

**NER Convention – Layout Map Package Standards****Layout Map Package Contains Three Sections:**

1. **Layout Summary Table** – May Extend to Multiple Pages
  - a. Has a unique layout ID used throughout the map package
  - b. Lists key information for each layout
  - c. Should allow visitors to easily select layouts that best interest them.
2. **Layout Location Overview Map** – One Page
  - a. A single scaled map that includes the Convention Hotel & All Layouts
  - b. Gives a visual perspective of each layout's location versus the hotel
  - c. Each Layout is shown using the Layout ID from above
  - d. Displays distance circles from Hotel at 20 mile increments
3. **Layout Descriptions with Maps & Driving Directions** – One Page / Layout
  - a. Header contains Layout ID, owner, address, phone number & distance from Hotel
  - b. Layout Description addresses:
    - i. Railroad Modeled
    - ii. Time Period / Era
    - iii. Physical Layout Highlights
    - iv. Control System / Lighting
    - v. Unique Features
  - c. Driving Directions:
    - i. Present directions in a Bullet List – Easier to follow.
    - ii. Uses numbered highways whenever possible
    - iii. Includes all turns with distances between turns
    - iv. Turns onto named streets list an advanced landmark before turn
    - v. Layout Map shows highlighted route to Layout
  - d. Local Information
    - i. List preferred parking locations
    - ii. List preferred entrance door
    - iii. List handicap accessible issues such as stairs

It is recommended that all maps be generated with Microsoft Streets & Trips software since these maps will have the required level of detail. Print the map package in color if possible. It is worth the extra time to find a printer that can do this at a reasonable cost.

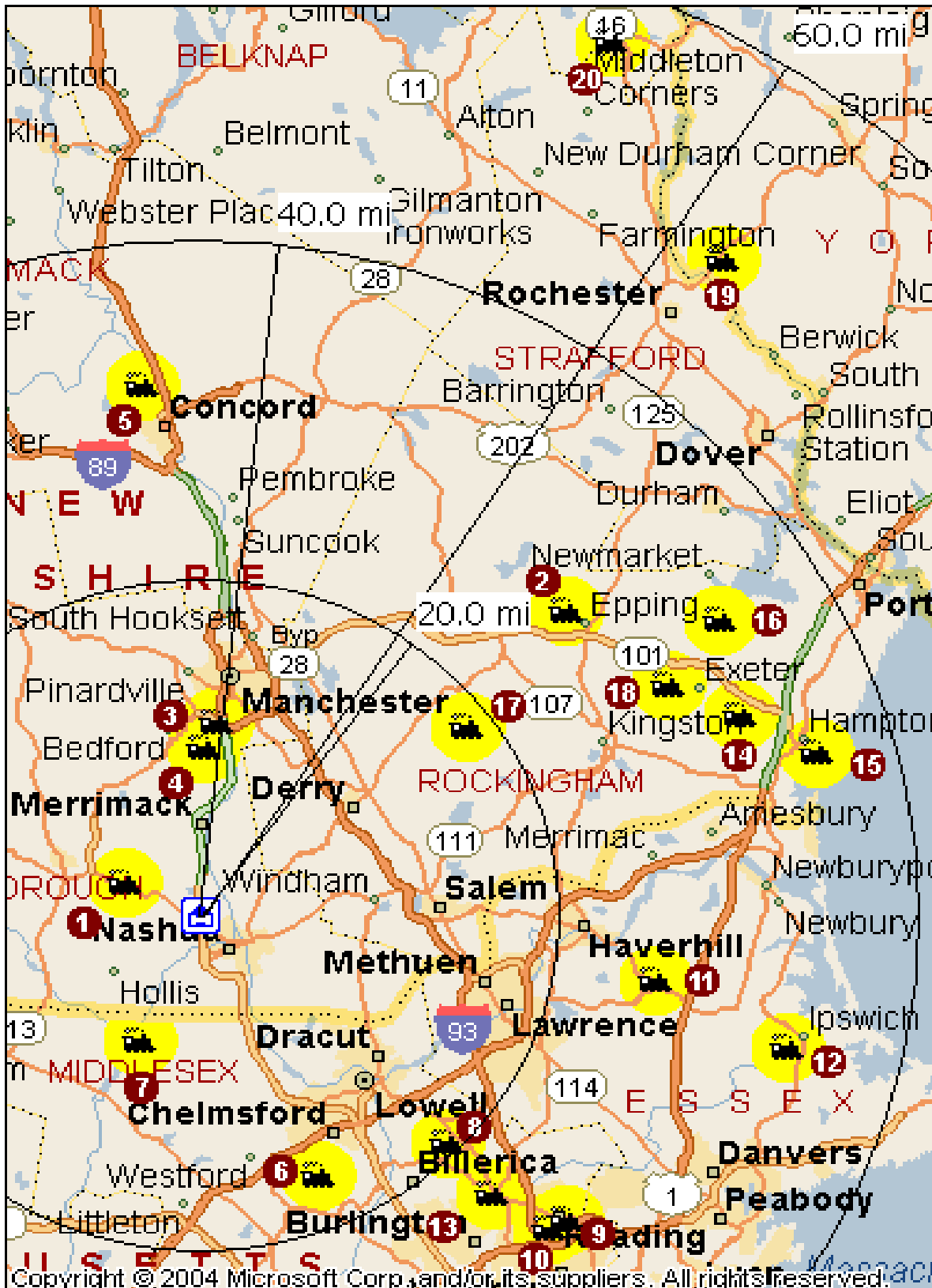
1	2	3	4	5	6	7	8	9	10	11	12
ID	Owner	Scale	Railroad	Days Open	Times Open	Distance to Hotel	Size	Complete Track / Scenery	Era	Location	Highlights
1	Mary Modeler	HO	B&M Central Division	Friday Sunday	7 – 9 PM 10 AM – 4 PM	5 miles	112x 24	95 % / 30 %	1950's	New England	Two Complex Yards Lots of B&M Power
2	Bob Builder	O	Rocky Mtn RR	Sunday	1 – 5 PM	9 miles	10 x 16	100 % / 100 %	50's-80'ss	Western USA	Many Nice Structures Built on Two Levels
3	Steve Switcher	N	Chicago Belt	Friday	7 – 11 PM	11 miles	20 x 30 10 x	50 % / 15 %	Present	Chicago	Multiple Railroads In Multiple Rooms
4	Ralph Runner	HO HO <sub>n</sub> 2	Maine Central Sandy River	Friday	7 – 11 PM	22 miles	13 x 24	100 % / 75 %	1920's	Maine	Rural Scenery with long distances Between Towns
5											
13	Ernie Poole	N	Montana Rail Link	Sunday	1 – 4 PM	30 miles	13 x 13	100 % / 100 %	Present	Montana	Mature Operating Layout Based on NP mainline

