

United NorthWest Model RR Club 27th Annual Train Show and Marketplace

February 24th & February 25th, 2018
Evergreen State Fairgrounds, Monroe, Washington

United NorthWest Model RR Club is proud to announce our sponsorship of the 26th annual Train Show and Marketplace on February 27th & 28th. The proceeds of our show will again benefit Snohomish County 4-H Foundation.

Same Location and Buildings as 2017!

Dates & Times for 2018:

Setup: Friday	Feb 23 rd	12:00 PM to 9:00 PM
Show: Saturday	Feb 24 th	10:00 AM to 4:00 PM
Show: Sunday	Feb 25 th	10:00 AM to 3:00 PM

General Location: The show is at the Evergreen State Fair Grounds, in Monroe, Washington (northeast of Seattle). The fairgrounds are located at 14405 179th Ave SE, Monroe, WA 98272, just north of the intersection of highways US-2 and SR-522.

Buildings: We will utilize the same 3 buildings as last year, but have allocated the space differently, allowing us to keep a similar total number of layouts and vendor/swap tables in the Pavilion and Event Center, which are adjoined by a covered walkway. The three buildings form an "L":

- Pavilion** (Building 600): Top of "L" – approximately 13,500 square feet. Will be location of vendor/swap tables and booths and layouts.
- Evergreen Event Center** (Building 604): Corner of "L" – approximately 33,600 square feet. Will be the location of the main entrance, show office, vendor/swap tables and booths and layouts.
- 4-H Building** (Building 501): Leg of "L" – approximately 15,000 square feet. Will host all clinics, focus on museums and historical societies, the UNW layout(s) and the small number of 1-day vendor/swap tables



We will continue to do extensive promotion for the show. We promoted the show with radio and newspaper (metro and local) advertising, ads in train magazines, and news releases sent to television, radio and newspapers. Please feel free to reference the website for additional information about our show. www.unwclub.org/unwshow or www.facebook.com/unwclub

We look forward to your participation in this year's show! A copy of the reservation form is attached. Your mailed or e-mailed form is sufficient to reserve your participation at the show. Please note that due to high demand, we will be adding a premium to tables requested after December 1st, 2017. Payment to confirm your reservation is expected no later than January 5th, 2018, but is greatly appreciated at the time the form is mailed. **Note that we cannot accept postdated checks.**

All tables are sized 8-ft. long by 30-inches wide. It is anticipated that we will have similar floor plans to last year, but as different layouts and vendors make different requests, we will make the adjustments to best fit the needs of the show. As always if we run into a problem, we will contact you and discuss the situation. There will be no increase in the table rental for this year, however to make planning easier, we have eliminated the "booth" option from the request forms. If you prefer you table placement against the wall in a booth configuration, please let us know in the notes section. This will also be a cost savings, as usually the price of 3 tables is less than that of a booth. This change allows for greater flexibility in the floor plans, and maximizing the number of tables that can be placed in the buildings. Since our space and floor plans need to take great consideration to requirements imposed by the fire marshal, we will be allocating spaces based on best fit into the overall show layout and as always we will do our best to honor requests for specific positioning near exits, bathrooms, same area as last year etc.

Please note that for 2017, we sold out our vendor/swap spaces in early January, 6 weeks before the show! We expect with the number of returning vendors that demand for tables will be high again for the 2018 show. Please submit your reservation requests as early as possible! Tables in the Event Center and Pavilion buildings are intended for both show days, and as previous, a limited number of one-day tables will be available in the 4-H building.

Payments: Please make out to UNW and forms should be mailed to:
Jim Morgan – UNW Treasurer
4529 47th Ave SW
Seattle WA, 98116
206-369-7942

Please email tables4unw.trainshow@gmail.com (preferred) with registration request forms and questions. Confirmations will be sent out starting January 20th to those with confirmed and **paid** registrations.

Don't delay and be left out of this exciting and well attended show – we hope to see you there!

For those of you planning on attending, here is additional information:

- Setup for the show is on Friday from **12:00 PM** to 9:00 PM & Saturday from 7:00 AM to 10:00 AM. PLEASE BE SETUP BEFORE SHOW OPENS TO THE PUBLIC AT 10:00 AM. We regret that we will not be able to allow vendors into the buildings before 12:00 PM on Friday. As we did in 2017, layouts are expected to start load-in at 10:00 AM.
- Vendors are responsible for Washington State sales tax. For vendors who have paid \$200 or more for table/booth rental, you may be asked to produce your tax ID number before you can set up.
- On Saturday night, we typically have arrangements with Alfy's Pizza in Monroe. We reserve the entire building and they offer half price on all pizza orders (does not include salads, drinks, or other entrees). Details of the arrangements with Alfy's for the 2017 show will be included in your show confirmation.
- We have previously negotiated discount hotel rates at two of the local hotels. Please reference our show website after October to see which hotels we are aware will be offering discounts for the 2018 show.
- RV's spaces are available from the Fairgrounds, and must be arranged through them directly in advance of the show. Hookup and non-hookup sites are available. Rates for 2018 are to be confirmed, but will communicate the reservation process once known.
- There is space allocated for trailer parking away from the buildings during the duration of the show. No vehicles are permitted to be parked alongside any of the buildings due to fire lane designations.
- Canadian Vendors: Please be sure to remit payments in US Funds. Personal Checks should be adjusted to current exchange rate, however a Bank Counter Check or Money Order specified in "US DOLLARS" is also acceptable. Thank You!
- For online information visit www.unwclub.org/unwshow or www.facebook.com/unwclub

Exhibitor / Vendor Display Policies

1. Authorized representatives must staff exhibit booth(s) or tables during all show hours, set-up and tear-down. A non-staffed display is totally at the risk of the exhibitor.
2. Show name badges must be worn at all times by exhibitor staff. For pre-printed name badges, please submit additional names with your reservation. You are allowed 3 names for each initial table reservation, plus one additional name for each additional table. If you do not provide additional names prior to your confirmation letter, blank name badges will be provided in your registration packet.
3. Exhibits may not exceed the table area reserved by the exhibitor. Vendors using their own display equipment must set it up within the same area as their table space. Vendors may not extend their table frontage with their own personal tables or displays. Please contact us if you have any questions or concerns.
4. No exhibit may interfere with or block a neighboring exhibit. Display material may not exceed 3 feet above the table top height without concurrence from the show committee due to tip-over concerns.
5. No display materials, cartons, chairs, tables, shall be permitted in aisle space in accordance with fire access safety rules.
6. We recommend that vendors bring opaque drape cloths to cover their merchandise if they will not be present during the entire time that the building is open.
7. Electrical wiring shall meet all applicable electrical standards, minimum 14 gauge.

Liability Limitations and Disclaimer

By registering for the show, the exhibitor and vendor for itself, its successors and assigns, hereby releases the United NorthWest Model Railroad Club, Snohomish County 4-H Foundation, and the Evergreen State Fairgrounds from any and all claims based upon, arising out of, or in connection with the exhibitor's occupancy and use of the UNW Show premises, or any act or omission of any nature by the UNW Show, its agents, officers, directors, committee members, volunteers or employees with or related to the UNW Show. This includes, but is not limited to: loss, theft, damage, destruction, delay or non-delivery of goods or display material and other effects; any injury to exhibitor, its employees, agents, representatives or guests while in the Evergreen State Fairgrounds premises; any damage to exhibitor's business by reason of the failure to provide space for the exhibit or removal of the exhibit, or failure to hold the UNW Show as scheduled. In the event that the UNW Show is not held or cancelled, the liability of the UNW Show shall be limited to a refund of the fee paid for space.

Exhibitor and vendor agrees to indemnify and hold forever harmless the United NorthWest Model Railroad Club, Snohomish County 4-H Foundation, and the Evergreen State Fairgrounds from any and all damage, loss, liability, claim, or expense (including legal fees) based upon, arising out of, or in connection with: (1) the violation of any law or ordinance by the exhibitor, its employees, agents, representatives, guests or others holding under the exhibitor; (2) failure by exhibitor or any such person to comply with all applicable terms and conditions contained in these rules or in the agreement between the Evergreen State Fairgrounds, Snohomish County 4-H Foundation and United NorthWest Model Railroad Club regarding the UNW Show; and (3) exhibitor's occupancy and use of the Evergreen State Fairgrounds premises or a part thereof; whether or not such damage, loss, liability, claim or expense was caused in whole or in part by the act or omission of the United NorthWest Model Railroad Club, Snohomish County 4-H Foundation and the Evergreen State Fairgrounds or its agents, officers, directors, volunteers or committee members.

Sincerely,

Jamey Morrison

Jamey Morrison
2018 Show Coordinator
UNW Publicity Chairman
206-954-4914

Jim Morgan

Jim Morgan
2018 Show Committee
UNW Financial Chairman
206-369-7942

27th Annual Washington State Train Show and Marketplace
Benefiting Snohomish County 4-H Foundation
CONFIRMED DATES: February 24th & 25, 2018

Vendor Registration Form

Contact Name(s):		Company Name:	
Street Address:		Daytime Phone:	
City, State, Zip:		Alternate Phone:	
Email:		Notes:	
Preferred method of correspondence: <input type="checkbox"/> Mail <input type="checkbox"/> Email		Previous Attendee: <input type="checkbox"/> Yes <input type="checkbox"/> First Time	

SHOW DISPLAY/TABLE REQUESTS

Items	QTY	Cost Before 12/01	Cost After 12/01	Total Cost
Sales Table - BOTH DAYS: (8-foot x 30-inches) Includes two chairs & three badges for first table, and one extra badge & chair for each additional table, up to 5 add'l. Limit 12 tables please.		\$45	\$50	
Sales Table - SATURDAY ONLY: Includes two chairs and two badges for first table, and one extra badge and one extra chair for second table. Limit 2, 4H Building.		\$45	\$50	
Sales Table - SUNDAY ONLY: Includes two chairs and two badges for first table, and one extra badge and one extra chair for second table. Limit 2, 4H Building.		\$45	\$50	
Electrical Connection: (Readily available in Event Center and Pavilion, Limited availability in 4-H)		\$20	\$20	
Museum Groups, Historical Societies, and Non-Profit Organizations: Please indicate the number of 8-foot tables or equivalent space requested, reminder this is exhibition space for promotion/education, and only direct fundraising sales are allowed. Limit of 4 provided tables, however arrangements for additional space allocations can be made.		--	--	--
Total Due:				

Payment Information: MAKE PAYABLE TO: "UNW" (please note: we cannot accept postdated checks)

<input type="checkbox"/> Check (Provide check #) _____ <input type="checkbox"/> Money Order	FOR SHOW USE: Vendor # _____ Form Rec'd: ___/___/___ Payment Rec'd: ___/___/___ Amt: \$ _____
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Agreement: Your signature on this form denotes acceptance and understanding of the show rules and regulations. Note that vendor space will not be confirmed until space and additional requirements have been paid for.

Signature: _____

Date: ___/___/___

Mail Forms & Payments to:

Jim Morgan
UNW Treasurer
4529 47th Ave SW
SEATTLE WA 98116

E-mail Forms to: tables4unw.trainshow@gmail.com (NEW EMAIL)

Add names of participants and any special requests on the back of this form, or via email.