**AMHERST RAILWAY SOCIETY 2025 NERPM**

 **Terms and Conditions for Vendors, Exhibitors, and Layouts**

**Introduction**

The Amherst Railway Society's (ARS) Northeast Railroad Prototype Meet is by **invitation only**. On an annual basis, the Show Director and Show Committee decide which vendors, exhibitors, and layouts to invite based on their judgment as to what will make this year’s Show the best possible Show. Vendors, exhibitors, and layouts who are invited to participate are required to read the following conditions, agree to them, and abide by all of them. Vendors, exhibitors, and layouts who fail to abide by any of these conditions will be subject to immediate Contract cancellation, being put on the Show Director’s probation list, or not being invited back in future years.

1. **General** - The 2025 ARS Northeast Railroad Prototype Meet is a **RAILROAD** show; **non-railroad-related items will not be accepted.**  If you have any questions about what is permitted to be sold, please contact us prior to the Show. The Show Director and his designees - the Floor Managers - have the authority to ask vendors and exhibitors displaying items unrelated to railroads or railroading to remove them. Vendors and exhibitors displaying such items who do not remove said items immediately are subject to being removed and not being invited to future Shows. The decisions of the Show Director and/or the Floor Manager(s) are final.
	1. All sales, other than clothing, are subject to the Sales Tax Laws of the Commonwealth of Massachusetts (MGL Chapter 62C, amended by the acts of 2010 Chapter 308); vendors must be registered with the Massachusetts Department of Revenue and must prominently display their sales tax registration information. If any questions, please contact the Massachusetts Department of Revenue. Sales tax is currently 6.25%. <https://www.mass.gov/orgs/massachusetts-department-of-revenue>
	2. The sale of food of any type is NOT allowed.
	3. **Contracts received without payment will be returned and are subject to cancellation.**

**1.4** Display, or non-billable, tables are only approved for **non-profit or layouts** that aren’t selling. These are only approved by the Show Director. Non-profits and layouts who are selling merchandise of any kind must pay for a minimum of 1 sales table.

**1.5** Contract **Cancellation/Refund Policy – Please notify us immediately if you will not be participating in the show.** Amherst Railway Society will refund your money if we receive a written notice of the cancellation based on just cause; with written documented Cancellations due to death, extreme health issues, or accidents will be decided on a per-case basis by the Show Director and the ARS Treasurer. Refunds will be in accordance with the following schedule:

If written cancellation is prior to March 1st of the year of the Show refund will be 100% of the total contract price if paid.

If written cancellation is between March 1 and March 31st of the year of the Show; Refund will be 70% of the total contract price if paid.

If written cancellation is between April 1 and April 30th of the year of the Show; Refund will be 50% of the total contract price if paid.

There are no refunds if notice is received after April 30th of the year of the Show. Exhibitor’s cancellations will be used in the determination of your invitation to future Amherst Railroad Hobby Shows.

**1.6** Please pay attention to all emails from Amherst Railway Society. Updates concerning the show, due dates, late notices, etc. will be sent via email.

2. **Registration and Set-Up; Admittance to Show Buildings; Show Building and Office Hours; Public Show Hours**

2.1 **REGISTRATION AND SET-UP** - All vendors, exhibitors, and layouts must register at the Registration Desk in the before beginning to set up. **Your copy of the Contract will assist you and the Show Office staff in the registration process, to receive Show badges and other valuable Show information.**

2.1.1 Vendor and exhibitor registration will be open at the Registration Desk 5:00 pm on Thursday. Vendors and exhibitors may not set up until they have completed registration at the Registration Desk.

2.2 **ADMITTANCE TO THE MEET**

2.2.1 **BADGES (ADMITTANCE) –** 2025 Amherst Northeast Railroad Prototype Meet Badges must be worn all days of the Meet – Thursday Evening through Saturday and must be clearly visible at all times. All participants of the Amherst Northeast Railroad Prototype Meet must have an official authorized 2025 badge issued by the Amherst Railway Society; this is your ADMISSION “ticket” to the Show. Individuals without an authorized badge will not be allowed entry and/or will be asked to leave the building.

