



36th National Garden Railway Convention Vendor Contract
May 31st to June 6th, 2020
Gaylord Opryland Resort
Nashville, TN

Vendor Spaces:

1. Vendor spaces provided by the Nashville Garden Railway Society for the 2020 convention will be 10 feet x 10 feet in dimension.
2. Each space will include:
 - a. Eight-foot high drape at the back of the booth.
 - b. Three-foot high pipe and drape along the left and right side.
 - c. One six-foot long table with drapes on three sides.
 - d. One wastebasket.
 - e. Two chairs.
 - f. A sign at the back of the booth measuring 44 inches in length and 7 inches in height with the vendor's business name.
3. Electrical drops are not included in the booth space, but can be added.
4. The floor plan for the booth spaces must meet local fire codes and is subject to review and approval by the Nashville Fire Marshall.

Vendor Space Rental Rates:

1. Price for the first 10 x 10 booth is \$325.00 and each additional space is \$300.00.
2. After February 1, 2020, booth prices increase to \$375.00 for the first booth and \$350.00 for each additional space.
3. Electrical drops are \$85.00 per drop. Electrical drops **are not** included in the base price for the booth. Vendors are responsible for bringing their own UL-approved Ground Fault Circuit Interrupter (GFCI) extension cord(s).
4. Vendors can purchase as many booth spaces as they desire.
5. All booth spaces will be assigned on a first come, first serve basis.
6. A deposit equaling 50% of the total cost for the vendor spaces requested must be submitted by October 1, 2019 along with a completed and signed vendor contract. Include a check made payable to the **NGRC 2020**.
7. The remaining 50% payment is due by February 1, 2020.
8. Please mail the completed Vendor Registration Form and check to:
Steve Jungst, Vendor Committee Chairman
P.O. Box 8074
Gallatin, TN 37066

Terms of Contract:

By completing, signing, and returning the Vendor Registration Form at the end of this document, the vendor agrees to abide by the terms established by the Nashville Garden Railway Convention Organizing Committee.

Confirmation of Vendor Registration:

Confirmation of registration and assignment of booth spaces will be via email. If you are placed on a waiting list due an incomplete registration form or a shortage of available booths, we will notify you by telephone call or by email to resolve the issue.

Cancellation of Vendor Registration:

Cancellation of this contract should be made in writing to the Vendor Committee Chairman, Steve Jungst, at the address listed above by February 29, 2020. No refunds of registration fees will be made after this date. In addition, no refunds after this date will be issued because of weather, acts of God or circumstances beyond the control of the Nashville Garden Railway Convention Organizing Committee.

Returned Checks:

Returned checks due to insufficient funds will result in a \$50.00 returned check fee and jeopardizing your booth space(s).

Booth Locations:

Booth locations within the Vendor Hall will be assigned on a first come, first serve basis.

Check In:

Vendors can start setting up their booths beginning at 12:00 pm on Wednesday, June 3, 2020 and must be completed by 8:00 pm. In addition, vendors may set up booths between 8:00 am and 1:00 pm on Thursday June 4th. Two sectional roll-up doors provide plenty of access to the Vendor Hall. Parking in the loading dock area will be restricted to vehicles given permission to unload by Nashville Garden Railway Convention Organizing Committee. EACH VENDOR MUST UNLOAD VEHICLES AND BRING IN MATERIALS WITHOUT VEHICLES BLOCKING ACCESS TO THE ENTRANCES OR DOCKS. Do not set up your booth, block the dock or loading doors, or hinder other vendors from loading their merchandise. Each vendor will be allowed a maximum of 1 hour to unload their vehicles and move their merchandize to their assigned booth. Vendors should bring their own carts or two-wheel trucks to transport their merchandize from their vehicle to their assigned booth(s) within the Vendor Hall.

Booth Appearance:

All merchandize for sale should have the price clearly labeled on the item. Fraudulent selling practices or misrepresentation of merchandize is strictly prohibited.

Sales Taxes:

Collection and payment of local and state sales taxes on all items sold during the convention is strictly the vendor's responsibility. Local and state sales tax rate is 9.25%. It is the responsibility of the vendor to complete and file all necessary tax forms required by Davidson County and the state of Tennessee. The Nashville Garden Railway Convention Organizing Committee and the Nashville Garden Railway Society are not liable for the collection and payment of sales taxes or any penalties incurred for failing to report and pay sales taxes due to the tax authorities.

