

HISTORIC SPENCER SHOPS TRAIN SHOW

Saturday-Sunday, May 17-18, 2025

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

Thank you for your interest in the Historic Spencer Shops Train Show, May 17-18, 2025 at the North Carolina Transportation Museum. Here are details regarding your setup.

This year, the show will be held in its traditional location in the 1905 Back Shop building. Following construction last year, some additional floor spaces have been opened up and some exhibits have been relocated. Every effort will be made to locate vendors in their preferred locations.

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.

Due to major construction associated with the Powerhouse and Car Repair Shed renovations, the most significant building restorations on site since the opening of the Roundhouse in 1996, there will be limitations to parking behind the Back Shop. We will have unloading locations available at the entrances to the building, and once we have confirmed with contractors about available parking areas we will communicate that to vendors.

***Please note, the museum is not allowing vehicular traffic inside the Back Shop building, so please come prepared to bring sales merchandise in from the loading area. No driving of vendor/exhibitor vehicles will be permitted in accordance with safety requirements. ***

Show hours:

Saturday, May 17, 2025 – 9AM until 5PM

Sunday, May 18, 2025 – 10AM until 4PM

Setup times for VENDORS are as follows:

Friday, May 16 – 1PM until 8PM

Saturday, May 17 – 7AM until 9AM

Tear-down will start immediately after the show at 4PM on Sunday, May 18.

Setup time for model train layouts are as follows:

Friday, May 16 - 8AM until 8PM (or by other arrangement scheduled with Marcus Neubacher)

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. In the event you are able

to park behind the Back Shop, you will not be able to drive out of the site prior to the museum's closing time each day. You are welcome to park in the main parking lot at the Barber Junction Visitor's Center without restriction, but you will not have vehicle access to the Back Shop. 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. 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. Plastic coverings are encouraged, in the event of unexpected roof leaks that may occur during certain rain conditions.

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)