



Great Midwest Train Show – A Production of Great American Train Shows

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Exhibitor Signup: www.TrainShow.com/exhibitor-area

Exhibitor Information for the Wheaton Show – November 14th 2021 DuPage County Fairgrounds Bldgs 1, 2 & 3 – 2015 Manchester Rd, Wheaton, IL

****There are several changes to the show plan – please read this carefully****

Set-up Hours: Sunday 6:00am to 9:00am (no setup is permitted Saturday evening)

Show Hours: Sunday 9:00am to 3:00pm (there will be no “early bird” admissions for the public – the public will not enter the show until 9:00am)

Move-out Hours: Sunday 3:00pm-7:00pm – All exhibitors and material must be out by 7:00pm

Sales Tax: at this writing was 8%, contact them at 800-732-8866, web: www.revenue.il.gov

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 by noon on the day of the show via cash or check to avoid late fees.

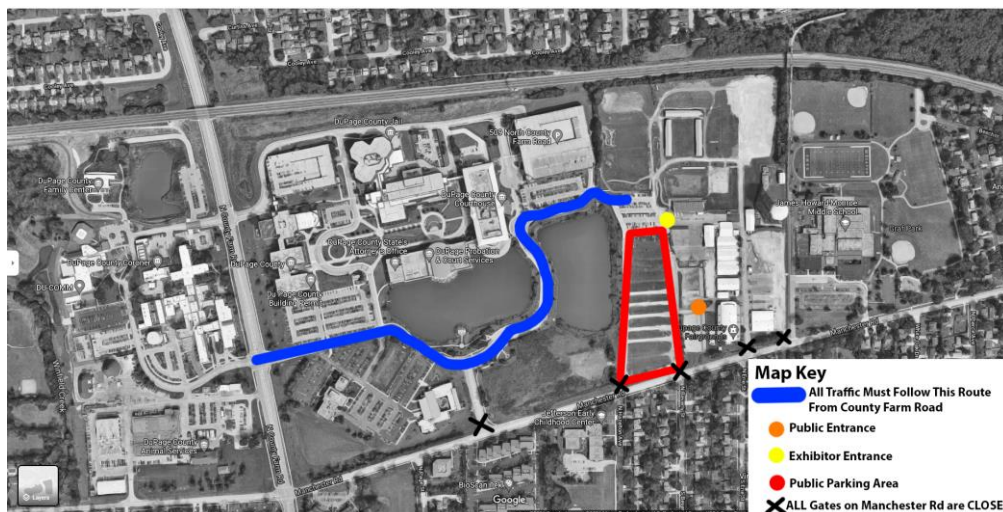
On-Site Show Management: Dillon Goble, Dave Swanson, and Neal Carnaby

There Have Been Important Updates and Changes to the Operation of the Show

Planning ahead prior to the show:

- For the August-December 2021 shows, we expect to be using **Building 1, Building 2, and Building 3 only**. This is based on capacity requirements. Building 4 is currently in use by the County Health Department and is not available, however we may use Building 4 at shows in 2022 if it is available.
- If you have any questions or concerns about your table location, please contact us via email.
- The floor plan will be available at www.trainshow.com/setup-info and this will be updated close to the date of the show.
- Your table order includes up to one more badge than you have tables (a dealer with one table gets up to two badges, someone with three tables gets up to four badges, etc). Additional badges good during public hours only will be available for the regular ticket price. Badges are good for one show only. We are not issuing multi-show or one-year exhibitor passes at the present time.

Setup information is on the reverse side of this sheet – see map below for arrival/access info



Setting up at the show:

- Setup will begin at 6:00am on Sunday. There will be no setup or drop-off permitted on Saturday. We are not selling “early bird” tickets to the public, so setup should go faster than in the past because you will not have customers present during setup hours.
- **Enter the fairgrounds via the county government complex.** There will be no access directly from Manchester Road. Follow the blue line on the enclosed map.
- Exhibitor access to the show will be via the “lower” or back gate to the north of Building 4 (yellow dot on the map). The gates on Manchester Road will remain locked and will not be available for access. **IMPORTANT: you must have your exhibitor badge, confirmation email or mailer with you to gain access at this gate.**
- **After entering the fairgrounds, if you don't have your exhibitor badge you must check in at the Show Office in the Main Building.** Dealer badges will be distributed to exhibitors at time of check-in. You must check in and obtain your badges or you may be asked to leave the premises.
- There is no drive-in into the buildings. Dealers will follow instructions from show staff regarding building-adjacent locations to stop and unload. Once vehicles are unloaded they must be moved away from the buildings to be parked. Dealers should unload and move their vehicles before setting up their displays.
- Certain parking areas close to the buildings will be set aside for outdoor sellers. Outdoor sales will be confined to these areas and will not be spread out throughout the parking lot. If you park in the area designated for outdoor selling, you will be charged the outdoor selling rate of \$40.
- **You must wear your dealer badge at all times the day of the show.** This is especially true during setup hours. The show staff will not know dealers by sight, and if you do not wear your badge, you will be asked to present a badge or be escorted out of the show.

Outdoor selling:

- The cost for an outdoor selling area is \$40. When you arrive at the lower gate, check in with our staff and you will be directed to the outdoor selling area. Show staff will direct you to your parking location and will have you fill out an application form. The \$40 fee is payable upon arrival, before you set up.
- Outdoor sales will be confined to a designated area. You may not set up a sales area of any kind outside of this designated area. Check in with show staff before setting up to ensure that you are in the correct area and have paid.

Guidelines during the show:

- The show is open Sunday from 9:00am to 3:00pm. **Packing up and leaving early is not permitted.** Any dealers who are not still set up when show staff does a check at 3:00pm will lose their location and be moved to the least desirable location in the show for future dates.
- If you have not paid for your tables in advance by credit card or check, please come to the show office no later than noon and pay by check or cash. If payment is not received during the show, it is considered a *late payment* and may be subject to late fees and/or forfeit table price discount offers.

COVID-19 Related Policies:

- Nobody who has COVID-19 symptoms, or who has tested positive for COVID-19 within the past two weeks, should enter the fairgrounds.
- **Per state mandate put into effect 8/30/2021, everyone is required to wear a mask at all times while indoors, regardless of vaccination status.** Other than the state mask mandate, the show will operate normally with no special social distancing policies or requirements in effect.

Future shows:

- If you would like to be guaranteed your current location, you can sign up for “permanent tables” by signing your table tag and turning it in at the Show Office. This will sign you up automatically for the same spot at all future Wheaton shows until you cancel your permanent reservation. You will be able to cancel out from individual show dates for free as long as you let us know at least 30 days in advance.