

34th National Garden Railway Convention

June 4th - 9th, 2018 - Atlanta, Georgia

Basic Show Rules & Guidelines

Basic Rules:

1. The basic rental unit space provided for the NGRC 2018 Convention Show measures approximately 10-foot wide by 10-foot deep. You can request 1 or more booths -- the cost for the 1st booth is \$350 with additional booths at \$325 each. The NGRC 2018 Committee reserves the right to use a Booth Style set-up at its discretion.
2. Each 10' x 10' booth (or a group of multiple booths) will be equipped with: a) an 8-foot high back drape; b) a 3-ft high side drape; c) a 7" x 44" booth ID sign; d) two (2) 8' by 30" draped table; e) two (2) limerick chairs; and f) one (1) wastebasket.
3. All spaces are subject to the Atlanta Fire Marshall specific requirements and approval. The Floor Plan, once approved by the Fire Marshall, cannot be altered.
4. All spaces are available on a first-come, first-served basis. You will be given the opportunity to pre-select 3 prioritized booth space choices. A 50% deposit will be required when you submit this contract. A credit card or business check will suffice to reserve your booth space. The final 50% balance will be due no later than Feb 16, 2018. Failure to comply will immediately invalidate your booth reservation.
5. It is expected that only train-related items will be displayed or offered for sale.
6. Exhibitors/Manufacturers/Vendors shall be responsible for their own property before, during and after the convention show.

Contract:

- A. By signing and returning the "Show Rules & Guidelines" Contract and the "Vendor Request" form, the exhibitor/manufacturer/vendor agrees to abide by the terms of the NGRC2018 Committee rules and guidelines.
- B. You need to send both the "Show Rules and Guidelines" and the "Contract" to the address shown on the contract. Only one contract per Exhibitor/Manufacturer/Vendor will be required, no matter the booth size requested.
- C. If you need to contact the NGRC2018 Committee, please call Dan Alvero at (770) 714-5545 or via e-mail at ngrc2018@yahoo.com

D. Note: Post-dated checks will not be accepted and your booth request/contract will be deemed immediately rejected.

Booth Confirmation:

Please include a self-addressed & stamped envelope with your contract. This will be used to acknowledge of your assigned booth space at the NGRC2018 convention show. If you have been placed on the waiting list and/or for any other reasons, we will expeditiously contact you via phone or e-mail to resolve/clarify any issues preventing the confirmation of your assigned booth(s).

Cancellations:

Cancellation of this contract shall be made in writing, mailed to NGRC2018 P O Box 1223 Atlanta, GA 30009-1223 no later than February 28, 2018 to obtain a refund. No refunds due to cancellation may be obtained after this time. No refunds will be issued because of weather, acts of God or circumstances beyond the control of the NGRC2018 Committee.

Returned Checks:

Returned checks are costly to both the booth requestor and the NGRC Committee. There will be a \$50.00 service charge per returned check. Checks returned to us for insufficient funds will jeopardize your status with us for the NGRC2018 Convention show.

Booth Locations:

Booth location assignments are at the discretion of the NGRC2018 Committee. Booth location priority requests need to be submitted with your contract.

Booth Appearance:

Items for display or samples should 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 to be provided by the NGRC2018 Committee would be pre-approved by the fire marshal. Public aisles must be kept free of merchandise and any "trip" hazards. Any infractions of electrical/fire codes shall be the responsibility of the exhibitor/manufacturer/vendor, not the NGRC2018 Committee.

Security:

1. The Exhibition Hall shall be secured when the NGRC Convention show is not open to the conventioners and/or the general public.
2. After Exhibition Hall hours, only authorized NGRC2018 personnel (with special permit, after prior arrangement) shall be permitted into the Exhibition Hall.
3. Any incident involving theft or fraud should be reported to the NGRC2018 Committee staff as soon as practicable when detected or discovered. No attempt shall be made by the NGRC2018 Committee personnel to accuse or physically apprehend a suspected thief.
4. Neither the NGRC2018 Committee and the GGRS, nor its officers, members, agents, or assigns, jointly or severally, shall be responsible for the loss of goods, merchandise, displays or other accoutrements 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 NGRC2018 Committee and its designated representatives do not carry insurance to cover damage or loss, which may be sustained by participants, their personnel and/or guests.

Booth Transfer or Sub-Leasing:

No Exhibitor/Manufacturer/Vendor may sublease or sell the booth space to someone else.

Chairs and Exhibitor Passes:

1. Each Exhibitor/Manufacturer/Vendor booth will receive two (2) badges to be used when entering the Exhibition Hall and Garden Layout Tours. Additional exhibitor badges may be purchased in advanced. Please mark your contracts accordingly.
2. Each exhibitor booth will receive two (2) chairs. Additional chairs may be requested, but I have to advise you that the cost is \$60 per additional limerick chair.

Electricity:

1. The NGRC2018 Committee needs to know if the prospective exhibitor/vendor will require electricity at their assigned booth(s).
2. There is a charge (To Be Determined) per each extension cord plugged into a wall outlet used by the exhibitor/vendor. 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 & Set-Up:

1. Set-up day is Tuesday, June 5th, 2018. Make sure to check-in with the Registration Desk before unloading. For those with huge trucks or trailers, the Registration Desk will provide you with a numbered/assigned unloading schedule to unload by the roll-up door.
2. Manufacturers & Vendors may begin setting-up between 10am to 9pm only (or just immediately after the pipe & drape work has concluded around 10am). Exhibitors need to go to the Registration Desk to check for their assigned set-up schedule.
3. Each Exhibitor/Manufacturer/Vendor will be limited to 45 minutes to unload in front of the roll-up door area located on the side of the Exhibition Hall.
4. Exhibitors/Manufacturers/Vendors shall bring their own carts or dolly-trucks (if required) to transport their merchandise to the Exhibition Hall.
5. Any damage(s) caused by the Exhibitor/Manufacturer/Vendor to the show facility is their sole responsibility.

Failure To Occupy:

Your space may be sold to another exhibitor/vendor if we don't hear from you by 2pm on Tuesday, June 5, 2018. The NGRC2018 Committee reserves the right to make exceptions in emergency situations.

Other Responsibilities:

1. It will be the responsibility of each Exhibitor, Manufacturer, or Vendor to staff their respective booth space and to remain at their space throughout the scheduled Exhibition Hall open hours (see schedule).
2. Sales Tax Collection and reporting of all sales tax shall be the responsibility of each vendor.
3. The NGRC2018 Committee reserves the right to have the vendor remove any objectionable material.
4. Rudeness or impoliteness shall not be tolerated, and may result in immediate expulsion from the Exhibition Hall.

The NGRC2018 Committee reserves the right to refuse contract requests by exhibitors, manufacturers or vendors for our NGRC 2018 convention train show.

Execution of this contract means that you have read and agree to abide by the NGRC2018 “Show Rules and Guidelines”

Signature _____ Date _____