

**GREAT TRAIN EXTRAVAGANZA**  
**P. O. Box 544**  
**Clifton Park, NY 12065**  
[www.gtealbany.com](http://www.gtealbany.com)



Dear Dealers and Exhibitors:

The Great Train Extravaganza is back! This year's show will be held at the Empire State Plaza Convention Center in Albany, New York on the first Sunday in December (**December 4<sup>th</sup>, 2022**). The GTE has developed an excellent reputation over the last several years attracting thousands of visitors with quality dealers, exhibitors and layouts. The show is sponsored by the Hudson-Berkshire Division of the National Model Railroad Association.

If you want to participate in this highly anticipated holiday event and reach *thousands of model railroaders, toy train collectors, and train enthusiasts* with the low cost and convenience of a one day show, please consider returning to the GTE again this year, or if new, trying us for the first time.

**NEW FOR THIS YEAR:** As a convenience for vendors and exhibitors traveling from outside the Albany area, we have arranged a discounted block of rooms at the Courtyard Albany Thruway. Rooms are available for Saturday night and Sunday night at \$109 per night plus taxes. Go to <https://gtealbany.com/hotel> or contact the Courtyard Albany Thruway by phone at 518-435-1600 and ask for the "Great Train Extravaganza Room Block" to reserve a room by November 5<sup>th</sup>.

You can set up your merchandise or exhibit for the Sunday show on Saturday afternoon or Sunday morning, whichever is best for you. Please let us know on the Registration Form. Overnight security will be provided on Saturday. Due to increased operating costs, the cost for each six-foot table to be used for sales purposes is now \$35.00. Please pay by check or money order made payable to "Great Train Extravaganza". Complete the included **Registration Form and Exhibitor Entry Form** and return them to the above address together with your payment no later than October 31, 2022. Returning vendors and exhibitors should return their forms by September 30<sup>th</sup>, 2022 to guarantee their previous locations.

For security purposes, the New York State Office of General Services (OGS) requires that each dealer and exhibitor bringing merchandise to the show submit an Exhibitor Entry Form. This form is *located on the back of the Registration Form*. The license number of the driver and the plate number of the vehicle must be accurately included on the form.

New York State requires all dealers to have a valid New York State Sales Tax Certificate displayed on their table during the show. If you do not have a NYS Sales Tax Certificate, complete instructions for obtaining one are contained in the Conditions for Dealers and Exhibitors sheet on the back of this page. Failure to obtain a Tax Certificate is a violation of New York State law.

At the discretion of the show committee, exhibit tables will be provided to exhibitors at no charge. To obtain an exhibit table, complete the Registration Form and identify what you intend to exhibit. Sale of merchandise from an exhibit table is strictly prohibited.

Dealers are entitled to two free admission tickets (badges) with your first table. You will also receive one free badge for each additional table, not to exceed four. Dealer and exhibitor check-in/set-up will be on Saturday, December 3<sup>rd</sup> between 9:00 AM and 4:00 PM and on Sunday, December 4<sup>th</sup> between 7:00 and 9:30 AM, whatever is best for you. The show runs from 10:00 AM to 4:00 PM on Sunday. Badges will be issued Sunday morning.

Several show fliers are included with this package. Please distribute them as widely as possible. If you need more fliers, please let us know. Also, please add us as a link on your website ([www.gtealbany.com](http://www.gtealbany.com)). We will reciprocate and list your website as well; just let us know on the Registration Form.

We look forward to your participation in this year's Great Train Extravaganza on December 4<sup>th</sup>, 2022.

Very truly yours,

James L. Lauser  
Chairman - Great Train Extravaganza  
[showchair@gtealbany.com](mailto:showchair@gtealbany.com)  
(518) 528-5453

## CONDITIONS FOR DEALERS AND EXHIBITORS

All dealers must be registered with the New York State Sales Tax Bureau and a copy of their Sales Tax Certificate **MUST** be displayed at the show. Please do **NOT** send us a copy of your tax certificate. Dealers **CANNOT** participate in this show without a valid tax certificate.

If you require a sales tax certificate, go to <http://www.tax.ny.gov/bus/st/register.htm>. Look for "Publication 750 – A Guide to Sales Tax in New York State." If you have questions regarding the Sales Tax Certificate, the New York State Sales Tax Information telephone number is 518-485-2889.

The Exhibitor Entry Form located on the back of the Registration Form must be completed and submitted to ensure access to the venue when you arrive for setup. When you submit your Exhibitor Entry Form to GTE it will be forwarded to the Office of General Services on your behalf. You do not need to send the form separately to them.

Check off the day you plan to set up your tables on the Registration Form. Dealers and exhibitors can choose to set up their tables on Saturday, December 3<sup>rd</sup> between 9:00 AM and 4:00 PM or Sunday, December 4<sup>th</sup>, 2022, between 7:00 and 9:30 AM. Overnight security will be provided for anyone that sets up on Saturday. GTE staff members and free carts will be available to help you bring your merchandise into the show area. However, past experience has indicated that using your own personal cart will speed up both your set-up and your departure.

No food service will be available at the venue on Saturday, December 3<sup>rd</sup>. A food vendor with a selection of sandwiches, coffee, and other items will be set up in the Egg Lobby just outside the convention center entrance, and the McDonald's restaurant in the concourse area will be open on Sunday, December 4<sup>th</sup>.

Admission badges will be issued when you check in on Sunday and must be worn during the show.

Service ramps in the Convention Center must be removed before the general public will be allowed to enter. Therefore, all merchandise and exhibits must be set up before 9:30 AM on December 4<sup>th</sup>.

