

## Guidelines for Planning an EAC Convention

(Participants in executing EAC 2026 are listed in boldface under each task.  
Future Conference Chairs should update these names moving forward)

Tom Nist and Jerry Sajbel, May 2026

### Two-Three years in advance of conference

- Identify potential Location and Bourse Chairman for Convention
- Qualify Hotel as potential site for convention. Ballroom size, number of rooms, nearby airport,
- Verify dates to avoid conflicts with major holidays like Easter, Passover and Mother's Day; and major coin shows like Central States, Long Beach or Baltimore
- Make inquiries about hotel options, seeking the following attributes:
  - Secure sufficient floor space for a bourse of 7,000 sq. ft. minimum. Verify adequacy of floor space for bourse layout with **Mike Demling** and work with Mike to prepare preliminary bourse map.
  - Establish dealer arrival protocol. Loading docks and security room must be acceptable and should be signed off by the Security Director (see below).
  - Confirm adequate room availability and a willingness to reserve rooms at a group rate. Will need minimum of 300 room nights.
  - Confirm additional hotel space in nearby locations.
  - Secure package pricing so that convention space is complementary with sufficient room nights occupied by EAC participants.
  - Confirm restaurant and food service are adequate to accommodate participants and serve dinner reception on first night of conference (typically Thursday).
  - Make certain general safety and security attributes of venue are acceptable.
- Identify options for event planning and related planning requirements (i.e. Museum visit, mint tour, historic site (may require transportation arrangements)). (event is Optional!)
- Identify potential security contractor (two armed guards 24x7 for duration of conference),
- Sketch out proposal, addressing above issues for presentation to EAC Board of Directors.
- Secure Board of Directors approval and execute contract asap.

### By two years in advance of conference

- Contract with hotel should be signed to secure conference site.
  - Room-night needs should be estimated using past years' data.
  - Room prices should be fixed if possible.
  - Conference space should be provided at no charge or minimum charge.
  - Several complimentary room nights should be included for conference/club leadership team.
  - Contract should protect the Club from cancellation.
  - Read all contracts carefully so that you understand all charges and add-on fees!!!
- Investigate options for contract with AV supplier (or hotel).
  - Sufficient power supply in the bourse area (this has been an issue in the past)

- Audio-Visual needs as defined by the chairpersons (microphones, screens, projectors, PCs, power strips) (note: EAC owns two projectors and ten lamps as of 2026. Some members bring their own technology so plan this carefully!)
- Contract with professional security firm.
  - Two armed guards 24x7 for the entire span of the conference
  - Experience with coin show security is preferred
  - Contract should protect the Club from cancellation.
  - More details on Security in appendices.
- Develop relationships with EAC conference chairpersons from preceding conferences. You will potentially need people to lead:
  - Registration Desk (assisted by spouses, previous convention chairs, volunteers)
  - Security Director (must be a club member) (**COL Steve Ellsworth**)
  - End-to-end coordination of the EAC Bourse (Conference Chair or designee)
  - Grading Seminar (**Jim Carr, Mark Borckardt**)
  - Lg. Cent/Half Cent/Colonial Happenings (**Allen Ross, Tim Skinski, Ray Williams**)
  - Educational Seminars (usually 6 or 7 sessions to be recruited and scheduled by Education Chairperson) (**Chuck Heck/Jerry Sajbel**)
  - Exhibits (**Tom Webster**)
  - Merit Badge Program (**Patrick Dobek**)
  - Auction(s) (**Lyle Engleson**)
  - Cases and Lamps (**Wayne Herndon** if an area where he can go)
  - Video Production (**Lianna Spurrier**)
  - Program Layout and production (**Bill Eckberg**)
  - Golf outing (**Sam Foose**)
  - Signage (**Joe Pargola**)
- First draft of work plan and/or conference schedule should be drafted and include work items, owners, due dates, approvals required and status of task. This draft will evolve as plans are finalized and leaders are established for each component of the event.
- Prepare final layout of bourse for presentation and registration of dealers at preceding year's convention.

