

TEXAS WESTERN TRAIN SHOW

INFORMATION SHEET for 2017

Thank you for your interest in the Texas Western Train Show in Forest Hill, Texas. We are pleased to once again, bring this show to the Fort Worth area and, in particular, to Forest Hill, home of the Texas Western Model Railroad Club (TWMRC). The Texas Western Train Show will be held Saturday, November 11th and Sunday, November 12th, 2017. Public show hours will be Saturday from 10 AM till 5 PM, and Sunday 11 AM till 4 PM. The show will once again be held in the Forest Hill Civic & Community Center at 6901 Wichita Street, Forest Hill, TX. This is a great facility with excellent accommodations for displays, clinics, layouts, and events such as a train show. Parking is free and close. The TWMRC is an I.R.S. 501(c)3 non-profit organization based in Forest Hill, and we continue building our second layout in our 4,700 square foot facility.

We will open for set up by dealers, displays, and layout groups from 2 PM till 8 PM on Friday November 10th, then again at 7 AM on Saturday morning and will have several volunteers as well as TWMRC members to assist in unloading and carrying items if needed. Once we clear the building on Friday or Saturday night, the facility will be locked down with the alarm system set to safely keep all of your items overnight. Take down will be after the show ends on Sunday at 4 PM and everyone should be clear of the building by 7 PM, again we will have helpers to assist if needed. The Forest Hill Civic Center has approximately 12,000 square feet of display area, plus smaller rooms suitable for clinics and contest rooms. There will be a badged-only show dealer hospitality area with coffee and donuts in the mornings and bottled water in the afternoons. We will also have an on-site concession stand with food so you don't have to leave to get lunch.

Dealer tables are 8'x30". ***Users are required to cover tables with plastic table cloths or protective covers prior to setting up display items.*** Chairs will be provided at two per dealer with extras available upon request. First paid and returning entries received will be given the highest profile locations for their booths. Electricity is available for a fee for most but not all areas on a first-come first-served basis. The Civic Center will provide free Wi-Fi in the building; dealers will be able to log in for your wireless needs. Each paid dealer booth will receive 2 free badges which are good for both days.

Only model train or train related merchandise is to be displayed or offered for sale at this show.

Cancellations must be received in writing or delivered in person to the TWMRC Executive Show Director, or Assistant Show Director no less than 45 days prior to the show (September 27th) to receive a full refund. There will be no refunds for cancellations after this date. No refunds will be issued because of weather, acts of God, or circumstances beyond the control of the Texas Western Train Show. The Texas Western Train Show, its officers, agents, or assigns, jointly or severally, shall not 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. Dealers and exhibitors are advised that Texas Western Train Show, the City of Forest Hill, nor the staff, agents, or assigns, jointly or severally carry or shall carry insurance to cover damage or loss, which may be sustained by participants, their personnel and or guests. We suggest you personally arrange for insurance if you desire coverage.

BOOTH RULES AND INFORMATION:

- a. Booth size is 8' wide by average 5'-6" deep for one table. Special arrangements of tables may vary size and depth.
- b. Non-selling displays shall be clearly marked "Display Only, Not for Sale"
- c. Displays and booths will be required to maintain adequate aisles and spacing. They may not spill into aisles or open areas in violation of local Fire Marshall Regulations.
- d. All merchandise for sale shall be clearly marked with price. Fraudulent selling practices or misrepresentation of merchandise will not be tolerated.
- e. Any table coverings must be approved by Fire Marshal and may not be so long as to extend to the floor and create a trip hazard.
- f. Booths may not be sub-leased or sold by anyone other than Texas Western Train Show. If you sell your business, the booth shall not be part of the sale.
- g. Requests for specific booth locations and table arrangements will be accepted and accommodated to the maximum extent possible. Arrangements are on a first-come first-served basis as an advantage to those returning their reservations first. First received paid reservations will be given the most prominent positions and others will be assigned spaces in the order received.
- h. Booths requesting electricity will require specific locations in the building. There is a \$35 fee for the electricity (see Registration Form) and access to electricity may partially dictate the location of your booth. Dealers and Displays are responsible for furnishing their own UL Approved extension cords with GFI circuit.
- i. Dealers and Displays shall staff their space and remain through 5 PM on Saturday and 4 PM on Sunday.
 - o Failure to staff booth during show hours may result in being removed from consideration at future shows.
 - o Discuss any unexpected, unforeseen circumstances that would limit or prevent your staffing the booth for the entire show with the Show Director to avoid issues.
- j. Dealer and Display "Perks".
 - o Saturday night dinner after the show closes at the Texas Western Model Railroad Club.
 - Club is located at 6808 Forest Hill Drive, Forest Hill, TX 76140, 682-587-2092
 - Each dealer will receive two complimentary reservations to dinner at the TWMRC club. Hours of Dinner will be 6:00pm to 7:30pm, unless noted otherwise.
 - o Refreshment area at the Civic Center for badged participants
 - Mornings will have coffee and donuts
 - Bottled water available during the show
 - o Assistance in carrying your items between your vehicle and your booth by Boy Scouts, or other volunteers, and members of the TWMRC.
- k. After unloading on Saturday morning, please park all vehicles in the far south parking lot. **Please leave closer spaces for your customers.**



