

February 1, 2023

Ladies and Gentlemen, Exhibitors and Friends:

Attached is your contract to the Amherst Railway Society’s Northeast Large Scale Train Show. As always, this document serves to alert you to any changes in procedure. This however, is our First Show, so this will be interesting to say the least. Items of interest for you include:

* **Tables:**
* The per table price is $100.00 per table. It includes 1 badge as with all our Shows. Because this is our first year, please be exact as to the number of tables or the size of your booth.
	+ Contracts not properly filled out and/or the correct amount not paid will be returned and you will risk losing your tables for the 2023 Show.
	+ Display tables that are comped are only for Non-Profit organizations. Exhibitors selling at the Show will be charged for display tables at the current table rate.
* **Badges:**
	+ The cost per badge HAS changed. **As in the past, the FIRST badge is FREE!** Also, IF YOU PURCHASE YOUR BADGES when you return your contract, they are $13.00 each. They are $14.00 if purchased at the SHOW.
	+ Badges will continue to hang from lanyards. They will have individual’s names, company names, city & state; please fill out the name badge form and return with your contract*. All badges purchased after March 31, 2023 will be $14.00 per badge.*
* **Credit Cards:** Once again, you may pay by credit card or paypal. Call the Show Office for details.
* **Other Items and Changes:**
	+ *IMPORTANT:* If you cannot attend this year’s Show, please let us know by the contract deadline of March 31, 2023. If we do NOT hear from you, we will assume you have discontinued your business or no longer wish to attend the Show.
	+ *IMPORTANT:* Carpeting. We are now being billed for carpeting at the cost of $1.00 per sq. ft. That is the cost that we will bill you. Carpeting will now cost you $1.00 per sq. ft. Carpet comes in a 10 foot wide roll. The length can be almost anything you need, but it will be 10 feet wide.
	+ *IMPORTANT:* Details about exhibitors having LIABILITY INSURANCE have not changed.
	+ The Show Office will remain in the Young Building. Remember to go to the Show Office before entering the building for set up…please, no exceptions.
	+ Please use the Amherst Railroad Show Office address: P O Box 247, Monson, MA 01057 for all returns of contracts and payments.
	+ Please check your e-mail address on your contract; please provide an e-mail address if you do not currently have one on file with us as all additional contact is now done via email address.
	+ ADVERTISING Options: Please check the advertisement option page. There are no changes.

As always, if you have any suggestions, please send to showoffice@amherstrail.org. We appreciate all that you do for our event. See you in late April, 2023 for our First Show!



John Sacerdote, Show Director

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Websites: www.amherstrail.org or www.nelsts.org