



# Important Information for Vendors

## CID Trains Shows

### Table Reservation Policy

1. Tables will not be reserved without payment.
2. Payment is accepted in form of cash, check or money order only.
3. Table cost is \$2.00 per linear foot. Tables for the Franklin Spring Train Show and Danville Show is 8 feet long and cost is \$16.00. Noblesville Show is 6 feet long and cost is \$12.00.
4. When all table are sold each show manager will keep a waiting list. If there is a cancellation, they will call from the waiting list vendors on a first come basis as soon as they have an opening.
5. Be aware that the shows can sell out quickly sometimes.

### Table Refund Policy

1. Cancellation of tables must be made **seven (7) days** prior to a show in order for table cost to be refunded. Table rental money will not be refunded after that time.
2. Facilities are open despite weather conditions. The only reason a show would be cancelled is if there was emergency declared. No refund can be made if a dealer is unable to make the show due to weather. Refunds would only be made in the event that the CID would receive a refund for the cost of the venue.

### Show Setup and Take Down

1. Building will be open from 7:00 am to 10:00 am for vendor set-up on the morning of the shows. Floor plans with locations of vendor table will be available at entry doors and other locations.
2. Vendor names will be located on the designated tables.
3. Vendors are not allowed to place items in the aisle ways. All goods must be on top of or underneath tables. You are paying for table space only.
4. In fairness to those people who expect the train show to be open until 3:00 pm, the CID would like to encourage vendors to wait until 3:00 pm to begin packing up their items. Thank you
5. All vendors must be packed up and **out of the exhibit halls by 5:00 pm.**