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FOREST HILL
CIVIC & CONVENTION CENTER
NOVEMBER 11th - 12th

Friday Dealer/Layout Check In & Set Up from 2 PM to 8 PM.

Set Up and Check in: 7 AM Saturday morning until Show Time.

We will have helpers on site to assist carrying supplies and merchandise for you.

PRINT LEGIBLY PLEASE

Name of Participant: _____

Business Name: _____

Email address: _____

Address: _____

City, State, Zip _____

Phone number: _____

Type of Participant: Dealer Layout Display/Non-selling

Dealer - Selling Merchandise or Services:

Number of Tables: _____ @ \$30 per table = \$ _____

A few table arrangements up to 15 tables are available on first come first serve basis.

Table availability and quantity will then be worked out as space fills up.

Chairs are provided 1 per table up to 3 free. # of Chairs needed: _____

Each Booth will receive two Badges, extra badges are available on request

of Badges needed: _____ good for both days

Electricity: Check if needed \$35

*Electric power will be available for \$35. Dealers are required to furnish their own *Approved Ground Fault* type extension cords as needed.

Payments:

All Registration Forms must be accompanied by ***payment in full***.

Checks will be accepted only until **October 1st**, no post dated checks accepted.

After October 1st, please send your Registration Form with a contact phone number.

We will call you for your credit card information. Please add 5% for processing.

Signature: _____ Date: _____

Earliest paid entries will receive priority spaces and considerations.

Mail or deliver this completed and **signed** form to:

Train Show Director
c/o Texas Western Model Railroad Club
6808 Forest Hill Drive
Forest Hill, TX 76140

Upon receipt and processing of your Registration Form we will send you a confirmation copy.

If you have included your email address we will send it via the internet, otherwise USPS.

Display - Non-Selling booths:

Type of Display: _____

Non-selling displays have up to two free tables and two free chairs available to them.

Booth must be manned both days for entire Show time

Each booth will receive two free badges. Other badges may be purchased at the ticket table at regular prices.

Layouts:

Modular train layouts are invited and will be accommodated with space available.

Please submit drawing of your desired layout shape with this form. All reasonable efforts will be made to accommodate your desired layout. However, the Texas

Western Show Manager will have final authority to fit space available.

Layouts will receive a maximum of 5 free badges. Additional badges may be purchased for \$6. Please provide number of additional badges and fee enclosed: _____ X \$6 = _____

Layouts will be provided with up to 4 tables for their use.

Additional tables must be provided by layout or may be rented at \$15/table.

Number of additional tables needed and fee enclosed: _____ tables X \$15 = _____

Scale: _____

Size of Layout: _____ Wide X _____ Long, including ropes and/or standoffs

Electric power will be furnished. Layouts are required to furnish any UL approved

Ground Fault type extension cords as needed.

Provide Sketch of Preferred Booth or Layout Configuration Below

If you have any questions or comments, please contact Chief Administrative Officer at cao@twmrc.org or Chief Executive Officer at ceo@twmrc.org .