2.2.2 **BADGES (PARTICIPANT ROSTER)** - All badages for the Northeast Railroad Prototype Meet are free. Please print names for each individual on the Name Badge Sheet and return with your paid, signed, and completed Contract.

2.2.3 **MISUSE OF BADGES** - Badges may be purchased for use only by working staff and participants of vendors, exhibitors, and layouts. Purchase of badges for family, friends, etc., not actively participating with the vendor, exhibitor, or layout will result in exclusion from future ARS Shows.

3. **Use of Space;** **Tables; Chairs and Carpet; Signs and Decoration**

3.1 **ASSIGNMENT OR SUBLET OF SPACE** – *Vendors, layouts, and exhibitors may not* *assign, donate, or sublet any allocated tables or spaces*. Subletting or re-assigning of tables or space will be grounds for exclusion from future Shows.

3.2 **TABLES** - The ARS Show provides tables (30” x 72”) for the sale or display of items. Tables supplied by the vendor or exhibitor for the purposes of selling, or displaying of items for sale, will be charged at the same rate per table as for tables provided by the ARS Show. Any vendor found to have more tables than assigned by Contract will be invoiced for the additional tables at the maximum amount per table and may result in exclusion from future Shows. Changes to the Number of tables printed on your contract must be approved by the Show Director to be changed on your contract.

3.3 **REARRANGEMENT OF TABLES -** No rearrangement of tables is permitted without advance authorization from the Show Director or a Floor Manager.

3.4 **CHAIRS** - The ARS Show will provide vendors and exhibitors with one chair for their first table and one additional chair for each additional table, if requested. Layouts will be provided with a reasonable quantity of chairs as determined by the ARS Show. Layouts may request additional chairs from the Floor Manager; any additional chairs, if available, may be provided at the discretion of the Floor Manager.

3.5 **ITEMS IN AISLES -** No chairs, stools, or materials may be placed in the aisles.

3.6 **TABLE COVERING** - All table coverings, skirting, and decorations must be flameproof - NO EXCEPTIONS. This requirement is enforced by the Springfield Fire Department.

3.7 **WALL COVERINGS** - All wall coverings, decorations, or signs must be free-standing. Vendors, exhibitors, and layouts must not tack or tape such items to the walls, floors, or posts. At wall locations, such items may be attached to the nail board located about eight feet (8') above the floor.

3.8 **COMMON SPACE -** Where more than one vendor or exhibitor shares space in a block of tables, space behind tables must be shared by each vendor or exhibitor in proportion to the number of tables assigned to each vendor or exhibitor. Any dispute over the use of common space will be settled by the Floor Manager. The decision of the Floor Manager is final.

3.9 **SIGNS** - Vendors, exhibitors, and layouts must prominently display a **sign** which includes the name of the group, company, or club.

3.10 **SECURITY** – The Amherst Railway Society Inc. assumes no responsibility for Dealer loss.

3.11 **NON-SMOKING POLICY** – All Rooms are NON-Smoking areas. We hope you will agree that this policy is in the best interest of our visiting public and ask you to fully support our efforts.

3.12 **DISPLAY TABLES-** Please see section 1.4 regarding display tables.

4. **Extension Cords** - The ARS Show does not supply extension cords or surge protectors. Vendors, exhibitors, and layouts must supply their own extension cords of appropriate length.

5. **Rules of the Sheraton Monarch Hotel**

* 1. **SMOKING** - There is **NO SMOKING** in the factility.

5.2 **FOOD** – The sale of food or food items by vendors, exhibitors, or layouts is **not permitted**.

* 1. **RAFFLES** – Raffles are **not permitted** without prior application and authorization by the Town of Springfield and the Massachusetts Department of Revenue and the Amherst Railway Society.

6. **Safety**

6.1 Please use all normal and necessary safety precautions in setting up, maintaining your table and/or exhibit space, and breaking down.

6.2 If the building fire alarm is sounded, everyone must evacuate the building immediately.

7. **INSURANCE** - All Vendors, Exhibitors, and Layouts must submit a general liability insurance certificate or

 7.1 Sign and return the hold harmless agreement that is included in your contract package.

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