

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 2019*.

We are moving *Railfest* to a better lit, larger and more open space: **The Pensacola Fairgrounds Building #1** (the big red building that faces Mobile Highway) on **Saturday, December 7th** and **Sunday December 8th, 2019**. The new location's address is 6655 Mobile Hwy, Pensacola, FL 32526.

Our previous venue provided tables and chairs as part of the rental contract. Our new venue is charging us for both. We have maintained the table rent at \$35.00 per table and electricity is provided free of charge if required. **Unfortunately, we will have to pass on the cost of the chairs at \$5.00 per chair so we are suggesting 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, December 6, 2019 from 11:00 A.M. until 5:00 P.M.

Our club members will be available to provide assistance upon request.

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 October 1, 2019 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,



Stuart Denniston
PMRC Treasurer & Vendor Coordinator

Railfest 2019 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 **December 7, 2019 (9:00 a.m. to 5:00 p.m.)** to **December 8, 2019 (10:00 a.m. to 4:00 p.m.)**. Set-up must be completed by **5:00 p.m. December 6, 2019** and tear-down must be completed by **6:00 p.m. December 8, 2019**.

The Vendor will rent the following: _____ **8-foot Table(s) @ \$35.00 per table. 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 OCTOBER 1, 2019.** 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 Vender 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:	Stuart Denniston Treasurer/Vendor Coordinator PMRC, Inc.
Contact Phone:	_____
Contact Email:	Date pensacolarailfest@gmail.com