be accomplished the day before the meet and supervised by the Chief Judge or his designated representative. Owners with vehicles in these classes must be notified of the time and location for the operability checks.

The Chief Judge is responsible for setting up and carrying out the judging at a National Meet. However, this is not the time or place to try out new and untested ideas on how National Meet judging should be conducted. If you have a new idea which you feel will enhance the quality of the judging system, contact the Vice President-Class Judging and discuss it with him. DO NOT make changes in the established procedures on your own.

Detailed tasks which must be accomplished by the Chief Judge are identified in the AACA Official Judging Guidelines. That document identifies all administrative responsibilities, facilities, supplies, procedures, and post-meet duties for assuring a successful meet.

5.5.4 Chief Marshal

The Chief Marshal and his Field Committee will lay out the field the afternoon or evening preceding the meet. A single entrance is to be established so that all vehicles entering the show field must pass through this checkpoint. At this location, the Chief Marshal or his delegate can check the drivability of all vehicles, as required. Also at this location, the owner-completed portion of the judging sheet and the possession of an operating fire extinguisher can be checked. This is also a good location for awarding the meet participation plaque as vehicles enter the show field.

Adequate space must be provided for each class of vehicles registered for the meet. HPOF vehicles and Driver Participation vehicles will be parked on the judging field where viewers may review them as a group. The layout of the judging field should be coordinated with the Chief Judge.

Mark the space for each classification of vehicles with a standard and mark each space within the class with a number for each registered vehicle. Use the registration number which appears on the windshield card and Car Entry List.

This committee should assist the antique vehicles arriving at the meet in finding their proper places on the field and provide space for auto trailer parking. Arrange for additional help in the event of inclement weather, because many cars will wait until the last moment to arrive on the field.
The Chief Marshal should arrange for a public address system for public announcements. He should arrange for adequate signs and directional arrows to help the meet participants and visitors. These signs should indicate the location of registration, information, restroom facilities, flea market, refreshments, etc.

The Chief Marshal is also responsible for supervising the "Flying A" Trophy Run (Spring Meet) or George M. Hughes Memorial Cup Event (Fall Meet). Qualified vehicle registrants should be notified of eligibility to compete for these awards when held at appropriate meets.

The "Flying A" Trophy is won at a National Spring Meet by the raceabout, runabout or roadster (two-place) type antique automobile (pre-1936) which runs closest to the secret time selected by the judges for the designated course. Presented by the Tidewater Oil Company in 1949 in commemoration of the original Fairmount Park Races in Philadelphia, the original trophy is on display at National Headquarters. A plaque is presented to the winner of the "Flying A" Trophy.

Two persons should act as judges and supervisors for the run. Directional signs with arrows should be placed at strategic points through the course. With directional signs, the judges should lay out the course and determine the competitive time. There are no set rules as to what the length of the course should be, but it is usually about 1½ miles. In laying out the course the judges should stop at each turn and put up the directional signs so that the contestants will be able to follow the course with ease. All traffic laws must be observed.

The George M. Hughes Memorial Cup is presented to the winner of the high-wheeler event that is composed of automobiles that are classified in AACA judging Class 2. The event is a starting and stopping event, usually around an area the size of a football field. The automobiles are run in this event two at a time. At a given signal, the operators get out of their cars and start up the engine, then return to the driver's seat and proceed around the designated area. Located on the area are three stations where officials are stationed. When the automobiles reach each of the respective stations, they must shut off their engine, get out of their car, run around the car once, start the engine, and return to the driver's seat to proceed to the next station. These stations are set up to prevent this from becoming a speed race, as this is a starting and stopping contest for these Class 2 automobiles.

The winners of the preliminary events are run against each other, two at a time, until the final winner has been established. The cup is displayed at the AACA National Headquarters. Winners in each applicable Divisional National Meet will receive a permanent plaque.

If the host Region/Chapter for an applicable meet wishes to conduct these special events, the Chief Marshal must contact the Vice President-National Activities for approval. National Headquarters will provide an appropriate winner’s plaque. The name of the winning driver and the vehicle data should be sent to National Headquarters no later than two weeks after the meet in order for the winner to be appropriately recognized.

5.5.5 Banquet Committee

This committee is responsible for arrangements for the Awards Banquet. The committee chairman should work with the Registration Chairman to determine how many people are expected to attend. A good "rule of thumb" is to plan on approximately twice the number of registered vehicles. The chairman is responsible for menu selection and negotiating an acceptable cost for the meal and facility. A children's menu for those 12 and under must be included in these arrangements. Banquet charges for children 12 and under shall not exceed $15.00 (this children’s policy should apply to all paid events).

