

United NorthWest Model RR Club 31st Train Show and Marketplace

Returns to the Evergreen State Fairgrounds, Monroe, Washington
February 24th & February 25th, 2024

Same Location and Buildings as 2023!

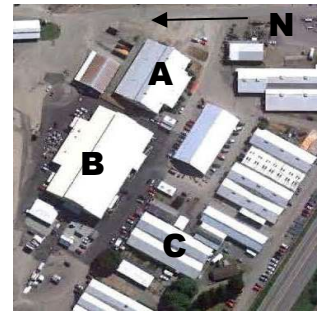
Dates & Times for 2023:

Setup: Friday	Feb 23rd	10:00 AM to 11:00 AM [Layouts Only!]
Setup: Friday	Feb 23rd	11:30 AM to 08:00 PM [Vendors/All]
Setup: Saturday	Feb 24th	06:30 AM to 09:30 AM
Setup: Sunday	Feb 25th	12:00 PM to 09:30 AM
Show: Saturday	Feb 24th	10:00 AM to 5:00 PM (TBC)
Show: Sunday	Feb 25th	10:00 AM to 4:00 PM (TBC)

Location: The show is at the Evergreen State Fair Grounds, in Monroe, Washington (northeast of Seattle). The fairgrounds are located at 14405 179th Ave SE, Monroe, WA 98272, near the intersection of highways US-2 and SR-522.

Buildings: We will utilize the same 3 buildings as years previous. The three buildings form an "L":

- A. Pavilion (Building 605):** Top of "L" – approximately 13,500 square feet. Will be location of vendor tables and layouts.
- B. Evergreen Event Center (Building 604):** Corner of "L" – approximately 33,600 square feet. Will be the location of the main entrance, show office, vendor tables and layouts.
- C. 4-H Building (Building 501):** Leg of "L" – approximately 15,000 square feet. Will host all clinics, focus on museums and historical societies, the UNW layout(s) and the small number of 1-day vendor/swap tables



We expect high demand for tables in 2024 once again! Please submit your reservation requests as early as possible! Tables in the Event Center and Pavilion buildings are required to be staffed for both show days; a limited number of one-day tables will be available in the 4-H building.

We look forward to your participation in this year's show! A copy of the reservation form is attached. Your mailed or e-mailed form is enough to reserve your participation at the show. Payment to confirm your reservation is expected no later than January 10th 2024, but is greatly appreciated at the time the form is mailed. **Note that we cannot accept postdated checks.**

All tables are sized 8-ft. long by 30-inches wide. It is anticipated that we will have similar floor plans to last year, but as different layouts and vendors make different requests, we will make the adjustments to best fit the needs of the show. As always if we run into a problem, we will contact you and discuss the situation. Please note that wall space is very limited. Please see below notes about upcoming show floor plan regarding COVID-19 considerations.

Please email tables4unw.trainshow@gmail.com (preferred) with registration request forms and questions. Confirmations will be sent out starting around January 25th to those with confirmed and **paid** registrations. Additional information about the show can be found at: www.unwclub.com/unwshow.html or www.facebook.com/unwclub

Payments: Please make checks out to UNW and mail forms to:

Jamey Morrison – UNW Treasurer
PO BOX 16604
Seattle WA, 98116-0604
206-954-4914

Ongoing COVID-19 Considerations:

As COVID19 is still with us and ever changing, it will need to be managed appropriately. While concerns were greatly reduced for our return in 2023; we acknowledge that there could be restrictions, requirements or recommendations placed on large indoor events. With that in mind we intend to adhere to the following to best protect the health and well-being of our show participants, volunteers, club members, and attendees:

- a. Adherence to CDC/State/Local guidance or requirements for indoor large events; including mask or vaccination requirements;
- b. Unless required by the above, we will leave masking preference to the individual participant and attendee basis their comfort level at the time for a large indoor event.
- c. We will do our best to provide a floor plan that minimizes congestion and choke points, allowing for adequate aisleways and social distancing; which may require a reduction in the number of available table and layouts.

