

AMHERST RAILWAY SOCIETY 2022 SHOW

Conditions for Vendors, Exhibitors, and Layouts

Introduction

The Amherst Railway Society's (ARS) Railroad Hobby Show is by **invitation only**. On an annual basis, the Show Director and Show Committee decide which vendors, exhibitors, and layouts to invite based on their judgment as to what will make this year's Show the best possible Show. Vendors, exhibitors, and layouts who are invited to participate are required to read the following conditions, agree to them, and to abide by all of them. Vendors, exhibitors, and layouts who fail to abide by any of these conditions will be subject to immediate Contract cancellation, being put on the Show Director's probation list, or not being invited back in future years.

1. **General** - The 2022 ARS Railroad Hobby Show is a **RAILROAD** show; **non-railroad-related items will not be accepted**. If you have any questions about what is permitted to be sold, please contact us prior to the Show. The Show Director and his designees - the Floor Managers - have the authority to ask vendors and exhibitors displaying items unrelated to railroads or railroading to remove them. Vendors and exhibitors displaying such items who do not remove said items immediately are subject to being removed and not being invited to future Shows. The decisions of the Show Director and/or the Floor Manager(s) are final.

1.1 All sales, other than clothing, are subject to the Sales Tax Laws of the Commonwealth of Massachusetts (MGL Chapter 62C, amended by the acts of 2010 Chapter 308); vendors must be registered with the Massachusetts Department of Revenue and must prominently display their sales tax registration information. If any questions, please contact the Massachusetts Department of Revenue. Sales tax is currently 6.25%. <https://www.mass.gov/orgs/massachusetts-department-of-revenue>

1.2 The sale of food of any type is NOT allowed.

1.3 Vendor, exhibitors, and layouts are allowed a 10% early payment discount off of table price if contract is signed, paid, and returned by **9/25/21**. All contracts must be signed, paid, and returned by **10/23/21**. **If not received by this date, your contract is subject to automatic cancellation. Contracts received without payment will be returned and are subject to cancellation.**

1.4 Display, or non-billable, tables are only approved for **non-profit or layouts** who aren't selling. These are only approved by the Show Director. Non-profits and layouts who are selling merchandise of any kind must pay for a minimum of 1 sales table.

1.5 **Contract Cancellation/Refund Policy** - Amherst Railway Society will refund your money if we receive a written notice of the cancellation based on just cause; With written documented Cancellations due to death, extreme health issues or accidents will be decided on a per case basis by the Show Director and the ARS Treasurer. Refunds will be in accordance with the following schedule:

If written cancellation is prior to October 31st of the year just before the Show (example: you must cancel before October 31, 2021 for the January 2022 Show.) Refund will be 100% of the total contract price if paid.

If written cancellation is between November 1 and November 31st of the year just before the Show; Refund will be 80% of the total contract price if paid.

If written cancellation is between December 1 and December 31st of the year just before the Show; Refund will be 70% of the total contract price if paid.

There are no refunds if notice is received after December 31st of the year just before the Show. Exhibitor's cancellations will be used in the determination of your invitation to future Amherst Railroad Hobby Shows.

2. Registration and Set-Up; Admittance to Show Buildings; Show Building and Office Hours; Public Show Hours

2.1 **REGISTRATION AND SET-UP** - All vendors, exhibitors and layouts must register at the Show Office adjacent to Door 7 in the Better Living Center before beginning to set-up. **Your copy of the Contract will assist you and the Show Office staff in the registration process, to receive Show badges and other valuable Show information.**

2.1.1 The Show Office and Show Buildings will be open at 11:00am on Thursday for registration and set-up of LAYOUTS ONLY that are not part of vendor displays. **All other Thursday requests must have prior approval by the Show Director.** The Show Office will be open at 8:00am on Friday for registration.

2.1.2 Unless otherwise specified, vendor and exhibitor registration will be open at the Better Living Center Show Office at 8:00am on Friday. Vendors and exhibitors may not set-up until they have completed registration at the Show Office.

2.2 ADMITTANCE TO SHOW BUILDING

2.2.1 **BADGES (BUILDING ADMITTANCE)** – 2022 Amherst Railroad Hobby Show Badges must be worn all days of the Amherst Railroad Hobby Show - Thursday through Sunday and must be clearly visible at all times. All participants of the Amherst Railway Society Railroad Hobby Show must have an official authorized 2022 badge issued by the Amherst Railway Society; this is your ADMISSION “ticket” to all of the Show buildings. Individuals without an authorized badge will not be allowed entry and/or will be asked to leave the building.