Important to consider is the fact that some persons attending the banquet may have special dietary concerns such as food allergies, which to some people could be deadly. If any member expresses the need for attention to their special problem, the Banquet Chairman will need to review each case with the caterer. Make certain that the Registration Chairman or Banquet Chairman advises the registrant of the practical solution to the individual’s concern.

AACA recognizes the broad spectrum of our membership and their individual religious preferences. As such, it is the policy of AACA that any invocation or benediction included in any AACA National Activity program will be inclusive, and preferably will be a silent moment of reflection by all persons in attendance. As an alternative non-sectarian words of an ecumenical or universal nature may be used for this purpose.
A head table should be provided. The National President and spouse should be invited to sit at the head table, along with the host Region/Chapter President, Chief Judge, Master of Ceremonies, and their spouses, as applicable. No other National Officer will expect to sit at the head table unless he is performing a specific task at the banquet. The AACA National President should be extended meal courtesies and notified in advance. Reserved seating should be provided for attending National Directors and their spouses at tables throughout the banquet room so that attendees will have a chance to meet them. National Headquarters provides place cards for this purpose.

Open seating for banquets is the normal method of seating at the awards dinner. However, you may wish to allow advanced seating assignments as we do at our annual meeting. Under no circumstances should you arbitrarily assign guests to the tables as many wish to sit with friends and relatives.

Place cards should be provided at the head table and any other reserved seating. It is customary for the National Directors to be assigned seating at various tables throughout the banquet room, to allow AACA members an opportunity to meet and get to know them. Individuals with reserved seating should be informed in advance of the location or host Region members could escort these guests to their tables. The committee is also responsible for table decorations and favors, if desired; however, it should be remembered that this is an additional expense that must be included in the budget.

A table in front of the head table should be provided for the trophy display. This should be coordinated with the Trophy Chairman.

For large meets, if required for timely presentation of awards, one or two small check-in tables (each large enough for two persons) may be placed to the right or left of the trophy table. During the awarding of the trophies, at least two persons selected by the VP Judges Administration will check in the winners before they receive their trophy. The Vice President of Class Judging (or his designate) and the Chief Judge will determine the number of check-in tables required. This decision must be communicated to the banquet Chairman.

It is important to remember that the seating capacity for the banquet room is decreased by adding a head table, trophy table and administration (check-in) table. Check with the banquet facility operators to assist you in calculating actual capacity after taking these factors into account. This will prevent overcrowding at the Awards Banquet.

AACA has adopted a policy of "NO SMOKING" at all banquets and Award Dinners. This should be announced from the rostrum and clearly posted for all attendees to see. A smoking area should be clearly identified away from the banquet and Awards Dinner area for any smokers.

If outdoor events are planned, be sure to comply with local ordinances governing the erection of tents, health regulations, fire codes, etc. For meals served outdoors, there should be a contingency plan for inclement weather.

A Master of Ceremonies should be selected. This individual should be a good public speaker. Any speeches or planned programs should be short and pertinent. If a program is planned, it should not exceed 15 minutes. Remember that the banquet guests are there to receive their awards and, after a long and exciting day on the show field, do not wish to sit through a lot of speeches.

This committee should prepare tickets for the banquet and any other events that may be scheduled (luncheons, breakfasts, etc.). Include the place, date, time and cost of the event on the tickets and deliver them to the Registration Chairman to be included in the registration envelopes.

The host Region/Chapter will need to establish their policy concerning cancellations, refunds and other social ticket exchange policy. With a policy established, it will then be necessary for a member of the Banquet Committee to be stationed at the Registration Desk, specifically to handle requests to buy, sell or exchange tickets for the banquet or other social events.

### 5.5.6 CLUB MERCHANDISE COMMITTEE

This committee is responsible for obtaining AACA merchandise to sell at the meet. The host Region/Chapter will receive 20% gross sales of AACA merchandise, with the exception of certain items, which are not subject to the 20% host discount. This committee may also procure items of local interest for sale. Profit on these items
will remain with the host organization. The host Region/Chapter is responsible for collecting and remitting any local and state sales tax to the proper authority. Regions hosting a National Meet will be responsible for return postage costs.

The National Headquarters will send a supply of club items (car emblems, jewelry, etc.) and will need a mailing address to which the items should be shipped. Provide ample tables for the sale of the items at the Meet Headquarters and show site and arrange for two or more sales people depending on volume of sales. It is strongly recommended that you provide for merchandise sales at the show field on the day of the show. Provide some secure method to handle the cash and have adequate change. Have volunteers in reserve, and don't forget chairs for the sales people. The National Headquarters will send a work sheet, listing all of the items included in the shipment. After the sale, complete the work sheet and return it to National Headquarters along with the unsold items. The returned items must be adequately packed to insure arrival in good condition. National Headquarters will send an invoice for all items sold, allowing the appropriate host discount. Settlement must be made within 15 days after the Meet.

