



## **BIG TEXAS TRAIN SHOW RETURNS!**

Dear Railroad Hobbyist:

Gulf Coast Chapter - National Railway Historical Society, Inc. invites you to participate in the third **Big Texas Train Show** at the George R. Brown Convention Center (GRB) in downtown Houston. **The show dates for 2014 are September 6-7.**

The GRB is an excellent venue for you to tell other railroad hobbyists and the general public about your organization, and to display your model railroading and related talents.

**Please use the attached Non-Commercial Exhibitor Application to participate in the Big Texas Train Show.** The application includes additional important information on the back page.

The Big Texas Train Show benefits Gulf Coast Chapter NRHS and its preservation and education efforts, and **your support in helping us produce a successful event is greatly appreciated.** Some organizations may qualify for a financial honorarium to help support their participation in the show.

Call 1-832-675-1905 or email [info@bigtexastrainshow.com](mailto:info@bigtexastrainshow.com) if you would like more information about the Big Texas Train Show.

We look forward to welcoming you to the third Big Texas Train Show at the GRB!

# Big Texas Train Show Non-Commercial Exhibitor Application

Sept. 6-7, 2014

www.bigtexastrainshow.com

Please submit applications by Aug. 1, 2014 to allow for space planning - sooner is better!  
Contact us at 1-832-675-1905 or by email to info@bigtexastrainshow.com for more information.  
**See page 2 for additional important information. Retailers and other for-profit vendors, please use the Commercial Vendor/Table Sales application form available on our website.**

**Your Contact Information:** To avoid processing delay, complete all sections and **PLEASE PRINT LEGIBLY!**

Exhibitor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Post Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Describe exhibit: \_\_\_\_\_

Gulf Coast Chapter - NRHS reserves the right to decline space to any exhibitor deemed inappropriate for the show.

## Your Requirements:

If required, one 8' x 30" table, two folding chairs and one duplex electrical connection are included at no charge with each approved non-commercial exhibitor application. **Check the appropriate boxes at left below to indicate if you need the standard supplied services.**

If you need additional electrical connections, tables or chairs beyond the standard supplied services, indicate the amounts and total at right below. **Some organizations may qualify for additional tables at no charge (for instance T-TRAK clubs).** Call 1-832-675-1905 for information. Also, please indicate the number of badges needed for your volunteers below. **Please be reasonable and provide badges only to those volunteers who will actually assist while the show is open!** Badges are not needed for setup/teardown.

- |  | Total    |
|--|----------|
| <input type="checkbox"/> <b>One table included no charge:</b> Indicate <u>additional</u> tables if required _____ x \$30 per table | \$ _____ |
| <input type="checkbox"/> <b>Two chairs included no charge:</b> <u>Additional</u> chairs if required _____ x \$4 per chair          | \$ _____ |
| <input type="checkbox"/> <b>One duplex electrical no charge:</b> <u>Additional</u> electrical if required _____ x \$90 each        | \$ _____ |
| <input type="checkbox"/> <b>Exhibitor badges - required for admission:</b> Number required _____ x no charge                       |          |
| <b>EXTRA SERVICES TOTAL DUE \$ _____</b>   |          |

Describe space and electrical requirements (exhibit dimensions including barricades, audience seating, preferred location or arrangement, etc. - attach additional sheet if needed):

**IF YOU REQUESTED ADDITIONAL SERVICES ABOVE, PAYMENT IS REQUIRED WITH APPLICATION.**

Please send check or Money Order only payable to Gulf Coast Chapter NRHS Inc.

Send completed application to:

**Gulf Coast Chapter NRHS Inc. P.O. Box 457 Houston TX 77001-0457**

# Big Texas Train Show Non-Commercial Exhibitor Application

## Vendor Guidelines and Other Important Information

**1.a. Sponsors:** The Big Texas Train Show is sponsored by Gulf Coast Chapter, National Railway Historical Society, Inc. (GCC), a 501(c)(3) educational organization incorporated under the laws of the State of Texas. The event benefits the educational efforts of GCC and is made possible with the support of Houston First Corporation (HFC), a local government corporation created under Chapter 431 of the Texas Transportation Code. HFC is manager of the venue.

b. GCC can be contacted by telephone at 1-832-675-1905 or by email at info@bigtexastrainshow.com.

**2.a. Exhibitors:** By submitting this application, Exhibitor agrees to hold harmless GCC, the sponsors and organizers of the Big Texas Train Show, and HFC for any and all actions that may occur involving the show. Exhibitor agrees to take full responsibility for the safe and tasteful conduct of its representatives while in attendance at the show.

b. GCC, the sponsors and organizers of the Big Texas Train Show reserve the right to allow or disallow any particular Exhibitor from participating in the show. Exhibitors are expected to display train-related items at the Big Texas Train Show.

c. Requests for refund of exhibitor fees for requested additional non-standard services (see application) will be considered on a case-by-case basis. No refunds will be given after Sept. 1, 2014.

d. Exhibitor agree to keep their exhibits within the boundaries of the space allocated, and not to encroach on space designated for other exhibitors, vendors, exits or movement of patrons throughout the show.

e. Each Exhibitor representative will be provided an official badge which must be worn at all times and will be required to enter the exhibit hall.

f. Any Exhibitor offering items for sale agrees to comply with state law regarding Texas sales tax, and will collect and remit such tax in a legal manner if required.

**3.a. Show Venue, Hours, Setup and Tear Down:** The venue is Exhibit Hall A at the George R. Brown Convention Center, 1001 Avenida de las Americas, Houston TX 77010. The show is open to the public from 10 a.m. to 5 p.m. on Saturday, Sept. 6, and from 10 a.m. to 4 p.m. on Sunday, Sept. 7. Exhibitors and Vendors are expected to be fully set up and manning their space for the full duration of the public show on both days.

b. Setup hours are 1 p.m. to 11 p.m. on Friday, Sept. 5, and 7 a.m. to 10 a.m. on Saturday, Sept. 6. Note that all tables may not be set up and available immediately at 1 p.m. on Friday.

c. Exhibitors and Vendors with trucks/trailers who want to drive into the hall to unload will be able to do so between 1 p.m. and 7 p.m. on Friday. **You must make advance arrangements if you want to drive into the hall, and your vehicle may not remain in the hall for more than 45 minutes per venue rules. A traffic direction scheme will be in place that all participants must follow.**

d. Teardown hours are 4 p.m. to 11 p.m. on Sunday, Sept. 7, and 7 a.m. to Noon on Monday, Sept. 8. The exhibitor access points will not be opened outside these hours.

e. Exhibitors with trucks/trailers who want to drive into the hall to load will be able to do so beginning at 4:15 p.m. on Sunday. **All vehicles must be removed from the hall by 11 p.m.** The hall will also be open to vehicles on Monday morning, Sept. 8, by arrangement. **A traffic direction scheme will be in place that all participants must follow. It is unlikely that every vehicle will be able to enter the hall at 4:15 p.m., and some vehicles may be directed to park in the hall in designated areas until they can be safely conducted to their exhibit locations.**

**4.a. Parking and Security:** Exhibitor and Vendor parking for vehicles and trailers will be available behind Hall A at no charge on Friday, Sept. 5. Parking will be available behind the convention center near the exhibitor entrance on the Saturday and Sunday show dates for a fee. The fee currently is set at \$10 per day, but this is subject to change.

b. Security will be provided in the exhibit hall at all times the hall is accessible either to Exhibitors or the Public. GCC, the organizers and sponsors, and HFC take no responsibility for loss or damage at any time to any property in the exhibit hall.