



Show Rules and Guidelines

Basic Rules

1. The basic rental unit space provided for a North Texas Council of Railroad Clubs (hereinafter called "NTCRC") Show measures approximately 8 feet wide by 5 feet deep. All spaces are subject to Fire Marshal specific requirements.
2. Floor plan is approved by the Fire Marshal and cannot be altered.
3. The NTCRC 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 **NTCRC**
2. Send the signed "Show Rules and Guidelines" and Contract to the address shown on the contract. **One contract per exhibitor**
3. If you need to contact the NTCRC, please call **Steve Gratke at (817) 253-5121 (c)** or by e-mail sgratke@gmail.com
4. **No Post Dated Checks.**

Booth Confirmation

Please **include a stamped self addressed envelope** with your contract if you wish to confirm your check was received.

Cancellations

Cancellation of this contract shall be made in writing (mailed to Steve Gratke; 2114 Barton Dr. Arlington, TX 76010) 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 NTCRC which make it illegal, impossible or financially impracticable for the NTCRC to perform under this contract, the NTCRC may cancel the show at its discretion. On cancellation, the NTCRC will refund all prepaid rental fees less documented expenses incurred by the NTCRC in preparation for the cancelled show.

Returned Checks

Returned checks are costly to both the exhibitor and the NTCRC. There is a \$35.00 service charge per returned check. Checks returned to us for insufficient funds will jeopardize your status with us for future shows.

Booth Locations

Booth assignments are at the discretion of the NTCRC. 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 (fireproof 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 NTCRC.

Security

1. The Exhibit Hall(s) shall be secured when the NTCRC shows are not open to the general public.
2. After hours, only NTCRC 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 NTCRC staff as soon as practicable when detected or discovered. No attempt shall be made by the NTCRC to accuse or physically apprehend a suspected thief.
4. Neither the NTCRC, 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 NTCRC 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 NTCRC has set a limit of eight (8) tables/spaces for the Fall Plano Train Show.
2. The NTCRC has set a limit of eight (8) tables/spaces for the Dallas Area Train Show.
3. The NTCRC 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 NTCRC 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 an 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 can 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 NTCRC reserves the right to make exceptions in emergency situations.

Set-Up

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

Failure to occupy

1. Exhibitors are expected to staff their space and to remain at their space through 5 p.m. on Saturdays and 4 p.m. on Sundays 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 NTCRC 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 NTCRC 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. No alcohol is allowed at the Plano Center.

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

Signature _____ **Date** _____

Do not staple



Contract
Fall Plano Train Show
Sep. 28-29, 2024
Plano Event Center
2000 E Spring Creek Pkwy
Plano, Texas

Set-up: September 27, 2024 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 NTCRC Show measures approximately 8 feet wide by 5 feet deep

Fall Plano-- 8 ft Space <u>with</u> tables		X	\$80.00	=	\$
Fall Plano-- 8 ft Space <u>without</u> tables		X	\$70.00	=	\$
Non-Selling Manufacturer -- 8 ft Space with tables (limit 2)		X	\$ 0.00	=	\$ 0.00
Fall Plano-- Electricity [] Yes [] No		X	\$75.00	=	\$
Fall Plano-- Extra exhibitor badges		X	\$10.00	=	\$

Total amount due: \$ _____

Priority given to contracts received 60 days before show date.
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:
Steve Gratke, 2114 Barton Dr. Arlington, TX 76010

Please Print:

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

e-mail:.....

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

Business Name for public directory:.....

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

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

Do not staple

Contract
Dallas Area Train Show
January 18-19, 2025
Plano Event Center
2000 E Spring Creek Pkwy
Plano, Texas



Set-up: January 17, 2025 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 NTCRC Show measures approximately 8 feet wide by 5 feet deep

Dallas Area -- 8 ft Space <u>with</u> tables		X	\$80.00	=	\$
Dallas Area -- 8 ft Space <u>without</u> tables		X	\$70.00	=	\$
Non-Selling Manufacturer -- 8 ft Space with tables (limit 2)		X	\$ 0.00	=	\$ 0.00
Dallas Area -- Electricity [] Yes [] No		X	\$75.00	=	\$
Dallas Area -- Extra exhibitor badges		X	\$10.00	=	\$

Total amount due: \$ _____

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One check for both shows is preferred. No Post Dated Checks.
Return signed 'Show Rules and Guidelines', Contract and check to:
Steve Gratke, 2114 Barton Dr. Arlington, TX 76010

Please Print:

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

e-mail:.....

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

Business Name for public directory:.....

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

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

North Texas Council of Railroad Clubs (817) 253-5121 www.dfwtrainshow.com