5.5.7 FLEA MARKET COMMITTEE

This committee is responsible for providing adequate space for flea market vendors adjacent to or in the vicinity of the show field. Vendor spaces should be marked and numbered to clearly identify the occupant. The minimum space size should be approximately 10 feet by 30 feet.

The registration material should indicate if all spaces are to be the same size so that the vendor can obtain multiple adjacent spaces if desired. However, at many meets adequate space is provided for only one flea market registration fee.

The committee should establish the flea market registration fee and provide it to the Registration Chairman to be included on the meet brochure. The normal fee for most National Meets is $10.00 to $40.00 per space. Each vendor space at an AACA flea market set aside for vehicle sales, commonly called a "Car Corral", shall be considered a flea market space. A $7.00 per flea market and car corral space registration fee has been imposed by AACA and must be forwarded to AACA National Headquarters at the conclusion of the meet.

The Flea Market Chairman must work closely with the Registration Chairman to assure that each vendor is an AACA member and has paid the specified registration fee. He should also verify receipt of the signed flea market regulations and agreement forms (see Section 5.9).

The committee is responsible for policing the flea market to assure compliance with the flea market regulations. Violators should be reminded that they signed a copy of the regulations and should be instructed to cease operation.

5.5.8 Trophy Committee

National Headquarters will send the trophies to the Trophy Chairman. They will estimate the number required for each trophy category for the meet based on registration information.

Senior tabs, wheel tabs for Preservation, repeat Preservation winners and HPOF boards and repeat HPOF chips will be mailed directly to the Trophy Chairman from National Headquarters. National First Prize Winner Plaques will be mailed to the First Junior prize winners from National Headquarters within approximately 30 days.

First, Second and Third Junior trophies will usually be mailed directly from the manufacturer. Senior trophies will be mailed from National Headquarters. In some cases these two shipments may arrive a number of days apart.

The chairman should carefully inventory the trophy shipment to assure its contents and check for damage. He must also schedule a work party a few days before the meet to assemble the trophies (use extreme care in the assembly of the Senior Trophy-do not over tighten assembly nut). Coordinate with the Banquet Chairman to arrange for a table(s) to display the trophies at the Awards Banquet. Also arrange for two small tables near the display table(s) for two working members of the judging administration team at each table. National Headquarters will send a diagram for the set-up of tables and trophies prior to the meet.
A chip system supplied by the administration committee will be used to manage the awarding of the trophies at the Awards Banquet. The Chief Judge or his designee will read the list of winners, and as the names are called the winners will proceed to the administration table to verify the correct award from an identical list. When the award is verified, the winner will be given a chip to identify the proper award. The host region and/or National will provide man power to select the award from the display based on the chip and give it to the National President or National Officers who are making the presentation.

The exhibitor may arrange to have a friend pick up the award for them. A fee is charged for handling and mailing a trophy by National Headquarters if the trophy is not picked up at the Awards Banquet; however, no fee is charged when a trophy must be mailed due to a shortage.

After the Awards Banquet has ended, all remaining trophies must be securely repackaged and returned to National Headquarters on the Monday after the meet.

5.5.9 Publicity Committee

The Publicity Committee is responsible for all advertisements, media releases, and articles related to a National Meet. Press releases with photographs, if possible, should be submitted to local newspapers. Radio and television stations should also be contacted.

The ANTIQUE AUTOMOBILE will list each National Meet in the "International Calendar of Events" and also on the meet information request form that will appear on the carrier card with the magazine. The host Region is encouraged to submit appropriate artwork and information for an advertisement in the ANTIQUE AUTOMOBILE. A one-quarter page ad will be published free of charge in two issues. Additional one-quarter ads may be purchased at the regular display advertising rates, less a 20% Region discount. Purchased ads will be placed in a different issue of ANTIQUE AUTOMOBILE than where the free ads appear.

Deadline dates for ANTIQUE AUTOMOBILE are as follows:

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<td>November 1</td>
<td>January-February</td>
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<td>January 1</td>
<td>March-April</td>
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In order to field general questions concerning the meet, the host Region or Chapter may want to publish the name of someone other than the Registration Chairman for that purpose. This could be the Publicity Committee Chairman's name. If this is done, be sure to include the name and phone number for that person in all advertisement, etc.

Local and regional tourist bureaus will provide recommendations for publicity and supply brochures and information for the participants. Arrange for local Chamber of Commerce support. They can get the meet listed on the community calendar. News releases before the meet should clearly indicate that the event is an AACA National Meet and that visitors are encouraged to come out and see the vehicles. They should also state that meet entrants are limited to AACA members who have pre-registered.