#### At preceding year's EAC conference

- Observe and shadow conference chair to understand conference flow, timelines, issues, possible gaps, things that work and things that are problematic. Keep notes and collect copies of documents used by chair to facilitate operations.
- Complete recruiting of all conference chairpersons if possible. Identify gaps and pursue new volunteers.
- Begin to recruit bourse participants and secure commitments (and payment) if possible. Table assignments should be made on a first-come, first-served basis. Payment should be required to reserve a table. Preference should be given to EAC dealers with some deadline, after which regional coin dealers will be offered tables that have not been reserved.
- Collect equipment, signage, remaining supplies, list of the names of members who assisted with conference activities.

- Create and display signage and other promotional materials for next year's conference/location.
- Prepare remarks and deliver invitation speech at EAC annual meeting on Sunday morning

#### Interim planning milestones

- IT IS CRUCIAL TO MAINTAIN REGULAR CONTACT WITH THE HOTEL. Schedule two-three check-in meetings with hotel based upon their operational schedule. Use meetings to ensure staffing hasn't changed, plan is intact, registration website is operational, contract payments are timely, room assignments for sessions and all conference activities are established, room and bourse layout is understood, adequate tables & chairs will be available, questions and concerns are addressed on an acceptable level, menu selections are complete (and prices finalized), AV/electrical contractor is engaged (and charges finalized), staffing will be available, key contacts are assigned. Determine the schedule for facilities to understand when the previous occupants will vacate and when the group following EAC is expected to arrive. Do not tolerate any overlap as it is a security risk.
- Check in with other contractors on a similar basis. These may include security providers, transportation companies (if any), remote venue operators (if any).
- Develop and execute marketing plan that incorporates several objectives:
  - Maximize EAC member attendance and participation in activities
  - Maximize Bourse/Dealer participation
  - Solicit vendor support for registration bag content (and possible sponsorships depending on club policy)
  - Recruit local numismatic community to participate and consider joining EAC
  - Communicate the event through Pennywise, ANA channels, local clubs/shows and Coin Zip website

#### Conference Schedules

- Two "conference schedule" documents should be prepared and maintained, starting as early as possible:
  - 1) A comprehensive timeline and schedule should be prepared by and for the Conference Chairperson that identifies every event and every moment of significance for the entire conference. This is both a Planning document and an Execution document! A spreadsheet or task list would serve this activity well.
    - Each entry should include the following information:
      - Date
      - Time (start and finish)
      - Title of event
      - Location
      - Facility requirements (capacity, seating, chairs, tables, etc.)
      - Equipment requirements (lighting, screens, microphones, PCs, etc.)
      - Documents required
      - Menu (where appropriate)
      - Owner(s)

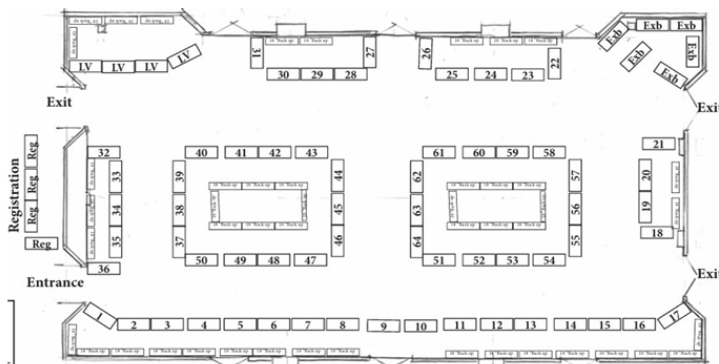
- People expected to be present
- Status of EACH variable (i.e. open, pending, confirmed)
- Notes (to avoid forgetting something, asking twice, contact names)
- A list of Sample Comprehensive Schedule Elements is included as **Appendix 1**
- 2) A reduced version of this timeline and schedule should be maintained separately for sharing with all interested parties. This document will spare participants from unnecessary minutiae and avoid distractions and uninvited opinions! Edit the comprehensive document down to something that resembles a schedule for public distribution. Open items (i.e. Educational Session titles/speakers should be listed a “Open” until a commitment is secured).
  - A one-page Show Schedule is included in **Appendix 2**

Show Brochure

**Bill Eckberg** prepares a folding show brochure that is the guide that most public use for the show. It has the schedule of events, bourse layout with dealers, hotel floor plans, educational seminars, grading and scouting seminars, etc. Bill should be the second person to know about any schedule changes so he can keep up to date before publication/printing time. Particularly well received is the list of dealers by number on the Bourse.

