



2018 National Train Show[®]

Kansas City Convention Center

Kansas City, MO

August 10 – 12, 2018

**Modular Display Exhibitor
Information
& Application Packet**



The National Model Railroad Association, Inc.



PO Box 1328
Soddy Daisy, TN
37384-1328

October 2016

Dear Modular Layout Exhibitor,

Thank you for your interest in the National Model Railroad Association®, (NMRA®) sponsored National Train Show® (NTS) in Kansas City, MO, August 10-12, 2018. The 2018 NTS is being held in conjunction with the 2018 NMRA® convention. The enclosed material will provide you with information on how to become an exhibitor at the 2018 National Train Show®.

The National Model Railroad Association® endeavors to supply the hobby at large with a national forum to provide information and dialogue on the hobby products and services available to them. To accomplish this goal, the National Train Show® is designed to provide this forum at low cost to both the hobby industry and the public.

The National Train Show® was established in 1988 by the National Model Railroad Association® as a nationally sponsored combined industry trade show and public train show to promote the hobby of model railroading. The National Train Show® is a NMRA® national organization function and is totally managed and staffed by NMRA® unpaid volunteers. The show is not put on by the local host group of the city involved with the NMRA® national convention. The show is not a table flea market show or a private show for the NMRA® convention attendees. The show's only purpose is to promote the hobby in a professional manner, to the public at large.

The show is in three elements. The first brings the best model railroads of all scales and displays them for the public to see the finished product. 40,000 square feet of display space is allocated for operating model train displays at the show. The second element is having the industry manufacturers, publishers, and railroad-related organizations at the show to display their products and converse with their customers. 131 industry trade booths and organizations booths are set up to display and demonstrate products. The third element is to be able to buy the products, join organizations and get started or advance in the hobby. In total, 296 booths are set up in 190,000 square feet of exhibit space at the show site in a professional trade show atmosphere to promote the hobby of model railroading.

We request that all exhibitors provide a professional display of their products, dress and present themselves professionally at the show. We welcome your participation at the National Train Show®.

Mark Shafer (Fuzzy)
National Train Show® Chairman & General Manager
National Model Railroad Association®, Inc.
E-mail: NTSManger@nmra.org

AN INVITATION TO EXHIBIT
THE NATIONAL MODEL RAILROAD ASSOCIATION®
NATIONAL TRAIN SHOW®
August 10-12, 2018 – Kansas City Convention Center
Kansas City, MO

The National Model Railroad Association® (NMRA®) invites you to participate in the National Train Show® (NTS) in Kansas City, MO, August 10-12, 2018.

To promote the hobby of model railroading, the National Train Show® features dozens of operating model railroads and displays of the latest related products from the industry. The show provides a concentrated market, attracting a large audience of hobbyists as well as the general public.

For the model railroading industry, the National Train Show® provides opportunities to interact with dedicated model railroaders and the public, to display products, publications, and new items. For retailers, the show offers a specialized market for hobby related merchandise. For historical societies, modular railroad organizations, and other special-interest groups, the show furnishes a forum to display various facets of the hobby.

Don't miss your opportunity! Join us in Kansas City, MO for 2018 at the National Train Show®.

The National Model Railroad Association® (NMRA®) is a not for profit organization for promotion of and education about the model railroading hobby. The NMRA® National Train Show® promotes the hobby by presenting all aspects of model railroading in a public forum.

THINGS YOU NEED TO KNOW

The Kansas City Convention Center is located at, 301 West 13th Street, Kansas City, MO 64105. We have reserved 190,000 square feet of exhibit space for industry displays, operating model railroads and retail sales.

The 2018 NMRA® Kansas City National Convention activities will take place at the Westin Kansas City at Crown Center, 1 East Pershing Road, Kansas City, MO 64108. The hotel is located 1 ½ miles south of the Kansas City Convention Center and can be reached by light rail. As an exhibitor, you are invited to attend the NMRA® convention activities. Advance details of the NMRA® convention will be printed in the NMRA® and hobby publications and are available on the internet at the convention site address: <http://kc2018.org>.

There are three areas of the exhibit hall. One area is for manufacturer's booths (blue drape), another area is for retail booths (yellow drape) and the rest of the exhibition hall is for operating modular train displays. **The sale of merchandise is permitted only in the manufacturer and retail areas of the Exhibition Hall.** The sale of merchandise is not permitted in the operating modular train display areas. We only permit display and sale of merchandise that is hobby or railroad related.

