

PMRC

PENSACOLA MODEL RAILROAD CLUB

On behalf of the Pensacola Model Railroad Club, I would like to invite you and your business to be a vendor at *Pensacola Railfest 2024*.

We will be presenting *Railfest 2024* at **The Pensacola Fairgrounds, Building #1** on **Saturday, May 18th** and **Sunday May 19th, 2024**. The location's address is 6655 Mobile Hwy, Pensacola, FL 32526 and Building #1 is the first building on the right as you enter the main entrance of the Fairgrounds.

We have maintained the table rent at \$35.00 per table and electricity is provided free of charge if required. If you were a vendor signed up for the cancelled Railfest 2023, the vendor coordinator will contact you to arrange a discounted table fee. **Unfortunately, we must pass on the cost of the chairs at \$5.00 per chair so we suggest you bring your own seating.**

We will try our best to accommodate requests for specific booth layouts, however early reservations will be given priority, so remember to book reservations early.

Vendors and exhibitors will be able to setup on Friday, May 17, 2024 from 11:00 A.M. until 5:00 P.M. Our club members will be available to help set-up upon request. **Set-up is closed to the General Public and no sales can be conducted during set-up.**

The show will be open to the public on Saturday from 9:00 A.M. until 5:00 P.M. and Sunday from 10:00 A.M. to 4:00 P.M. Vendors will be allowed access one hour prior to show opening on both days.

Page two of this mailing is our vendor table rental contract. Please complete, sign, and return with a deposit or full payment check by May 01, 2024 to:

PMRC
P.O. Box 17593
Pensacola, FL 32522

Upon receipt of the contract and payment, a counter-signed copy of the contract will be sent U.S. Mail to the address you supplied on the form as acknowledgement.

We look forward to working with you as we continue to grow and make *Pensacola Railfest* Northwest Florida's premier model railroad and rail fan event! Please email us at pensacolarailfest@gmail.com if you have any questions.

Best Regards,

Louis H.
PMRC Railfest Vendor Coordinator

Railfest 2024 Model Railroad Show & Sale

Vendor Table Rental Contract Pensacola Model Railroad Club, Inc.

Pensacola Model Railroad Club, Inc. (hereafter "PMRC") and _____
(hereafter "Vendor") hereby agree to the following: (Print Name)

The Vendor will rent a space from PMRC at the **Pensacola Fairgrounds, Building #1, 6655 Mobile Hwy, Pensacola, FL 32526** from **May 18th, 2024 (9:00 a.m. to 5:00 p.m.)** through **May 19th, 2024 (10:00 a.m. to 4:00 p.m.)**. Set-up must be completed by **5:00 p.m. May 17th, 2024** and tear-down must be completed by **6:00 p.m. May 19th, 2024**.

The Vendor will rent the following: _____ **8-foot Table(s) @ \$35.00 per table. TOTAL TABLE RENT DUE: \$ _____**

The Vendor will rent the following: _____ **8-foot Table(s) @ Agreed Discount. TOTAL TABLE RENT DUE: \$ _____**

The Vendor will rent the following: _____ **Chair(s) @ \$5.00 per chair TOTAL CHAIR RENT DUE: \$ _____**

A DEPOSIT IN THE AMOUNT OF \$35.00 MUST ACCOMPANY THIS CONTRACT. **CONTRACT AND DEPOSIT MUST BE RECEIVED BY May 01, 2024.** PMRC WILL ACKNOWLEDGE AND U.S. MAIL A COPY OF THIS CONTRACT TO THE VENDOR UPON RECEIPT OF DEPOSIT. **BALANCE DUE FIRST DAY OF SHOW.** VENDOR MUST SUBMIT A PROPOSED BOOTH LAYOUT TO PMRC WITH THIS CONTRACT (USE BACK OF FORM). **BOOTH LAYOUTS ARE SUBJECT TO APPROVAL BY PMRC.**

PMRC will provide the 8-foot table(s) and electricity. The Vendor will provide all decorations, cables, and equipment necessary to run the booth. **If desired, the Vendor can rent chairs (as noted above).**

By signing this contract, the Vendor agrees to the following:

- 1) The Vendor takes responsibility for any and all damages or incidents that occur at his/her booth. **The Vendor expressly releases the Pensacola Fairgrounds and PMRC from any and all liability.**
- 2) The Vendor's space is limited to the area on and under their table(s) and/or the area inside their booth.
- 3) The table(s) will be staffed by:

- 4) The Vendor attests that all his/her products are authentic and not counterfeits.
- 5) The Vendor will not sublet or rent out his/her assigned space at any time.
- 6) The Vendor will be responsible for any required permits, licenses, or taxes required by the county or state.
- 7) PMRC is permitted to take photographs of the booths and vendors and use these photographs for advertisement or promotion purposes.

In witness to their agreement to the terms of this contract, the parties affix their signatures below:

	Receipt of contract and
Signature & Date (above)	DEPOSIT FULL PAYMENT
Print Name:	Acknowledged by:
Address:	_____
City, State & Zip:	PMRC, Inc.
Contact Phone:	_____
Contact Email:	Date pensacolarailfest@gmail.com