

Rocky Mountain Train Show

April 6th – 7th 2024

Show Registration

You Must Be Member of the TCA or Co-Sponsoring Club To Register and Sell at the show



Show Location: National Western Complex - 4655 Humboldt St, Denver, CO 80216

Member Information:

First Name: _____ Last Name: _____

Club Affiliation (Circle One): TCA / NMRA

Club Membership #: _____ **Previous RMD Meet Registration # (If known):** _____

Company Name: _____

Street: _____ City: _____ State: _____

Postal Code: _____ Phone: (____) _____ Email: _____

Additional Family / Volunteers / Associates: (No Cost)

First Name: _____ Last Name: _____

First Name: _____ Last Name: _____

First Name: _____ Last Name: _____

First Name: _____ Last Name: _____

Paying Guests / Helpers Attending (\$15.00 ea.) Remember to purchase additional Parking Permits:

First Name: _____ Last Name: _____

First Name: _____ Last Name: _____

Show Directory:

Do you want to be listed by name? Yes No Other: _____

Check items that you sell: Z N HO HOn3 S O Std G Other: _____

Additional Information that we can put on our website: (use back of sheet if necessary)

Website: _____ Facebook: _____

Twitter / X: _____ Instagram: _____

Clinics, Product Presentations and Announcements:

I am interested in providing a clinic or making a presentation or announcement* _____

Volunteer Opportunities: (Your registration fee is waived if you volunteer to work at least 4 hours)

Floorwalker _____ Friday _____ Saturday _____ Sunday _____

Kids Corner _____ Saturday _____ Sunday _____

Railroad Merit Badge: Can you help? Specify: _____

Man the Railroad Merit Badge Table? _____ Be a Counselor? _____

Prepare a Requirements Display? _____ Which Requirement? _____

Give a Requirements Presentation? _____ Which Requirement? _____

Registration Payment:

Early Bird Registration Ends 1/31/2024, payments received after this date do not qualify for discounted rates.

Location	Item	Reg / Early Bird	Qty	Extended Price
Expo Hall 1	Commercial Booths*	\$396 / \$360	___	\$ _____.____
Expo Hall 1	Standard Booths	\$270 / \$245	___	\$ _____.____
Hall Of Education E.	Standard Booths	\$226 / \$205	___	\$ _____.____
Hall Of Education E.	Singles Tables	\$68 / \$62.00	___	\$ _____.____
Hall Of Education W.	Standard Booths	\$160/ \$145	TBD	\$ _____.____
Hall Of Education W.	Singles Tables	\$50 / \$45	TBD	\$ _____.____
Stadium Hall Level 2		\$50 / \$45	TBD	\$ _____.____
Table Opt-Out*	Per Table	\$ -9	___	\$ _____.____
Power (120V / 15A)**		\$25	___	\$ _____.____
Guests / Sales Helpers		\$15	___	\$ _____.____
Parking (1 Vehicle 2 Days)		\$15	<u> 1 </u>	\$ <u> 15.00 </u>
Additional Parking (1 Vehicle 2 Days)		\$15	___	\$ _____.____
RV Parking (\$30.00 per night) Electric Only	\$30		___	\$ _____.____
Vendor Trailer Parking (\$30.00 for 3 nights)	\$30		___	\$ _____.____
Come As You Are' BBQ Dinner		\$TBD	___	\$ _____.____
Registration Fee (Exhibitor / Seller)		\$5	<u> 1 </u>	\$ _____.____
Or			Or	
Registration Fee (Non-Seller Member)*		\$15	<u> 1 </u>	\$ _____.____
Tax Deductible Donation				\$ _____.____
			Total:	\$ _____.____

Payment:

Total payment enclosed (make check payable to RMD TCA) or

Credit Card: Visa MC Amex Disc

Name on Card: _____

Card #: _____ - _____ - _____ - _____ Exp. Date ____/____ 3 Digit CVC: _____

Signature: _____

Send this form and payment to:

Mail: RMTS Registration
C/O John Gardberg
24585 E Florida Ave
Aurora, CO 80018

Email: John.Gardberg@RockyMountainTrainShow.com

Additional Information

*If you are volunteering more than 4 hours, we can waive your registration fee and parking fee.

** Power is included for commercial booths.

Floor Plan

The National Western Complex (NWC) is comprised of 5 areas; the 2024 show will use 3 of these: the Expo Hall, Hall of Education and new this year the Stadium Hall. As things return to normal and if there is demand, we can expand the show floor. The table & booth rental varies based on which hall you are in.

Expo Hall is the easternmost (right side of floor plan) hall, this is where the main entrances are located. This area is dedicated to booths for larger vendors and manufacturers and past vendors who had booths in Expo 2 (Main Hall) at the Denver Mart.

Hall of Education East is an open floorplan. There will be a combination of single tables and booths as well as layouts in this area.