A floor plan of the exhibit areas and an exhibitor application form for a modular layout/display are enclosed.

HOTEL INFORMATION – SHOW ADVERTISING

We have reserved space for our exhibitors at the Westin Kansas City at Crown Center, 1 East Pershing Road, Kansas City, MO 64108, (816) 474-4400. Additional information regarding the Westin Kansas City at Crown Center will be provided to you in spring 2018. Please reserve your rooms early as the block of rooms reserved by the NMRA® may be released a couple of months prior to the Train Show and the convention. Please indicate the NMRA® code when making your reservations. An additional exhibitor hotel closer to the convention center may become available.

<http://kc2018.org/facility/hotel/hotel.html>

CONVENTION AND NATIONAL TRAIN SHOW® ADVERTISING

We have three advertising opportunities for you to feature your company and its products.

1. NMRA® MAGAZINE

Don't let this train leave you at the station. Climb aboard and highball by contacting me to discuss special advertising opportunities, rates, placement of ads and submission of materials.

Todd Gillette
Advertising Sales Manager
National Model Railroad Association®
14512 NW 73rd Street
Parkville, MO 64152

Phone: 816.824.3933
Fax: 816.584.0423
Email: gonmra@pairedrail.com

2. NATIONAL TRAIN SHOW® PROGRAM

The Train Show Program is published by the NMRA® for distribution to show attendees. The program contains the Train Show floor plan and the list of exhibitors and modular layouts at the show. This program is directed toward the general public and is distributed to show attendees. Approximately 6,000 copies are provided at the show as the show program. Information on the **National Train Show® program** is included in this packet. Contact: gonmra@pairedrail.com

3. CONVENTION PROGRAM

The NMRA 2018 National Convention, Kansas City, MO will publish a program for NMRA® convention attendees. Approximately 1,500 copies are printed. The publication contains information on all activities of the convention. Contact: steve.priest@kc2018.org

FACEBOOK

The National Train Show® is on Facebook at www.facebook.com/nationaltrainshow.com Please check us out.

ALL FUNDS ARE IN U.S. DOLLARS

2018 National Train Show[®] Information

Kansas City Convention Center, Halls A, B, & C

301 West 13th Street, Kansas City, MO

SCHEDULE

PLEASE REVIEW OUR SHOW SCHEDULE FOR KANSAS CITY, MO

The following is the show schedule for our exhibitors:

AUG 8 WEDNESDAY
Decorator Setup 8:00 am – 6:00 pm
Exhibitor Drop Off Only – No Setup Noon – 6:00 pm
Security starts at noon Move in labor available
Exhibition Hall closes at 6:00 pm

Display modular railroads only may set up on Wednesday (Aug 8th) from Noon to 6:00 pm.

No Exhibitor set up on Wednesday – drop off only. Modular Layouts/Exhibitors are invited to pick up their badges at the NTS Registration Office starting on Wednesday (Aug 8th) at 12 Noon.

AUG 9 THURSDAY
Decorator Setup 8:00 am – 8:30 pm
Exhibitor Setup 8:00 am – 8:30 pm
Move in labor available
Exhibition Hall closes at 8:30 pm

AUG 10 FRIDAY
Move in 7:00 am – 9:00 am (Hand Carry Only)
Open 9:00 am – Noon Trade Show & Convention Attendees
Open Noon – 6:00 pm Public Show
(Exhibition Hall closes at 6:30 pm) (No move in labor)
Late move in (hand carry only) will only be permitted to 9:00 am.
Loading dock will not be open on Friday.

AUG 11 SATURDAY
Doors open at 9:00 am for exhibitors
Open 10:00 am – 6:00 pm Public Show
(Exhibition Hall closes at 6:30 pm)
Loading dock will not be open on Saturday

AUG 12 SUNDAY
Doors open at 9:00 am for exhibitors
Open 10:00 am – 5:00 pm Public Show
Tear Down 5:15 pm – 6:30 pm
Move Out 6:30 pm – 9:30 pm

Please note that exhibitor move out will not occur until after 6:30 pm, so as to permit the modular layouts to move out first and make room for your vehicles on the show floor.

