



OZARKS MODEL RAILROAD ASSOCIATION

2024 Train Show Layout Form & Agreement

Show Date: Friday, September 20th - 4pm-8pm
Saturday, September 21st - 9am-3pm

Location: Ozark Empire Fairgrounds - Central Buildings Event Center
3001 N Grant Ave, Springfield, MO 65803

First Name: _____ **Last Name:** _____

Layout Or Organization Name (If Applicable): _____

Address: _____ **City:** _____ **ST:** _____

Zip: _____ **Phone:** (____) _____ - _____

Email: _____

(All show correspondence will be conducted by email once registration is received)

Layout/Display Information

Scale/Gauge(s): _____

Preferred Layout/Display Space Size: _____ ft. x _____ ft.

Table(s) Amount Required? (30" x 8'): _____

Electrical Connection Required? Y/N: _____

Internet Access Required? Y/N: _____

FRIDAY IS OPTIONAL. PLEASE CHECK IF YOU WOULD LIKE TO PARTICIPATE ON FRIDAY.

____ Yes I want to participate in the Friday show from 4pm-8pm

____ No, I would only like to participate on Saturday from 9am-3pm

Any Other Special Needs/Requests: _____

Additional Helpers Attending: OMRA permits a certain number of free assistants dependent on layout size. Assistants exceeding these numbers are to pay a discounted ticket price of \$5. Please see criteria below. Wristbands will be obtained at Registration Table.

32 sq.ft or smaller: 2 | 64 sq.ft: 3 | 100 sq.ft: 4 | Any layout larger than 100 sq.ft is permitted up to 10
- **Modular Setups such as Free-Mo, T-Trak, etc. are exempt from this criteria.**

First Name: _____ Last Name: _____

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First Name: _____ Last Name: _____

First Name: _____ Last Name: _____

First Name: _____ Last Name: _____

First Name: _____ Last Name: _____

Layout Table Pricing - Table Prices Include Both Days

Layouts get one free table upon attendance. Any additional tables are at a discounted rate of **\$25**

Tables postmarked after August 20th, 2024 are not eligible for discounted rate and will be \$30 each.

First Table - **Free With layout**

First Table = \$ Free

Additional Discounted Tables – (Postmarked PRIOR to August 20, 2024) _____

\$25 each = \$ _____

(Postmarked AFTER August 20, 2024) _____

\$30 each = \$ _____

Payment:

Checks Preferred

Mail This Form & Total Payment to:

**Ozarks Model Railroad Association
c/o Ron Bradshaw / 417-827-9346
430 N. Harrington Dr, Republic MO 65738**

Checks: Check Enclosed # _____

Make Check Payable to: **OMRA**

Credit Cards:

We are now accepting credit/debit cards!

Card payment can be processed at the registration table after arrival at the venue. Please mark the box below if you plan to pay using a card at the show.

Please check box if you plan on paying via a Credit/Debit Card

Paypal: We are also now accepting PayPal as a form of payment.

Please check box if you will be paying with PayPal

Please scan the QR Code on the right to pay for tables using PayPal.

In the instance the QR code doesn't work, please leave us the username/email you use for PayPal so we can send you an invoice.



Cancellation Policy: You may cancel for a refund by written notice postmarked (email date stamped) August 20, 2024, or earlier, or you may choose to apply your paid table fee to the next scheduled show. Cancellations postmarked (email date stamped) after August 20, 2024, will not be refunded.

Hours of Operation: All Layouts/ displays must remain up and functioning until **3:00pm** on Saturday. Layout setup starts at 9am on Friday and 6am on Saturday. Please see attached schedule on the following page for more details.

By my signature:

I affirm that I have read, understood, and agree to all information regarding the OMRA cancellation policy, show rules, and the venue rules on the following pages.

Signature: _____ **Date:** _____

OZARKS MODEL RAILROAD ASSOCIATION

2024 Train Show Information

KEEP FOR YOUR RECORDS!