The day before the meet, position adequate highway signs and arrows to the headquarters hotel and show field. Smoother flow of traffic through or around the area can ease strain after a long drive, especially for those towing their trailers. **Use plenty of large signs that are easily seen and readable.**

On the day of the meet, in coordination with the Field Marshal, the Publicity Chairman should arrange to have a table (preferably 3’ x 6’ along with four folding chairs set up at the meet site for the AACA Membership Committee. This location will be utilized by the Vice President – Membership (or his/her representative) along with host Region/Chapter members to inform interested persons about AACA National membership.
Appropriate protection from the elements should be provided so that those who stop at this booth can be greeted in a comfortable atmosphere. The Vice President of Membership will coordinate with the host Region or Chapter for staffing this booth and providing the required literature, applications, etc. At least one volunteer is needed from the host Region/Chapter between the hours of 10:00am and 3:00pm during the show day.

The Publicity Chairman should arrange for an official photographer and supervise his photographs. A capable individual should be appointed to write an article for the ANTIQUE AUTOMOBILE. This article should be no more than 700 words, describe events, and should include a dozen or more photos WITH Captions. Digital photos or 35mm slides/prints are acceptable. Photos and story should be burned onto a CD and sent to the editor within 15 days following the tour. In order to get into the next available issue of ANTIQUE AUTOMOBILE, make note of the editorial deadlines for each issue:

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In addition, the Chairman is encouraged to submit a short article with one or two good photographs to Old Cars Weekly.

In tradition with other events held in the United States, it is usual that the event is started with the National Anthem. It is highly recommended that the National Anthem be broadcast at the show grounds if possible, to show patriotism and to signify the start of judging. If the event is held in another country, that country’s National Anthem should be broadcast just prior to judging.

5.5.10 Finance Committee

The Finance Chairman is responsible for preparing a budget for the meet and working closely with all committees to assure that they stay within the budget. This is the only way to assure that the meet does not impose an unnecessary financial burden on the host Region/Chapter. While National does provide many of the items for the meet, they will not be responsible for paying cost overruns.

Centralized accounting should be established for deposit and disbursement of meet funds. The account should be separate from the regular host Region/Chapter account; however, the Finance Chairman and the Region/Chapter Treasurer should work together.

The host Region/Chapter will furnish all tickets (banquet, lunches, etc.); participant, vehicle, and judging lists; and any favors and decorations. Potential sources of income for the host Region or Chapter include profit on lunches, refreshments, banquet, sale of club items and flea market spaces, car corral, advertisements in a meet program and program sales. If a program is published, a free copy should be provided in each registration packet.

Registration fees are determined by National Headquarters and are currently $30.00 per vehicle. (See Section 5.7 for AGNM). All of this fee will be forwarded to National Headquarters. Flea market and car corral fees will be set by the host Region, of which $7.00 per space must be sent to National Headquarters. These fees are subject to change; therefore, the Meet Chairman should request guidance from National Headquarters regarding fee rates.

The AACA will contribute up to $7.00 per person for the Judges’ Breakfast. This amount, plus the $7.00 judging registration fee from each judge means there is a total of $14.00 per person available for breakfast. The host Region/Chapter will be required to cover any additional costs.

Additional items furnished by National Headquarters include the following (but not limited to):
a. Meet brochures and registration cards
b. Windshield cards
c. Judging supplies
d. Insurance
e. Trophies
f. Registration envelopes
g. National First Prize Winner booklet listing all Senior vehicles and winners' lists of meets since publication of the booklet
h. All awards
i. Listing in the "International Calendar of Events"
j. Two - quarter page ads in ANTIQUE AUTOMOBILE
k. Trophy pick-up forms

5.6 HOSTING A NATIONAL MEET

5.6.1 Meet Brochure and Registration Card
A meet brochure and registration card is prepared and printed by National Headquarters based on information provided by the host Region/Chapter. A standard tri-fold format on 8 1/2 x 11 paper is normally used for the brochure. It is mailed along with registration cards to all members who request information on the meet. Procedures for the use of the brochure and registration card(s) are explained in Paragraph 5.2.

