



Greenberg's Great Train & Toy Show

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Seller Application Packet

Selling at the train show is easy and affordable! It's a great way to make money and have fun at the same time. There are no hidden fees: just send in a check for the cost of the table and you're paid up. We'll provide the table, chairs, and of course the expo center and the crowd - you need only bring a table cover and your merchandise.

Any questions? We're here to help and will be happy to address any questions or concerns you might have. Our staff has over 100 years of combined experience running model train shows and we work hard to make sure that your experience selling at our show is a positive one. Please don't hesitate to call or e-mail us.

How to sign up: Just fill out the application page, including payment method, and sign at the bottom. You can send in the form by mail, fax, or e-mail. Within 10 business days you should receive a confirmation letter in the mail and then about 2-3 weeks prior to the show you'll receive a floor plan and exhibitor badges. You can also sign up on the Greenberg website using our secure server.

Selling at the show: You can set up your display on Friday afternoon or on Saturday morning, though if you arrive Saturday please arrive no later than 8:30am. The show is open 10am-4pm Saturday and Sunday. Out of fairness to our customers, leaving early is not permitted. We hire an overnight security guard at ALL of our shows. Feel free to stack merchandise on or under your 8'x30" table; shelving atop the tables is absolutely fine.

January - August 2017 Show Schedule:

January 7-8, 2017 – Somerset, NJ – Garden State Exhibit Center – 50 Atrium Drive, Somerset, NJ

January 14-15, 2017 – Oaks, PA – Greater Philadelphia Expo Center – 100 Station Avenue, Oaks, PA

February 11-12, 2017 – Monroeville, PA – Monroeville Convention Center – 209 Mall Boulevard, Monroeville, PA

February 18-19, 2017 – Chantilly, VA – Dulles Expo Center – 4320 Chantilly Shopping Center, Chantilly, VA

February 25-26, 2017 – Hanover, MA – Hanover Mall – 1775 Washington Street, Hanover, MA

March 4-5, 2017 – Hampton, VA – Hampton Roads Convention Center – 1610 Coliseum Drive, Hampton, VA

March 11-12, 2017 – Wilmington, DE – Chase Center on the Riverfront – 815 Justison Street, Wilmington, DE

March 18-19, 2017 – Edison, NJ – New Jersey Expo Center – 97 Sunfield Avenue, Edison, NJ

March 25-26, 2017 – Wilmington, MA – Shriners Auditorium – 99 Fordham Road, Wilmington, MA

April 1-2, 2017 – Rochester, NY – Dome Center – 2695 East Henrietta Road, Rochester, NY

July 22-23, 2017 – Monroeville, PA – Monroeville Convention Center – 209 Mall Boulevard, Monroeville, PA

August 5-6, 2017 – Timonium, MD – Maryland State Fairgrounds – 2200 York Road, Timonium, MD

August 12-13, 2017 – Edison, NJ – New Jersey Expo Center – 97 Sunfield Avenue, Edison, NJ

August 26-27, 2017 – Chantilly, VA – Dulles Expo Center – 4320 Chantilly Shopping Center, Chantilly, VA

What do I need in order to exhibit at the show?

You don't need much to become a Greenberg Exhibitor. First you'll need to fill out one of our standard application forms, including a signature and payment method. There are three methods of payment:

- 1) You can mail in a check or money order when you mail in the application.
- 2) You can include your credit card number and authorize us to charge it four weeks ahead of the show for your table bill.
- 3) You can pay by cash or check in person on the weekend of the show; if you choose to do this you must send in your credit card number to be used as a guarantee only.

Once you submit the table application, on our website or by US Mail or fax, you should receive a letter or e-mail confirming your table order within 8-10 business days. Then, about 20 days prior to the show you will receive a packet with information about the schedule of the show, a floor plan identifying your location within the show, exhibitor badges to allow you entry, and contact information on nearby hotels in case you are traveling and need to make a hotel reservation. Greenberg will provide an 8'x30" table and folding chairs; you will need to bring a table cover to place under your merchandise. We recommend simple \$1 plastic slip-covers that are available at party supply stores. If you include electric service in your order an electric drop will be provided, but we recommend bringing a 10'-12' extension cord in case the drop is located a few feet away from your electric device. You will be allotted an area as wide as your table with about a 2' aisle behind your table provided for you to sit or stand. Please make sure not to infringe on your neighbors' space. You are welcome to bring racks or shelves to place on top of your table; these and any other supplies (boxes, bags, signs, etc) are up to you.