2.2.2 **BADGES (PARTICIPANT ROSTER)** - All for profit vendors must purchase a badge for each participant other than the first badge (PLEASE NOTE that the first badge for each contract is FREE). Please print names for each individual on the enclosed Name Badge Sheet and return with your paid, signed Contract. **Non-profit groups and layouts** are allowed a reasonable quantity of badges at no cost. Non-profit groups that have at least 1 sales table must purchase at least 1 badge. Please print names for each participant on the enclosed Name Badge Sheet and return with your signed Contract. ***The Amherst Railway Society/Railroad Hobby Show reserves the right to determine the maximum number of reasonable badges. If the number of badges is determined to be excessive, additional badges will need to be purchased.***

2.2.3 Vendors, exhibitors, and layouts are encouraged to pre-purchase badges for all working staff and participants when returning the signed Contract (PLEASE NOTE that the first badge for each contract is FREE). Purchase price for badges is \$12.00 each for all for profit vendors and exhibitors, and no charge for non-profit exhibitors and layouts, when badge list is returned with the signed Contract. Show badges will be available for purchase at the Show Office on Friday and Saturday. Purchase price for badges purchased at the Show will be \$13.00 per badge for all participants.

2.2.4 **MISUSE OF BADGES** - Badges may be purchased for use only by working staff and participants of vendors, exhibitors, and layouts. Purchase of badges for family, friends, etc., not actively participating with the vendor, exhibitor, or layout will result in exclusion from future ARS Shows.

2.3 SHOW BUILDING AND OFFICE HOURS; PUBLIC SHOW HOURS

2.3.1 The Show Buildings and Show Office hours of operation, and the hours that the Show is open to the public, are listed in the table below.

2.3.2 Vendors, exhibitors, and layout staff must be in place by 8:30am on Saturday and Sunday. The time between the opening of the buildings and the opening of the Show on Sunday morning is available for vendors and exhibitors to network.

2.3.3 All vendors and exhibitors must remain in place and layouts must continue to operate until the close of the show at 5:00pm on Saturday and Sunday. Vendors, exhibitors and layouts must not remove merchandise, displays, or supplies from the buildings before the close of the Show on Sunday.

Exhibitor agrees to keep their area open to the public and not to remove any merchandise from the Show area during the Show hours for the purpose of packing.

2.3.4 2022 HOURS

Day	Date	Buildings	Show Office	Public Show
Thursday	1/27/2022	11:00am - 10:00pm	11:00am - 9:00pm	Not Open
Friday	1/28/2022	7:30am - 10:00pm	8:00am - 9:00pm	Not Open
Saturday	1/29/2022	7:00am - 6:00pm	7:30am - 5:30pm	9:00am - 5:00pm
Sunday	1/30/2022	7:30am - 9:00pm	8:00am - 6:00pm	10:00am - 5:00pm

3. Use of Space; Tables; Chairs; Signs and Decoration

- 3.1 **ASSIGNMENT OR SUBLET OF SPACE – *Vendors, layouts, and exhibitors may not assign, donate, or sublet any allocated tables or spaces.*** Subletting or re-assigning of tables or space will be grounds for exclusion from future Shows.
- 3.2 **TABLES** - The ARS Show provides tables (30" x 96") for the sale or display of items. Tables supplied by the vendor or exhibitor for the purposes of selling, or displaying of items for sale, will be charged at the same rate per table as for tables provided by the ARS Show. Any vendor found to have more tables than assigned by Contract will be invoiced for the additional tables at the maximum amount per table and may result in exclusion from future Shows. Changes to the Number of tables printed on your contract must be approved by the Show Director to be changed on your contract.
- 3.3 **REARRANGEMENT OF TABLES** - No rearrangement of tables is permitted without advance authorization from the Show Director or a Floor Manager.
- 3.4 **CHAIRS** - The ARS Show will provide vendors and exhibitors with two chairs for their first table and one additional chair for each additional table. Layouts will be provided with a reasonable quantity of chairs as determined by the ARS Show. Layouts may request additional chairs from the Floor Manager; any additional chairs, if available, may be provided at the discretion of the Floor Manager.
- 3.5 **ITEMS IN AISLES** - No chairs, stools or materials may be placed in the aisles.
- 3.6 **TABLE COVERING** - All table coverings, skirting and decorations must be flameproof, NO EXCEPTIONS. This requirement is enforced by the West Springfield Fire Department. Proof may be requested by the West Springfield Fire Department. If you cannot provide proof, you will have to remove those coverings that do not comply. Local Fire-Resistant Fabric Dealer: Osgood Textile Co, 333 Park St, West Springfield, MA 01089, 413-737-6488; Fire Retardant Dealers: Mass Fire Equipment Corp. 57 York St, Springfield, MA 01105, 413-736-8111 and/or Fire Control Co, St. George Rd, Springfield, MA 01105, 413-739-7550
- 3.7 **WALL COVERINGS** - All wall coverings, decorations or signs must be free standing. Vendors, exhibitors and layouts must not tack or tape such items to the walls, floors, or posts. At wall locations, such items may be attached to the nail board located about eight feet (8') above the floor.
- 3.8 **COMMON SPACE** - Where more than one vendor or exhibitor shares space in a block of tables, space behind tables must be shared by each vendor or exhibitor in proportion to the quantity of tables assigned to each vendor or exhibitor. Any dispute over the use of common space will be settled by the Floor Manager. The decision of the Floor Manager is final.
- 3.9 **SIGNS** - Vendors, exhibitors and layouts must prominently display a **sign** which includes the name of the group, company or club.
- 3.10 **INTERNET & TELEPHONE** – Telephone lines, wireless or hard-wired access to the internet are available directly through the Eastern States Exposition. Please call 413-205-5018 and speak with the appropriate

representative of the ESE to make your reservations. WI-FI access is available through the Eastern States Exposition.