We appreciate your understanding as we continue to navigate this unprecedented event and change to our way of operating the show!

***Don't delay and be left out of this long-running, exciting, and well attended show!!
We are looking forward to another successful year!!***

For those of you planning on attending, here is additional information:

- Setup for the show is open to Vendors on Friday from **11:30 AM** to 8:00 PM; Saturday from 6:30 AM to 9:30 AM; Sunday 07:30 to 9:30 AM PLEASE BE SETUP BEFORE SHOW OPENS TO THE PUBLIC AT 10:00 AM. We regret that we will not be able to allow vendors into the buildings before 11:30 AM on Friday. As in previous years layouts will start load-in at 10:00 AM and we need a brief period to set remaining vendor tables that impede clear passage. This greatly reduces the chance of damage to vendor merchandise and layout equipment.
- Vendors are responsible for Washington State sales tax. For vendors who have paid \$200 or more for table/booth rental, you may be asked to produce your tax ID number should a representative from the WA Department of Revenue attend during the show.
- On Saturday night, we typically have arrangements with Alfy's Pizza in Monroe. We reserve the large party room and they offer 30% off on all pizza orders (does not include salads, drinks, or other entrees). Details of the arrangements with Alfy's for the 2024 show will be included in your show confirmation.
- We will work to negotiate discounted rates at the two larger local hotels. Please reference our show website after October to see which hotels we are aware will be offering discounts for the 2024 show.
- RV's spaces are available from the Fairgrounds and must be arranged through them directly in advance of the show. Hookup and non-hookup sites are available. Rates for 2024 are to be confirmed but will communicate the reservation process once known.
- There is space allocated for trailer parking away from the buildings during the duration of the show. No vehicles are permitted to be parked alongside any of the buildings due to fire lane designations.
- Canadian Vendors: Please be sure to remit payments in US Funds. Personal Checks should be adjusted to current exchange rate, however a Bank Counter Check or Money Order specified in "US DOLLARS" is also acceptable. Thank You!
- For online information visit www.unwclub.com/unwshow or www.facebook.com/unwclub

Exhibitor / Vendor Display Policies

1. Authorized representatives must staff vendor/exhibit tables during all show hours, set-up and tear-down. A non-staffed display is totally at the risk of the exhibitor.
2. Show name badges must always be worn by vendor/exhibitor staff. For pre-printed name badges, please submit additional names with your reservation. You are allowed 3 names for each initial table reservation, plus one additional name for each additional table. If you do not provide additional names prior to your confirmation letter, blank name badges will be provided in your registration packet.
3. Exhibits may not exceed the table area reserved by the exhibitor. Vendors using their own display equipment must set it up within the same area as their table space. Vendors may not extend their table frontage with their own personal tables or displays. Please contact us if you have any questions or concerns or require special arrangements.
4. No exhibit may interfere with or block a neighboring exhibit. Display material should not exceed 3 feet above the tabletop height without concurrence from the show committee due to tip-over concerns.
5. No display materials, cartons, chairs, tables, shall be permitted in aisle space in accordance with fire access safety rules.
6. We recommend that vendors bring opaque drape cloths to cover their merchandise if they will not be present during the entire time that the building is open.
7. Electrical wiring shall meet all applicable electrical standards, suggest minimum 14 gauge be used.

Liability Limitations and Disclaimer

By registering for the show, the exhibitor and vendor for itself, its successors and assigns, hereby releases the United NorthWest Model Railroad Club, Snohomish County 4-H Foundation, and the Evergreen State Fairgrounds from any and all claims based upon, arising out of, or in connection with the exhibitor's occupancy and use of the UNW Show premises, or any act or omission of any nature by the UNW Show, its agents, officers, directors, committee members, volunteers or employees with or related to the UNW Show. This includes, but is not limited to: loss, theft, damage, destruction, delay or non-delivery of goods or display material and other effects; any injury to exhibitor, its employees, agents, representatives or guests while in the Evergreen State Fairgrounds premises; any damage to exhibitor's business by reason of the failure to provide space for the exhibit or removal of the exhibit, or failure to hold the UNW Show as scheduled. In the event that the UNW Show is not held or cancelled, the liability of the UNW Show shall be limited to a refund of the fee paid for space.

