

# Dayton Train Show Policy

1. **The decision of the Train Show Chairman is final.**
2. Exhibitors and Vendors are not permitted:
  - a. To modify the table arrangement or alter the footprint of the booth in any way.
  - b. To leave loose material, boxes or storage containers outside of the footprint unattended.
  - c. To enter the show area floor at times other than those posted by the train show.
3. No one may enter the show until they have fully registered. Exhibitors and Vendors must wear the identity badges, issued by the show, **at all times.**
4. Requests for tables must be made before June 15th of the year of the show. Once tables are no longer available, we will put you on the waiting list. Note that the show fills up rapidly, so don't delay submitting your registration.
5. Exhibitors and vendors are not permitted to take down displays before the close of the show without permission of the train show chairman. Doing so may affect your position in next year's show.
6. Exhibitors and vendors will accept full responsibility for any injuries or loss to them or their property while attending the show. Vendors and exhibitors expressly release the promoters (Div 3, MCR, NMRA) and the venue from any liability and agree to hold the promoters harmless.
7. Driving on to the show floor is **not** permitted. A setup schedule will be created and it will be forwarded to the point of contact of the exhibiting groups. Consider bringing a dolly or cart and enough help to expedite your load-in/load-out.
8. Vendors and exhibitors should be prepared to unload, load and setup themselves.
9. Registration will only be considered for the show when it is submitted **fully filled in**. Do not use 'same as last year' or 'same space' or 'space number xxx.' Form must be fully filled-in each year on the official form. Hard copy must be mailed to Registrar at Dayton Train Show, P. O. Box 341233, Beavercreek, OH 45434. **Forms with missing information will be returned for further details and not considered until it is properly filled out.**
10. Extra table requests will be considered based on available space and the order the registration/request is received. We will notify you of the status of your request.
11. A table is defined as 1 standard show table (generally 8' X 30") plus a reasonable amount of operating space (4' or less—the decision of the floorplan manager is final). Long runs of tables may have an access point added at the discretion of the floorplan manager. Anything beyond that is levied a charge based on table cost or a portion thereof.
12. An electric charge may be levied if it is levied by the venue. Electric cords/power strips are the responsibility of the vendor. All equipment must be in good working order. All cords and strips must be properly secured to avoid a tripping hazard. Check with the promoters for what items can be used to secure cords. Show Chair's decision about the safety of cords/strips is final.
13. Be prepared to watch your inventory. The promoter will have people walking the floor but they cannot be everywhere at once. Security of your items is your responsibility.
14. We are not responsible for the quality of the food, the price of the food or how long it takes to get the food. Please direct all food-related comments to the food vendor. Food may be brought in to the venue. Please be responsible regarding left-over food, papers and spills.

## Exhibitor Specific Policies

If you have been given a table and/or an electric drop for presenting a clinic or for an exhibit, you are considered an exhibitor and the table/electric is free. If your intent is to demonstrate and sell your products then you are a vendor and must pay for the table and other fees. A new exhibitor form is required each year by deadline date. Registration form must be fully completed before you are placed in the show.

## Vendor Specific Policies

1. All vendors must be registered directly with the show. Vendors are not allowed to sublet tables for any reason. Violators will have their registrations cancelled.
2. Registrations will be accepted without either a deposit or full payment being submitted and will be placed on the waiting list. Paid registrations will be placed in the show before waiting list registrations. Incomplete registration forms will not be accepted.
3. All accounts must be paid in full before the vendor will be allowed to set up.
  - a. Vendors not showing for the show will not be entitled to a refund. Vendors who withdraw at the last minute will not be entitled to a refund. The decision of the Train Show Chair is final.
  - b. Vendor's inability to pay in full will be considered a no-show. Deposits and other payments will not be refunded as we cannot resell the tables at that time.
  - c. Vendors will be responsible for any and all fees incurred for the return of a payment for any reason, in addition to the amount of the payment.
  - d. Vendor registration received after the deadline will be considered for available space in the order received. All vendors will be considered for the show based on date/order registration was received and space available.