What's the schedule for the show?

You can arrive at the show for set-up starting on Friday at 12:00pm; at some facilities we're able to let exhibitors move in starting slightly earlier but this is done on an irregular basis. Set-up goes until 7:30pm on Friday and resumes at 7:30am on Saturday. You do not need to be present on Friday if your display doesn't require much time to set up, but **if you arrive on Saturday you must arrive before 8:30am**. If you arrive after 9:00am your table will be given to someone else and you will still be liable for payment. We encourage you to bring a two-wheel dolly or hand truck to bring your merchandise into the show; some facilities allow vehicles to drive in but not all tables can be directly accessed by vehicles. You may bring plastic slip-covers to put over your tables on Friday and Saturday night but this is not required. Greenberg provides an on-site overnight security guard at ALL of our shows on both Friday and Saturday night to prevent theft. Exhibitors can get into the hall starting precisely at 7:30am on Saturday and 9am on Sunday. The show is open to the public from 10am-4pm on both Saturday and Sunday and you must remain set up until 4:00 on Sunday afternoon. In fairness to our attendees, **leaving early is not permitted**.

FREQUENTLY ASKED QUESTIONS:

WHAT ARE PERMANENT TABLES?

Permanent tables allow an exhibitor to retain a show location in specific venues automatically without having to sign up show after show. We would like to save you the paperwork of having to sign up for our shows in the future. You can get permanent tables at any of our shows just by filling out our application for permanent tables. This has several benefits:

- **You do not need to fill out paperwork ever again!**
- **You will get the same table location!**
- **You never have to worry about the show being sold out!**

Having a permanent table is the only way you can be guaranteed the same location at every show and will result in preferential treatment in placement. Dealers need only sign up once and this agreement will remain in effect until terminated by one of the parties. Dealers will have purchased the same location at every show held in a particular venue. Should something come up and you can't make a particular show, it is your responsibility to find someone to fill the tables. Should you wish to give up your permanent status we require 90 day notice. We will let you know about show, price and other policy changes at least 120 days in advance of any show. Permanent exhibit space cannot be cancelled but may be resold by a Dealer to another Dealer of their choice at a price they determine. Any resold tables must still follow all the rules and regulations of the show.

WHAT IF I HAVE PERMANENT TABLES AND I CAN'T MAKE IT TO A SHOW?

If you sign up for permanent space, you're automatically signed up for all shows at that location. However if you need to miss one particular show, you have two ways of cancelling, as long as you cancel at least 60 days prior to the show (within 60 days you may be required to pay for the space). You can either **cancel** outright or you can **request a sublet**. If you **cancel** your tables more than 60 days in advance of the show, you incur no financial penalty and you will not need to pay for your space. However you forfeit your claim to your tables and, if someone else is assigned those tables and requests them permanently, you *may* lose your permanent location and be assigned a new permanent location starting at the following show. If you **request a sublet**, that means we will re-sell your tables to someone else if we are able to. You are guaranteed to keep your permanent location however if we are unable to re-sell your tables then you may need to pay for them (if we can re-sell them then you will not need to pay for them, but will still retain the location permanently for future shows). Questions? Feel free to give us a call at 630-279-4087.

WHY ARE PRICES HIGHER FOR WALL TABLES?

In general, we try and give everyone an equal amount of space at all shows at the same price. That said, in reference to wall tables, there is often more space associated with wall tables. Because of this, there is a perceived premium for wall tables at all shows. They are sold out first and they are limited more than tables not on a wall. Since there is a premium placed on wall tables, there will also be a premium price of \$10 more per table.



