



Great Train Show

PO Box 1192

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Exhibitor Information for **Monroeville, PA – 11/06-07/2021** Monroeville Convention Center – 209 Mall Plaza Blvd, Monroeville, PA 15146

Set-up Hours: Set-up Times for **Dealers:** Friday 11:00am - 6:00pm, Saturday 7:00am - 10:00am
Set-up Times for **Layouts:** Friday 1:00pm - 6:00pm, Saturday 7:00am - 10:00am

Show Hours: Saturday & Sunday 10:00am to 4:00pm

Move-out Hours: Sunday 4:00pm - 9:00pm – **All exhibitors and material must be out by 9:00 PM**

Sales Tax: As of 10/07/2021, the sales tax rate was 7.00%.

Table Payments: If you requested your tables be charged to a credit card, it has been processed. If you guaranteed your tables to a credit card, please pay the show manager no later than 9:30 AM Sunday morning via cash or check to avoid late fees as per the exhibitor agreement

On Site Show Management: Bill Grove, bill@trainshow.email

Reminders:

- Please make sure you and your staff wear the exhibitor badges during all set up and show hours. Badges will be provided by the show manager onsite
- Please make sure you bring a table cover
- Please, if you have any questions at the show ask one of the managers. We are here to help you.

Vendor parking Saturday and Sunday will be along the side of, and behind, the convention center *only*. Exhibitors may not park in front of the public entrance. No shuttle bus will run. Exhibitors are encouraged to park near the drive-in ramp, docks, or near the South Hall entrance canopy.