Hall of Education West is an open floorplan, there will be a combination of layouts and some booths in this area. This will not be available for sales tables until we sell 100% of Expo Halls 1 & 2

Stadium Hall is an open floorplan. This area will be primarily layouts.

The floorplan will be online and updated starting in September. If you were a vendor or exhibitor in 2023 and filled out the table reservation card for 2024, we will try and place you in an area like your location at previous shows.

Load-In and Load-Out:

Load-In

Drive-In and Drop-Off

We will offer limited drive in and drop times. Larger vendors, manufacturers and layouts will be allowed to drive to their location and drop off their items. This will be limited to Thursday and early Friday Morning, as we have to move tables to allow this. On Friday, we will have a queue set-up for smaller vendors to drive through Expo Hall 1. You will have approximately 30 minutes to unload your vehicle. You will then park in the lot, return to Expo Hall 1 and take your items to your tables.

The NWC has limited carts, plan on bringing your own dolly or cart.

Load Out:

The overhead doors will not be opened until 15 minutes after the show closes. This gives us time to clear the public out of the venue.

Vehicles will not be allowed on the floor until the main aisles are clear of obstructions and tables.

Please remember to be patient and polite with the parking lot attendants!

Special Note on Booths:

You can choose to opt out of the tables if you have your own tables, booths exhibition displays or simply do not need them. This will save you \$9.00 per table. If you opt out and then decide you need tables, the cost per table is \$15.00. Again, the table opt out is only applicable to booths.

Commercial Booths:

All booths are 10 ½' by 10 ½' and come with 3- 2 ½' x 8' tables, table covers and power.

We offer commercial booths with the following services:

- Pipe & Drape at the rear of the booth
- Custom banner for your booth
- Logo and name placement on our advertising.
You must register early to take advantage of this opportunity.
We will need a high-resolution image emailed to us.
- The opportunity to use the presentation space for product release announcements and or presentations.
- Social Networking placement and support on Facebook, Twitter and Instagram.
- We also post to more than 30 online sites (forums and event calendars)
- We begin show promotion 4 months prior to the show, so registering early is to your benefit.
- If you can provide a video of your presentation, we will post it on Facebook and YouTube, as well as Twitter and Instagram if it meets platform standards. (Please do not use music unless you have licensed it)
- You also get an additional parking permit.

Advance Shipping- Commercial Attendees may ship displays by commercial carriers to arrive no earlier than 7 days before the show. NWC employees will bring the display to your booth on the show setup day. There is no charge for this service. Contact the registrar for shipping details.

Promotion:

Once we receive confirmation that you will be attending the show, we will make an announcement on our Facebook page and your organization will be added to our list of vendors that is maintained online.

We are planning to promote the show with Billboards, Bus Shelters, Email, Facebook, Flyers, Postcards, Magazines, Television, Radio, Online Event Calendars and more.

Show Program and Advertising:

We are again working with Cowcatcher Magazine to produce the show program. A rate sheet will be available closer to the show. Ads range in size from 1/8 to Full page and offer color or black and white options. Last year's version is available for download on the show site.

Help Us Help You:

Consider sending us a high-resolution version of your logo that we can use to promote your presence at the show and or additional links such as YouTube that can be integrated into our social media and online presence.

If you have a Facebook page, we try to follow it and 'share' your posts. Because we are a 501c3 we cannot provide 'calls to action'. For example, we cannot say "Check out ACME Inc for the best prices". We can say "for more information on ACME and its products you can visit..."

Keep For Your Records!

Rocky Mountain Train Show April 6th & 7th 2024 National Western Complex 4655 Humboldt St, Denver CO 80216

Show Schedule

Thursday	(TBD)	Load-In / Setup (This is by invitation only)
Friday	12 pm – 8 pm	Load-In / Setup (Table Holders Only)
Friday	6 pm – 8 pm	Reception (Ticket(s) must be purchased)
Saturday	7 am – 8 am	Load-In / Setup (Table Holders Only)
Saturday	8 am - 9 am	Open to members only
Saturday	9 am – 5 pm	Open to public
Sunday	8 am – 9 am	Setup (Table Holders Only)
Sunday	9 am – 4 pm	Open to public
Sunday	4 pm – 8 pm	Teardown

Rule & Responsibilities:

The following rules and responsibilities are subject to change without warning.

