



NASHUA VALLEY RAILROAD ASSOCIATION
RAILFAIR 2023

Vendor/Exhibitor Application

Show date: Saturday & Sunday, Sept 30th & Oct 1st 2023
Boxboro Regency Hotel & Conference Center
Boxboro, MA 01719



Business (Vendor) or Exhibitor Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone (Required): \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Email (Required): \_\_\_\_\_

Massachusetts Tax ID# (Required): \_\_\_\_\_

Your website (we will link to your site from our Show site): \_\_\_\_\_

Vendor Selling Tables—please include information on what you plan to sell (please check all that apply):

- Scale[s]: All Scales, Z, N, HO, O, ON30, Large Scale, Lionel, Other, Not applicable
Locomotives, Rolling stock, Plastic building kits, Craftsman kits, Built up buildings, Vehicles, Figures
Track/wiring, Signal/Electronics, Scratch building, Building Materials/Scenery, Tools, Photos, Post cards
Schedules/maps, Signs, Magazines, Books/calendars, Videos, CD, Clothing, buttons, pins, RR memorabilia
Other Items/Categories: \_\_\_\_\_

Exhibitor (non-sales tables) are free of charge and available on a limited first-come first-served basis.

(All requests will be reviewed by the Show Committee & you will be notified promptly of the result)

Please describe your exhibit accurately as substitutions may not be allowed at the show. \_\_\_\_\_

Number of Exhibitor Tables requested: \_\_\_\_\_ No Charge

Number of Exhibitor Spaces requested: \_\_\_\_\_ No Charge

Number of Vendor Tables: \_\_\_\_\_ @ \$80 per table (2 days only) Tables subtotal \$ \_\_\_\_\_

Number of Vendor Spaces (no table) \_\_\_\_\_ @ \$80 per space Spaces subtotal \$ \_\_\_\_\_

Sales spaces are intended to allow vendors to use custom display fixtures

Electricity at your table[s] (see page 2 for limitations) \$20 per Vendor location Electricity \$ \_\_\_\_\_

Balance due (total of table, space, and electricity from above) \$ \_\_\_\_\_

Please make check payable to: Nashua Valley Railroad Association, Inc.

As a Vendor/Exhibitor I have read and agree to the below Terms and Conditions of RailFair 2023

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Return pages 1 & 2 with payment to: NVRRA, RailFair 2023 Table Sales,
Unit #E-205, 2 Shaker Rd., Shirley, MA 01464



# Vendor/Exhibitor Additional Items/Request Form:

Please complete and return by September 1, 2023

### Vendor/Exhibitor Badges:

Please note that vendor/exhibitor badges are intended for your staff only and are not to be given out as free passes or resold as entry passes to the show. Any problems/abuses arising from staff badges will be taken into consideration with future show applications. Consider how the actions of persons displaying your staff badge will reflect on your group/business.

Group/Business Name on your badge[s] \_\_\_\_\_ How many badges? \_\_\_\_\_

### Donations:

Items donated as door prizes will be given out throughout the show and you will be announced as the donor of the prize.

\_\_\_\_ YES, I will gladly donate a door prize item—we will collect the prize at the beginning of the show.

### Clinics & Demonstrations:

We are looking for Vendor/Exhibitor participation to hold How-To Clinics, Talks, and Tutorials on any subject that would appeal to the Model Railroad hobbyist. Please email [showchair@nvrva.com](mailto:showchair@nvrva.com) to discuss your proposal. We believe this will be a great opportunity to showcase your skills/products with our attendees.

### Electricity:

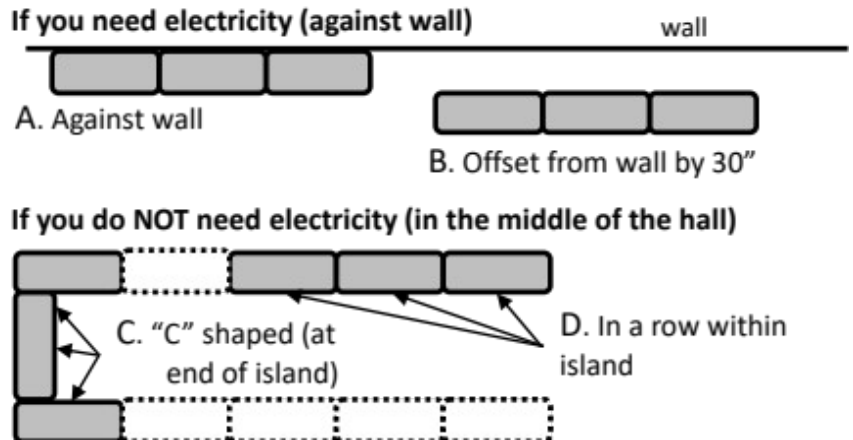
The hotel now charges us more for hook up and the fee includes electricity for items that can be powered from a 15 Amp circuit only. If you require electricity beyond small devices, please email [showchair@nvrva.com](mailto:showchair@nvrva.com) to discuss your high-capacity electricity needs.