******Please note that there is no move out available on Monday August 13, 2018******

******All outbound freight shipments must depart the exhibit hall and loading dock before the decorator ends work on Sunday night.******

SUPPORT PROVIDED - MOVE-IN / MOVE-OUT - NAME BADGES

The Train Show will provide, at **no charge**, to each of the modular layout displays a sufficient amount of furnishing, such as chairs, plain tables, and of course, electricity, to support their activities. If a table is to be located outside of the layout area, it must be skirted. Skirted tables will be provided only for setting up a display, free literature, or organizational promotional material (**No sales Materials**). No sales of any type can occur in the layout/display area. Additional items, such as display easels and barrier piping will be provided on as needed basis. The Train Show will determine if barrier piping will be used. During the course of the year, you may receive a Train Show Invoice. This invoice is for informational purposes only. It reflects your assigned area and furnishing that are on order at that time. **This is not an invoice for payment. The Train Show pays the costs involved for providing the furnishings and electricity.**

In order to provide adequate support to the display exhibitor, it is requested that they provide at the time of their application: (1) A preliminary sketch of their module layout/display with dimensions indicated and the location(s) where electrical power is required. (2) An Initial request for extra equipment. (3) A complete application form to include a **signature**. Any revisions to the extra equipment requirements to be made by 60 days before the first show date, so they can be submitted with the initial order to the decorator. Emergency changes can be accepted up to 45 days before the first show date, thereafter, additional costs will be incurred by the Train Show.

MOVE-IN/MOVE-OUT

Wednesday afternoon is set aside for decorator setup and modular layout move-in and their preliminary setup. This is done at this time because the show floor is mostly open and allows easy access. Show move-in and setup continues all day and evening Thursday and on Friday until 9:00 am, however, after Thursday, no vehicles will be allowed on the show floor (if permitted by the facility).

Upon the show closing on Sunday, the modular layouts are given priority for their removal in order to free up the show floor for the move-out of the other exhibitors. This means that the modular layouts also have priority over the use of the loading dock for the initial move-out.

NAME BADGES

It is requested that names for badges be submitted as soon as possible, but not later than 60 days before the first show date. The information needed is "First Name, MI / Last Name". Please try and limit the total number of requests to one name per 4 foot of module used, and limit the requests to members of your organization. Any changes to the name badges can be made up to 45 days before the first show date. Thereafter, late changes will have to wait until your arrival at the show, and may necessitate a wait while badges are prepared. Name badges will be available for pickup starting at noon Wednesday, at the show site, the week of the show.

DISPLAY SPACE ALLOCATION

The initial space allocation will be made in January. However, you may be notified of your modular layout/display acceptance prior to this date. The final space allocation will occur in March. To insure your inclusion in the Train Show, submit your application as soon as possible. There have been times when the available display space has been filled within two months after the previous year's show. Floor arrangement could change right up to the show date, however, the amount of space allocated to you will not change without prior notice.

LIABILITY LIMITATIONS and DISCLAIMER

NATIONAL MODEL RAILROAD ASSOCIATION® NATIONAL TRAIN SHOW®

The exhibitor for itself, its successors and assigns hereby releases the National Model Railroad Association® (hereinafter referred to as NMRA®) from any and all claims of every sort it may have against the NMRA® based upon, arising out of, or in connection with exhibitor's occupancy and use of the Train Show premises, or any act or omission of any nature by the NMRA® or its volunteers, agents or employees with or related to the Train Show, including, but not limited to: loss, theft, damage, destruction, or delay or non-delivery of goods, display material and other effects; any injury to exhibitor, its employees, agents, representatives or guests while in the Train Show premises; any damage to exhibitor's business by reason of the failure to provide space for the exhibit or removal of exhibit, or failure to hold the Train show as scheduled. In the event the Train Show is not held or canceled, the liability of the NMRA® shall be limited to a refund of the fee paid for space.

Exhibitor agrees to indemnify and hold forever harmless the NMRA® from any and all damage, loss, liability, claim or expense (including legal fees) based upon, arising out of, or in connection with (i) the violation of any law or ordinance by the exhibitor, its volunteers, employees, agents, representatives, guests or others holding under the exhibitor; (ii) failure by exhibitor or any such persons to comply with all applicable terms and conditions contained in these rules or in the agreement between the Kansas City Convention Center and the NMRA® regarding the Train Show; and (iii) exhibitor's occupancy and use of the Train Show premises or a part thereof; whether or not such damage, loss, liability claim or expense was caused in whole or in part by the act or omission of the NMRA® or its agents or employees.

