

HISTORIC SPENCER SHOPS TRAIN SHOW

Saturday-Sunday, May 16-17, 2026

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

****VENDOR INSTRUCTIONS FOR 2026****

****PLEASE CAREFULLY READ THE VENDOR LOAD-IN/LOAD-OUT INSTRUCTIONS****

Thank you for your interest in the Historic Spencer Shops Train Show, May 16-17, 2026 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. This is an actively used exhibit building with large transportation artifacts, including rail cars, automobiles, trucks, and airplanes. Available floor space varies from year-to-year and we make every effort to satisfy location requests, but cannot guarantee specific locations due to available space changes.

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 the Master Mechanic's Office parking lot, you will be directed to the location where you will unload based on where your vendor tables are located. **If you are crossing any tracks to access your loading location, ***WATCH FOR TRAINS!*** We are operating trains for the public Friday through Sunday.**

You will unload at one of several locations for the Back Shop as designated upon arrival. **There is no driving inside the Back Shop building for vendor unloading or loading.** You will be permitted to unload, and then move your vehicle either to our public parking lot or follow directions for parking in the field past the Oil House (a map will be provided.) **There is no parking behind the Back Shop due to construction taking place.** There will be signs marked "Trailer Parking" to guide you to where trailers and other vendor vehicles can park. For those with trailers, it will be necessary to leave the property and come back in to the trailer parking area from Salisbury Avenue due to a close clearance situation. We will offer a golf cart shuttle for those who need transportation from the field, which is the trailer/vendor parking area. The trailer parking field is closer to the Back Shop and is the preferred vendor parking location.

Show hours:

Saturday, May 16, 2026 – 9AM until 5PM

Sunday, May 17, 2026 – 10AM until 4PM

Setup times for VENDORS are as follows:

Friday, May 15 – 1PM until 8PM

Saturday, May 16 – 7AM until 9AM

Tear-down will start immediately after the show at 4PM on Sunday, May 17.

Setup time for model train layouts are as follows:

Friday, May 15 - 8AM until 8PM (or by other arrangement scheduled with Marcus Neubacher)

****Due to the number of tables we have this year, the entire walking aisle of the Back Shop will be filled with rows of tables. Please arrive as early as possible on Friday so we can get the layouts in before we need to block the aisles for vendor setup beginning at 1PM.****

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 park in the main parking lot at the Barber Junction Visitor's Center without restriction, or the preferred parking in the Trailer/Vendor parking area where you can exit via the non-public road. We will have food vendors on site, but they are located away from the show location near the picnic shelters. Please plan for your meals accordingly, either by packing a lunch or having someone who can watch your tables so you can get food from the food vendors.

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/yKHPy6SvG6gLHAV27>*

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/yKHPy6SvG6gLHAV27>

It is each seller's sole responsibility to properly identify as a BUSINESS that is required to pay taxes or as an individual that has a tax exemption. The N.C. Transportation Museum Foundation is not responsible for your failure to identify yourself properly for tax purposes and any penalties that may result in incorrect identification. We cannot make recommendations for correct tax identification --- it is completely on you as the seller!

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 or are damaged, or for any other loss. 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)