All information needed for the meet brochure and registration card should be compiled by the host Region/Chapter and forwarded to National Headquarters at least six months prior to the meet date. Copies should also be sent to the Vice President-National Activities and the appropriate National Activities Division Chairman for review. This information must include the following items:

a. Dates
b. Show field location
c. Headquarters hotel with address, telephone number and rates
d. Alternate hotel and motel addresses and rates
e. Registration Chairman's name and address
f. Deadline for registration
g. General meet information
h. Schedule of events with associated costs or fees and time of events.
i. Area map with written directions, including exit numbers
j. Name of Meet Chair, Registration Chair and Chief Judge, with contact information
k. Times for Youth Program, Judging School, Membership Round Table, Judges Breakfast, CJE and New Owners Briefing
l. Cancellations or refund policy.
m. RV Parking information – including early arrivals

The area map must be small enough to be printed in the brochure; however, it must be drawn to clearly identify the locations of the show site and applicable lodging and meet facilities. Exits and road markings must be
consistent with actual markings on the roads. Please do not use "traditional" names known only to local residents. For example, everybody in town may call Highway 431 the ‘Old Gurley Highway’. If the only highway markers say ‘Highway 431’, that is what should be shown on the map. A short set of written directions may be needed to supplement the map. Remember, this may be the first time some of our members have visited your area and they will certainly remember the occasion more favorably if they don't get lost or have to make a lot of unnecessary turns and detours to find their way.

5.6.2 Meet Activities

National Meets are scheduled so that the show field judging occurs on a Saturday. Additional events may also be planned for Thursday, Friday and Sunday, depending on the desires of the host Region/Chapter. These may include:

a. Hospitality party Friday night with entertainment
b. Special activities for spouses on Saturday, such as a visit to local areas of interest, garden or house tours, or a luncheon
c. Breakfast run on Sunday morning
d. Special activities for children.

These activities should be optional and the costs should be kept as reasonable as possible, however every attempt should be made to include a youth program. They should be arranged to preclude schedule conflicts and should be identified with appropriate times and costs on the meet brochure and registration card.

5.6.3 Meet Participation Plaque

A commemorative meet plaque will be produced for presentation to each meet participant who registers and displays his car on the show field. These plaques may be obtained locally. A list of companies supplying plaques for National Meets can be obtained from the Vice President - National Activities or by calling National Headquarters.

The suggested size range for the plaque is 2 1/2 x 4 inches to 4 x 4 inches, using no more than three colors. Normally the plaque will include the name of the sponsoring Region/Chapter, the name of the National Meet, meet location and dates. The design for the plaque must also include the AACA logo. Camera-ready copies of the logo may be obtained from the National Headquarters.

AACA contributes $1.75 towards each plaque. Camera-ready artwork for the plaques may be reimbursed up to an additional $75.

The proposed design and estimated cost for artwork and production of the plaques should be submitted to the Vice President - National Activities at least six months prior to the meet date. When approved, the host Region/Chapter will arrange for plaque production and forward the invoice for the plaques to National Headquarters.

A sufficient quantity of meet plaques should be ordered to cover anticipated vehicle registration, plus an additional 25 to give to the AACA National President, for preparation of special award plaques to judges that judge at every National Meet during the calendar year.

5.6.4 Judging Participation Chip

Judging participation chips are presented to each AACA judge participating in a school or judging at a meet. These are normally a rectangular brass chip of a uniform design, which shows the type of participation (judge or school) and the type of meet (Winter, Spring, Fall, Special or AGNM). These chips are provided by National Headquarters and will be sent to the chief judge with his/her judging supplies.

Special incentive judging chips may be used as an option to the standard chips. These chips will be identical in size to the current chips; however, they may be specially designed, dated, and manufactured in a cloisonné or
soft enamel process to enhance their attractiveness. The cost for these chips will be the responsibility of the hosting Region or Chapter. The Vice President-Class Judging must approve the design.

5.6.5 Courtesies for National Officers and Directors

Complimentary lodging consisting of a suite or adjoining rooms should be provided for the AACA National President and spouse when they attend a National Meet. If a full suite or adjoining room is not available, a separate room must be provided in support of meetings and social gatherings scheduled by the AACA National President. This allows the National President to host meetings or small social gatherings in his room. It is also suggested that complimentary tickets be provided to the President and spouse (if attending) for any receptions, activities and the Awards Banquet.

It is understood, however, that no Region/Chapter is expected to go into debt in order to take care of the National President's lodging, complimentary tickets and travel expenses. Most host Regions or Chapters have been able to negotiate complimentary lodging with the headquarters hotel. Traditional hotel policy provides one free room with every 20-30 rooms booked. These rooms should be used in supporting complimentary room requirements. Please notify the National President in writing at least 45 days in advance of the meet of the status of complimentary arrangements. Be sure any lodging reservation is made in the National President's name, and not the name of the Region/Chapter, its President, or Meet Chairman. This makes registration at the hotel less confusing.

The host Region/Chapter should provide reserved seats at the Awards Banquet for National Directors and their spouses. These reserved seats should be clearly identified with place cards, provided by National Headquarters and disbursed throughout the banquet room in order for the members to have the opportunity to get to know their elected officials. Please inform the National Directors of their seating arrangements at the Awards Banquet, or assign hosts to escort them to their tables.

