

# 35<sup>th</sup> National Garden Railway Convention

August 29-31, 2019 – Portland Oregon

## Vendor Show Rules and Guidelines

### Terms:

1. This document applies to all vendors, exhibitors, manufacturers, and others who wish to have a booth in the Vendor Hall at the 35<sup>th</sup> National Garden Railway Convention. All such persons, companies, other groups, or entities shall be referred to herein as “vendor”.

### Basic Rules:

1. The basic rental unit space provided for the 2019 National Garden Railway Convention (2019 NGRC) measures approximately 10-foot wide by 10-foot deep or 8-foot wide by 10-foot deep. You can request either size booth, with additional booths (subject to availability) of the same size. The cost of the booths are:

a) 10'x10' booth: The cost for the first booth is \$350, with additional booths at \$325 each.

b) 8'x10' booth: The cost for the first booth is \$280, with additional booths at \$280 each.

The 2019 NGRC Committee reserves the right to use a Booth Style set up at their discretion.

2. Each booth (or a group of multiple booths) will be equipped with: a) an 8' high back drape; b) a 3' high side drape; c) a 7" x 44" booth ID sign; d) two plastic side chairs; and f) one waste basket. Please contact us if you do not wish to have the standard drapes on your booth.

3. All spaces are subject to the Portland 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-serve basis after June 5<sup>th</sup>, 2018. If you wish to reserve a specific booth location or have any questions or special considerations not covered here, please contact:

Bill Derville at [2019ngrcinfo@rcgrs.com](mailto:2019ngrcinfo@rcgrs.com) or (503) 720-5990.

Specific booth(s) may be identified, but the 2019 NGRC Committee does guarantee that specific booths will be assigned as requested. If payment for all vendor and attendee options is not received within two weeks after concluding the on-line Vendor Registration, the booth(s) and any other options will be re-released.

5. Vendor Registration includes the booth space requested, along with additional equipment requested, and full convention attendance registration for two people.

6. It is expected that only train related items or tools will be displayed or offered for sale.

7. The Vendors shall be responsible for their own property before, during, and after the convention show.

## **Contract:**

1. The "Vendor Registration" form is on the 2019 NGRC web site at <https://ngrc2019.org>. Fill out the registration form found there. You will then be able to select the same options for attending the convention as any non-vendor attendee (BBQ, Trolley, etc.). The form may then be either mailed in or payment may be made on-line. Either method constitutes a contract between you, the Vendor, and the 2019 NGRC Committee.
  - a. To mail in the form, fill out the form, click the "Invoice me" button that will be present on the registration confirmation page. You will receive an email to the address you provided giving you a copy of the invoice, and instructions on how to pay off-line.
  - b. To submit this form and payment on-line, click the "Pay online" button on the registration confirmation page. You will be taken to the payment pages. Follow the instructions there.
2. As a Vendor, you are required to indicate on the "Vendor Registration" form that you have read, understood, and agree to abide by the terms of the 2019 NGRC Committee rules and guidelines (this document).
3. Only one contract per vendor will be required. However, if booths of both sizes are desired, then separate vendor registrations will be needed. Regardless of the number of vendor registrations, only two convention registrations will be provided for any vendor.
4. If you have questions or need to contact the 2019 NGRC Committee, please call Bill Derville at (503) 720-5990 or via e-mail at [2019ngrcinfo@rcgrs.com](mailto:2019ngrcinfo@rcgrs.com).
5. Post-dated checks will not be accepted and your booth request/contract will be deemed immediately rejected.

## **Booth Confirmation:**

If you mail in your payment, please be sure to include the invoice number with the payment. An email will be sent to the email address you provided on the registration form acknowledging your number of booths and any additional equipment or services requested at the 2019 NGRC show. If all booths have been sold, you will be placed on the waiting list and advised if a booth space becomes available.

## **Cancellations:**

Cancellation of this contract must be made in writing no later than June 1, 2019, mailed to:

2019 NGRC  
% Bill Derville  
930 NW 170<sup>th</sup> Place  
Beaverton, OR 97006

No refunds due to the 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 2019 NGRC Committee.

## **Returned Checks:**

There will be a \$30.00 service charge per returned check for insufficient funds and your booth reservation may be cancelled.

