

GREAT TRAIN EXTRAVAGANZA (GTE)
P. O. Box 544
Clifton Park, NY 12065

August 1, 2009

Dear Potential Dealers and Exhibitors:

The annual Great Train Extravaganza will be held at the Empire State Plaza Convention Center in Albany, New York on Sunday, December 6, 2009 from 10 AM to 4PM.

This year the event will be co-sponsored by the Upstate Train Associates (UTA) *and* by the Hudson-Berkshire Division (HBD) of the North East Region (NER) of the National Model Railroad Association (NMRA).

The GTE will feature various and related exhibits such as:

- Prototype railroad related historical items
- Book, videos, DVDs, prints, photographs, etc.
- Toy trains
- Scale model trains – all scales!
- Model train sets
- Model train accessories and parts
- Building kits and scenery items
- Photographic and video presentations
- Operating train layouts in O, HO and Z scales

These exhibits will be fun and educational and will include an array of dealers selling many of the above items.

The times are difficult for all of us. So you are likely asking yourself, why should I exhibit? What is different this year? Good questions!

To start with, during recessions personal spending on hobbies often goes up, not down! People find themselves cancelling expensive trips and holidays and instead spending more modest sums on hobbies as another form of fun and relaxation.

Secondly, as mentioned above, this year's GTE is being sponsored by both the UTA and HBD. Together, both organizations are doing their very best to infuse some new dimensions and excitement into this annual event.

For example, there will be a major emphasis to advertise GTE as the ideal opportunity for families to do their Christmas and Holiday Shopping...a fun event for the entire family.

The GTE will be publicized to a much wider audience. "What's Going On This Weekend" announcements will be sent to every significant local newspaper within a 100 mile radius of Albany.

We will be sending out similar announcements much farther in advance to *all* the national Model Train related publications.

Press kits will be sent to all the radio stations, TV stations and cable networks in Albany and nearby cities.

Flyers will be sent out inviting all the members of the NER NMRA to come to the GTE.

As a way of attracting new comers to the hobby – and specifically to GTE – two clinics will be held, one Sunday morning and the other in the afternoon. These will be an introduction to the world of model trains. We will be working with the industry's "World's Greatest Hobby" to hold these clinics.

An interactive GTE Web Site is now up and running: www.gtealbany.org. Various and innovative "key words" have been registered with the various Search Engines (Google, Yahoo, etc.) so that a great many people will get "hits" regarding the GTE.

In general, we are doing our very best to attract as many potential visitors and customers to *your* tables at the GTE!

The event is still many months away. If you have any ideas regarding other things that could be done to help maximize the results of your participation in the GTE, then by all means please share them with us right away. Please send your comments to Irwin at irwindnathanson@fastmail.fm or call him at (518) 668 9892. (This is his home and office number.)

Hopefully, we've convinced you to participate! So please complete and return the vendor Registration Form as soon as possible so we can get you registered.

New York State requires all dealers to have a valid New York State Sales Tax Certificate displayed on their table during the show. To ensure compliance, if your Sales Tax Certificate is issued annually you must return a current copy with your show Registration Form. Dealers who have permanent Sales Tax Certificates and have submitted a copy for a previous GTE do not need to submit another copy. 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 included in this package.

Because of current security requirements, The NYS Office of General Services (OGS) requires that each dealer and exhibitor submit a Delivery Request Form. This form is also included in this package.

Please complete the Registration and Delivery Request Forms and return them to the above address together with your payment and a copy (if required) of your Sales Tax Certificate no later than October 31, 2009. The October 31st deadline is necessary to allow us to properly plan for the show.

If you need to make any changes to the Delivery Request Form after submitting it, please call me at (518) 371-9164 before December 1, 2009. All Delivery Request Forms must be submitted to the OGS Representative at least three days prior to the show.

The cost for each standard six-foot table (or six feet of space) to be used for sales purposes is still \$30.00. There is no limit on the number of sales tables allowed per registration. Please pay by check or money order, made payable to "Great Train Extravaganza" and mailed to the above address.

At the discretion of the show committee, and subject to availability, a limited number of exhibit tables will be provided to exhibitors at no charge. To obtain an exhibit table, you must request one using the Vendor Registration Form. Please describe thereon what you intend to exhibit. Sale of merchandise from exhibit tables is prohibited.

Normal practice has been to assign returning dealers and exhibitors the same locations every year unless they request a change. Every effort will be made to honor specific table location requests. However, because of space limitations or late requests, it may be necessary to make changes.

You are entitled to two free admission tickets with your first table. You will also receive one free admission for each additional table, not to exceed a total of four free admissions.

Admission badges will be issued when you check in on Sunday and must be worn during the show. Dealer and exhibitor check-in will be Saturday, December 5th between 12:00 and 4:00 PM, and Sunday, December 6th between 7:00 and 9:30 AM.

Written requests for cancellations must be received by October 31, 2009 to obtain a full refund. No post-dated checks will be accepted.


The weekend parking fee at the Convention Center is \$5.00 per day.