The National Board of Directors meets at one of the National Spring Meets each year. A Region or Chapter hosting a National Spring Meet may extend an invitation to the National President to consider holding this Board meeting at their Meet. The invitation should be sent prior to the end of the year preceding the meet.

If such an invitation is submitted, a minimum of 23 rooms at the headquarters hotel should be tentatively reserved for the National Directors and the Executive Director. The cost of these rooms will be at the expense of each Director. A tentative reservation should also be made for a suitable meeting room at the headquarters hotel for the day before the meet. Any expenses incurred in holding the National Board Meeting will be paid by AACA. When the Board decides on the location of the Spring Board Meeting, the National President will inform each host Region or Chapter of the selected location.

5.6.6 Post-Meet Requirements

The work is not finished when the trophies have been given out and the cars have gone home. There are still some post-meet obligations, which must be completed within 15 days of the last day of the meet or sooner.

It is the responsibility of Judges Administration and the Vice President of Class Judging to insure that the results of the meet are transferred to National Headquarters.

The Meet Chairman is responsible for mailing the following items to National Headquarters within 15 days after the meet is over:

a. Registration fee for all registered vehicles.
b. Registration fee for each flea market and car corral space.
c. Registration fee for each registered judge.
d. Invoice for cost of Judges' Breakfast.
e. Invoice for cost of participation plaques.
f. All consigned merchandise along with accounting for the portion that was sold.
g. All unused trophies and list of unclaimed trophies.

h. Illustrations, photos and article for the **ANTIQUE AUTOMOBILE** and/or press releases.
   Please ensure that all photos are hi-resolution.

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**5.7 HOSTING THE ANNUAL GRAND NATIONAL MEET**

**5.7.1 General Information**

Information provided in previous paragraphs for National Meets also applies to Annual Grand National Meets. Additional guidance contained in the following subparagraphs is tailored to meet the specific requirements of the AGNM. Section V of the AACA **Official Judging Guidelines** should be reviewed for complementary information.

**5.7.2 Eligibility**

Eligible entrants in an AGNM are limited to vehicles, which have won a Senior Award in any year prior to the year of the AGNM. The vehicle must display the Senior Tab with the AACA National First Prize Winner Plaque. Those Senior (Duryea) winners in meets prior to 1979 may obtain a retroactive Senior Tab by applying to National Headquarters. Proof of receipt of the Senior Award must be furnished. This may be done by locating the listing of the vehicle as a Senior Winner in the yearly winner’s booklet that is included with the January/February issue **ANTIQUE AUTOMOBILE** magazine and forwarding a copy of the page on which it appears to National Headquarters. Upon receipt of proof you will be sent a Senior Tab to be displayed behind the National First Prize Winner Plaque.

AGNM First Prize winners are eligible to compete for the AGNM Senior Award at any subsequent AGNM. The AGNM Senior Award is a trophy and includes a Senior tab to be affixed behind the AGNM First Prize Winner plaque displayed on the vehicle. The AGNM Senior Award can be won repeatedly, with the repeat awards being a pewter plate. In addition to a National Award, all AGNM entrants are eligible for any of the Preservation Awards.

**5.7.3 Organization**

A Chapter requesting sponsorship of an AGNM must obtain and submit Region approval with the request. If there is no host Region or Chapter available for any given year, the AGNM will not be held. Requests to host an AGNM must be made a minimum of two years in advance and up to a maximum of five years in advance of the proposed AGNM date.

When the Annual Grand National Meet is approved, the AACA President will appoint, with the approval of the Board of Directors, a National Director to the position of Annual Grand National Meet Director. This individual will act as liaison between the Meet Chairman and the National Board of Directors. The Director will insure that the meet is conducted in compliance with AACA standards and policies. He will be expected to assist the host Region or Chapter when necessary and submit periodic status reports and a final financial report to the National Board.

With the addition of the Annual Grand National Meet Director the remainder of the organization is similar to a National Meet organization.

The Chief Judge must be a Senior Master Judge (minimum of 25 National judging credits). The name of the proposed Chief Judge must be submitted for approval to the Vice President-Class Judging at least 24 months prior to the scheduled date for the meet. Team Captains and Field judges must be at least Master Judges (minimum of 10 judging credits). There will be no apprentice judges at an AGNM.

**5.7.4 Finances**
The AGNM are financed by National Headquarters; however, they are expected to be totally self-supporting. This means that the registration and activities fees should cover all expenses. The AGNM National Director must approve all budget items. The host Region/Chapter must cover any expenses not approved.

The registration fee for an AGNM is $50.00. The host Region or Chapter will retain $10.00 out of each registration to cover host expenses.