**Bourse Dealers and their Table Locations – Grand Ballroom**

John Agre	6
Christopher Arnold	12
Al Bokla	14
Mark Borckardt	1-2
Boyz of '94	30-31
Ted Burge	25-26
Butternut	18-21
C4	60
Choice Condition Cents	22-23
Greg Cohen	7-8
Coin Rarities Online	6
Mike Demling	63
Terry Denman	52
The Druid's Cache	10
Doug Durasoff	13
EAC	59
Early Cents	37-50
Earlycoppercoins.com	32-36
Steve Ellsworth	18-21
Sam Foose	1-2
Pierre Fricke	27-29
JP Ford	61-62
Chuck Heck	30-31
Heritage Auctions	1-2
Wayne Herndon	15-17



Brian Herriott	10
Independence Coin	11
David Johnson	58
David Kahn	54-55
Bob Kebler	4
Bob Klosterboer	3
John Krajlevich	7-8
Lou Kramarski	55-54
Chris McCawley	37-50
Craig McClain	22-23
Jim Neiswinter	30-31
Mike Packard	5
Darwin Palmer	14
Chris Pretsch	52
Tom Reynolds	55-57
Ron Shintaku	9
Stacks Bowers	7-8
Tony Terranova	24
Brian Trietley	11
Dan Trollan	30-31
Kevin Vinton	42
Rich Weber	30-31
Tom Webster	52
Gordon Wrubel	14
Shawn Yancey	32-36

## Publicity

This is a traveling National Coin Show and should be promoted as such. Get the area clubs involved by attending a meeting and promoting the show with free admission and museum quality copper coins. The recent show was in a border town and received extensive publicity from both the North- and South Carolina Numismatic Associations. Coin Dealer Newsletter will list the show and send sample magazines to the show. Amos publications will send free Coin Dealer Calendars. Coinzip.com has free show listings. I am too much of a dinosaur to know about all the Facebook groups but get those chats going! Foot traffic makes for a good bourse buzz and extra sales for the club dealers.

Lianna Spurrier is by default our club videographer. She has been covering our Conferences for years to make an overall video plus documenting the Presentations. She is very self-sufficient and should be contacted six months before the meeting plus be kept current on the schedule so she can plan her filming times. She is quite helpful and diligent about the setup and testing all the AV equipment to make sure she gets a good recording.

## Running the Bourse

This section covers activities around designing and filling the bourse area. It should be in a hotel ballroom at least 7000 square feet in size with few wall obstructions. The area should be measured and the dimensions submitted to Mike Demling who designed the bourse in recent years to maximize the number of dealer and exhibit tables. The latest 7000 square foot ballroom held 64 six-foot tables plus five tables for exhibits and four for lot viewing.

The bourse contract needs to be redone, largely just the address of where to send checks and contracts. Ideally the layout and contract can be done a year early to circulate at EAC but it can be emailed out to members and previous dealers/exhibitors in summer.

Checks are collected by the Show Chairperson or designated Bourse Chairman and periodically mailed into the Treasurer. The Bourse is filled on a first come first served basis with the Auctioneer usually in the first large island of tables. EAC and C4 tables are free and filled in as the last two. You may end up with 2-3 dealers on a waiting list. All tables need to be paid for before any dealer sets up!

**Wayne Herndon** has done an excellent job of furnishing the club with cases and lamps for the show. All single table units come with two cases and one lamp and dealers can rent more of either. Wayne gets a count of tables and lamps a month or two ahead and always pack extra. He sets them up on Wednesday night and tears them down on Sunday.

## Room Night /Estimates

Part of the contract will be a guarantee of a block of rooms totaling a number of "room nights". There will typically be 300 room nights; this year had 316 at last count but may have hit 325. Note that there may be ten or more percent of members who opt for another area hotel. Also, members may book in the conference hotel but outside of the block for special rates. Mark Borckardt recently compiled data of the stays by night at the last six EAC Conventions. A table of the breakdown of room-nights may be seen below.

