



VANCOUVER TRAIN EXPO 2019

NOVEMBER 9 & 10, 2019

BRITISH COLUMBIA'S BIGGEST TRAIN SHOW
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)

Includes standard 8-foot table(s) with table covering and pipe-and-drape backdrop for a professional appearance, chairs and free 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.

* 10% discount for three or more tables. *

NEW FOR 2019: Vancouver Train Expo is required to collect GST (5%).

REGULAR (TABLE)

Includes standard 8-foot table(s) and free 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%).

Optional 3-foot pipe-and-drape rear divider: \$ 20.00 + GST (5%) * **NEW FOR 2019** *

NEW FOR 2019: Vancouver Train Expo is required to collect GST (5%).

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: _____

Power requirement: electrical service _____ **AMPS** (not volts). Requests for more than 5 AMPS 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 east of Hope BC, north of Pemberton BC, Vancouver Island, Sunshine Coast or the USA. **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, 2019 to be considered.

RELEASE

In consideration of my/our being allowed to participate in Vancouver Train Expo 2019, 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 2019.

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

Signature _____ Date _____

Name _____

Please sign and return 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 wireless controllers? Yes / No If yes, Brand & Model: _____

Power requirement: electrical service _____ **AMPS** (not volts) Requests for more than 5 AMPS 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 Tables @ \$ 160.00 | | \$ _____ |
| Less 10% for three or more Booths | | \$ _____ |
| Table coverings required? Yes / No | Sub Total | \$ _____ |
| _____ Chairs (no charge) | (GST # 769873282 RT0001) + GST (5%) | \$ _____ |
| _____ Admission Passes (no charge) | Payment enclosed | \$ _____ |

REGULAR (TABLE) SPACE

| | | |
|--|-------------------------------------|----------|
| _____ Tables @ \$ 80.00 | | \$ _____ |
| _____ 3 foot pipe-and-drape backing @ \$ 20.00 per Table | | \$ _____ |
| _____ Chairs @ \$ 3.00 (you may bring your own) | | \$ _____ |
| _____ Admission Passes (no charge) | Sub Total | \$ _____ |
| | (GST # 769873282 RT0001) + GST (5%) | \$ _____ |
| | Payment enclosed | \$ _____ |

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