

National Association of Timetable Collectors

2017 Convention Vendor Agreement

The 2017 NAOTC Convention and Annual Meeting will be held at the Western Railway Museum, 5448 State Highway 12, Suisun City, California. The vendor show will be held in Car barn 3, a modern, enclosed and insulated building.

Three well-lighted 330-foot aisles between the museum's exhibits on tracks and a 108-foot wide area at the north entry of the building will be used for vendor tables. We have ordered 110 tables, 8' long x 36" wide, for vendor use. The three long aisles are 9 feet wide, and the area at the end of the car barn is 10 feet wide, so tables will be set up on only one side of the aisle to allow for circulation of visitors. We have ordered 60 folding chairs, which will be set up between and beside the tables as needed by vendors.

WRM has very strict security and accountability measures for Car barn 3, including a sign-out procedure for authorized Museum personnel to obtain keys. The building is securely locked when it is not occupied. The Museum has been advised that security of the vendor area is essential to NAOTC, and the building will be secured at all times when vendor activities are not being conducted.

Vendor tables are available at a cost of \$40 per single table, or in blocks of 4 tables for \$150, with a maximum of 12 tables per vendor unless unsold tables are available at the time of the show. Tables will be sold on a first come, first served basis.

Vendor participation is a privilege of NAOTC membership. Consequently, each vendor must be a current member of NAOTC. A membership application is enclosed for the benefit of any prospective vendor who needs to join or renew membership in order to participate. A non-member who serves as a vendor's helper must also be a member, except for a member's spouse, domestic partner, or minor child.

VENDOR SCHEDULE:

- Friday, September 15. (NAOTC Members Day; Museum closed to public)

9:00 – 10:30 a.m. - Vendors will be admitted to the Museum grounds and allowed to park for the day on the gravel parking lot next to Car barn 3 to unload. Tables will already be set up in the car barn and identified with vendors' names. Vendors will be permitted to set up after the doors open to buyers, but are encouraged to do so as early as possible to get the maximum benefit from the event.

10:30 a.m. – 4:30 p.m. Registered NAOTC members, and WRM members designated by the Museum, will be admitted to the show free of charge. **THE VENDOR SHOW WILL BE CLOSED FOR APPROXIMATELY ONE HOUR AT MIDDAY TO ENABLE NAOTC TO CONDUCT ITS ANNUAL BUSINESS MEETING AND SERVE LUNCH ONSITE.** Registered NAOTC convention participants will be furnished a bag lunch. Others will be given the opportunity to order lunch

at nominal cost if desired. No food or beverage service will be provided at the Museum on Friday, but the availability of a food truck is being investigated.

- Saturday, September 16. Western Railway Museum is open to the public. This is also WRM's annual Members' Day. Special programs and displays are held by the Museum, and traction and other equipment not ordinarily operated is run.

10:30 a.m. – 4:00 p.m. Vendor show will be open to the public at no cost beyond regular museum admission. It will close promptly at 4:00 in order to enable vendors to pack up and leave before the museum closes. Some volunteer assistance may be available to vendors, but this cannot be guaranteed.

SALES TAXES: California requires sellers to have a seller's permit, even for swap meets, flea markets, and special events.

IT IS THE INDIVIDUAL VENDOR'S RESPONSIBILITY TO COMPLY WITH CALIFORNIA TAX AND OTHER LAWS PERTAINING TO THE SALE OF GOODS AT THIS SHOW. THE WESTERN RAILWAY MUSEUM AND THE NATIONAL ASSOCIATION OF TIMETABLE COLLECTORS WILL NOT SUPERVISE THE COMPLIANCE OF VENDORS AT THIS SHOW, AND WILL NOT BE RESPONSIBLE IN ANY WAY FOR A VENDOR'S NONCOMPLIANCE WITH THESE LAWS.

More information, and temporary permits, can be obtained online at www.boe.ca.gov. If you have questions, you may contact the California State Board of Equalization toll-free at 1-800-400-7115, 8:00 am -5:00pm Pacific Time on normal business days.

Please fill out the following information and return this entire contract with a check for the required amount to: Victor D. Ryerson, Convention Chairman, 116 Ivy Drive, Orinda, California 94563.

Name (please print) _____

Business Name (if applicable) _____

Address _____

City _____ State ____ ZIP _____

Preferred telephone number to contact () _____

Email address (if applicable) _____

I request the following tables for use September 15 – 16, 2017, on the schedule provided above (maximum of 12 tables total):

_____ individual tables @ \$40 \$ _____

_____ blocks of 4 tables @ \$150 \$ _____

_____ TOTAL TABLES \$ _____

I hereby agree as follows:

1. I am a member of the National Association of Timetable Collectors, or I am enclosing my completed membership application with my membership dues. Any person who will assist me as a helper is, or will become, a member, except as provided above.
2. I will have my vendor table(s) set up by not later than 4:30 pm Friday, September 15, 2017.
3. I will remove my merchandise and vacate my table(s) promptly upon closing at 4:00 pm. I will leave the premises not later than 5:00 p.m., Saturday, September 16, 2017.
4. I will not hold the National Association of Timetable Collectors or the Western Railway Museum liable for loss or damage to my property as a result of fire, theft, or any other cause, or for injury or death resulting from my participation in vendor activities at the Western Railway Museum as provided herein.
5. I will comply with all tax and other laws pertaining to the sale of goods in the State of California, and I agree that compliance with these laws is my personal responsibility. I understand that neither the National Association of Timetable Collectors nor the Western Railway Museum has any responsibility, or will incur any liability, relating to my compliance with these laws.

Signature _____ Date _____

PRINT NAME _____

Please return this contract as soon as possible, but not later than September 1, 2017. If you are registering for the convention, please return this contract and a SEPARATE check with your registration form if possible.