# HISTORIC SPENCER SHOPS TRAIN SHOW
## Saturday-Sunday, May 20-21, 2023
### North Carolina Transportation Museum, 1 Samuel Spencer Drive, Spencer, NC 28159

Thank you for your interest in the Historic Spencer Shops Train Show, May 20-21, 2023 at the North Carolina Transportation Museum.  Here are details regarding your setup.

All vendors will be set up inside the 1905 Back Shop building, where we have a huge space to have a great show.  To access the building, 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 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 turn behind the Back Shop and come toward the south end of the building, where you will see a roll-up door.  Loading will take place through that door.  We ask that no vendors block any loading/unloading doors preventing others from entering.

**Show hours:**

Saturday, May 20, 2023 – 9AM until 5PM

Sunday, May 21, 2023 – 10AM until 4PM

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

Friday, May 19 – 1PM until 8PM

Saturday, May 20 – 7AM until 9AM

Tear-down will start immediately after the show at 4PM on Sunday, May 21.

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

Friday 8AM until 8PM (or by other arrangement scheduled with Danielle Hough)

**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.

We will give you your vendor badges when you check in inside the Back Shop.  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!

Each vendor accepting payment for items sold must be registered with the North Carolina Department of Revenue or must have completed a tax exemption certificate.  Each vendor must be registered with the NC Transportation Museum as a vendor through the Google form on the table request form, indicating their NC DOR tax ID number or exemption status. In the event vendors purchase tables jointly, it is required that anyone accepting payment as a vendor at the show is registered individually. If you are not registered, you will not be able to sell your products.

**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:**

The museum is open to the public on Saturday from 9AM until 5PM.  The Historic Spencer Shops Train Show will be open to the public during those same hours.

The museum is open to the public on Sunday from 10AM until 5PM.  The Historic Spencer Shops Train Show will be open to the public from 10AM-4PM.

**Contact information:**

Here is my contact information if you have any questions:

Marcus Neubacher:

> Email: 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)