**Layout Summary Table Example**

Column: Usage

- Layout ID - Used throughout the map package: Overview map, Layout directions pages
- Owner - Name of Layout Owner
- Scale - Multiple Scales are listed on multiple lines
- Railroad - Names of railroads modeled both Prototype & Free Lance
- Days Open - Days that the layout is open for visits, One day per line
- Times Open - Hours that the layout is open for visits
- Distance to Hotel - Miles from hotel to assist in trip planning
- Size - Overall size of layout. Multi-room or multi-segment layouts should be listed on multiple lines.
- Complete - List the percentage of Track and Scenery that is complete now. Be as honest as possible.
- Era - List the time frame of the modeled period. This can be a large window of time such as 50's to 80's.
- Location - List the area or location modeled.
- Highlights - List one to two highlights of the layout. What would draw a visitor to this layout?

Layout Location Overview Map – Example



## Layout Descriptions with Maps & Driving Directions – Example

### 13 Ernie Poole “Montana Rail Link”

Scale: N

Hours: Sunday: 1to 4 PM

Distance: 23.4 Miles

Location: 5 Burt Road, Wilmington, MA (978-658-9563)

Directions: From Nashua Marriott -

- Turn Right on to NH 101A 0.5 miles
- Everett Turnpike (Route3) south to Route 495 (Exit 31-30B) 16.7 miles
- Continue on 495 North until Route 38 (Exit 38) 4.5 miles
- At exit bear left
- Turn left onto Route 38 East South - Continue to Main Street 1.5 miles
- Turn Right on Richmond St 0.1 miles
- Turn Left on Shawsheen Ave 0.1 miles
- Turn Right on Canal Street,
- Turn Left on Burt Rd – Layout is at 5 Burt Rd

Layout Description: This is mature, operating, N scale layout. This 13 x 13 foot layout is walk-in style. This layout is based on current day central Montana on the old NP.

%Complete: Track 100%, Scenery100%

Access: Ground level basement entrance, with no stairs.

Parking: On street or in driveway.

