TRAIN EXPO COLORADO – TECO

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TECO Show #48 Layout Registration Form

The TECO 48 Model Train Show is scheduled for **February 20 & 21, 2027,** at the Norris Penrose Event Center, 1045 Lower Gold Camp Road, Colorado Springs, CO 80905. Set-up is Friday, February 19, 2027, at 9 am.

Layout / Exhibitor Information:
Club Name: _____
Primary Point of Contact Name: _____ Last Name: _____
Street: _____ City: _____ State: _____
Zip Code: _____ Phone: (____)_____ Email:_____
Club Facebook: _____ Club Website: _____
Layout Name/Description _____

Display Information Gauge of Layout/Exhibit _____
Preferred layout size, includes stanchions/barricades _____' x _____'
Minimum or maximum layout sizes, based on space availability.
Minimum _____' x _____' Maximum _____' x _____'

TECO will provide one (1) free table to our layout exhibitors. Layouts may bring as many of their own tables as needed without additional cost. Additional tables from TECO will consist of a per-table fee of $10 (our cost) if available.
# of Additional Tables Requested _____ x $10 = $ _____
# of Chairs Requested _____
# of Exhibitor Badges Required (For all members actively working your layout only) _____

Volunteer Opportunities
TECO needs your help! Please ask your members to consider volunteering for a few hours at our cashier table, helping with the Seek & Find scavenger hunt, assisting at the switch puzzle, or contributing a how-to clinic, or offering a historical presentation.
___ Cashier (two-hour shifts) Saturday ___ Sunday ___
___ Seek & Find Table (two-hour shifts) Saturday ___ Sunday ___
___ Switch Puzzle (two-hour shifts) Saturday ___ Sunday ___
___ Provide a clinic or making a presentation (Saturday & Sunday).
Topic/Title _____
Presenter _____
Contact Information: Phone: (____)_____ Email:_____

TECO Model Train Show
February 20th & 21st, 2027
Norris Penrose Event Center
945 Lower Gold Camp Rd, Colorado Springs, CO 80905

Keep For Your Records!

Additional Information
Load-In and Load-Out:
Load-In:
Drive-In and Drop-Off. We will offer limited drive-in and drop-off times. Larger vendors and layouts can request to be allowed to drive to their location on Thursday. Most layout load-in will be on Friday. February 19. Park, turn off your vehicle engine, and drop off your items. This will be limited to Thursday afternoon and Friday morning, as we may need to move tables to accommodate it. On Friday, we will set up a queue for smaller vendors to drive through the NPEC. You will have approximately 30 minutes to unload your vehicle. You will then park outside, return to the event center, and set up your display. You may also bring your own dolly or cart, and walk your items in. The Norris Penrose event center has doors on the north side of the building for load-in/load-out access. We do not have storage for dollies, carts, or crates. Please store them neatly under your tables or in your trailer/vehicle after load-in.
Parking:
Please park trailers and vehicles, in an orderly manner, in the far lot to the northeast side of the building.
Load Out:
The overhead doors will not be opened until 15 minutes after the show closes. This should give us time to clear the venue of the public. Vehicles will not be allowed on the floor until the main aisles are clear of obstructions and tables.
Please remember to be patient and polite with the TECO staff and your fellow vendors!

Show Schedule
Thursday (TBD) Large Layout load-In / Table setup **(Load-in is by invitation only)**
Friday 9 am – 12 pm Load-In / Setup **(Layouts and Large Vendor Only)**
Friday 12 pm – 6 pm Load-In / Setup Remaining Vendors
Saturday 8 am – 9 am Final Load-In / Setup (walk in only)
No sales may take place during setup hours.
Saturday 9 am – 5 pm Open to the public
Sunday 8 am – 9 am Doors open for TECO staff, vendors, and layout personnel.
Sunday 9 am – 3 pm Open to the public
Sunday 3 pm – 6 pm Teardown

Rules & Responsibilities:
The following rules and responsibilities are subject to change without warning.
1. Items Displayed: The TECO Model Train Show is a Railroad Hobby Show- our purpose is to promote the model railroading hobby. We reserve the right to reject registrations for any reason and without

explanation. Additional table helpers must pay a registration fee. Vendors/Exhibitors are responsible for the behavior of their guests and helpers.