These fees are subject to review by the AACA Board of Directors and should be confirmed by the Meet Chairman when preparing the meet budget. National Headquarters will provide all trophies, AGNM First Prize plaques, AGNM Senior plaques, Preservation Awards, participation plaques (not to exceed $1.25 each), forms, two ¼ page ad in Antique Automobile, Judges Breakfast (up to limit of $7.00 per judge) and other judging expenses.

5.8 SAFETY FUNDAMENTALS

AACA stresses the critical importance of safety in all activities associated with the hobby. Sharing equal importance with frequent vehicle safety inspections is knowledge of the general safety rules of the road from a driver's viewpoint. You should know the safe driving capabilities of your particular vehicle under all operating conditions. Please check the latest meet registration cards or www.aaca.org for the latest in fire extinguisher regulations.

5.8.1 EMS

Beginning in 2011 all National Meets will provide EMS services between 7:00 am and 3:00 pm for Saturday's show and for Friday’s AGNM show. The cost to be shared equally by the host Region/Chapter and National Headquarters. Exception: Hershey Eastern Fall Meet and Charlotte Southeastern Spring Meet who traditionally already provide this service at their Regions expense.

5.9 FLEA MARKET REGULATIONS FOR NATIONAL MEETS

5.9.1 General

National meets are open to the general public. Therefore, their operation and conduct give the public its chief, if not the only, impression of us as a club. When flea markets are held in conjunction with National Meets, it is important that they reflect the family oriented nature of our hobby and are in keeping with their intended purpose, i.e. to provide a source of parts, accessories, and memorabilia related to our hobby. The meet host reserves the right to expel, after suitable warning, any persons including vendors who conduct themselves in a way that would reflect unfavorably upon AACA. The following general regulations apply:

a. Alcoholic beverage sale, distribution or public consumption on premises is prohibited.

b. For the safety of spectators and participants, no moving vehicles will be permitted to operate in the designated flea market or meet area during designated hours except properly marked official or emergency vehicles. Individual vehicles equipped for, operated by, or transporting handicapped individuals may be permitted with prior approval of the event host on an individual basis.

c. The hours during which the National Meet Flea Market is in operation will be published for each meet, and participants are expected to abide by those restrictions since they often mirror local ordinances restricting merchandise sales or other activities.

d. Participants are expected to abide by all local ordinances, rules and regulations in place on any property used by AACA for its activities. This includes but is not limited to: camping restrictions, sanitation regulations, restrictions on any activity or personal conduct, and any motor vehicle regulations regarding registration, use, sale, or display.
e. No minibikes, bicycles, motor powered personal transport devices or other unauthorized vehicles are permitted on the grounds at any time, except those identified in item b above or as permitted as an item for sale, and in those cases their operation is prohibited.

f. Any questions should be addressed to the Chairman of the Flea Market in ample time to avoid any disappointment or before it is too late to make proper adjustments.

g. The Meet Chairman and the most Senior National Director present are the final arbitrators on any dispute arising from failure to comply with the above regulations.

The Vice President of National Activities has the authority to approve additional general regulations for the safety and welfare of participants and spectators as recommended by the meet chairman. Any additions or modifications to these regulations will be published in pre-event publicity and will be included on the space application/contract.

5.9.2 Merchandise and Services Allowable for Sale

Only production motor vehicles 10 years old or older and vehicles included in the vehicle classification schedule recognized by AACA for class judging, and parts, accessories, and certain automotive related items may be sold at National AACA Flea Markets. AACA and host organization reserve the sole right to sell officially-sanctioned AACA souvenirs, club merchandise, event memorabilia, or other items. The AACA specifically restricts the use of the AACA name and logo or any form thereof without prior approval of the Board of Directors; therefore, any unauthorized use of the AACA name and logo in any form is prohibited.

The following list of items authorized for sale at AACA National Flea Markets is provided for guidance:

a. Motor vehicles either restored, unrestored, complete, or incomplete that are 10 years old or older and are production vehicles included in the current vehicle classification schedule of vehicles recognized by AACA for class judging.

b. Parts or accessories for such vehicles.

c. Newly-manufactured replacement parts for such vehicles.

d. Literature (original, reproduction, or contemporary) pertaining to such vehicles.

e. Tools, services, or equipment associated with the repair, restoration, maintenance, research and collecting of such vehicles.

f. Other items of a historic nature directly associated with the motor vehicle transportation industry, including petroleum memorabilia, gas and service station equipment, advertising material, etc.

g. Vintage or reproduction of vintage fashion or attire used to provide authentic costume as associated with historic transportation.

h. Items identified as “automobilia” including objects of art depicting early motor vehicles or early motoring related scenes. These items may be genuine antiques or contemporary so long as they do not fall into a prohibited category of merchandise.

i. Pedal cars, scale models or other toys representing historic motor vehicles.

j. Other items of a historic nature associated with the history of motor sport.

k. Other items of a historic nature that are 10 years old or older and relate to the development of the motor vehicle transportation industry including early engines, machinery, equipment, literature, or other artifacts.

l. Tractors, traction engines, and military vehicles intended for use on a public highway are permitted. Stationary engines 25 years old or older and associated material is permitted.