GREENBERG'S GREAT TRAIN AND TOY SHOW

Greenberg Shows - A Division of Train Show Inc. Address: 280 Carlton Drive, Carol Stream, IL 60188
 Phone: 630-279-4087 Fax: 240-597-4482 E-Mail: Staff@GreenbergShows.com Web: GreenbergShows.com

Dealer Application – February-August 2017

Dealer Trade Name: _____
 First Name: _____ Last Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Cell Phone: _____ E-Mail: _____
 Website: _____ Items Sold: _____

Check here if you would like to receive confirmation notices by e-mail rather than mail

Payment Options

- _____ **Check or Money Order** is included with the Dealer Contract (make check payable to **Train Show Inc.**).
- _____ **I authorize payment on my credit card four weeks prior to the show.** *Please complete credit card information.*
- _____ **I will pay in full at the show with cash, check or money order. A credit card is required as a guarantee.** *Please complete the credit card information.* I authorize payment plus a late fee of \$10 per table if exhibit fees are not paid by 10:00 AM on Sunday of the show. Only cash or check will be accepted at the show. *If you ask at the show to have your card charged, you will be charged the late fee.*



Credit Card: _____ **Exp:** _____

Show Location and Date <i>*Monroeville Tables are 6' Tables</i>	# of 8' Tables @ \$75	# of Wall Tables @ \$85	Electric \$45**** Yes/No	Permanent Location Yes/No	Sales Tax # If Required (Optional)
Somerset, NJ – 1/7-8/2017					
Oaks, PA – 1/14-15/2017					
<i>*Monroeville, PA – 2/11-12/2017*</i>					
<i>Chantilly, VA – 2/18-19/2017**</i>					
Hanover, MA – 2/25-26/2017					
Hampton, VA – 3/4-5/2017					
<i>Wilmington, DE – 3/11-12/2017***</i>					
Edison, NJ – 3/18-19/2017					
Wilmington, MA – 3/25-26/2017					
Rochester, NY – 4/1-2/2017					
<i>*Monroeville, PA – 7/22-23/2017*</i>					
Timonium, MD – 8/5-6/2017					
Edison, NJ – 8/12-13/2017					
<i>Chantilly, VA – 8/26-27/2017**</i>					

***6 ft** – Tables in Monroeville are 6' long with a contracted space of 6' x 4'. The table cost is \$65 per table. All other tables are 8' long with a contracted space of 8' x 4'. Wall tables in Monroeville are also 6' long with a contracted space of 6' x 4' and cost \$75 per table.
****Chantilly show** tables are \$85 each, wall tables are \$95 each, and electric drops are \$55 each.
*****Delaware show** tables are \$10 extra per table unless physical tables are not needed, in which case contact our office at least 30 days prior to show.
******Electric drops** ordered within two weeks of the show will be charged at a rate of \$95 per drop. There will be no exceptions to this policy.

I certify I have read the terms and conditions on all pages and agree to abide by these terms and conditions. I reiterate that, I agree to hold harmless Greenberg Shows and Train Show Inc., its exhibition centers, and contractors for any and all actions that may occur involving the show. I agree to indemnify Greenberg Shows and Train Show Inc. for any liability that may be caused or related to my participation under this contract.

Dealer Signature: _____ **Date:** _____



Greenberg Great Train & Toy Show – Dealer Contract

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Terms and Conditions For Greenberg's Great Train & Toy Show

To obtain a license for the use of space at a Greenberg Great Train & Toy Show, sponsored by Train Show Inc. the undersigned Dealer hereby agrees to the following regulations, attached terms and conditions and to any amendments which may be established. The term Dealer represents individuals, partnerships, and corporations. Dealer agrees to keep his sales space open to the public, to not remove any merchandise from his sales area for the purpose of packing, during the public show hours. Violation of this rule will lead to exclusion from future shows. Dealer releases Train Show Inc. from all claims arising from Dealer's show occupancy, including but not limited to loss, theft, damage, destruction, or injury to Dealer's business or dealer personnel. Dealer releases Train Show Inc. from all claims arising out of Train Show Inc. failure to provide space, removal of exhibit, or failure to hold the show. Dealer understands Greenberg Shows and Train Show Inc. assume no responsibility for any exhibitor property or for safety at the show. Dealer agrees to hold harmless Greenberg Shows and Train Show Inc., its exhibition centers, and contractors for any and all actions that may occur involving the show. Dealer agrees to indemnify Greenberg Shows and Train Show Inc. for any liability that may be caused by or related to their participation. This includes but is not limited to any liability caused by people exhibitor provides exhibitor badges to, people exhibitor invites to the show, and any liability that may be caused if the exhibitor resells his tables to someone else. Train Show Inc. retains the right to reject, eject, or prohibit any product or exhibit in whole or in part or to reject, or eject a Dealer or his representative(s) with or without giving cause. If cause is not given, Train Show Inc. liability shall not exceed the return to the Dealer of the amount of license fee unearned at the time of ejection.

