



Saturday May 4th: 9am – 5pm
Sunday May 5th : 10am – 4pm
KI Convention Center
Downtown Green Bay, WI

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

info@ttsqblc.com

01 September 2023

Welcome aboard the Titletown Express, *Star Wars* edition!

“May the 4th be with you!” We hope everyone is well. Attached is your application for TTS 2024...we are looking forward to seeing everyone again despite another date change.

TTS 2024 will again be held at the KI Convention Center in Downtown Green Bay. We know 2023 turned out pretty well for most of us, so we continue to believe this facility is our best option for now.



Last year we played with an “April Fool’s” theme; this year’s date coincides with an unofficial *Star Wars* day, so if you have any accessories or other “Star Wars”-themed items you can include, please do! If enough layouts have semi-hidden characters, scenes, or items related to that franchise, we can conduct a fun “treasure hunt” for the kids. Let us know if you’re up for that.

- Feel free to send your contract ahead via email, with the deposit following in the mail if you wish, or alternatively, please call Sue at (920) 655-1953 to arrange electronic payment.
Please reply to our invitation even if you decline, as this allows us to keep our mailing list up to date.
[Applications will also be found at our website www.titletowntrainshow.com.]
- Given the size of the facility, we cannot accommodate as many layouts and tables as we would like. If you have an option to use a smaller setup or booth, we would appreciate the ability to include as many of you as possible.
- **For layouts**, it’s a little more complicated than “first come, first serve” due to the limited space, but our goal is to make sure all your great displays get a chance each year even if we have to rotate in and out from year to year. We appreciate your understanding and will work with you on that basis.
- If requested, you will be allotted one electrical connection, but you may use a power strip. 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).
- Hardwire phone lines and carpet are not available. However wifi is complimentary, and approximately half of the show floor is already carpeted. *Note that vehicles will not be allowed on the carpet and there are a limited number of facility carts available, so please plan accordingly.*
- Please feel free to attach any additional notes or sketches that will adequately communicate your preferred setup. **While we cannot guarantee you’ll get exactly what you want, as always TTS will make every effort to satisfy your requests.** *We cannot be responsible for needs not clearly communicated.*
- We may decide to place some tables and exhibits in the Lobby to maximize our use of facility space. If you believe you might have reasons to opt out of this space, please let us know.
To give us more time to finalize the tight floor plan, we are asking for **ALL LAYOUT APPLICATIONS TO BE IN BY MARCH 1st, 2024**. Vendor Applications will have until April 1st.
- **Please include the approximate time you plan to be at the building for set up on Friday.** We may call you ahead of time to confirm this time or possibly arrange for a different time as we have limited queuing space for trucks, trailers and vans to line up to get in. Drive-in unloading is possible but limited so we will be setting up the logistics to be as efficient as possible. Alacrity, patience, and a positive attitude will go a long way to get everyone in and out with a happy experience! 😊
- We will have more detailed instructions for you when we send out the confirmation packets starting next March. Special rate blocks will be available at the attached Hyatt and Hampton, and likely additional hotels in the downtown area... we will let you know as soon as those are set up.

Remember that not only are we catering to the dedicated modelers and hobbyists that wait in line first thing Saturday morning, but also the “armchair” enthusiasts and families that may be looking for a fun thing to do with their kids! Please plan your sales and displays accordingly, and we’ll all have a great time. In the meantime, feel free to reach out with any questions, and stay safe and healthy!

TTS of Green Bay, LLC:

(enc)

Jody

Sue

Todd



Green Bay, Wisconsin
May 4th & 5th, 2024
TTS of Green Bay, LLC
www.titletowntrainshow.com

Exhibitor Application Form

(Please type or print clearly. Make a copy for your records.)