Security:

The Vendor Hall will be secured when the Convention is closed to the registered convention attendees and/or the general public. When the Vendor Hall is closed, only authorized personnel from the National Garden Railway Convention Organizing Committee (with a special permit) shall be allowed within the Vendor Hall during these times. If any incident involving theft or fraud is suspected, it should be reported to a member of the National Garden Railway Convention Organizing Committee as soon as the incident has been detected. Gaylord Opryland Security and the Nashville Police Department will be notified. NO attempt shall be made by any member of the National Garden Railway Convention Organizing Committee to confront or apprehend a suspected thief. The Nashville Garden Railway Organizing Committee and/or Nashville Garden Railway Society and their designated representatives do not carry insurance to cover damage or loss which may occur by participants, their personnel or guests attending the convention. Any losses or damage will be the responsibility of the vendor.

Safety:

Vendors must safely store their empty boxes and equipment within their booth (under table or corner) or in their vehicle so not to obstruct aisles in the Vendor Hall in a manner that would impede safely exiting the building in the event of any emergency situation.

Vendor Passes:

Each registered vendor will be provided two (2) badges to be worn to enter into the Vendor Hall and attend the layout tours. Additional name badges may be purchased for \$5.00 / person. Please provide the names of the additional people on the Vendor Contract on the Convention website or on the Vendor Contract at the end of this document.

Parking Passes:

Each vendor will be provided one (1) parking pass which will allow for free parking at the Opryland Resort.

Occupation of Vendor Booths:

It is expected each vendor will have a minimum of one person stationed in their booth during the hours the Vendor Hall is open for business. The vendor hall will be open for

business from 2:00 pm to 6:00 pm on Thursday June 4th, 8:00 am to 6:00 pm on Friday June 5th and again from 8:00 am to 2:00 pm on Saturday June 6th, 2020.

Booth Sub-leasing:

Sub-leasing or selling their booth to another vendor is strictly prohibited.

Breakdown of Vendor Booths:

The 36th National Garden Railway Convention officially closes at 2:00 pm on Saturday June 6th, 2020. Vendors will have until 5:00 pm to vacate their booth space(s).

Liability Waiver:

The undersigned and any of its employees agree to release and hold harmless the Nashville Garden Railway Society and its members from all claims and liabilities of any type whatsoever and for damages to, loss, or destruction of any property or injury, which may result from the undersigned's participation in the 2020 Nashville Garden Railway Convention.

Signing of this contract means you have read and will abide by the terms set forth in this document.

Signature

Date

Printed Name

Business Name



36th National Garden Railway Convention Vendor Contract

VENDOR REGISTRATION

Type or Print Legibly

Company Name: _____ Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____

Email: _____ Website: _____

Booth Preference: Check if you have a preference

Near Front Entrance
 Near Rear (Loading) Entrance
 Near Restrooms
 Next to another Vendor --- List the vendor name _____

We will do our best to provide great locations for all vendors, however we cannot promise everyone will get their preference. (Booth locations will be reserved based on the arrival date of your complete payment.)

- Booth prices go up to \$375 for the first booth and \$350 if not paid in full by February 1, 2020.

ITEM	Price/each	Qty	Total
Regular Booth 10' x 10' (includes 2 badges)	\$325.00		\$
Additional Booth 10' x 10'	\$300.00		\$
Extra Badges (Not included with extra booth or table rental)	\$5.00		\$
Additional 6-foot long draped table (\$30.00 each)	\$30.00		\$
Additional folding chair (\$15.00 each)	\$15.00		\$
Electrical Hook-Up Needed (\$ 85.00 / connection)	\$85.00		Y N

Total Booth Cost	\$ _____
50% Deposit (due October 1, 2019)	- \$ _____
Net (due by February 1, 2020)	\$ _____

NOTE: Please make check payable to: NGRC 2020: (see below)

Mail Completed Form and Check to:

Steve Jungst, Vendor Committee Chairman
 P.O. Box 8074
 Gallatin, TN 37066

(615) 674-8281

e-mail: ngrcnashville@gccmail.com

A minimum of 50% of total due must be received in order to reserve booth(s). No guarantees are made for available space without deposit. **Remaining balance is due by February 1, 2020.** If full payment is not received, booth(s) will be returned to inventory for re-sale. A fee of \$50 will be charged on all returned checks and the booth space will revert back into inventory for re-sale.

Vendor Name to be printed on Signage provided by Fern Expo:

Individual Names to appear on Exhibitor Badges: Each booth rental includes two (2) badges)

1. _____

2. _____

NOTE: Additional names for badges. (\$5.00 for each additional badge)

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____