

August 1, 2022

Ladies and Gentlemen, Exhibitors and Friends:

Attached is your contract to the Amherst Railway Society’s Railroad Hobby Show. As always, this document serves to alert you to any changes in procedure. Our 56th Show will be approximately the same size as last year, with typical changes in the layout of some buildings. Other changes or updates include:

* **Tables:**
	+ The per table price HAS changed for 2023. Pricing is $175.00. It includes 1 badge as in the past.
	+ **SAVINGS**: If you return the properly COMPLETED, SIGNED & PAID IN FULL contract by September 23, 2022, you will be able to deduct 10% of the table costs (table costs only). The contract is basically the same as last year, but please check out the details. Contracts not properly filled out and/or the correct amount not paid will be returned and you will risk losing your tables for the 2023 Show.
	+ Display tables that are comped are only for Non-Profit organizations. Exhibitors selling at the Show will be charged for display tables at the current table rate.
* **Badges:**
	+ The cost per badge HAS changed. **As in the past, the FIRST badge is FREE!** Also, IF YOU PURCHASE YOUR BADGES when you return your contract, they are $13.00 each. They are $14.00 if purchased at the SHOW.
	+ Badges will continue to hang from lanyards. They will have individual’s names, company names, city & state; please fill out the name badge form and return with your contract*. All badges purchased after January 1, 2023 will be $14.00 per badge.*
* **Credit Cards:** Once again, you may pay by credit card or paypal. Call the Show Office for details.
* **Other Items and Changes:**
	+ *IMPORTANT:* If you cannot attend this year’s Show, please let us know by the contract deadline of October 21, 2022. If we do NOT hear from you, we will assume you have discontinued your business or no longer wish to attend the Show.
	+ *IMPORTANT:* Carpeting. We are now being billed for carpeting at the cost of $1.00 per sq. ft. That is the cost that we will bill you. Carpeting will now cost you $1.00 per sq. ft.
	+ *IMPORTANT:* Details about exhibitors having LIABILITY INSURANCE have not changed.
	+ The Show Office will remain in the same location in the BLC. Remember to go to the Show Office before entering the buildings for set up…please, no exceptions.
	+ Please use the Amherst Railroad Show Office address: P O Box 247, Monson, MA 01057 for all returns of contracts and payments.
	+ The “Exhibitors Lounge” will be available again during show hours in the BLC. It is a refreshments area separated from the rest of the show located in the BLC and dedicated for exhibitors ONLY. You must have an exhibitor’s badge to enter.
	+ Please check your e-mail address on your contract; please provide an e-mail address if you do not currently have one on file with us as all additional contact is now done via email address.
	+ ADVERTISING Options: Please check the blue advertisement option page. There are no changes.

As always, if you have any suggestions, please send to showoffice@amherstrail.org. We appreciate all that you do for our event. See you in late January, 2023 for our 56th Show!



John Sacerdote, Show Director

E-mail: showdirector@amherstrail.org or showoffice@amherstrail.org

Websites: www.amherstrail.org or www.railroadhobbyshow.com