Unauthorized Merchandise:

a. Motor Vehicles or any part of a motor vehicle newer than 10 years old or not included in the current vehicle classification schedule of vehicles recognized for AACA class judging.
b. Any part, equipment, accessory or item designed for use in connection with any vehicles as identified above.

c. Vehicles which are either full sized, or scaled down imitations of otherwise permissible vehicles capable of operation and occupancy by an adult or child, commonly known as “replicars,” unless such vehicle is an authentic recreation of a permissible vehicle.

d. Items, regardless of age, not related to vehicles 10 years old or older or not included in the current vehicle classification schedule of vehicles recognized for AACA class judging or identified as permissible pursuant to these regulations.

e. Household or craft items of any kind of any age including furniture, rugs, clocks, pictures, glassware, musical instruments, radios, telephones, lighting fixtures, architectural items, etc.

f. Items of jewelry not considered “automobilia” as defined above.

g. Items of clothing that are newer than 25 years old and do not fall within the permissible category “Vintage or reproduction of vintage fashion” as defined above.

h. Farm or agriculture-related vehicles, equipment, or other material not related to historic motor vehicle or road transportation or the automotive industry.

i. Non-automotive related toys (dolls, bears, stuffed animals, games, books, etc.).

j. Self-propelled vehicles unless falling into a previously defined category of authorized material.

k. Aviation, marine, railroad, horse-drawn, or other vehicles and related material.

l. Military vehicles and equipment not designed for use on public highways.

m. Firearms, ammunition, and weapons of any kind, real or replica, parts thereof, or material pertaining thereto.

n. All food and beverages except those sold by permission of the chairman of the meet or the owner of the premises where the meet is being held. (This restriction is often necessitated to comply with local sanitation ordinances.)

o. Rosters or directories of the meet and/or flea market except by permission of the Meet Chairman.

p. All gaming devices, juke boxes, personal entertainment devices or equipment, video games, fireworks, etc.

q. All films, videos, recorded music or printed material not falling into an authorized category as defined above.

r. The display, sale, or promotion of all personal care products, medical services, cures, remedies, or any form of body art.

s. Any hardware items, tools, equipment or services associated with home repair or maintenance.

t. The promotion of, or sale of merchandise for, or any fund raising activity on behalf of any religious, social or political organization is prohibited.

u. The representation by, promotion, or solicitation for membership in any organization not hobby related and not in keeping with the objectives of AACA and the nature of the event is prohibited.

v. Any offensive material not in keeping with the family-oriented nature of the event as determined by the Meet Chairman. This specifically includes any “adult” or sexually-oriented material, drug paraphernalia, or items promoting behavior not in keeping with the nature of the event.

This list is not intended to be all-inclusive; rather it is representative of the types of items that are allowable and not allowable for sale at Flea Markets held in conjunction with National Meets. In order to ensure compliance, vendors are requested not to bring or display for sale any items that might be considered questionable.
5.9.3 Space Occupancy Requirements

The following regulations apply to Flea Market space occupancy:

a. All vendors must be members in good standing of AACA.

b. No space or spaces are transferable. All space sizes are approximate. **No flea market spaces can be given or sold to another person, group, organization, corporation or company.** If merchandise is to be sold by more than one individual, the names and addresses of those authorized to sell and/or occupy the space must appear on the reverse side of the signed application. There will be no additional charge, and the application for one or more spaces will be processed accordingly. **All persons using a space who are not members of the applicant's immediate family must be members of AACA.**

c. No mobile homes, trailers, or vehicles having living facilities are to remain in a leased space where the primary purpose is to provide living accommodations as opposed to the protection or representation of property for sale.

5.9.4 Enforcement

Failure to abide by any and all regulations will result in immediate expulsion and possible withdrawal of future flea market privileges and AACA membership. The decision of the Flea Market Chairman, appointed flea market official, Meet Chairman, or any AACA officer shall be final on all matters.

No refunds of space leasing price will be made in the event of expulsion. Any expenses involved in removing equipment or merchandise from the flea market area must be borne by the person or persons expelled.

The application form for obtaining flea market space at an AACA National Meet includes these regulations. The form is in duplicate and all vendors are required to verify by signature that they have read the regulations, agree to abide by them, be responsible to see that they are followed, and understand that noncompliance will result in expulsion from the flea market. One copy of the form is forwarded to the Meet Registration Chairman with the meet registration card and the other copy is to be retained by the vendor to exhibit at the flea market space.