

## **HISTORIC SPENCER SHOPS TRAIN SHOW**

**Saturday-Sunday, May 18-19, 2024**

**North Carolina Transportation Museum, 1 Samuel Spencer Drive, Spencer, NC 28159**

Thank you for your interest in the Historic Spencer Shops Train Show, May 18-19, 2024 at the North Carolina Transportation Museum. Here are details regarding your setup.

This year, due to a long-awaited Back Shop clerestory window replacement project to correct roof leaks, a portion of the Back Shop may not be available for the show. The southern portion of the building, which includes the area near the restrooms, may not be accessible and therefore we are planning the show to occupy as much as the Back Shop as possible, as well as the open bays of the Roundhouse where our shows were held prior to the Back Shop being open. We will know closer to the date of the show whether the usual space in the Back Shop will be available. In the event of having to use the Roundhouse open bays, we will be hiring overnight security to watch the vendor tables set up in that area during off hours. We appreciate your understanding as we schedule all of our important regular annual events, including the train show, while also completing necessary repairs that will ensure that our structures are well maintained for years to come.

To access the show building(s), please come through the main entrance at 1 Samuel Spencer Drive, Spencer. You will come through the main parking lot and then use the access road past the silver water tanks that leads you toward the Back Shop and Master Mechanic's Office parking lot. When you arrive in that parking lot, turn left across the tracks to drive in front of the Back Shop Building (the one with the big BE CAREFUL sign painted on it.) \*\*\*WATCH FOR TRAINS!\*\*\* You will then drive behind the Back Shop building. We will have more information about parking locations and loading/unloading locations as the date approaches.

### **Show hours:**

Saturday, May 18, 2024 – 9AM until 5PM

Sunday, May 19, 2024 – 10AM until 4PM

### **Setup times for VENDORS are as follows:**

Friday, May 17 – 1PM until 8PM

Saturday, May 18 – 7AM until 9AM

Tear-down will start immediately after the show at 4PM on Sunday, May 19.

### **Setup time for model train layouts are as follows:**

Friday, May 17 - 8AM until 8PM (or by other arrangement scheduled with Marcus Neubacher)

This year, there may be less space available for layouts and alternate locations for layouts as well, to ensure the best use of space for vendors. We appreciate your understanding.

### **General setup instructions for all:**

Once you have set up, traffic is restricted on site during museum operating hours. If you must exit, please see a staff member about the preferred exit route during event hours. You are welcome to leave your vehicle behind the Back Shop or park in the main parking lot at the Barber Junction Visitor's Center. We will have food vendors on site. If you need to be able to come and go during the day, please park your personal vehicle in our main parking lot at the Barber Junction Visitor's Center or at other available town parking.

We will give you your vendor badges when you check in. Prepaid table space is preferred in advance, but if you have not yet paid for your tables, we will collect payment when you arrive at the Back Shop. Please be sure to have your forms with you for tax ID/tax exemption purposes. These forms **MUST** be displayed at your table. Also, be sure you have registered for the show using the Google link on the table request form **BEFORE** you arrive. We cannot register you. You must be registered to participate!

### **Vendor Registration Information**

The Vendor Information Form (**Form A**) is what you will use to request and pay for tables at the show. All vendors must complete that form as well as the online vendor registration form (Google document) that is linked on the Vendor Information Form (Form A).

Each vendor accepting payment for items sold must be registered with the North Carolina Department of Revenue **or** must have completed a tax exemption statement. Individuals who share tables must each be registered and have appropriate forms if they are accepting payment. To simplify the explanation of the requirements, see as follows:

**If you are a business selling in North Carolina**, you must have a NC Department of Revenue Tax ID# and you must provide that with your registration using **Form B** in the registration packet. If you are a business intending to sell in NC and do not have an NC DOR Tax ID#, there are instructions on **Form B** about obtaining an ID#. Your NC DOR Tax ID number must be displayed on your table and it must be provided on the form returned with your registration and payment. *Fill out the Train Show Vendor Information Form (Form A), complete the Google form linked from Form A, complete Form B, and send those forms in with payment. The Google link to use is also provided here: <https://forms.gle/gkkyVG7NNgzqjyUY8>*

**If you are NOT a business and are an individual selling your own personal household property**, you are **not** required to register with the NC DOR, but you must complete the **Form C** exemption statement in the registration packet, return it with your payment, and keep a copy of this exemption statement on your table. *Fill out the Train Show Vendor Information Form (Form A), complete the Google form linked from Form A, complete Form C, and send those forms in with payment. The Google link to use is also provided here: <https://forms.gle/gkkyVG7NNgzqjyUY8>*

### **Confirmation of registration:**

Please be sure to provide an email address and other valid contact information when you send in your registration. We will send you a confirmation via email that we have received your registration and/or payment when you send it in.

**Information for show days and setup days:**

The museum is open to the public on Friday from 9AM until 5PM, including areas that are being set up for the show on Friday. The museum is open to the public on Saturday from 9AM until 5PM and Sunday from 10AM until 5PM. Vendors should be aware that the public will be passing through the building(s) before, during, and after setup/teardown and during show times. Vendors who leave items unattended during public hours are doing so at their own risk. If we are using areas of the museum that cannot be secured after hours (Roundhouse open bays, for example) we will provide security. Under no circumstances is the Museum, the State, or the NC Transportation Museum Foundation responsible for items that go missing. We encourage vendors to bring a covering to put over their tables during non-show hours.

On Saturday evening, May 18, we will be hosting some activities honoring the 100<sup>th</sup> Anniversary of the Bob Julian Roundhouse, including a dinner presentation and a night photo shoot outside the Roundhouse and in other areas. These activities will be available for an additional cost and details are coming soon.

**Contact information:**

Here is my contact information if you have any questions:

Marcus Neubacher:

Email: [marcus.neubacher@nctransportationmuseum.org](mailto:marcus.neubacher@nctransportationmuseum.org) (this is the best form of communication)

Office 704-343-8292

Cell 704-796-5708 (best to use on event setup and event day)