



## Great Midwest Train Show – A Production of Greenberg Shows

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### Exhibitor Information for the Wheaton Show

DuPage County Fairgrounds Bldgs 1, 2 & 3 – 2015 Manchester Rd, Wheaton, IL

**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)

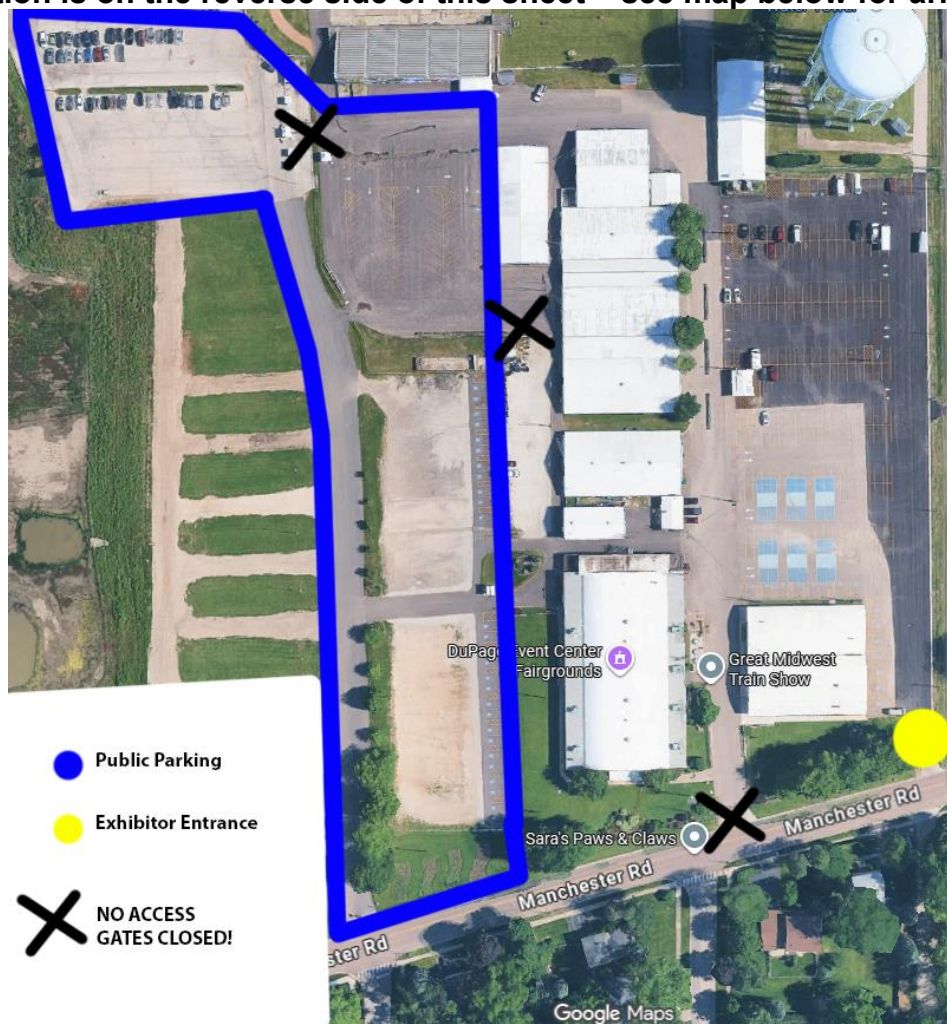
**Move-out Hours:** Sunday 3:00pm-7:00pm – All exhibitors and material must be out by 7:00pm

**Sales Tax:** at this writing was 8%, contact them at 800-732-8866, web: [www.revenue.il.gov](http://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 and John Goble

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 at the gate off of Manchester Road, BEHIND buildings 2 and 3.** There will be no access to the grounds from the gate used in years past!
- **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.

### 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.