



VANCOUVER TRAIN EXPO 2024

BRITISH COLUMBIA'S BIGGEST TRAIN SHOW

NOVEMBER 2 & 3, 2024 - PNE FORUM, 2901 E HASTINGS ST. VANCOUVER BC

GENERAL INFORMATION FOR EXHIBITORS AND VENDORS

Exhibitors and Vendors have access to the Forum beginning at 3:00 PM on Friday. Load-in times will be scheduled according to the arrival time you give on the registration form, Large exhibits will be scheduled before 3:00 PM at the discretion of the organizers for logistical needs.

Drive-in access to your display location will not be available on Saturday. On Saturday be prepared for foot access only from loading zones outside the Forum.

Show Hours: 10:00 AM to 6:00 PM on Saturday, and 10:00 AM to 5:00 PM on Sunday.

EXHIBITOR CATEGORIES

HOBBYIST

Groups or individuals displaying operating layouts or static models and not selling anything. Included: standard 8-foot tables and chairs as required, and a reasonable number of Admission Passes for show admission. Please advise if Table Coverings are required.

NON-COMMERCIAL

Groups or individuals (such as historical societies or preservation groups) who wish to promote awareness of their work through rail-themed displays. Memberships or convention registrations may be sold. Included: standard 8-foot tables and chairs as required, and a reasonable number of Admission Passes for show admission. Please advise if Table Coverings are required.

VENDOR CATEGORIES

PREMIUM (BOOTH)

Premium Booths are 10' x 10' and include a standard 8-foot table with table covering and pipe-and-drape backdrop for a professional appearance and a reasonable number of chairs and Admission Passes for show entry.

Premium Booths are located in a highly visible front-of-hall location.

Cost per Booth: \$ 160.00 + GST (5%)
Please advise if Table Coverings are required.

REGULAR (TABLE)

Includes standard 8-foot table(s) and a reasonable number of Admission Passes for show entry.

You may order as many chairs (at cost) as required, or you may bring your own.

Cost per table: \$ 80.00, chairs: \$ 3.00 each + GST (5%).

e-Transfer Payment to: treasurer@vancouvertrainexpo.ca

Please be sure to include your name or organization name with your transfer.

PLEASE COMPLETE EXHIBITOR - **OR** - VENDOR APPLICATION FORM, AS APPROPRIATE



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EXHIBITOR APPLICATION

Organization Name: _____

We are a: _____ Hobbyist Exhibitor _____ Non-Commercial Exhibitor

Contact name: _____

Mailing Address: _____

E-mail address (s): _____

Phone number (s): _____

YOUR DISPLAY

Overall dimensions of the display or layout, including stanchions: _____ (ft x ft)
This dimension, to the **outside of stanchions**, is used to allocate space. Please provide an accurate number. Inaccurate estimates in previous years have resulted in wasted space and turning down exhibitors.

Number of Tables _____ Chairs _____ Table coverings required? Yes / No

Number of Admission Passes (names not required) _____

Will you be using any wireless controllers? Yes / No If yes, Brand & Model: _____

(A list of exhibitors using DCC wireless controllers will be provided to assist in any interference issues)

Will you require electrical service Yes / No NOTE: Special request is required for more than 5 AMPS and must include an explanation and may be subject to a \$ 50.00 fee to cover the cost to install a separate circuit.

Estimated Arrival time _____ Note: Large exhibits will be scheduled for logistical needs.

EXHIBITOR TRAVEL EXPENSES

Vancouver Train Expo will consider covering reasonable fuel and ferry expenses incurred in transporting layouts requiring the use of trailers or special vehicles from Vancouver Island, the Sunshine Coast, the USA, or anywhere east of Hope BC, or north of Pemberton BC. **If you plan to make a travel claim, we require advance notice, and an estimate of your expenses.** We are serious about this as we need to budget for these expenses. Please provide an estimate of your expenses with your application. Final expense claims must be submitted by December 15, 2024 to be considered.

RELEASE

In consideration of my/our being allowed to participate in Vancouver Train Expo 2024, I/we hereby release the Lower Mainland Train Expo Society, Vancouver Train Expo and the organizers and volunteers, of and from any and all liability whatsoever and howsoever caused (including but not limited to negligence) for damages, loss and/or expense arising from personal injury and/or loss of or damage to materials, layouts, personal belongings and any other item left or displayed by me/us at this Vancouver Train Expo 2024.

Vancouver Train Expo reserves the right to allocate space as it sees fit.

Signature _____ Date _____

Name _____

Please sign, scan and email to: registrar@vancouvertrainexpo.ca
or mail to: **Registrar - Vancouver Train Expo**
11871 Number Three Road,
Richmond, BC V7A 1X3



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VENDOR APPLICATION

Business name: _____

Contact name: _____

Mailing Address: _____

E-mail address (s): _____

Phone number (s): _____

Will you be using any (DCC) wireless controllers? Yes / No If yes, Brand & Model: _____

(A list of exhibitors using DCC wireless controllers will be provided to assist in any interference issues)

Will you require electrical service? Yes / No NOTE: Special request is required for more than 5 AMPS and must include an explanation and may be subject to a \$ 50.00 fee to cover the cost to install a separate circuit.

Estimated Arrival time _____

PREMIUM (BOOTH) SPACE

_____ Booths with Table @ \$ 160.00 Table coverings required? Yes / No \$ _____

_____ Extra Table: (bare) \$ 15.00 / Extra Table with coverings: \$ 29.00 \$ _____

_____ Chairs (no charge) (GST # 769873282 RT0001) + GST (5%) \$ _____

_____ Admission Passes (no charge) **Payment enclosed** \$ _____

REGULAR (TABLE) SPACE

_____ Tables @ \$ 80.00 \$ _____

_____ Chairs @ \$ 3.00 (you may bring your own) \$ _____

_____ Admission Passes (no charge) **Sub Total** \$ _____

(GST # 769873282 RT0001) + GST (5%) \$ _____

Payment enclosed \$ _____

Please make cheques payable to: Vancouver Train Expo

-OR-

e-Transfer Payment to: treasurer@vancouvertrainexpo.ca

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Signature _____ Date _____

Name _____

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Registrar - Vancouver Train Expo

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Richmond, BC V7A 1X3

Payments: Cheques payable to:

- or - e-Transfer to:

Vancouver Train Expo

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