- 1. Items Displayed:** The Rocky Mountain Train Show (RMTS) is a Railroad Hobby Show- You may not display or sell items that are not related to the model or prototypical railroading.
- 2. TCA / Co-Sponsoring Club membership status:** The RMTS is hosted by the Rocky Mountain Division of the Train Collectors Association. Any vendor selling products at the show must be a TCA member or member of a Co-Sponsoring club and in good standing. If you are not a member, a completed membership application and payment must accompany this application. We reserve the right to reject registrations for any reason and without explanation. Table helpers must pay a full registration fee. The paying member is responsible for the behavior of their guests and helpers.
- 3. Registration Cancellation Policy:**
You can cancel at any time, but there will be no refunds for cancellations received after 1/31/2024.
- 4. Show Cancellation:**
A show could be cancelled if there is a lack of vendor participation, inclement weather such as a blizzard or the facility is not available (see Force Majeure below). Refund of registration payments would be determined at the time of cancellation.
- 5. Force Majeure:** The RMD-TCA and Show Sponsors shall not be responsible for loss of business or loss of profits from conditions caused by war, insurrections, riots, labor unrest, strikes, shootings, brawls, public disaster, other violent-related actions, pandemic, or the like. Any of these conditions may be the cause for the RMD-TCA and Show Sponsors to cancel the event.
- 6. Hours of Operation:** All displays must remain up and functioning until 5 pm on Saturday and 4 pm on Sunday. Packing before 4:00 pm on Sunday is strictly prohibited. No sales may take place during setup hours.
- 7. TCA & NMRA Member Registration:** Registration for non-selling members includes free admission for immediate family members and early admission at 8 am on Saturday. There will be no TCA admission packages sold after the registration cutoff date of **3/1/2024**. If you do not pre-register for the show by **3/1/2024** you will need to pay at the door as a public attendee.
- 8. Badges:** Badges are issued for all vendors and must be worn at all times, including setup hours. Fill out the information for worker names on the other side of this form. Badges will be mailed to you in advance of the show. You are not allowed access to areas beyond your table/ booth location during show setup hours.
- 9. Parking:** Vendors must park in 'Triangle' lot to the northwest of the building. Members with disabilities may park in the designated ADA parking. You must display an ADA permit hanger and / or license plate. There is a parking fee of \$15.00 that is good for one vehicle for two days, additional parking permits can be purchased if needed.
- 10. Sales Tax:** RMTS carries a sales tax umbrella* for the show. Sales tax must be collected for all merchandise sold at the show and remitted to RMTS*. If you choose to report your sales tax directly, you are responsible for following state and local tax reporting requirements. You must also report your sales, taxes collected and sales tax license number to the RMTS. Links to the Colorado and Denver revenue departments can be found here: www.RockyMountainTrainShow.com.

11. Posted Prices: All items for sale must be price tagged– price lists are not sufficient.

12. TCA Rules & Regulations: By submitting your registration, you agree to comply with all the rules and regulations of the Train Collectors Association (TCA) and the Rocky Mountain Division of the TCA (RMD-TCA). Further, you agree that you represent that all items you offer for sale are authentic and, in the manufacturer's original condition, unless they have been appropriately marked such item.

13. Prohibited Items: The following items are not permitted or distributed in the facility:

Glitter

Pressure-adhesive stickers or decals or similar items

Helium Balloons

14. Safety / Electric:

Under OSHA regulations, all extension cords must be a three-prong plug with a ground. They must also be properly approved (by Underwriter's Laboratory, etc.) OSHA Code of Federal Regulations 29CFR1910.303

Two prong plugs are not allowed at the National Western Complex

Extension cords cannot be used if they are missing the ground or third prong, show any signs of damage or fraying at the connecting ends, or have any damage to the casing such as cracks, bends or kinks.

Extension cords cannot be daisy chained together. In other words, it is not permitted to plug one extension cord into another. Because electrical resistance increases with increased power cord length, interconnecting cords increases the total resistance and results in heat generation. This creates an additional risk of equipment failure and fire.

Power strips cannot be daisy chained together. Power strips are designed to supply power to a maximum of four to six items. Connecting one power strip to another can result in an electrical current overload that can result in a fire. Power strips must be plugged directly into the outlets and must be lying flat. They cannot be hanging in the air from the outlet or be suspended in the air by any item plugged into it.

Your cooperation in adhering to these regulations is greatly appreciated. With everyone's help, we can create a safer environment which helps to make a more successful show for all our Vendors.

15. Exhibitor releases Rocky Mountain Train Show, Rocky Mountain Division of the Train Collectors Association and the National Western Complex from all claims related to show occupancy, including, but not limited to, loss, theft, damage, destruction or injury to exhibitors' property or person.

16. Exhibitor is solely and exclusively liable and responsible for the space leased by Exhibitor and shall not injure or deface the premises. Exhibitor shall not drive or permit to be driven any pins, nails, hooks, tacks, or screws in any part of the facility.

17. Pets No dogs, cats, or other pets, except "Quality of Life Assistance Animals", as defined by the Americans with Disabilities Act of 2001, shall be permitted on the Grounds during the Show. Exhibitors will not be allowed to chain their pets outside of their vehicle or camper while working.

18. Masks, Social Distancing and Floorplan Requirements Local ordinances and mandates must be followed while attending, selling, or exhibiting at the show. We will not impose any health-related restrictions that are not required by the facility or municipality that the venue is located in.

Contact Information:

Show Chairman / Registrar:

John Gardberg

Email: John.Gardberg@RockyMountainTrainShow.com

Phone: 303-570-2761