Show Date: Friday, September 20th - 4pm-8pm
Saturday, September 21st - 9am-3pm

Location: Ozark Empire Fairgrounds - Central Buildings Event Center
3001 N Grant Ave, Springfield, MO 65803

SHOW HOURS

Friday	8am -	10am	Setup (Staff Only)
Friday	10am -	4pm	Setup (Layouts, All Table Holders)
Friday	4pm -	8pm	Open To Public
Saturday	6am -	9am	Setup (All Remaining Layouts & Table Holders)
Saturday	9am -	3pm	Open To Public
Saturday	3pm -	6pm	Teardown

PLEASE STOP BY THE REGISTRATION TABLE FOR CHECK-IN UPON ARRIVAL AT THE VENUE

Rules & Responsibilities:

1. Cancellation Policy: You may cancel for a refund by written notice postmarked (email date stamped) August 20, 2024, or earlier, or you may choose to apply your paid table fee to the next scheduled show. Cancellations postmarked (email date stamped) after August 20, 2024, will not be refunded.

2. Lost Items: I understand that it is my responsibility to secure my table(s), wares, and possessions, while on premises and that the OMRA is not responsible for lost or stolen items of merchandise or personal property. I further agree that my representatives, heirs and assigns, waive, release and covenant not to sue the Ozarks Model Railroad Association, its board or members, or any other sponsoring or participating individuals or organizations involved and their employees, agents and other representatives, successors and assigns to its/their property or persons while it/they prepare to participate in, and/or tear down from participating in the Train Show, that are caused by the NEGLIGENCE or FAULT of the above-noted entities or individuals.

3. Hours of Operation: All displays must remain up and functioning until **3:00pm** on Saturday. Exceptions can be made at the discretion of the OMRA.

4. Reservations: This reservation is for my personal/business use. All exhibitors are required to reserve their own space, by name, with an individual reservation. No exceptions unless agreed upon in writing with the vendor coordinator prior to the day of the show.

5. Taxes: Vendors are responsible for compliance with Missouri tax codes.

6. Table Reservations: I understand that while OMRA assigns vendor space on a first come, first served basis, and makes every effort to honor specific location, table arrangement, and special needs requests, it may not be possible to honor all of my requests due to other considerations.

VENUE INFORMATION

- **Wristbands:** Multi-Color wristbands will be used for all exhibitors and attendees of the 2024 train show. This greatly helps our staff keep track of who is coming in and out of the door. Anyone not wearing a wristband is not permitted to enter the show unless part of the OMRA show staff or OEF personnel. Wristbands can be obtained at the OMRA registration table.
- **Tables:** Table maps for exhibitors will be located throughout the building during setup. Tables will be marked by the exhibitors name.
- **Carts:** The OMRA has a limited number of carts that are to be used in assisting exhibitors in moving product and equipment from their vehicles to their tables. It is recommended that exhibitors bring their own carts or dollies in the instance that all of the OMRA carts are in use.
- **Fans:** The Central Buildings Event Center is an open air building consisting of many large overhead doors. The facility does not have Air Conditioning, but does have three large fans on the roof. Exhibitors are allowed to bring in their own portable fans as long as they do not exceed 24" in size.
- **Internet:** The Central Buildings Event Center does not have its own Internet. The OMRA will provide a mobile WIFI hotspot that covers the event space for Exhibitors needing a network connection.
- **Food & Drink:** The Ozark Empire Fairgrounds will have a food truck set up outside the venue for breakfast and lunch throughout the show on Friday & Saturday. Exhibitors are permitted to bring in small coolers to keep at their tables. Alcohol is not permitted on show grounds.
- Bathrooms:** The Central Buildings Event Center is equipped with Bathroom Facilities.
- Pets:** No dogs, cats, or any other pets except those defined as "Quality of Life Assistance Animals" by the Americans with Disabilities Act of 2001, shall be permitted on the grounds during the show per our contract with the OEF.
- Vehicles:** Per our contract with the OEF, vehicles are not permitted to enter the building. They can be backed up to the overhead doors for unloading.
- Smoking:** Smoking is prohibited indoors on show grounds.

CONTACT US:

Email: omrrailroad@gmail.com

Ron Bradshaw
**Vendor Coordinator/
Marketing Director**
(417) 827-9346

Isaiah Groves
President
(417) 693-5147

Jonah Hemingway
Vice President
(417) 225-8063

Website: www.omraspringfield.org

Facebook: Ozarks Model Railroad Association

ROAD MAPS

It is recommended that exhibitors use North Grant and Zoo Park Road to access the Main Gate leading to the Ozark Empire Fairgrounds Central Buildings Event Center.