All dealers and exhibitors must remain set up until the 4:00 PM closing time on December 4<sup>th</sup>. The large afternoon crowd size and the inability to set up ramps for removal of merchandise before 4:00 PM makes leaving early very difficult. Also, it is unfair to those who paid admission to the show to find empty tables. Any dealer or exhibitor who leaves the show prior to 4:00 PM may be excluded from future shows.

Dealers who need power must provide their own extension cords. Be sure to identify your need for power on your Registration Form. **NOTE: Because of numerous complaints, no rotating, flashing or strobe lights will be allowed in the Convention Center.**

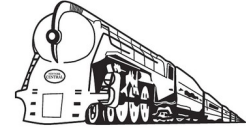
Written requests for cancellations must be received by October 31<sup>st</sup>, 2022 to obtain a full refund. In the event of extreme weather on the show date, credit toward registration for a future show will be issued to vendors unable to attend at the discretion for GTE staff. No post-dated checks will be accepted. Anyone selling merchandise from an exhibit table will be charged \$35.00 for use of that table. Dealers/exhibitors will be charged a \$15.00 fee for returned checks.

If it is determined that any dealer or exhibitor has sold, is attempting to sell, or is exhibiting stolen merchandise at the show, that dealer or exhibitor will be banned from participation in future shows. If any dealer violates conduct of behavior regarding use of the NY State Convention Center and Base of the Egg facilities, that dealer or exhibitor will be banned from participation in future shows. For regulations regarding the NY State facilities, please see <http://www.ogs.ny.gov/esp/CCE/BookingProcedures.asp>.

An elevator is available just outside the southwest corner of the Empire State Convention Center to allow handicapped individuals to go between the level of The Main Concourse and the top level of the Empire State Convention Center. Another elevator is available at the southwest corner inside the Empire State Convention Center to allow handicapped individuals access to the various levels in the Center.

**ALL VENDORS AND EXHIBITORS AGREE TO CONFORM TO ANY AND ALL APPLICABLE FEDERAL, STATE, AND LOCAL HEALTH PROTOCOLS IN EFFECT ON THE DATE OF THE SHOW. Failure to comply may result in exclusion from future shows.**

# Registration Form 2022 Great Train Extravaganza Albany, New York



Please return completed form by:

**October 31, 2022**

Great Train Extravaganza

PO Box 544

Clifton Park, NY 12065

For GTE Use only:

Sequence Number: \_\_\_\_\_

Date received: \_\_\_\_\_

Number of Tables: \_\_\_\_\_

Amount Received: \_\_\_\_\_

Website Link: Yes [ ] No [ ]

Check #: \_\_\_\_\_

Please Type or Print all information.  
**All vendors MUST have a valid NYS Sales Tax Certificate to sell at the show. If you do not have one, please contact the NYS Department of Taxation and Finance:  
<http://www.tax.ny.gov/bus/st/register.htm>  
518-485-5889 or 518-457-0260**

I understand that I will not be allowed to sell merchandise at the show unless I have a valid NYS Sales Tax Certificate. I will bring my Sales Tax Certificate with me to the show.

\_\_\_\_\_ (initial)

Name:

Business Name & Web address:

Street Address/Box Number:

City:

State:

Zip:

E-Mail:

Phone:

Arrival/setup day? Saturday [ ] Sunday [ ]

\_\_\_\_\_ 6 ft table(s) for sale merchandise @ \$35.00 ea. = \$ \_\_\_\_\_

\_\_\_\_\_ 6 ft table(s) for Exhibiting, (No Charge). Please describe your exhibit below or on a separate page.  
*Please remember that you can not sell merchandise from any Exhibit only table.*

Identify any special needs:

[ ] Electrical Hookup Required

(If these are essential you MUST return your registration form early. Use extra pages as needed.)

I have read the conditions contained in this letter and agree to abide by them.

Signed:

Date:

**See REQUIRED Exhibitor Entry form on reverse →**



# Office of General Services

**Empire State Plaza Convention Center**  
 Concourse, Room 120  
 Empire State Plaza  
 Albany, NY 12242  
 Phone: 518-486-2772 Fax: 518-473-2190  
[convention.center@ogs.ny.gov](mailto:convention.center@ogs.ny.gov)  
[empirestateplaza.ny.gov](http://empirestateplaza.ny.gov)

## Exhibitor Entry Form

Completion of this form is required to ensure your delivery/pickup is scheduled with the Empire State Plaza Mail and Freight Security Unit. **All deliveries and unloading of event materials must take place at P1 North Loading Dock A prior to parking.** Vehicles attempting entry without prior authorization will NOT be allowed access. **48 hours notice is required. Failure to comply with this policy may result in a fee to you or your organization. If your company has more than one driver, please submit additional forms.** Please return this form to the Convention Center Coordinator via email, fax or mail at:

Convention Center Coordinator | Fax: 518-473-2190

**Empire State Plaza Convention Center**  
 Concourse, Room 120  
 Empire State Plaza  
 Albany, NY 12242

**PLEASE TYPE OR PRINT ALL INFORMATION CLEARLY AND PRECISELY  
 THIS FORM MAY NOT BE ALTERED - THANK YOU FOR YOUR COOPERATION**

Event Name		Event Date(s)	
Show Coordinator		Phone	
Exhibitor Business Name		Phone	
Exhibitor Email			
Delivery Company Name		Phone	
Description of Freight			
Date of Delivery		Delivery Time	
Return Pickup Date		Pickup Time	
<b>EXACTLY AS IT APPEARS ON DRIVER'S LICENSE</b>			
Driver's Name		Driver's Cell Phone	
Driver's License ID Number	Driver State of Origin	Vehicle Plate Number	State of Vehicle Registration
Trailer Plate Number (if applicable)	State of Trailer Registration	Is your vehicle over 6'6" in height? Yes      No	