Room Nights at Primary/Show Hotel						
Night	Dayton 2019 \$149	St. Louis 2022 \$112	Portland* 2023 \$174	Indianapolis** 2024 \$159	Pittsburgh 2025 \$169	Charlotte 2026 \$152
Tuesday	11	10		10	15	17
Wednesday	54	53		50	60	54
Thursday	86	104		100	94	86
Friday	91	103		110	97	82
Saturday	79	85		85	76	67
Sunday	6	4		5	1	10
Total	329	359	287	360	343	316

\*Individual rooms per night are not available for Portland. The Portland nights are lower as some individuals were able to book outside of the room block at a lower rate.

\*\*Room nights are approximate for Indianapolis.

#### Thursday Banquet/Reception

The Banquet is one of the highlights of the conference and is a buffet planned well in advance with the hotel. It is the major component of the food and beverage spend that is often stipulated in the contract. The most recent banquet was staged with cheese, crackers, vegetables and other appetizers served right at the 5 PM start. Around 5:50 there is a short address by the Chairperson and the President with a potential award or two handed out. Just before 6 several entrees were featured; a chicken parmesan, glazed salmon and a vegetarian option. A second line was to the carving station where prime rib was sliced to order. There were 170-180 guests who attended the banquet this year, very close to the number who were on the Attendee list.

#### Attendee List

It is possible to stay current on who is attending EAC starting months ahead. The hotel will furnish the guest list based on who has made reservations in the block. Region 8 also keeps updating their list and the dealers and exhibitors are also added to the tally. **Allen Ross** needs to be kept abreast of the latest roster as he continues to make two sided badges in advance. All members get white badges unless they are dealers or exhibitors who get blue badges as they need access to the bourse early. We had a printer plus white and blue stock to make additional badges as needed at the show. The list of attendees had grown to about 180 just prior to the show and this is also good for estimating banquet attendance.

#### Security Notes

- Two armed guards are present from approximately 11 AM Wednesday until the show closes at 3 PM Sunday. One may be asked to escort dealers to/from car.
- There will be a Security Room to hold dealers contents from Wednesday 11 AM to Thursday at noon when setup starts.

- A great source of Security staffing can be the local Police Department. They may have a Secondary Employment system that authorizes and tracks off-duty employment. We used Police officers that normally cover the large Charlotte Coin Club annual show.
- A Risk Assessment and Security Plan should be drafted and presented to the security firm. **COL Steve Ellsworth** assisted with this for EAC 2024-26 and served as Security Contact (interfaced with security provider throughout the conference).
- EAC has had several issues with security in the past including last minute cancellations and inadequate security staffing. Make sure the contract with the local law enforcement or a reputable firm is solid and protects the club from onerous cancellation charges.

### Registration Tables & Swag Bags

The Registration table is “manned” by EAC members and spouses. It is usually only a challenge to get it going Wednesday and early Thursday until many volunteers pour in. Julie kicked it off and was pleasantly surprised at the opportunity to meet a lot of nice people. This year we made approximately 160 “Swag Bags” that were cloth bags from Heritage filled with show information. There were two auction catalogs, the “Live” and “Internet Only” plus city, restaurant and local attractions guides, a welcome letter with addenda, a schedule and a Show Brochure. Lastly, there was a note pad and pen also from Heritage; they will help with promotional material in the future.

### Signage

EAC has heavy frames for signage that are placed outside an activity or give directions to same. Many are reusable from year to year such as AUCTION, BOURSE, BANQUET, MEMBER MEETING, EAC REGISTRATION, MERIT BADGE, GRADING SEMINAR and HAPPENINGS. New poster inserts must be made each year for the Presentations listing the name of the talk and the presenter. A new sign is also made for the next convention; this year it was “SEE YOU IN MADISON”. Also needed are signs for separate trips, like Bus to Museum or Bus to Brewery!

Joe Pargola has been updating the inserts if you give him a list of the new ones needed for Presentations, etc. The request for new or updated signage should be given to Joe ONE MONTH in advance of the meeting so he can print and mail them.

