



## Show Rules and Guidelines

### Basic Rules

1. The basic rental unit space provided for a North Texas Council of Railroad Clubs (hereinafter called "NTC") Show measures approximately 8 feet wide by 5 feet deep. All spaces are subject to Fire Marshall specific requirements.
2. Floor plan is approved by the Fire Marshall and cannot be altered.
3. The NTC reserves the right to use Booth Style set-up at its discretion.
4. All spaces are available on a first-come, first-serve basis.
5. It is expected that **ONLY TRAIN RELATED ITEMS** are to be displayed or offered for sale.
6. Exhibitors shall be responsible for their own property before, during and after the show.

### Contract

1. By signing and returning the "Show Rules and Guidelines" and the Contract, the exhibitor agrees to abide by the terms of the NTC
2. Send the "Show Rules and Guidelines" and the Contract to the address shown on the contract. **One contract per exhibitor**
3. If you need to contact the NTC, please call **Chris Atkins** at **(469) 438-0741 (c)** or by e-mail [chris@railroadmodelers.com](mailto:chris@railroadmodelers.com)
4. **No Post Dated Checks.**

### Booth Confirmation

Please **include a stamped self addressed envelope** with your contract to acknowledge your assigned booth space in our show.

### Cancellations

Cancellation of this contract shall be made in writing (mailed to Chris Atkins; P.O. Box 525 Argyle, TX 76226) not later than four (4) weeks prior to the Friday of the show weekend to obtain a refund. No refunds due to cancellation after this time.

### Impossibility

Upon any unanticipated events beyond the control of the NTC which make it illegal, impossible or financially impracticable for the NTC to perform under this contract, the NTC may cancel the show at its discretion. On cancellation, the NTC will refund all prepaid rental fees less documented expenses incurred by the NTC in preparation for the cancelled show.

### Returned Checks

Returned checks are costly to both the exhibitor and the NTC. There is a \$25.00 service charge per returned check. Checks returned to us for insufficient funds will jeopardize your status with us for all shows.

### Booth Locations

Booth assignments are at the discretion of the NTC. Booth location requests can be submitted with your contract.

### Booth Appearance

Items for display or samples shall be clearly marked as such. All merchandise should be marked with prices. Fraudulent selling practices or misrepresentation of merchandise in any manner shall not be tolerated.

### Fire Prevention

Table covers need to be acceptable to the fire marshal (fire proof materials or fire proofing applied)  
Public aisles must be kept free of merchandise and trip hazards.  
Any infractions of electrical/fire codes shall be the responsibility of the exhibitor, not the NTC.

### Security

1. The Exhibit Hall(s) shall be secured when the NTC shows are not open to the general public.
2. After hours, only NTC personnel with special permit (after prior arrangement) shall be permitted into the exhibit hall(s).
3. Any incident involving theft or fraud should be reported to the NTC staff as soon as practicable when detected or discovered. No attempt shall be made by the NTC to accuse or physically apprehend a suspected thief.
4. Neither the NTC, its officers, members, agents, or assigns, jointly or severally, shall be responsible for the loss of goods, merchandise, displays or other accouterments which may result from fire, flood, theft, vandalism, acts of God or any action which may occur before, during or after the show.
5. Exhibitors are hereby advised that the NTC and its designated representatives do not and will not carry insurance to cover damage

or loss, which may be sustained by participants, their personnel and/or guests.

### **Booth Transfer and Sub-Leasing**

You may NOT sublease or sell your booth space to someone else. When selling your business, your space in our shows should not be considered a part of the sale.

### **Tables, Chairs and Exhibitor Passes**

1. The NTC has set a limit of six (8) tables/spaces for the Fall Plano Train Show.
2. The NTC has set a limit of six (6) tables/spaces for the Dallas Area Train Show.
3. The NTC has set a limit of two (2) free tables for non-selling Manufacturers for each Show.
4. Each exhibitor will receive two (2) badges for entering our shows. Additional exhibitor badges can be purchased in advance.
5. Each exhibitor booth will receive two (2) chairs. Additional chairs can be requested.