2. Show Cancellation:

The show could be cancelled if there is a lack of vendor/exhibitor participation, inclement weather such as a blizzard, or if the facility is unavailable (see Force Majeure below). Refund of registration payments will be determined at the time of cancellation.

3. Force Majeure: TECO shall not be responsible for loss of business or loss of profits from conditions caused by war, insurrections, riots, labor unrest, strikes, shootings, brawls, public disaster, other violent-related actions, pandemic, or the like. Any of these conditions may cause TECO and Norris Penrose Event Center to cancel the event.

4. Hours of Operation: All displays must remain up and available to patrons until 5 pm on Saturday and 3 pm on Sunday. Packing before 3:00 pm on Sunday is prohibited. **No sales may take place during setup hours**.

5. Badges: Badges are issued for all vendors/exhibitors and must always be worn, including set-up hours. Fill in the worker names on the other side of the registration form. Badges will be in your vendor packet when you arrive to set up.

6. Sales Tax: TECO carries a multiple-event sales tax license for the show. However, **ALL** vendors must collect sales tax for all merchandise sold at the TECO Model Train show. You must report your sales tax directly to Colorado Springs and the state of Colorado. You are responsible for following state and local tax reporting requirements. You must also report your sales, the taxes collected, and your sales tax license number to the vendor coordinator.

7. Table Coverings: Are encouraged and are available at most dollar stores. TECO has a few spares available.

8. Posted Prices: All items for sale must be price-tagged.

9. Prohibited Items: The following items are not permitted or distributed in the facility:

- Glitter
- Pressure-adhesive stickers or similar items
- Helium Balloons
- Duct tape

10. Safety / Electric:

Under OSHA regulations, all extension cords must have a three-prong plug with a ground. They must also be approved appropriately (by Underwriters Laboratories, etc.). OSHA Code of Federal Regulations 29CFR1910.303

Extension cords cannot be used if they are missing the ground or third prong, show any signs of damage or fraying at the connecting ends, or have any damage to the casing, such as cracks, bends, or kinks.

Extension cords cannot be daisy-chained together. In other words, it is not allowed to plug one extension cord into another. Because electrical resistance increases with longer power cords, interconnecting cords increase the total resistance and generate heat. This creates an added risk of equipment failure and fire.

Power strips cannot be daisy-chained together. Power strips are designed to supply power to a maximum of 4 to 6 devices. Connecting one power strip to another can cause an electrical current overload and lead to a fire. Power strips must be plugged directly into outlets and must lie flat. They cannot hang from the outlet or be suspended by any item plugged into it.

Your cooperation in adhering to these regulations is appreciated. With everyone's help, we can create a safer environment, helping us put on a more successful show for all our Vendors/Exhibitors and Layouts.

11. Exhibitor releases TECO Model Train Show, Pikes Peak Division of the National Model Railroad Association, the National Model Railroad Association, and the Norris Penrose Event Center from all claims related to show occupancy, including, but not limited to, loss, theft, damage, destruction, injury to exhibitors' property or person.

12. Exhibitor is solely and exclusively liable and responsible for the space leased by Exhibitor and shall not injure or deface the premises. Exhibitor shall not drive or permit to be driven any pins, nails, hooks, tacks, or screws into any part of the facility or use duct tape on the floors or walls.

13. Pets: No dogs, cats, or other pets, except "Quality of Life Assistance Animals", as defined by the Americans with Disabilities Act of 2001, shall be allowed on the Grounds during the Show. Exhibitors will not be allowed to chain their pets outside of their vehicle or camper while working.

14. Camping, RV, and camper spots are available on-site. Contact the campground host at (719) 425-0468 or email campground@norrispenrose.com.

15. Hotel Accommodations: We are currently working on securing hotel partners to provide reasonably priced accommodations.

16. WIFI: Norris Penrose Event Center offers free WIFI for all exhibitors.

17. ATM: Is available in the building.

18. Food Concession: Is provided by Summit Catering. Individuals, however, are allowed to brown bag their lunch.

Contact Information:

Show Chairman:
Elizabeth Maline
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Phone: 915-491-4819 (please leave a message)

Layout Coordinator:
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