3.11 **SECURITY** – The Eastern States Expositions provides security. The Amherst Railway Society Inc. assumes no responsibility for Dealer loss.

3.12 **NON-SMOKING POLICY** – All Buildings on the Eastern States Exposition Grounds are NON-Smoking areas. We hope you will agree that this policy is in the best interest of our visiting public and ask you to fully support our efforts.

3.13 **DISPLAY TABLES**- Please see section 1.4 regarding display tables.

4. **Vehicles in Show Buildings**

4.1 Vehicles will be permitted in Show Buildings on Thursday and Friday for unloading purposes. Vehicles must be removed from the building as soon as unloading is complete. The times vehicles will be allowed in the building will be:

Thursday, Jan. 27, 2022	11am to 4pm
Friday, Jan. 28, 2022	7:30am to 2:30pm

Hours are subject to change by the Show Director and/or the Eastern States Management

4.2 No vehicles will be allowed in the Show Buildings on Saturday.

4.3 Vehicles will be permitted in the Show Buildings on Sunday after the Show has closed and the Show Director & the Floor Managers have determined that the floor is cleared of patrons. **NO VEHICLES WILL BE ALLOWED IN THE SHOW BUILDINGS UNTIL ANNOUNCED BY THE ARS SHOW DIRECTOR.**

5. **Extension Cords** - The ARS Show does not supply extension cords. Vendors, exhibitors, and layouts must supply their own extension cords of appropriate length.

6. **Clinics**

6.1 The ARS Show offers clinics during the Show. Vendors and exhibitors are also welcome to offer their own clinics during the Show only if arrangements have been made in advance with the ARS Show Director (or his designee) for proper advertising of said clinics.

6.2 All clinics must be held in the area designated by the Show Director.

7. **Parking**

7.1 The Eastern States Exposition (ESE) controls all matters related to parking and charges each vehicle a parking fee on Show days. Currently vehicle parking cost is \$5.00 per car per day (Saturday & Sunday, only). Camper Permits are issued by the Eastern State Exposition.

7.2 **HANGTAGS** - The ESE through the ARS Office Staff sells hangtags to vendors, exhibitors, and layouts at a cost of \$10.00 each, which provide unlimited entry/exit to and from the fairgrounds on Show days. The hangtags will be available on Friday. The ESE does not charge for parking on set-up days (Thursday and Friday).

8. **Rules of the Eastern States Exposition**

8.1 **SMOKING** - There is **NO SMOKING** in any building on the grounds of the Eastern States Exposition.

8.2 **FOOD** - Sale of food or food items by vendors, exhibitors, or layouts is not permitted by the Eastern States Exposition. All food concessions are regulated by the Eastern States Exposition.

8.3 **RAFFLES** - Raffles are not permitted at the Eastern States Exposition without prior application and authorization by the Town of West Springfield and the Massachusetts Department of Revenue and the Amherst Railway Society.

9. **Vendor Deliveries**

9.1 The Amherst Railway Society Inc. and the Eastern States Exposition do not provide receiving assistance for advance shipment of on-site deliveries. All deliveries are the responsibility of the vendor.

9.2 **PALETTE UNLOADING** - The Amherst Railway Society Inc. and/or the Eastern States Exposition do not provide pallet unloading. The Show Buildings do not have loading docks. Pallet unloading is the responsibility of the vendor.

9.3 **Drayage** (shipping and receiving) – The Amherst Railway Society has drayage capability to assist with shipping and receiving of goods, booths, booth decoration, etc. The Amherst Railway Society is not responsible for receiving or shipping of any goods to/from exhibitors. The Amherst Railway Society refers all drayage issues to American Convention Services, 50 Turnbull St, Springfield MA 01104, (413) 739-6811.

10. **Safety**

10.1 Please use all normal and necessary safety precautions in setting up, maintaining your table and/or exhibit space, and breaking down.

10.2 In the case of an emergency, the verbal instructions from the Amherst Railroad Hobby Show Floor Manager and/or emergency personnel from the City of West Springfield must be followed.

10.3 If the building fire alarm is sounded, everyone must evacuate the building immediately.

11. **INSURANCE** - All Vendors, Exhibitors, and Layouts must submit a general liability insurance certificate or

11.1 Sign and return the hold harmless agreement that is included in your contract package.

11.2 Purchase the low cost (\$65.00) available insurance. Details are included in the contract package.

12. **COVID19** – Amherst Railway Society will be following all local, state, and federal guidelines concerning COVID19. All precautions will be emailed to vendors/exhibitors as they become available and listed on www.railroadhobbyshow.com.