



## **ESCORTED VISITOR POLICY**

**Approved April 30, 2006**

The Board, being desirous of encouraging the general public to become familiar with NAWCC, its mission, and educational purposes, herewith establish the Escorted Visitor Policy for Regional and National Conventions.

### **SUMMARY**

This policy will permit members of the general public to enter NAWCC Regional and National Convention Marts as Escorted Visitors, under the control of the event organizing committee. Each visitor will be identified, provided with educational and informational material, given an escorted tour of the Mart (no buying or selling permitted), and offered the opportunity of joining the NAWCC.

### **POLICY APPLICATION AND CONDITIONS**

This policy will apply to all Regional and National Conventions. Each event organizing committee may adapt this policy to suit local conditions, using the following guidelines:

- Convention organizers are encouraged to publicize each event in local media, inviting the public to visit, attend educational programs, and participate in tours of the Mart. All publicity must clearly state that NAWCC membership is required for Mart buying and selling activities.
- No fee will be charged to such visitors.
- Visitors will be requested to sign in a visitor register, giving their name and mailing address. Each visitor will be provided a temporary identification badge, to be returned after the tour.
- Each visitor will be given promotional material that provides information about the NAWCC, its benefits, and its chapters. Such material shall include a membership application and will include other appropriate materials as available, such as copies of NAWCC publications, chapter newsletters, brochures about the Museum, Library, and School, etc.
- A Member volunteer designated by the organizing committee must escort all visitors for the tour of the Mart.
- Visitors are not permitted to participate in the buying and selling activities of the Mart, but will be given ample time to become familiar with its activities and benefits.
- Explanation of NAWCC activities will be provided during the tour and all visitors will be offered the opportunity to join NAWCC.
- Following each event, the organizing committee is encouraged to follow up with a thank you message sent to each visitor, to include information about local chapter meetings.

Entry of such visitors will be permitted only when accompanied by a designated Member volunteer tour guide, and the visitor must remain in the control of their guide. No time limits are required for the tour; each event committee may set up an appropriate program.

The visitor badges may be prepared in advance and handed out as each visitor signs in. No name is required on the badge, and the visitor will be asked to return the badge after the tour so it can be reused.