### Vendor Preference for Table Configuration:

PREFERENCE is given based on when you reserve & pay for your tables. Enter your preferred configuration and placement of your tables. There is no guarantee that all requests can be honored. Primary preferences will be given to vendors who rent more tables. The diagrams at right are for demonstration only—configuration will match the number of tables you rent.

Enter letter of FIRST Choice: \_\_\_\_\_

Enter letter of SECOND Choice: \_\_\_\_\_



\_\_\_\_ I Prefer to stand/sit in FRONT of my tables OR

\_\_\_\_ I Prefer to stand/sit BEHIND my tables

### For returning Vendors/Exhibitors only (there are no guarantees, but we will try to meet all requests):

\_\_\_\_ I prefer to have the same location as last year.

\_\_\_\_ I prefer to have a different location from last year. Briefly describe your new preference below:



# NASHUA VALLEY RAILROAD ASSOCIATION

## RAILFAIR 2023

### Vendor/Exhibitor Application Terms & Conditions

- The term “Vendor” refers to individuals, partnerships, associations/limited liability companies, and corporations who are showing items for sale.
- The term “Exhibitor” refers to individuals, partnerships, associations and limited liability companies that are showing items not for sale.
- The term “NVRRA” refers to the Nashua Valley Railroad Association, Inc.
- The term “Show Staff” refers to members or supporters of the NVRRA involved in putting on the show.

Vendor/Exhibitor releases the NVRRA and its officers, directors, members, representatives and agents from all claims and demands arising from Vendor/Exhibitor’s show occupancy, including but not limited to loss, theft, destruction or injury to Vendor/Exhibitor’s business, merchandise or personal property. Vendor/Exhibitor releases the NVRRA, its officers, directors, members, representatives and agents from all claims, loss, injury or demands arising out of NVRRA’s failure to provide space, or failure to hold the show.

Vendor/Exhibitor understands NVRRA assumes no responsibility for any Vendor/Exhibitor merchandise or personal property or for the safety of the Vendor/Exhibitor at the show. Vendor/Exhibitor agrees to hold harmless NVRRA, its officers, directors, members, representatives and agents, the Conference Center, and Contractors from any and all claims, loss, injury or demands that arise from or in connection with the show. Vendor/Exhibitor agrees to indemnify NVRRA for any liability that may be caused by or related to their use of this license and presence at the show. This includes, but is not limited to, any liability caused by persons Vendor/Exhibitor provides “Vendor/Exhibitor” Badges to, or persons Vendor/Exhibitor invites to the show. NVRRA does not allow Vendor/Exhibitor to sub-license tables to another Vendor/Exhibitor without written approval of NVRRA Show Manager. Refer to the Cancellation section contained herein for Cancellation Procedures.

#### **Payment Terms:**

Vendor agrees to pay the full amount due as stated on this Vendor/Exhibitor Application when they submit a signed Vendor/Exhibitor Application. Table reservations do not occur until both Application and correct funds are received and accepted. Vendor agrees to pay a one-time fee of \$35.00 for a returned check, and Vendor agrees to pay \$15.00 for a check that requires redeposit.

#### **Sales Tax:**

All vendors MUST provide on Vendor/Exhibitor Application where indicated, the Massachusetts Sales Tax ID Number issued/assigned by the Commonwealth of Massachusetts Department of Revenue (MDOR) and to collect and remit applicable sales tax in accordance with the regulations of the MDOR. Vendor is responsible for obtaining its Massachusetts Sales Tax ID Number from the MDOR. Vendor acknowledges that NVRRA is required by Massachusetts General Law to furnish the Name, Address and Sales Tax ID Number of each Vendor to the MDOR upon demand and no later than 30 days after the event.

#### **Show Hours:**

The Show is open to the public from 10 AM to 4 PM on Saturday and 10 AM to 4 PM on Sunday. Setup times for Friday will be announced after confirming the times with the hotel. Setup on Saturday is from 7 AM to 10 AM, and on Sunday from 9 AM to 10 AM. On Saturday evening the exhibition hall must be vacated promptly by 4:15 PM or upon notification by the NVRRA Show Manager. In order to comply with security requirements, the conference hall will not be reopened to anyone except NVRRA Show staff until 9 AM on Sunday. The Exhibition Hall must be vacated by 7 PM on Sunday evening. Vendor agrees to keep their sales open to the public and not to remove any merchandise from the show area during show hours for the purpose of packing.



# NASHUA VALLEY RAILROAD ASSOCIATION

## RAILFAIR 2023

### **Vendor/Exhibitor Application** **Terms & Conditions (Continued)**

#### **Security:**

The exhibition hall will be secured and will not be open overnight between setup hours. The NVRRA assumes no responsibility for Vendor/Exhibitor loss. The NVRRA recommends that Vendor/Exhibitors cover their displays when the show is closed to the public. NO ONE will be admitted into the exhibition hall under any circumstances after the NVRRA Show Staff exits the hall. Video surveillance will be utilized on both Friday & Saturday night.

#### **Badges:**

Vendor and Exhibitor badges shall be issued by NVRRA to all Vendors and Exhibitors when you arrive at the exhibition hall and have completed check-in. Only Vendors and Exhibitors working the show shall be allowed to wear these badges and must display them at all times. Only personnel with authorized "Badges" will be permitted in the exhibition hall during times the event is not open to the public.

#### **Contracted Space:**

This license permits the use of a table in the Exhibition Hall at the rates specified on the "Vendor/Exhibitor Application" located in an area designated by NVRRA with a table surface of 8 feet by 30 inches. Two chairs are provided for each Vendor/Exhibitor. Vendor/Exhibitors with multiple tables should indicate on their registration form the number of additional chairs required (not to exceed the number of tables ordered). Vendor/Exhibitors may not place anything in the aisles, between, behind, or at the end of tables to impede customer and Vendor/Exhibitor movement in the aisles. Vendor/Exhibitor may not use boards or coverings to extend the surface area of the table. Vendor/Exhibitors licensing may elect to use floor stands/shelves in place of tables, but these items must fit into the 8 feet by 30 inches space. Please plan to take your trash with you, if we are charged for excess trash you will be billed a disposal fee.

#### **Cancellation Policy:**

Vendors who cancel [in writing] more than sixty (60) days prior to the show will receive a full refund less a 10% administrative fee. Cancellation by Vendor received by NVRRA within sixty (60) days will not receive a refund but the funds may be carried forward to the next NVRRA RailFair by mutual consent of Vendor and NVRRA Show Chairman. NVRRA reserves the right to cancel the RailFair for weather related reasons, or for reasons beyond the NVRRA's control. By mutual consent of NVRRA Show Manager and Vendor, fees paid by Vendor may be refunded or carried forward to the next RailFair.

#### **Accommodations:**

Hotel reservations are the responsibility of the Vendor/Exhibitor. The Boxboro Regency Hotel & Conference Center in Boxborough has historically held a limited block of rooms at a special show discount rate on a first-come first-served basis for reservations made 3 weeks before the show. After the room block is depleted, or after the above date, the special rate is on an "as available" basis at the discretion of the Boxboro Regency Hotel & Conference Center. When requesting the discounted rate, you MUST indicate that you are participating in the NVRRA RailFair 2022. The Hotel contact number is (978) 263-8701.

#### **Exhibitor Space:**

For certain items, which are attractions the public might enjoy, NVRRA will provide exhibit space at no charge. These attractions can include Operating Layouts, Static displays, Non-profit regional Railroad related groups, and Workshops. Please note that running a workshop may earn credit for paid tables; email [showchair@nvrri.com](mailto:showchair@nvrri.com) for details.

#### **Entire Agreement:**

Vendor will be charged the stated rates on the Vendor/Exhibitor Application. No oral agreements or past practices shall otherwise bind the NVRRA. This Contract and license is the entire Agreement between the parties and shall not be affected by oral arrangements and can only be modified by written agreement signed by both parties.

#### **The Contract:**

These pages along with the Vendor/Exhibitor Application once accepted by both Vendor/Exhibitor and NVRRA constitute the "Contract" between NVRRA and Vendor/Exhibitor.