Exhibitor and vendor agrees to indemnify and hold forever harmless the United NorthWest Model Railroad Club, Snohomish County 4-H Foundation, and the Evergreen State Fairgrounds from any and all damage, loss, liability, claim, or expense (including legal fees) based upon, arising out of, or in connection with: (1) the violation of any law or ordinance by the exhibitor, its employees, agents, representatives, guests or others holding under the exhibitor; (2) failure by exhibitor or any such person to comply with all applicable terms and conditions contained in these rules or in the agreement between the Evergreen State Fairgrounds, Snohomish County 4-H Foundation and United NorthWest Model Railroad Club regarding the UNW Show; and (3) exhibitor's occupancy and use of the Evergreen State Fairgrounds premises or a part thereof; whether or not such damage, loss, liability, claim or expense was caused in whole or in part by the act or omission of the United NorthWest Model Railroad Club, Snohomish County 4-H Foundation and the Evergreen State Fairgrounds or its agents, officers, directors, volunteers or committee members.

Sincerely,

Jamey Morrison

Jamey Morrison
2024 Show Coordinator
UNW Financial Chairman
206-954-4914

31st Washington State Train Show and Marketplace

Benefiting Snohomish County 4-H Foundation

DATES: February 24th & 25th 2024

Vendor Registration Form

Contact Name(s):		Company Name:	
Street Address:		Daytime Phone:	
City, State, Zip:		Alternate Phone:	
Email:		Notes:	
Preferred method of correspondence: <input type="checkbox"/> Mail <input type="checkbox"/> Email		Previous Attendee: <input type="checkbox"/> Yes <input type="checkbox"/> First Time	

SHOW DISPLAY/TABLE REQUESTS

Items	QTY	Cost Each	Total Cost
Sales Table - BOTH DAYS: (8-foot x 30-inches) Includes two chairs & three badges for first table, and one extra badge & chair for each additional table, up to 5 add'l. <i>Limit of 10 tables please due to high demand!</i>		\$60	
Sales Table - SATURDAY ONLY: Includes two chairs and two badges for first table, and one extra badge, extra chair for second table. <i>Limit 2, 4H Building ONLY.</i>		\$60	
Sales Table - SUNDAY ONLY: Includes two chairs and two badges for first table, and one extra badge, extra chair for second table. <i>Limit 2, 4H Building ONLY.</i>		\$60	
Electrical Connection: (Readily available in Event Center and Pavilion, Limited availability in 4-H)		\$20	
Museum Groups, Historical Societies, and Non-Profit Organizations: Please indicate the number of 8-foot tables or equivalent space requested, reminder this is exhibition space for promotion/education, and only direct fundraising sales are allowed. <i>Limit of 2 tables provided at no charge, however arrangements for additional space allocations can be made.</i>		--	--
Total Due:			

Payment Information - MAKE PAYABLE TO: "UNW" (Please Note: we cannot accept postdated checks.)

<input type="checkbox"/> Check (Provide check #) _____ <input type="checkbox"/> Money Order <input type="checkbox"/> Cash	FOR SHOW USE ONLY: Vendor # _____ Form Rec'd: ___/___/___ Payment Rec'd: ___/___/___ Amt: \$ _____
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Agreement: Your signature on this form denotes acceptance and understanding of the show rules and regulations. Note that vendor space will not be confirmed until space and additional requirements have been paid for.

Signature: _____ Date: ___/___/___

NEW ADDRESS!! NEW ADDRESS!! NEW ADDRESS!! NEW ADDRESS!! NEW ADDRESS!! NEW ADDRESS!!

**Mail Forms & Payments to: Jamey Morrison
UNW Treasurer
PO BOX 16604
SEATTLE WA 98116-0604**

E-mail Forms to: tables4unw.trainshow@gmail.com

Add names of participants and any special requests on the back of this form, or via email.