Exhibitor Name _____
Contact Name _____ Title _____
Address _____
City _____ State _____ Zip _____ Date _____
Preferred Phone # (_____) _____ (home) (business) (mobile)
Email Address _____ Website Address _____

My Exhibit Category Is:

- Historical Society:
 - Display / Display Case:
 - Demonstration Exhibit:
 - Children’s Activity:
 - Operating Layout – Scale: Z N HO S O/Lionel G Brio/Lego Other
- } # tables req’d: _____

Space Size Needed: **Layout / Display size, including standoffs:** _____ x _____, or _____ x _____

Please attach a sketch of your desired space/layout arrangement(s).
Due to space limitations, when possible please provide size options (including “smaller than ideal”) so we may be as flexible as possible. *We cannot be responsible for needs not clearly communicated.*

Note: Each operating layout space is provided with two (2) tables, chairs, and a SINGLE electrical connection at no charge [please use a power strip as you may be charged for additional connections].
If you want additional tables, please help us defray costs by paying \$14 each.
If you have special requirements, contact us as soon as possible.

Additional tables (>2): # _____ x \$14 = \$ _____.
Please enclose payment with this contract, payable to “TTS of Green Bay, LLC”,
or alternatively call (920) 655-1953 to arrange an electronic payment.

PLEASE SEE INTRO LETTER FOR NEW LAYOUT ACCEPTANCE POLICY.

➤ Estimated time of arrival for setup Friday May 3rd: _____ (setup officially starts at Noon)

To request your spot, mail no later than March 1, 2024 to: TTS of Green Bay, LLC
3912 Wolf Court
Green Bay, WI 54301-1092
Or scan and email to: info@ttsgbllc.com

I accept all terms and conditions as stated in attachment with this application.

Authorized Signature Date

TTS Use Only Contract Rec’d _____
Deposit Rec’d _____

“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 Hyatt Regency Green Bay, 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; neither the Lessor nor TTS assumes responsibility for any materials left behind after the close of the show.
- B. Equipment and services will be furnished according to rates established by TTS as shown on the order form. TTS liability shall be limited to refunding of rental fees paid should cancellation of the show be necessary. Rental fees already paid are **not refundable** in the event of Exhibitor cancellation (or exhibit size reduction) **less than thirty (30) days before the show** unless, at TTS discretion, 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. Please note standard and “early bird” rates shown on the order form. Fifty percent (50%) of show fees are due with signed contract; the remainder will be due ten (10) days after subsequent invoice sent with confirmation. No payments will be accepted at the show. In the event an Exhibitor must be turned away due to the show being filled, any payments will be fully refunded. **NO applications will be accepted from LAYOUTS after March 1st, or from VENDORS after April 1st, 2024** 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 attorney’s 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. Unless other services have been contracted, to be completely responsible for setting and dismantling 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.* Operating layouts are not required to have skirting on their tables, but must provide and set up their own standoff ropes where applicable; *please take standoffs into consideration when noting size preferences.*
3. **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. Forms are available online: <https://www.revenue.wi.gov/TaxForms2017through2019/btr-101.pdf>. You will be asked to forward a copy of form S-240 to TTS prior to the show dates; we will provide a prefilled form in the confirmation packet. <https://www.revenue.wi.gov/DORForms/s-240f.pdf>.
4. To comply with all other show instructions per information packet which will be mailed starting after **March 1st, 2024**. This includes, but is not limited to providing a list of staff members for name badge creation.
5. 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.
6. 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.
7. Not to distribute any dangerous, illegal or harmful articles, and to refrain from consuming or dispensing beer, liquor, THC-containing products, or other intoxicating materials in the facility.
8. 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.
9. 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.
10. To comply with all State, County, Town or City Ordinances which govern operation of public events, including as a result of any Fire Marshall inspection.
11. To provide to TTS a Certificate of Insurance prior to set-up, if necessary and requested to do so.
12. 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 5.5%.**
13. Not to bring any non-service or non-support animals into the facility without prior permission by TTS.
14. 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.

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 or email info@ttsbllc.com. The “TTS Gang” appreciates your cooperation and looks forward to sharing a successful show.