### **Electricity**

1. The NTC needs to know for each show if the exhibitor will require electricity.
2. At both Train Shows there is a charge per each extension cord plugged into a wall outlet used by the exhibitor. Please check the contract for the additional fee.
3. Each exhibitor shall be responsible for providing his own UL approved Ground Fault Circuit Interrupter [GFCI] extension cord.

### **Check-In**

Your space will be sold to another exhibitor if we have not heard from you by 8:00 a.m. on Saturday morning.

Please check the Council web page for the latest show phone number to be used.

The NTC reserves the right to make exceptions in emergency situations.

### **Set-Up**

1. Set-up day is on the Friday before the shows.
2. Exhibitors may begin setting up tables on the Friday before the shows from 10:00 a.m. to 9:00 p.m. only.
3. Each exhibitor will be limited to 45 minutes to unload in front of the roll-up door.
4. Do not unbox your inventory and setup your booth until after you have unloaded and moved your vehicle.
5. Exhibitors shall bring their own carts/dollies if required to transport their merchandise.
6. Any damage caused by the exhibitor to the show facility is the responsibility of the exhibitor.
7. If you normally set-up on Saturday, please indicate on the contract.

### **Failure to occupy**

1. To staff their space and to remain at their space through 5 p.m. on Saturday and 4 p.m. on Sunday afternoon of each show for which space is purchased.
2. Failure to do so may result in the exhibitor being removed from consideration for space at future shows.

### **Show Hours**

Show hours are from 10 a.m. to 5 p.m. on Saturdays and 10 a.m. to 4 p.m. on Sundays.

Early departure is not acceptable and may forfeit your reservations for future shows. The NTC reserves the right to make exceptions in emergency situations.

### **Sales Tax**

Collection and reporting of all sales tax shall be the responsibility of the exhibitor.

### **Show Management Rights**

Objectionable material, rudeness or impoliteness shall not be tolerated, may result in immediate expulsion from the show and premises and shall result in the exhibitor not being invited to future shows.

The NTC reserves the right to refuse contracts of exhibitors for our shows.

### **Public Health**

Vendors must follow all city, state, county and Federal recommendations or guidelines regarding public health in effect.

### **Execution of this contract means you have read and agreed to abide by the “Show Rules and Guidelines”**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Do not staple



**Contract**  
**Dallas Area Train Show**  
**January 16-17, 2021**  
**Plano Event Center**  
**2000 E Spring Creek Pkwy**  
**Plano, Texas**

**Set-up: January 15, 2021 10 am. to 9 pm. Must check in before 8 am. Saturday or forfeit space**  
**Show hours: Saturday 10 am. to 5 pm.; Sunday 10 am. to 4 pm.**

**The basic rental unit space provided for a NTC Show measures approximately 8 feet wide by 5 feet deep**

Dallas Area -- 8 ft Space <u>with</u> tables (limit 6)		X	\$65.00	=	\$
Dallas Area -- 8 ft Space <u>without</u> tables (limit 6)		X	\$55.00	=	\$
Non-Selling Manufacturer -- 8 ft Space with tables (limit 2)		X	\$ 0.00	=	\$ 0.00
Dallas Area -- Electricity [ ] Yes [ ] No		X	\$50.00	=	\$
Dallas Area -- Extra exhibitor badges		X	\$10.00	=	\$

Total amount due: \$ \_\_\_\_\_

**Please make checks payable to: North Texas Council of Railroad Clubs**  
**One check for both shows is preferred. No Post Dated Checks.**  
**Return signed 'Show Rules and Guidelines', Contract and check to:**  
**Chris Atkins, P.O. Box 525 Argyle, TX 76226**

Please Print:

Name:..... Phone:.....

Name of Business:..... e-mail:.....

Address:..... City: .....State:..... Zip:.....

**Consideration of contract only with payment of the above "total amount due" paid in full, date and signature.**

Date..... Signature.....