



**Saturday April 29<sup>th</sup>: 9am – 5pm**  
**Sunday April 30<sup>th</sup>: 10am – 4pm**

3912 Wolf Court  
Green Bay, WI 54301  
(920) 217-5318

[info@ttsqblc.com](mailto:info@ttsqblc.com)

01 October 2016

**Hello once again from your friends in Titledown!**

Attached is your application for TTS 2017. It will be our 16th annual show, and we are always looking for new things to do. We therefore would like to give you a chance to provide us with any suggestions to make the show better for you and your customers. Feel free to comment on the form or send an email.

We are keeping rental rates the same as last year. As always remember that we are also rewarding “early birds” who send in the contract before January first of next year (01/01/2017), as rates go up \$15 per item after that date.

You can send your contract ahead via email, with the deposit following in the mail if you wish. Also, **please reply to our invitation even if you decline**, as this allows us to keep our mailing list up to date. *[If you have received the wrong application in error please let us know at the phone number or email above. Applications will also be found at our website [www.titledowntrainshow.com](http://www.titledowntrainshow.com).]*

Note that the facility will charge if you are using more than one electrical plug, so please make sure one is sufficient (with a power strip); if not, please mark as such on the application. Even if you aren’t 100% sure you need electrical, please mark it on the application so we can be ready if you do need it (there are limited areas to put you if you need an outlet). *Wired and wireless internet access, carpet, and other special needs will be handled as pass-thru costs with no markup.*

One other thing we’d like you to include this year is the approximate time you plan to be at the building for set up on Friday... this will help our staff with logistics so that it will be easier to get you in.

Please feel free to attach any additional notes or sketches that will adequately communicate your preferred setup, whether it’s a specific table arrangement, location, equipment requests, or other accommodations. **While we cannot guarantee you’ll get exactly what you want, as always TTS will make every effort to satisfy your requests.** This of course gets more difficult to do if it’s at the last minute, so please do not surprise us the day of the show (or even only a week prior) with requests that were not previously or clearly communicated; this disrupts other vendors as well as show operations. *We will send out a preliminary floor plan with your space marked so that you may have a chance to comment on it.*

We are going to plan for the “connector” space if available so if you have a preference there please let us know. As well, we’d like to give away more “stuff” to lucky attendees so if you can step it up with door prize donations we’ll make sure to make a big deal about it!

As usual we will be at Trainfest and Mad City during the coming show season. We will also send out a few emails to keep you updated and remind you if you haven’t already responded. In early March we’ll be sending out the final invoices, show information packets, name badge requests, etc.

In the meantime, we hope you have a successful show season!

Thank you!

**TTS of Green Bay, LLC:**

(enc)



**“THE FINE PRINT”: EXHIBITOR AGREEMENT** (Made a part of contract on reverse side or attached)

*For the purposes of this contract, “TTS” refers to TTS of Green Bay, LLC, d/b/a Titledown Train Show; “Lessor” refers to PMI, managers of the facility; “Exhibitor” refers to any selling or non-selling vendor, display, manufacturer, or other party requesting space at the show.*

- A. TTS will provide reasonable security service during the show and overnight Friday and Saturday, but neither the Lessor nor TTS is responsible for theft, damage, loss or injury to Exhibitors. Security is not maintained after close of show on Sunday; any properties, literature, etc. must be boxed, labeled and secured if left in the building after the close of the show and neither the Lessor nor TTS assumes responsibility for their safe-keeping.
- B. Equipment and services will be furnished according to rates established by TTS. It shall be understood that the liability of TTS shall be limited to refunding of rental fees paid should cancellation of the show be necessary. Payments of rental fees paid are **not refundable** in the event of Exhibitor cancellation (or exhibit size reduction) **less than thirty (30) days before the show** unless there are extraordinary mitigating circumstances. Exhibitor cancellation must be given to TTS in writing (email is acceptable). A service fee of 25% of the total amount due will be assessed when refunds are made.
- C. Fifty percent (50%) of show fees are due with signed contract; the remainder will be due after subsequent invoice sent with confirmation. In the event an Exhibitor must be turned away due to the show being filled, any payments will be fully refunded. **Space fees indicated on the reverse side will increase \$15 in each category if the application is filed after January 1<sup>st</sup>, 2017. NO applications will be accepted after April 1<sup>st</sup>, 2017** except in the event of last-minute cancellations. In the event of non-payment, TTS will be entitled to recover all costs of collection, including reasonable attorneys’ fees.
- D. Signature of this application binds the Exhibitor to rental space indicated subject to rates as indicated and to the conditions noted on this application. **When requesting space, please describe or sketch any preferred requests for your booth, such as table arrangement, location, wall vs island, etc.** While every effort will be made to accommodate exhibitor needs, *TTS reserves the right to make floor plan and booth location adjustments which may be deemed necessary for the successful operation of the show.* At TTS’ discretion, priority for specific locations (such as along the walls) may be given to vendors with the earliest postmark date or the longest tenure. ***TTS cannot be responsible for exhibitor needs not clearly communicated.***

