

GREAT TRAIN EXTRAVAGANZA
P. O. Box 544
Clifton Park, NY 12065
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 3rd, 2023**). 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.

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. The cost for each six-foot table to be used for sales purposes remains at \$35.00. Please pay by check or money order made payable to "Great Train Extravaganza". Complete the included two sided **Registration Form** and return it to the above address together with your payment no later than October 31, 2023. Returning vendors and exhibitors should return their forms by September 30th, 2023 to guarantee their previous locations.

We will be handling vehicle access to the loading area slightly differently than the past this year. Instead of filling out the NYS Office of General Services forms yourself, there is now an area on the Registration Form to provide the necessary area, and we will take care of submitting the information in bulk, so as to better ensure that all of the information is provided correctly and on time. This will hopefully reduce issues we've had in the past with access to the loading area.

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 2nd between 9:00 AM and 4:00 PM and on Sunday, December 3rd 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). 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 3rd, 2022.

Very truly yours,

James L. Lauser
Chairman - Great Train Extravaganza
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 <https://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.

In order to access the load-in area underneath the venue, information about your vehicle(s) and driver(s) must be provided using the form on the reverse of the Registration Form. This information will be provided to New York State Office of General Services ahead of the event by GTE staff in order to prevent any issues on the setup day or day of the show. If you do not wish to provide this information and park in Visitor Parking instead, please note that GTE volunteers may not be available to help you load in or out, and taller vehicles may not be able to access Visitor Parking at all. It is highly recommended that all vendors and exhibitors provide the requested information and use the load-in area on the lower level.

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 2nd between 9:00 AM and 4:00 PM or Sunday, December 3rd, 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 2nd. 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 3rd.

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 3rd.

All dealers and exhibitors must remain set up until the 4:00 PM closing time on December 3rd. 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.

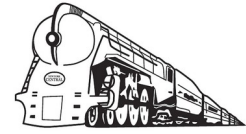
Dealers who need power must provide their own extension cords. Be sure to identify your need for power on your Registration Form. **NOTE: Because of numerous complaints, no rotating, flashing or strobe lights will be allowed in the Convention Center.**

Written requests for cancellations must be received by October 31st, 2023 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.

Registration Form 2023 Great Train Extravaganza Albany, New York



Please return completed form by:

October 31, 2023

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:
<https://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 []

Form continued on reverse →

Tables

_____ 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: 	<input type="checkbox"/> Electrical Hookup Required
(If these are essential you MUST return your registration form early. Use extra pages as needed.)	

Parking and Load-In Access

In order to access the vendor parking and load-in area, please provide the information requested below. If this information is not provided, you will be required to park in Visitor Parking at your expense, and GTE volunteers may not be available to help you unload or reload your vehicle.

If your group needs access for more than four vehicles, please email the additional information to James at showchair@gtealbany.com.

If you plan on bringing a rental vehicle, write **RENTAL** in place of the license plate.

Driver's Name (as appears on license)	Driver's License Number	Driver's License State	Vehicle License Plate Number	Vehicle State

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

Signed:

Date:
