GREAT TRAIN EXTRAVAGANZA
P. O. Box 544
Clifton Park, NY 12065
www.gtealbany.com

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 6th, 2026**). 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.

Important Dates and Times:

September 30th	Forms and payment due for returning vendors and exhibitors to guarantee previous locations.	
October 31st	Forms and payment due for all vendors and exhibitors. Last day to request full refunds for cancellations.	
December 5th	9:00 AM to 4:00 PM	Setup day. Volunteer assistance and overnight security will be provided.
December 6th	7:00 AM to 9:30 AM	Day-of-Show setup time. Limited volunteer assistance will be available.
	10:00 AM to 4:00 PM	Great Train Extravaganza!

Cost:

Vendor tables:	**Exhibit tables:**
Vendor tables remain only $35 per **six**-foot table this year. This includes two free admission badges for your first table and one additional badge per additional table up to four total badges. New York State requires all vendors selling taxable goods and services 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, visit https://www.tax.ny.gov/bus/st/register.htm for more information. 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. Failure to obtain a Tax Certificate is a violation of New York State law.	Exhibit tables and exhibitor admission badges are free for qualifying exhibitors at the discretion of the show committee. To obtain an exhibit table, complete the Registration Form and identify what you intend to exhibit. The committee will reach out with further information if approved. **The sale of ANY merchandise from an exhibit table is strictly prohibited!** Anyone selling merchandise from an exhibit table will be charged full vendor rate ($35.00) for use of that table.

To attend:

- ✓ Read the conditions on the back of this document.
- ✓ Complete the included two-sided **Registration Form**.
- ✓ Return the Registration Form along with your check or money order payable to "Great Train Extravanganza" to:
  GREAT TRAIN EXTRAVAGANZA
  P.O. Box 544
  Clifton Park, NY 12065
- ✓ Promote the show! 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!

Very truly yours,

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

CONDITIONS FOR VENDORS AND EXHIBITORS

Compliance with New York State and venue regulations:

All vendors **MUST** be registered with the New York State Tax Department and a copy of their Sales Tax Certificate of Authority **MUST** be displayed at the show. Please do **NOT** send us a copy of your tax certificate. Vendors **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.

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 https://ogs.ny.gov/system/files/documents/2022/04/terms-and-conditions_4-18-22.pdf and https://empirestateplaza.ny.gov/convention-center-event-procedures

Vehicle access:

The Convention Center is a facility that is part of the New York State Capitol complex, and security is taken very seriously. To access the load-in area (P1 North), vendors must provide accurate information about the vehicle(s) and driver(s) to be verified by the New York State Office of General Services and New York State Police. The back of the registration form has a section to fill out with this information. Vehicle clearance for the load-in area is 13ft 6in.

GTE highly recommends that all vendors and exhibitors provide the requested information and use the load-in area on the lower level. However, if you do not wish to provide this information, or provide information that cannot be verified, you will need to park at your own expense in Visitor Parking (V-Lot, P3 North) instead. In this parking area, 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 (clearance is 6ft 6in).

Electrical access:

Vendors or exhibitors 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.**

Elevator access:

Most vendor load-in access is via standard commercial elevators. Vendors or exhibitors who need freight elevator access for larger-than-usual items **MUST** indicate their needs on the registration form.

Setup:

Vendors and exhibitors can choose to set up their tables on Saturday before the show between 9:00 AM and 4:00 PM or Sunday (day-of-show) between 7:00 and 9:30 AM. Overnight security will be provided for anyone who sets up on Saturday. GTE staff members and free carts will be available to help you bring your merchandise into the show area. However, there are limited carts so using your own personal cart will speed up both your set-up and your departure. 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 Sunday (day-of-show).**

All dealers and exhibitors must remain set up until the 4:00 PM closing time on Sunday (day-of-show). 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.

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

Refunds and cancellations:

Written requests for cancellations must be received by October 31st before the show 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. Vendors will be charged a $30.00 fee for returned checks.

Great Train Extravaganza

Great Train Extravaganza · Albany, NY
Sunday, December 6th, 2026
Registration Form

Return completed form by October 31 to:
Great Train Extravaganza
PO Box 544
Clifton Park, NY 12065

For GTE Use only:	
Sequence number	
Date received	
Number of tables	
Amount received	
Check number	

Please type or print all information.

Section 1: Contact information
Name
Business Name
Mailing Address City, State, ZIP
Email Address
Phone Number

Section 2: Sales Tax Acknowledgment	
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: 518-485-5889 https://www.tax.ny.gov/bus/st/register.htm	
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 Here	I will not be selling merchandise at the show. Initial Here

Section 3: Tables

_____ 6 ft table(s) for merchandise @ $35.00 each = $ _____
Include a check or money order payable to "Great Train Extravaganza"

_____ 6 ft table(s) for exhibiting (no charge).
Please describe your exhibit below or on a separate page.
Remember that you cannot sell merchandise from exhibitor tables!

Special setup needs:

[ ] I need electrical hookup(s). (Note: remember to bring your own extension cords!)

Describe other setup needs here:

Section 4: Parking and Load-In Access

I plan to arrive for setup on: [ ] Saturday [ ] Sunday

To access free parking in the load-in area (P1 North), vendors must provide accurate information about vehicle(s) and driver(s) to be verified by the NYS Office of General Services and NY State Police. See CONDITIONS FOR VENDORS AND EXHIBITORS for full details about parking/load-in. If your group needs access for more than four vehicles, please email the additional information to James at showchair@gtealbany.com.

These MUST match the driver's license EXACTLY:			Vehicle License Plate Number OR "RENTAL"	Vehicle License Plate State
Driver's Name	ID Number	License State		

Section 5: Signature

I acknowledge that I have read the vendor letter and CONDITIONS FOR VENDORS AND EXHIBITORS and agree to abide by them.

Signature: _____ **Date:** _____