### Happenings

This year the Happenings commenced at 7 to 7:30 and were in two different formats. The Large Cent and Half Cent Happenings had six viewing tables arranged in a horseshoe with one table to check in. The Colonial Session took place in the large room with a projector so they could cast images of coins onto the screen.

### Grading Seminar and Merit Badge

Both of these events had record attendance, up to 30 at each session. The grading seminar is of acute interest to members new and old and the Merit Badge program had a lot of local support and pre-show publicity.

### Recent Room Geometries

Fitting the various activities into available rooms could present a challenge. This table shows approx. setups and some rooms in blue or red that can be used for multiple purposes. A room setup document or schedule is quite helpful when setting up the event with your hotel representative. In our case it helped us to plan most events requiring a projector and a screen into a single room to help minimize audio-visual equipment and setup charges.

Meeting Room Requirements				
Day	Event	Seating	Type	AV/Food Needs
Wed	Boyz of 94	50	Theater	Screen, mic, podium
Thurs	Grading Seminar	30	Classroom	15 tables + lamps, head table
Thurs	Banquet	180	Rounds of 10	Microphone & podium
Thurs	LC Happening	7T, 22Ch	Horseshoe	Hd table, lamp(s) at six tables
Thurs	HC Happening	7T, 22Ch	Horseshoe	Hd table, lamp(s) at six tables
Thurs	Colonial Hap	100	Theater	Screen, mic, podium, projector
Fri/Sat	Presentations	100	Theater	Screen, mic, podium, projector
Sat	EAC Board Mtg	20	Long table	Breakfast buffet
Sat	Merit Badge	30	Classroom	Screen, projector, 15 lamps
Sat	Auction	150	Theater	Screen, mic, podium, projector
				Internet. Cash Bar, Food
Sun	Member Mtg	100	Theater	

### Summary

Starting with a timeline of activities and then listing details in a decidedly random order, we hope this document helps you to plan and organize your EAC Conference. It seems like a bit of work but is truly a labor of love and a great way to give back to your club.

Remember that all past show Chairpersons are open and willing to give you any guidance or assistance you need in the planning and execution of the Conference.

Numismatically, in copper,

**Jerry Sajbel & Tom Nist**

## Appendix 1 Sample Comprehensive Schedule Elements

- build into a spreadsheet/task list (dates, times, locations, requirements, owners, status, etc. not listed in this sample)

- Tuesday (of Conference week)
  - Check in to hotel
  - Conduct site visit
  - Meet hotel staff
  - Confirm initial set up requirements
    - Registration tables/chairs
    - Stands for directional signage
    - Availability of security room
  - Deliver contents for registration package
  - Assemble packages and transport to registration location if possible
  - Conduct security check
- Wednesday
  - Prepare to open registration desk
  - Debrief registration team on procedures, schedule, recording money received
  - Prepare security room
  - Greet and debrief security team prior to opening room. Present them with Risk Assessment and Security Plan if not delivered in advance
  - Set up initial signage
  - Assist with arrival of cases and lighting
  - Set up bourse room
  - Monitor dealer arrivals and security room operations (direct traffic)
  - Confirm readiness of Boyz of '94 meeting room
  - Conduct Boyz of '94 meeting
- Thursday
  - Open Registration Desk
  - Place signage for the day
  - Confirm readiness of Grading Seminar meeting room
  - Conduct Grading Seminar
  - Conduct Dealer set-up
  - Close and vacate Security room advising any laggard dealers to claim inventory
  - Conduct Exhibitor set-up
  - Close and secure bourse
  - Set up Happenings rooms
  - Confirm readiness of Reception/Dinner
  - Conduct Reception/Dinner
  - Conduct Happenings
    - Large Cent
    - Half Cent
    - Colonial