THE EXHIBITOR AGREES:

1. To set up and take down their display in compliance with the official show schedule. Materials, exhibits and decorations are not to be removed before close of show. **Noncompliance may result in exclusion from future shows.**
2. **To provide their own table skirting**, or to rent table skirting from TTS, in order to maintain a professional appearance. *You may use tablecloths that drape over the side by at least 12 inches.*
3. To provide and set up their own standoff ropes where applicable; *please take standoffs into consideration when noting size preferences.*
4. To obtain a Wisconsin Seller’s Permit where applicable. For information, contact: Wisconsin Dept. of Revenue, Attn. Operator/Vendor Program, PO Box 8092, Madison, WI or call 608-267-3244. You will be asked to forward a copy of this to TTS prior to the show dates.
5. To comply with all other show instructions per information packet which will be mailed after February 28, 2017. This includes, but is not limited to providing a list of staff members for name badge creation.
6. To refrain from creating obnoxious odors or smoke, or operating any machine, or to project sound at a level which might be objectionable and might interfere with the overall success and enjoyment of the show by those in attendance or neighboring vendors.
7. To provide any safety guards, shields or precautions to prevent possible injury to spectators, or to provide such for the protection of an exhibitor’s or vendor’s display or goods, as TTS will not be liable for damage or injury.
8. Not to distribute any dangerous, illegal or harmful articles, and to refrain from consuming or dispensing beer or liquor or other intoxicating beverages in the facility.
9. To be completely responsible for setting and dismantling displays unless other services have been contracted.
10. Not to transfer or sublet the space or any part thereof, or permit the space to be used by any other person without the prior written consent of TTS.
11. Not to deface, mar or otherwise damage booth materials, walls, floor or any other part of building, and to be liable for any such damage.
12. To comply with all State, County, Town or City Ordinances which govern operation of public events.
13. To fully indemnify and hold harmless the Lessor and TTS and their employees and volunteers from all actions, claims, costs, damages, liability and expenses, including, without limitations of the foregoing, all automobile or other vehicular accidents or occurrences, or arising out of or involving Workmen's Compensation or death claims, which may be brought or made against TTS, or which they may pay, sustain or incur, which in any way arise out of or by reason of, or are claimed to arise out of or by reason of the exhibition named on this contract. The Exhibitor shall fully indemnify and hold harmless the Lessor and TTS as stated in the first sentence of this paragraph, whether or not negligence or other fault of TTS or their employees or volunteers contributed to, or are claimed to have contributed to, the actions, costs, damages, liability or expenses. If such actions, claims, costs, damages, liability and expenses are caused by sole gross negligence of TTS or their employees or volunteers then, but only then, this indemnification shall not apply.
14. To provide to TTS a Certificate of Insurance prior to set-up, if necessary and requested to do so.
15. To be responsible for calculation and payment of all taxes applicable to any and all sales. The Lessor and TTS do not assume responsibility for taxes or their payment. **Brown County sales tax rate is currently 5.0%.**
16. Not to bring any non-service animals into the facility without prior permission by TTS.

*The Exhibitor further agrees to abide by any other rules that are deemed necessary to the successful conduct of the above event. Any other matters not expressly provided herein shall come under the jurisdiction of the Lessor.*

**For more information or to have any questions answered, please see our website at [www.titledowntrainshow.com](http://www.titledowntrainshow.com) or email [info@ttsqblc.com](mailto:info@ttsqblc.com). The “TTS Gang” appreciates your cooperation and looks forward to sharing a successful show.**