Dealer agrees to collect and remit sales and use taxes in accordance with governmental regulations. Dealer acknowledges that Train Show Inc. furnishes the name of each Dealer to the state or governmental unit(s) as legally required.

Any controversy or claim arising out of or relating to this license, or the breach thereof, shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator(s) may be entered in any Court having jurisdiction thereof. It is agreed that such arbitration would occur in Carol Stream, Illinois.

The dealer further agrees to all of the following terms, conditions and regulations:

ACCEPTABLE MERCHANDISE: Train, collectible toy and family oriented hobby merchandise is **ACCEPTABLE**. Non hobby related or non wholesome merchandise is not accepted. Final determination of acceptability shall be determined by Train Show Inc.'s on site manager(s). Operation of radio-controlled cars or trucks, battery-powered vehicles in the public aisle, or radio-controlled aircraft larger than 6" in size during the show is prohibited, and any operation of battery-powered vehicles or small aircraft is confined to space directly over the Dealer's tables. Dealer may not sell raffle tickets or offer games of chance. Dealer agrees to mark reproductions, repainted, and restored items as well as items with major reproduction parts. Dealer agrees to give a receipt when requested by a purchaser. This receipt must include the terms of the sale. Dealer agrees to cease all use of smoke-producing products if requested by show management.

SHOW HOURS: Each Dealer agrees to maintain his display space open to the public for the duration of the show. Dealers may not remove any merchandise from their area until the close of the show Sunday evening. **Violation of this rule will lead to exclusion from future shows** and may result in a claim for damages for negatively impacting the shows appearance. The show is open to the public from 10:00am to 4:00pm on Saturday and Sunday. Set-up time is from 2:00pm (12:00pm for Dealers) to 7:30pm Friday and 7:30am to 9:30am on Saturday. In the event these hours change, you will be notified. Dealers must arrive by 9:00am Saturday to retain their contracted show space. On Friday set-up, the hall must be vacated at 7:30pm. On Saturday, the hall must be vacated upon notification by the show managers at approximately 4:05 PM. All Dealers will be readmitted at 9:00 AM on Sunday and must vacate the hall by 8:00 PM on Sunday.

CONTRACTED SPACE: Purchase of ONE TABLE or ONE WALL TABLE equals 8 feet by 4 feet total contracted area, with a table surface of either 8 feet by 30 inches or 8 feet by 24 inches. Purchase of ONE TABLE or ONE WALL TABLE in Monroeville equals 6 feet by 4 feet total contracted area, with a table surface of 6 feet by 30 inches, or 6 feet by 24 inches. The 3' exhibitor aisle between must remain unobstructed unless dealer purchases both tables that border the aisle.

BADGES: Dealer/Exhibitor badges are to be used only by those working at dealer tables or assembling and operating displays. Dealer/Exhibitor Badges **must be worn at all times** including set-up, show hours and tear-down. Only persons with Dealer/Exhibitor Badges will be allowed in the hall during Friday/Saturday set-up. Badges are not to be given to any person for the purpose of shopping during non public hours, or to access the show early. Violations of this rule will lead to exclusion from future shows and may result in a claim for damages for negatively impacting the shows security.

DEALER SPACE: Dealer space is sold two ways:

1. **Permanent exhibit space** will provide the Dealer with the same location at a particular venue for every show. Dealers need only sign up once and this agreement will remain in effect until terminated by one of the parties. Dealers will have purchased the same location at every show held in a particular venue. In order to terminate this agreement 90 day notice is required by either party. Train Show Inc. will advise Dealers of shows, price and other policy changes at least 120 days in advance of any show. **This is the only way to get the same location at every show.** Permanent exhibit space cannot be cancelled but may be resold by a Dealer to another Dealer of their choice at a price they determine. Any resold tables must still follow all the rules and regulations of the show. Resale of tables for two consecutive shows may forfeit location within show.
2. **Nonpermanent exhibit space** will provide Dealers with a location on a show by show basis subject to availability. Locations will change for nonpermanent Dealers/Exhibitors based upon the needs of permanent Dealers/Exhibitors and other factors.

