



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 31<sup>st</sup> Rock River Valley Train Show on March 16<sup>th</sup> and 17<sup>th</sup>, 2024. 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](http://rrvd-nmra.com) or email me. Returning vendors will have priority, but they must respond by January 1, 2024. 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](mailto: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](http://rrvd-nmra.com).

**ATTENTION**

**We will not be allowing any layouts, vendors, or displays into the venue for setup until 4pm on Friday night 3/15.** 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



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



**VENDOR INFORMATION / RESERVATIONS & AGREEMENT**

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

- SET-UP:** Friday, March 15, 2024, 4:00 pm-7:30 pm and Saturday, March 16, 2024, 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.
- SHOW HOURS:** Saturday, March 16, 2024 from 10:00 am-5:00 pm Sunday, March 17, 2024 from 10:00 am-3:00 pm
- SHOW CANCELLATIONS:** If, for any reason beyond our control, it becomes impossible to hold this show, this contract becomes null and void without liability.
- SUBLETTING:** Table(s) cannot be sublet.
- 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 such as aisles.
- TAXES:** Vendors must fulfill Municipal, State and Federal requirements in connection with all sales taxes.
- REFUNDS:** If you cancel your reservations, a refund will only be made if your cancellation is received on or before March 8<sup>th</sup>, 2024. Cancellations must be made to Ken Mosny, Show Registrar, by mail, email (preferred) or phone above.
- 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)**
- 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, be affixed to school facilities.
- CONFIRMATION:** Upon receipt of your request, written confirmation will be sent to you via email or postal mail.
- 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

✂-----  
 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 \_\_\_\_\_



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



**DISPLAY / RESERVATIONS & AGREEMENT**

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

- SET-UP:** Friday, March 15, 2024, 4:00 pm-7:30 pm; Saturday, March 16, 2024, 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.
- SHOW HOURS:** Saturday, March 16, 2024 from 10:00 am-5:00 pm Sunday, March 17, 2024 from 10:00 am-3:00 pm
- 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 8<sup>th</sup>, 2024 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. If you need vendor tables, also submit a "Vendor Reservations & Agreement" form with your payment.
- 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 via email or postal mail.
- 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

✂-----

**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 \_\_\_\_\_



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



## OPERATING LAYOUT / RESERVATIONS & AGREEMENT

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

- SET-UP:** Friday, March 15, 2024, 4:00 pm-7:30 pm; Saturday, March 16, 2024, 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.
- SHOW HOURS:** Saturday, March 16, 2024 from 10:00 am-5:00 pm Sunday, March 17, 2024 from 10:00 am-3:00 pm
- 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 8<sup>th</sup>, 2024 so the floor plan and table order can be updated. Thank you.
- RESTRICTIONS:** No smoking or firearms in school facilities or grounds. Local COVID health protocols in effect 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.
- COMPLEMENTARY 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 next to 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 via email or postal mail.
- 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

✂-----  
**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 \_\_\_\_\_ SIZE OF LAYOUT \_\_\_\_\_ NO. OF COMPLEMENTARY TABLES (4 MAXIMUM) \_\_\_\_\_

PLEASE ATTACH LIST OF OPERATORS FOR NAME BADGES OR EMAIL LIST TO ME BY MARCH 8<sup>th</sup>

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

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_