



WTTC Inc. 2017 Model Train Show SOP Agreement

Terms

1. The Wichita Toy Train Club and Museum is the show organizer and shall be known as WTTC Inc. herein.
2. Vendors are dealers or individuals engaged in selling or trading goods or services.
3. Exhibitors are groups, clubs or individuals showing train layouts or train related items for the enjoyment of the general public attending the event. Exhibitors are not engaged in selling activities.
4. The term "Participants" refers to both Exhibitors and Vendors while the term Participant refers to either Vendor or Exhibitor.
5. The term "SOP" shall mean Standard Operating Procedure

Check-In & Set-up

1. Vendor and Exhibitor check-in shall be available on the Friday before the show starting at 1:00 p.m.
2. Vendors and Exhibitors are to present their Acknowledgement Letter to the attendant at the reception desk to receive their Vendor / Exhibitor packet.
3. You will be promptly shown to your table location by a WTTC Inc. club member.
4. Participants may continue set-up activities until 9:00 p.m. unless other arrangements have been made with WTTC Inc. show management.
5. Facility material handling equipment may be used by the Participants to transport merchandise if they are available. WTTC Inc. show attendants will make every effort to assist you should you need help.
6. Set-up on Saturday must be complete no later than ½ -hour before the start of the show.

Show Hours

1. Show hours are from 9:00 a.m. to 5:00 p.m. on Saturdays and 10:00 a.m. to 3:00 p.m. on Sundays unless otherwise stated in promotional materials.
2. Participants agree to maintain their display open to the public for the duration of the show. Early departure or early removal of merchandise is not acceptable and may result in exclusion from future shows. WTTC Inc. reserves the right to make exceptions in emergency situations or to close the show early by announcement at the show.

Badges

1. Badges must be worn at all times when inside the show facility.
2. Vendor badges will be supplied to all Vendors and Exhibitor badges will be supplied to all Exhibitors.
3. Vendors will receive (2) badges in their vendor packet.
4. Exhibitors will receive a quantity based upon the number of badges requested on the Exhibitor registration form. WTTC Inc. reserves the right to limit badge quantity.
5. No one will be admitted into the building without a badge.

Acceptable Merchandise. Train, collectible toys and family oriented hobby merchandise is acceptable. Non-wholesome merchandise is not acceptable. Final determination of acceptability shall be determined by the WTTC Inc. show manager on site. Vendors may not sell raffle tickets or offer games of chance. Vendor agrees to identify and mark reproductions, repaints, and restored items.

Kansas Sales Tax

1. Vendor agrees to collect State and Local sales tax or to include it in the price of the merchandise.
2. Vendors are solely responsible for collecting, reporting, and remitting Kansas State Sales Tax.
3. As required by law, Vendors understand that WTTC Inc. supplies the names and contact information of vendors to the Kansas Department of Revenue.
4. If you do not have a Kansas Sales Tax number, and your selling history falls within the guidelines of the Kansas Department of Revenue, WTTC Inc. can provide you with an "Event Sales Tax Form".

Door Prize Vouchers

1. Door prizes will be announced on an hourly basis during all show hours. The door prize will be in the form of a \$10.00 voucher issued by WTTC Inc.
2. The Bearer of the WTTC Inc. Door Prize Voucher shall receive goods or services up to the amount of \$10.00 USD from the vendor of his/her choice. If the purchase is under \$10.00, the Bearer shall receive the value of the goods only. No cash balance shall be given to the Bearer or carried by the Vendor.
3. A Valid voucher must have an Authorized Signature from a WTTC Inc. representative. Duplicates of any kind shall not be accepted. Such forgeries shall be collected and reported to a WTTC Inc. official immediately.
4. The vendor shall present the fulfilled prize voucher for reimbursement to a WTTC representative at the admissions table.

Vendor Space

1. Vendor space is available on a first come, first served basis and is not considered reserved until payment is received. Post dated checks are not acceptable.

2. Every effort will be made to accommodate Vendor table quantity and location requests based upon availability. Special requests regarding space must be indicated in the space provided in the Vendor Registration Form. WTTC Inc. reserves the right to refuse relocation of your space on Set-up day.
3. The normal table size is 30” wide x 96” long. The substitution of 30” wide x 72” long tables in place of the normal table may be made as long as the total table length equals the lineal feet of tables ordered.
4. Tables will be arranged in accordance with the show floor plan. Tables may be arranged in a “Booth Style”, “Row Style” or “Wall Style”. Booth Style vendor space may be rearranged by the Vendor as long as the rearrangement remains within the original floor space allotted. WTTC Inc. show management reserves the right to approve the rearrangement.
5. At no time may a table interfere with aisle ways or any area of egress.

Exhibitor Space

1. Exhibitor space and location will be allocated based upon the physical size of the exhibit.
2. The exhibit may be located with 1 or 2 sides against a wall unless otherwise stated on the Exhibitor Registration Form.
3. Tables and chairs as needed will be supplied by WTTC at no charge.
4. Tables are not to be used for the sale of any merchandise unless approved by WTTC Inc. show management.

Space Acknowledgement

1. A Vendor/Exhibitor space acknowledgement letter will be sent via Email acknowledging the receipt of your paid application. The acknowledgement will contain your VIN (vendor identification number) and space coordinates if available at the time of the acknowledgement. Your location coordinates will be sent to you at a later date if not included in the initial acknowledgement.

Security and Loss

1. The facility will be secured after show hours. At least one WTTC Inc. agent will be on duty at the facility during the closed hours. Admittance will be restricted to only those authorized by WTTC Inc. Anyone re-entering the facility will be escorted by an authorized WTTC Inc. agent.
2. It is recommended you cover your merchandise and take all personal possessions with you upon departure.
3. Any incident involving theft or fraud should be reported to the WTTC Inc. staff as soon as practicable when detected or discovered. No attempt shall be made by the WTTC Inc. to accuse or physically apprehend a suspected thief.

Cancellations. Vendors may cancel a reserved, prepaid space up to 4-weeks in advance of the show weekend set-up day, (cancellation cut-off date). Cancellations must be made in writing to WTTC Inc. P.O. Box 4091, Wichita, KS 67204-0091. Refunds will only be made for cancellations prior to the cancellation cut-off date.