

Cincinnati Division 7, MCR, NMRA, Inc.

58th Annual Train and Trade Show

**October 10-11, 2026 Lakota West High School
8940 Union Centre Blvd. West Chester, OH 45069**

General Policies – Application for tables by any individual or group is explicit acceptance of the following general policy conditions.

1. I accept and assume full responsibility for any injury or loss to me or my property, agents or employees at any time and from any cause while on the premises of the Lakota West High School. I expressly release Cincinnati Division 7, NMRA, Inc. and its agents from any and all liability for loss or injury, and further agree to provide my own liability and loss insurance.
2. If, for any reason beyond their control, it becomes necessary to cancel the Show, Cincinnati Division 7 may cancel this agreement without liability upon returning to me any deposit paid.
3. **I agree that all displays will remain in place until 4:00 P.M. on Sunday and during all other hours of the Show.** Dealers and exhibitors who do not stay for the full hours of the Show may not be invited back in the future. Any exceptions must be approved by the Show Chairman.
4. I agree to comply with any and all requirements of any government authority, and accept liability for any and all claims arising from merchandise exhibited and / or sold by me at said show.

Show Hours

SETUP: Friday, October 9 from 3:30 PM until 10:00 PM Saturday, October 10 from 8:30 AM until 10:00 AM
SHOW: Saturday, October 10 from 10:00 AM until 4:00 PM Sunday, October 11 from 10:00 AM until 4:00 PM
TAKE DOWN: Sunday, October 11 from 4:00 PM until 7:00 PM

THE BUILDING WILL NOT BE OPEN TO ANYONE AT ANY OTHER TIME. ACCESS WILL BE CONTROLLED DURING SETUP TIMES.

Table Rates

COMMERCIAL DISPLAYERS AND DEALERS

The table rate is \$50.00 per table. We reserve the right to allocate tables based on availability and the balance of the Show. Tables are 30 inches by 96 inches. Dealers may request one free additional table for non-commercial displays or layouts or clinics, but NOT for merchandise display or selling. Dealers will display their merchandise ONLY on the tables provided (No additional tables of their own. **SCHOOL TABLES WILL NOT BE AVAILABLE FOR USE BY DEALERS.**) Display areas will not generally have wall space behind them.

NON-COMMERCIAL DISPLAYERS

No selling of any kind is permitted on free display tables. We reserve the right to allocate tables based on availability.

MODULAR LAYOUT GROUPS

We reserve the right to allocate space based on availability.

SETUP

There is **no** provision to drive vehicles onto the Show floor. We will use several entrances throughout the building. Our Traffic Manager will direct you to the entrance most appropriate to the location of your display. All material will have to be unloaded and transported to your display location.

We plan to provide a variety of carts and dollies for your use and several of our members will be available to assist vendors and exhibitors with unloading their vehicles and moving material to their display location.

GENERAL CONDITIONS AND INFORMATION

Send in your reservation forms promptly. We honor registration requests in the order they are received. We reserve the right to balance the content of the Show between exhibits and commercial dealers. Any registrations that cannot be accommodated due to space limitations will be placed on a waiting list. You will be notified if this happens and your money will be refunded should you decide not to be on a waiting list.

All reservations must be received by October 1, 2026.

All dealers and exhibitors are expected to stay for the duration of the Show; those who leave early may not be invited to future Shows. Any dealer or exhibitor who does not appear and does not notify us may be removed from the mailing list and not invited to future Shows. Application of these conditions shall be at the sole discretion of the Show Committee.

BOOTH LOCATIONS

We will make a reasonable attempt to accommodate your requests for special locations and groupings. However, the Show Committee reserves the right to assign space and tables to present a balanced Show. Wall space is particularly limited.

SECURITY

Exhibitors are reminded that this is a public Show in a public facility and every effort must be made to ensure the safety of participants. Exhibitors may not bring dangerous materials into the building nor may they create dangerous conditions. All exhibitors will correct any unsafe conditions brought to the attention of the Show committee immediately and without question.

ELECTRICITY

Electricity is available for dealers and exhibitors who need it. You must supply your own extension cords and duct tape. All cords must be securely and continuously taped to the floor. Cords must not cross aiseways.

EXHIBITOR AND DEALER CANCELLATION POLICY

Exhibitors and dealers may cancel their show participation ten (10) days before the show opens. Any payments for table fees will be refunded in full. Within ten (10) days of the show opening, exhibitors and dealers may cancel their show participation and if any payment was made a full refund will be granted only if the tables cancelled are able to be resold to another exhibitor or dealer. A dealer who requests to pay their table fees at the show and subsequently cancels within ten (10) days of the show will be expected to pay for their tables if they cannot be resold. In this instance dealers will not be allowed to participate in any future Division 7 show until their account is made current.

Any dealer who requests to pay their table fees at the show and subsequently fails to attend the show without notification will be removed from the Division 7 mailing list. Any dealer removed from the mailing list for this reason will be required pay all fees owed before they will be permitted to participate in any Division 7 show. No future payment considerations will be made. Extreme circumstances may arise where an exhibitor or dealer cannot attend the show. This may include sickness, accidents or family emergencies. In these cases, the Division 7 Show Chairman may make an exception and grant a refund of any fees paid.

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REGISTRATION FORM

REGISTRATIONS ARE ACCEPTED AND FILLED IN THE ORDER THEY ARE RECEIVED.
Payment Must Accompany Registration Form

Return To: Cincinnati Division 7 Annual Train Show
C/O Roy F. Hord, Registrar
6526 Hollowview Ct.
Liberty Township, OH 45011-1205

rhord@fuse.net (513) 777-5337

SECTION 1: CONTACT INFORMATION

ORGANIZATION: _____ CONTACT PERSON: _____
ADDRESS: _____ EMAIL: _____
CITY: _____ STATE: _____ ZIP: _____ PHONE: _____
Would you prefer to be located next to another participant? _____

SECTION 2: COMMERCIAL SALES TABLES

_____ 30" X 96" Table Reservations @ \$50.00 each: _____ Electricity? Yes _____ No _____

Payment Information: Check Number: _____ Credit Card: (Circle One) VISA MASTERCARD
Card No. _____ - _____ - _____ - _____ Exp. Date: ____/____ CVV No.: _____

Signature: _____

Please indicate the table arrangement you prefer on the back of this form.

SECTION 3: NON-COMMERCIAL AND EXHIBITOR'S TABLES & DISPLAYS

_____ Tables for Non-Commercial Displays or Layouts: _____ N/C Electricity? Yes _____ No _____

Operating Layout Information: Scale: _____ Size: _____ x _____

Please supply exact outside dimensions. Do not include viewing aisles. Please provide a sketch of your layout on back of this form.
Indicate best side for viewing and any operating requirements.

Remarks _____

SECTION 4: PASSES

Including yourself, please list the number of passes you require. The number of free passes will be issued as follows:

Commercial Dealers: Two passes per table. Number of Passes: _____
Layouts: Please provide number of passes needed.