Dealers/Exhibitors may not place anything in the aisles, between, behind, or at the end of tables so as to impede customer and dealer movement in the aisles. Dealers may not use tables or boards to extend the surface of the table. Table covers are required at all shows.

CANCELLATIONS: For nonpermanent spaces cancellations received more than 90 days in advance of a show will receive a full refund. Cancellations within 90 days of a show will receive no refund and if guaranteed to a credit card, credit card will be charged when space is cancelled. The only exception is for medical cancellations, for which full payment is due at the time of the show but will be applied as a credit towards a future show upon receipt of a certifiable doctor's note. Space guaranteed to a credit card, where the dealer does not pay at the show, will be charged immediately after the show and will include a late fee of \$10.00 per table. Dealers/Exhibitors may resell their space to someone else but they remain responsible for all elements of this dealer contract.

For permanent spaces cancellations do not apply but space may be resold. The permanent table agreement may be terminated upon 90 days notice with no further obligation.

SECURITY: Security service or guards are normally on duty from 7:30 pm Friday to 7:30 am, Saturday and from 4:00 pm Saturday to 9:00 am Sunday. Train Show Inc. assumes no responsibility for dealer loss. We recommend that you cover your display Friday and Saturday nights. When you leave on Friday and Saturday, take all personal belongings with you. **NO ONE** is admitted into the hall under any circumstances after the Greenberg Shows Management Staff leaves the facility.

PARKING: Any parking fees required by the facility are the responsibility of the Dealer.

ACCOMMODATIONS: Hotel reservations are the responsibility of all Dealers. Train Show Inc. can provide a list of hotels near the show facilities upon request and a list of 800 numbers upon request. Many hotels offer special weekend rates that can only be obtained on an individual basis. You may mention Greenberg Shows when you make your reservation: some hotels offer reduced rates in conjunction with a show. All Dealers/Exhibitors are responsible for calling, negotiating the best rate and making their own reservations.

DOOR PRIZE CERTIFICATES: We offer Door Prize Certificates as door prizes on both Saturday and Sunday. The Certificates are to be used as cash in the hobby marketplace. If a customer makes a purchase at your table using a door prize certificate, deduct the face value of the certificate(s) from the total purchase, which would include tax, if applicable. Take the door prize to the Show Manager and you will be reimbursed for the total face value of the certificate(s).

LOCATION CHANGES: In order to maintain a permanent table location you must sign up for permanent tables. While non permanent table holders may receive the same location, it is subject to change if a permanent exhibitor desires the space or we need to make floor plan changes.

NO CHARGE EXHIBIT SPACE: For certain items which are attractions for the public at the show, Greenberg Shows will provide no-charge exhibit space. These attractions can include operating layouts, workshops, and non profit organization promotion tables. To receive no charge space the no charge exhibit space contract must be completed. All dealers will be charged the stated rates in this contract unless a no charge exhibit space contract has been completed and agreed to by Greenberg Shows. No oral agreements or past precedents shall impact this contract. This contract is the entire agreement between the parties and shall not be affected by oral agreements and can only be modified by written agreement signed by both parties.

SEVERABILITY: If any term of this contract or its application is found to be invalid or unenforceable, the remainder of this contract and any other application will not be affected.

NO WAIVER: The failure to insist upon the strict performance of this contract does not constitute a waiver of Train Show Inc.'s rights hereunder. No provision of this agreement may be deemed to have been waived by Train Show Inc. unless the waiver is in writing signed by an officer of Train Show Inc.

ACCEPTANCE OF CONTRACT: Upon acceptance of this contract by Greenberg Shows, a written confirmation will be mailed to the dealer. If the dealer does not receive a confirmation within 15 business days of submitted this contract, he should contact Greenberg Shows to determine the status of the contract.