Early submittal of your Vendor Registration Form will help us evaluate and fulfill your specific requests and better manage the show

Some show flyers are included with this package. Please distribute them as widely as possible. If you need more flyers we'll be happy to send them to you, just let us know.

We look forward to your participation in this year's bigger and better GTE show on December 6, 2009!

Very truly yours,

A handwritten signature in cursive script that reads "Dave Halverson". The signature is written in dark ink on a light-colored background.

Dave Halverson,
Chairman, Great Train Extravaganza 2009

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. A copy of your New York State Sales Tax Certificate must also be included with your show application. Dealers cannot participate in this show without a tax certificate. Please note that we send your Delivery Request Form to the Office of General Services which gives them your driver's license number and license plate data.

If you require a tax certificate, you should immediately contact:

NEW YORK STATE TAX DEPARTMENT

Taxpayer Assistance Bureau

Sales Tax Correspondence Unit

Building 8, State Office Campus

Albany, NY 12227

Telephone 1-800-462-8100 or (www.tax.state.ny.us) on the internet

Request: "Publication 750 - Sales Tax Information for Show Vendors and Promoters." The free certificate may take up to a month to process. Use the telephone to speed up your request. If you have questions regarding the Sales Tax Certificate, the NY State Tax Information telephone number is 1-800-698-2909.

Dealers and exhibitors who register early and are assigned space in the main Convention Center can set up their tables between 12:00 noon and 4:00 p.m. on Saturday, December 5th. Overnight security will be provided in the main Convention Center but not in the "Egg" or corridor area, which is open to the general public at night. On Sunday, December 6th from 7:00 a.m. to 9:30 a.m., dealers and exhibitors can set up their tables in both the main Convention Center and the "Egg" or corridor areas. Train club members and free carts will be available to help you bring your merchandise into the show area. (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 on Saturday, December 5th, but McDonalds restaurant in the concourse area should be open on Sunday, December 6th.

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 a.m. on December 6th.

All dealers and exhibitors must remain set up until the 4:00 p.m. closing time on December 6th; the large afternoon crowd size and the inability to set up ramps for removal of merchandise before 4:00 p.m. 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 p.m. 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.**

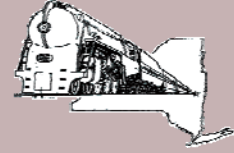
Anyone selling merchandise from an exhibit table will be charged \$30.00 for use of that table.

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.

An elevator is available in the *northeast* corner of the Empire State Convention Center to allow handicapped individuals to go between the entrance level of The Egg and the top level of the Empire State Convention Center. Another elevator is available on the *southwest* corner of the Empire State Convention Center to allow handicapped individuals access to the various levels in the Center.

Vendor Registration Form Great Train Extravaganza Albany, New York



Please return completed form by:

October 31, 2009

Great Train Extravaganza
PO Box 544
Clifton Park, NY 12065

For GTE Use only:

Sequence Number: _____

Date received: _____

Number of Tables: _____

Amount Received: _____

Electrical Power: Yes No

Please Type or Print all information.
We CAN NOT process this application without a Valid Tax Certificate. If you do not have one, please contact the NYS Department of Taxation and Finance:
<http://www.tax.state.ny.us/>
518-457-0260 or 1-888-200-2126

I have applied for a NYS Tax Certificate on _____. Enclosed is a copy of my DTF-17 signature page. I understand that I will not be allowed to sell merchandise at the show unless I have a valid NYS Sales Tax Certificate: _____ (initial)

Name: _____

Business Name: _____

Street Address/Box Number _____

City: _____

State: _____

Zip: _____

Telephone: _____

Admission Badges will be issued on Sunday and must be worn at the show.

E-Mail: _____

_____ 6 ft table(s) for sale merchandise @ \$30.00 ea. = \$_____

_____ 6 ft table(s) for Exhibiting, (No Charge). Please describe your exhibit using the back of this form.

_____ *Please remember that you can not sell merchandise from any Exhibit only table.*

Identify any special needs:

Electrical Hookup

Yes

(If these are essential you MUST return your registration form early. Use back of page as needed)

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

Signed: _____

Date: _____



NYS Office of General Services

Serving New York

DELIVERY REQUEST FORM

Convention Center
New York State Office of General Services
The Governor Nelson A. Rockefeller Empire State Plaza
Concourse Level
Albany, NY 12242

Dean Bennison
dean.bennison@ogs.state.ny.us
Phone (518) 408-1009
Fax (518) 408-1838

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.** Please return this form via email, fax or to the address shown above. Please direct all questions to Dean Bennison.

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

Event Name:	Event Date(s):
Exhibitor Business Name:	Phone No.
Delivery Company Name:	Phone No.
Description of Freight:	
Date of Delivery:	Delivery Time:
Return Pickup Date:	Pickup Time:
Event Coordinator:	Phone No.

EXACTLY AS IT APPEARS ON DRIVER'S LICENSE

Driver's Name:	
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: