



NATIONAL MODEL RAILROAD ASSOCIATION
MIDWEST REGION
ROCK RIVER VALLEY DIVISION

Ken Mosny P.O. Box 2213 Loves Park, IL 61131-0213
(815) 566-0595/(815) 965-4871 E-mail: registrar@rrvd-nmra.com



Dear Prospective Show Participant:

I'm proud to announce that the Rock River Valley Division, Midwest Region of the National Model Railroad Association will hold its 31st Rock River Valley Train Show on March 25th and 26th, 2023. Our 42,000 square foot show adult admittance is still only \$5.00 with kids free and free parking. The show will be held at:

Harlem High School
9229 North Alpine Road
Machesney Park IL 61115-9124

If you would like to participate as a vendor, or as an individual or group with an operating layout or display, please fill out the enclosed agreement and return it with your payment, if applicable. If you need other applications for vendor, layout or display, go to rrvd-nmra.com or email me. Returning vendors will have priority, but they must respond by January 1, 2023. New vendors will be handled on a "first come" basis as space is available. Layouts and displays will be chosen by RRVD.

Table rental is \$30 per table, with no more than two chairs per vendor. Members of the RRVD, region 28, division 10, receive a \$15 discount on their first table. This year, every effort will be made to place all vendors in the fieldhouse. Vendors requesting special table arrangements, such as walk in, wall location, floor space only, other than standard rows, please inquire to Ken Mosny, registrar@rrvd-nmra.com with your desire for other rates or accommodation. As in past years, we plan on extensive media advertising, numerous operating layouts, displays and door prizes. Additional forms and more details can be found on our website rrvd-nmra.com.

ATTENTION

We will not be allowing any layouts, vendors, or displays into the venue for setup until 4pm on Friday night 3/24. Friday setup will be from 4pm to 7:30pm. Saturday setup will still be 7am-10am. Premises to be vacated by 6pm Sunday

We have relied on our participants for donating door prizes for which we are very appreciative. We look forward again towards your generosity.

If you have any questions, please do not hesitate to contact me.

Regards,

Ken Mosny

Ken Mosny
Show Registrar

If there is an asterisk and letter, highlighted in yellow, at the end of your name on the mailing label for this registration material, it means we have not heard from you in several years. You will be dropped from the mailing list if we do not hear from you.



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VENDOR INFORMATION / RESERVATIONS & AGREEMENT

LOCATION OF SHOW: Harlem High School
9229 North Alpine Road
Machesney Park IL 61115-9124

1. **SET-UP:** Friday, March 24, 2023: 4:00 pm – 8:00 pm; Saturday, March 26, 2022: 7:00 am – 10:00 am. All Vendors must have booth set up by 10:00 am on Saturday and will **NOT** pack or withdraw from show until closing on Sunday at 3:00 pm. Premises are to be vacated by 6pm Sunday. You may use overhead door at the northeast corner of gym. Parking is limited, so please unload and move promptly.
2. **SHOW HOURS:** Saturday, March 25, 2023 from 10:00 am-5:00 pm Sunday, March 26, 2023 from 10:00 am-3:00 pm
3. **SHOW CANCELLATIONS:** If, for any reason beyond our control, it becomes impossible to hold this show, this contract becomes null and void without liability.
4. **SUBLETTING:** Table(s) cannot be sublet.
5. **TYPE OF MERCHANDISE:** Only railroad related items allowed – no food or drink. Vendors will keep booth neat during show and confine their items within their exhibit space, on top or underneath the table and **NOT** adjacent to exhibit space.
6. **TAXES:** Vendors must fulfill Municipal, State and Federal requirements in connection with all sales taxes.
7. **REFUNDS:** If you cancel your reservations, a refund will only be made if your cancellation is received on or before March 17th, 2023. Cancellations must be made to Ken Mosny, Show Registrar, by mail, email (preferred) or phone above.
8. **VENDOR ADMITTANCE:** List the name of your spouse or helper on the Application below. Only you and this person may enter at Set- Up! Preprinted badges for both you and your spouse or helper will be given out the morning of the show.
(2 BADGES PER RESERVATION ONLY) (2 CHAIRS PROVIDED PER RESERVATION ONLY)
9. **RESTRICTIONS:** No smoking or firearms in school facilities or grounds. Local COVID health protocols in effect will be followed.
10. **AFFIXING OF SIGNS:** Signs, displays or materials may not, in any way, be affixed to school facilities.
11. **CONFIRMATION:** Upon receipt of your request, written confirmation will be sent to you.
12. **HOLD HARMLESS PROVISION:** Exhibitors agree to hold harmless and to release from liability this show's organizer and manager, Rock River Valley Division of the NMRA, for injury or loss of any kind to themselves, their family members or their staff, either occurring within the Harlem High School complex including, but not limited to, the show premises on the dates of this show.

CLIP AND RETURN BOTTOM PORTION TO: ROCK RIVER VALLEY TRAIN SHOW
KEN MOSNY
P.O. BOX 2213
LOVES PARK, IL 61131-0213

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MAKE CHECKS PAYABLE TO RRVD

PLEASE PRINT CLEARLY TELEPHONE _____

COMPANY NAME _____ E-MAIL ADDRESS _____

NAME _____ SPOUSE/HELPER _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

TABLES ARE 8 FT. LONG: \$30.00 PER TABLE _____ TABLES @ \$30.00 = \$ _____

ELECTRIC @ \$10.00 \$ _____

Minus \$15.00 if member of the RRVD ONLY \$ _____ NMRA # _____ 28/10

TOTAL ENCLOSED \$ _____

I accept and agree to the terms, provisions and conditions set forth on the page to which this coupon was previously attached

SIGNATURE _____ DATE _____



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DISPLAY / RESERVATIONS & AGREEMENT

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 Machesney Park IL 61115-9124

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- PARTICIPANT CANCELLATIONS:** If you cancel your reservation, please make every effort to notify us on or before March 17th, 2023 so the floor plan and table order can be updated. Thank you.
- RAILROAD ORGANIZATIONS:** Complimentary display tables may not be used for merchandise sales except organizations may solicit memberships as part of their display on complimentary display tables. To sell merchandise, additional vendor tables are available for \$30 each.
- RESTRICTIONS:** No smoking or firearms in school facilities or grounds. Local COVID health protocols in effect will be followed.
- AFFIXING OF SIGNS:** Signs, displays or materials may not in any way affixed to school facilities.
- CONFIRMATION:** Upon receipt of your request, written confirmation will be sent to you.
- HOLD HARMLESS PROVISION:** Exhibitors agree to hold harmless and to release from liability this show's organizer and manager, Rock River Valley Division of the NMRA, for injury or loss of any kind to themselves, their family members or their staff, either occurring within the Harlem High School complex including, but not limited to, the show premises on the dates of this show.

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PLEASE PRINT CLEARLY TELEPHONE _____

GROUP/ORGANIZATION _____ E-MAIL ADDRESS _____

NAME _____ SPOUSE/HELPER _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

DESCRIBE DISPLAY _____

NO. OF 8 FOOT COMPLIMENTARY DISPLAY TABLES NEEDED _____ NO. OF CHAIRS NEEDED _____

ELECTRIC NEEDED (YES) _____ (NO) _____

I accept and agree to the terms, provisions and conditions set forth on the page to which this coupon was previously attached.

SIGNATURE _____ DATE _____



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OPERATING LAYOUT / RESERVATIONS & AGREEMENT

LOCATION OF SHOW: Harlem High School
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Machesney Park IL 61115-9124

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- SHOW CANCELLATIONS:** If, for any reason beyond our control, it becomes impossible to hold this show, this contract becomes null and void without liability.
- PARTICIPANT CANCELLATIONS:** If you cancel your reservation, please make every effort to notify us on or before March 17th, 2023 so the floor plan and table order can be updated. Thank you.
- RESTRICTIONS:** No smoking in school facilities or on grounds. Local COVID health protocols at time of show will be followed.
- LAY OUT SIZE:** Please supply accurate dimensions for your layout including stanchions or standoffs. Tables are assumed within this the layout space. Include a drawing of the layout and tables if it can't be defined by a rectangular area or it needs a special floor plan.
- COMPLIMENTARY TABLES:** You may have up to four 8 ft. non vendor tables at no cost to support your layout or use as work tables. Additional tables are \$10 each or you may bring your own. These tables are assumed within the layout size.
- VENDOR TABLES:** If you are also purchasing vendor tables for \$30 each, please indicate if you want them located inside OR outside of your layout space OR in the normal vendor rows. **Please don't make ME guess!**
- AFFIXING OF SIGNS:** Signs, displays or materials may not in any way be affixed to school facilities.
- CONFIRMATION:** Upon receipt of your request, written confirmation will be sent to you.
- HOLD HARMLESS PROVISION:** Exhibitors agree to hold harmless and to release from liability this show's organizer and manager, Rock River Valley Division of the NMRA, for injury or loss of any kind to themselves, their family members or their staff, either occurring within the Harlem High School complex including, but not limited to, the show premises on the dates of this show.

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PLEASE PRINT CLEARLY TELEPHONE _____

CONTACT NAME _____ E-MAIL ADDRESS _____

GROUP/ORGANIZATION _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

NO. OF VENDOR TABLES \$30 X _____ = \$ _____ NO. OF EXTRA NON VENDOR TABLES \$10 X _____ = \$ _____

SCALE OF LAYOUT _____

PLEASE ATTACH LIST OF OPERATORS FOR NAME BADGES OR EMAIL LIST TO ME BY MARCH 16