## **Booth Locations:**

Booth location assignments are at the discretion of the 2019 NGRC Committee. We will make every attempt to assign your booth location on a first-come-first-serve basis, and to give you the booth locations you have identified. Please be sure to identify on the registration form any specific booth(s), using the Vendor Hall Map also located on the 2019 NGRC web site, to identify booth spaces you would like to reserve. But be aware that the 2019 NGRC Committee cannot guarantee you will get those specific booths.

### **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 will not be tolerated.

### **Fire Prevention:**

Table covers provided by the 2019 NGRC Committee will be approved by the Fire Marshall. Public aisles must be kept free of merchandise and any tripping hazards. Any infractions of electrical/fire codes shall be the responsibility of the Vendor, not the 2019 NGRC Committee.

### **Security:**

1. The Exhibition Hall shall be secured when the 2019 NGRC is not open to the conventioners and/or the general public.
2. After Exhibition Hall hours, only authorized 2019 NGRC security personnel shall be permitted into the Exhibition Hall.
3. Any incident involving theft or fraud should be reported to the 2019 NGRC Committee as soon as practical after discovery. No attempt shall be made by the 2019 NGRC Committee personnel to accuse or physically apprehend a suspected thief.
4. Neither the 2019 NGRC Committee, the Rose City Garden Railway Society, nor its officers, members, agents, or assignees, 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. Vendors are hereby advised that the 2019 NGRC Committee and its designated representatives do not carry insurance to cover any damage or loss which may be sustained by participants, their personnel, and/or guests.

### **Booth Transfer and Sub-Leasing:**

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

### **Exhibitor Passes:**

Each Vendor will receive up to two badges to be used when entering the Exhibit Hall. These badges may also be used to tour the Garden Layouts and attend other events at the exhibition, provided the specific event fee, if any, has also been paid.

### **Chairs:**

Each exhibitor booth will receive two chairs. Additional chairs may be rented for \$20 per chair for the duration of the convention.

## Tables:

Each exhibitor booth will receive two 8-foot tables. Additional tables may be rented for \$25 per table for the duration of the convention.

## Electricity:

Please advise the 2019 NGRC Committee if you require electricity in your booth. Electrical drops of 15Amp/120V may be purchased for \$50 per drop. Each Vendor shall be responsible for providing any additional UL-approved ground fault circuit interrupter (GFCI) extension cord.

## Parking:

If staying in the hotel, parking is free in the garage. If not, a convention pass will be available at a cost of \$6.00 per day at the convention registration desk.

**Be aware that the parking lot will only accommodate vehicles and trailer under 7 feet high. There will be no parking for trucks higher than 7 feet high on-site. The 2019 NGRC Committee is working on finding parking off-site in the area for trucks, but so far have not found any. So all vendors should try to use trailers and vehicles less than 7 feet tall to be able to park in the hotel parking lot.**

## Check-In and Set Up:

1. Set up will begin on Wednesday August 28<sup>th</sup>, 2019 at 1pm. Make sure to check in with the Registration Desk during registration hours before unloading. You will receive your registration packet including up to two name badges (as provided on the registration form), and a convention program. For those using large trucks or trailers, the registration desk will assign you a numbered/assigned schedule time for unloading.
2. Vendors may set up their booths between 1pm and 5pm on Wednesday, August 28<sup>th</sup>, 2019, and between 8am and 3pm on Thursday, August 29<sup>th</sup>, 2019. The pipe and drapes will be in place before unloading begins.
3. Each Vendor shall be limited to 45 minutes to unload in front of the door in the garage. We will endeavor to provide unloading help if requested.
4. Please bring your own carts, hand trucks and/or dollies for moving your merchandise/equipment into your booth.
5. Any damage caused by the Vendor to the show facility is the Vendor's sole responsibility.

## Failure to Occupy:

Your space may be sold to another Vendor if we don't hear from you by 3pm on Thursday, August 29<sup>th</sup>, 2019. The 2019 NGRC Committee reserves the right to make exceptions in emergency situations.

## Other Responsibilities:

1. It will be the responsibility of each Vendor to staff their respective booth space and to remain at their space throughout the scheduled Exhibition Hall open hours (See schedule).
2. There is no sales tax to be collected in Oregon.
3. The 2019 NGRC Committee has the right to have any Vendor remove objectionable material.
4. Rudeness or impoliteness shall not be tolerated and may result in immediate expulsion from the Exhibit Hall.

The 2019 NGRC Committee reserves the right to refuse contract requests from Vendors for our 2019 NGRC.

**The Execution of this contract means that you have read and agree to abide by the 2019 NGRC “Vendor Rules and Guidelines” (this document).**