## Appendix 1 Sample Comprehensive Schedule Elements (cont)

- Friday
  - Open Registration Desk
  - Place signage for the day
  - Open Dealer set up
  - Open bourse, lot viewing & exhibits
  - Confirm readiness of Educational Seminar meeting rooms
  - Conduct Educational seminar #1
  - Conduct Educational seminar #2
  - Conduct Educational seminar #3
  - Close and secure bourse
- Saturday
  - Open Registration Desk
  - Place signage for the day
  - Open Dealer set up
  - Confirm readiness of Board Meeting room
  - Conduct Board meeting
  - Open bourse, lot viewing & exhibits
  - Confirm readiness of Educational Seminar & Scout meeting rooms
  - Conduct Scout Merit Badge meeting
  - Conduct Educational seminar #4
  - Conduct Educational seminar #5
  - Conduct Educational seminar #6
  - Close and secure bourse
  - Confirm readiness for Annual EAC Auction
  - Conduct EAC Auction
- Sunday
  - Open Registration Desk
  - Place signage for the day
  - Open Dealer set up
  - Open bourse, lot viewing & exhibits
  - Confirm readiness of EAC Annual Meeting room
  - Conduct EAC Annual Meeting
  - Close and secure bourse
  - Collect signage, extra registration bags, other EAC assets and transfer to next year Conference Chair
  - Breakdown bourse, cases, lamps, other assets
  - Debrief with Hotel Staff as necessary
- Ongoing
  - Collect invoices for service and forward to EAC Treasurer for payment
  - Write Pennywise summary (optional)
  - Confer, as necessary, with next year's Conference Chair

## Appendix 2: Sample Show Schedule

### EAC 2026 Convention Schedule

#### Wednesday, April 29

Registration table open 11:00-5:00

7:30PM – 9:00PM

Boyz of '94 Meeting

Junior Ballroom

#### Thursday, April 30

Registration table open 8:30-5:00

9:00 AM – 11:00AM

Grading Seminar

Meeting Room DOS

11:00AM - 12:00PM

Counterfeit Detection

Meeting Room DOS

12:00PM – 5:00PM

Dealer and Exhibitor setup

Grand Ballroom

5:00PM – 7:00PM

Reception & Buffet Dinner

Waterfall + ABC

7:30PM – 9:30PM

Large Cent Happening

Meeting Room E

7:30PM – 9:30PM

Half Cent Happening

Meeting Room D

7:30PM – 9:30PM

Colonial Happening

Junior Ballroom

#### Friday, May 1

Registration table open 8:30-5:00

Dealer setup 8:00-9:00

Bourse open 9:00-5:00

9:00AM – 5:00PM

Auction Lot Viewing

Grand Ballroom

Grand Ballroom

12:00PM – 1:00PM

Robert Scot's Signature – *Bill Eckberg*

Junior Ballroom

1:15PM - 2:15PM

Don't Jump to Conclusions – Pedigree Research

Junior Ballroom

In A Modern Numismatic World - *Mark Borckardt*

2:30PM – 3:30PM

Exploring the New EAC Website – *Michael Trollan*

Junior Ballroom

5:30PM – 6:00PM

Shuttle Buses to Olde Mecklenburg

Carpport off hotel lobby

6:00PM – 9:00PM

Reception and Guest Speaker

Olde Mecklenburg

6:30PM – 6:45PR

Colonel Steve Ellsworth War Stories

Brewery

8:00PM – 9:30PM

Shuttles Return to Hotel

Back to Hotel

#### Saturday, May 2

8:00AM – 10:00AM

EAC Board Meeting

Oscars

Registration table open 8:30-5:00

Dealer setup 8:00-9:00

Bourse open 9:00-5:00

9:00AM – 5:00PM

Auction Lot Viewing

Grand Ballroom

Grand Ballroom

12:00PM – 4:00PM

Merit Badge Program

Meeting Room DOS

12:00PM – 1:00PM

The S48 Starred Reverse – *Chuck Heck*

Junior Ballroom

1:15PM - 2:15PM

Massachusetts Cents & Half Cents – *Mike Packard*

Junior Ballroom

2:30PM – 3:30PM

The Ultimate Large Cent Date and Type Set – *John Wright*

Junior Ballroom

5:00PM – 10:00PM

EAC Sale

Junior Ballroom

#### Sunday, May 3

Bourse open 10:00-2:00

9:00AM -11:00AM

EAC Members Annual Meeting

Grand Ballroom

Junior Ballroom

11:00AM

Meeting Adjourned

Revised 04-22-26