The exhibitor may provide recorded sounds in the space occupied by the exhibitor only on the following terms and conditions:

1. Exhibitors will be responsible for arranging all matters regarding the procurement, setup, use, etc., of "playback" equipment, including conformance to the terms and conditions of the agreement between the NMRA® and the Kansas City Convention Center.
2. Playback of recorded sound shall be at volume levels that are deemed reasonable considering the surroundings. The Train Show General Manager or his designee shall have complete and final authority in determining whether the sound volume levels are reasonable.
3. Prior to the Train show, an exhibitor desiring to use recorded sounds: (a) if using copyrighted sound recordings and the exhibitor is not the copyright holder, shall provide a written authorization from the copyright holder or shall provide written proof of a license agreement between the exhibitor and either ASCAP or BMI; (b) if using copyrighted sound recordings and the exhibitor is the copyright holder, certify in writing that the exhibitor is the copyright holder and describe by title such recordings; or (c) if using sound recordings that are not copyrighted describe by title or otherwise such recordings and certify in writing that such recordings have not been copyrighted by anyone.

The National Model Railroad Association Inc.®, reserves the right to refuse any manufacturer, exporter, importer, distributor, dealer, or other persons or corporations who request exhibition space, or the privilege of selling, or the privilege of playing sound recordings at the trade show of the national convention, regardless of membership in the association, if their past business practices have been shown to be detrimental to the best interests of the members of the association or the hobby, as determined by the Train Show General Manager.

**NATIONAL MODEL RAILROAD ASSOCIATION
NATIONAL TRAIN SHOW®
EXHIBITOR SHOW RULES AND REGULATIONS**

1. EXHIBITOR AREA STAFFING

Authorized representative must staff the exhibit area(s) during all show hours. Exhibitors are required to be at the show for the three day period when the show is open for the convention attendees and the general public.

(1) This requirement for everyday staffing will only be waived based on religious circumstances.

(2) A non-staffed exhibit area is totally at the risk of the exhibitor.

2. EXHIBITOR SETUP & TEAR DOWN POLICY

Exhibitors may only move in or move out during the designated time periods. Exhibitors may not set up their exhibit area after the show has opened. Exhibitors may not remove or tear down their exhibit area before the show closing.

(1) Because of the NMRA®'s concern for potential liability, the NMRA® cannot accept exhibitors who cannot comply with this policy. Exhibitors who disregard this policy shall be excluded from future NMRA® shows until reinstated by the NMRA®.

(2) If an early departure becomes necessary due to an emergency, we must be informed in advance and arrangements will be made to assist you without endangering the public if the show is open.

3. EXHIBIT DISPLAY POLICY

Exhibits may not exceed the area reserved for the exhibitor. Exhibitors will not be permitted to put on demonstrations unless the NMRA® is notified in advance and sufficient aisle space exists to support an audience.

4. DISPLAY INTERFERENCE

No exhibit may interfere with or block a neighboring exhibit.

5. RETAIL SALES

Retail sales are not permitted except in areas so designated.

6. PARKING RESTRICTION

Parking is prohibited on the loading dock ramp or adjacent to the perimeter thereof to include truck bays. Violators will be ticketed and/or towed.

EXHIBITOR SHOW RULES AND REGULATIONS (Cont.)

7. SAFETY PROVISIONS

All display material must be flameproof material or be made flameproof.

- (1) Exhibitor must provide the necessary shielding or safety items to protect attendee, exhibitors and all others from equipment that may cause bodily harm.
- (2) Electrical wiring and equipment must meet the national electrical codes.

8. PROMOTIONS & LITERATURE DISTRIBUTION

- (1) Promotions and commercial literature distribution by an exhibitor is restricted to the confines of their assigned area.
- (2) Exhibitors are not permitted to use other persons to distribute materials at other locations on the show premises.

9. RESTRICTION ON ACTIVITIES

Layout / Display Exhibitors will restrict their activities during the period of non-show hours (setup) to only their own assigned area. Exhibitor booths will not be visited during these times.

10. MOVE IN / OUT SAFETY

Please note that for safety reasons during the move in and move out periods, the NMRA® and the Kansas City Convention Center does not permit children under 16 years to be on the floor. Please contact the National Train Show Team: at (423) 892-2846, if this affects you.

11. MODULES

All display modules must be free standing with their own legs. Tables will not be supplied to support modules except under special circumstances.

Please call (423) 892-2846 if you have a question about the show rules.

Please SIGN here: _____ Date: _____

Your signature denotes acceptance and understanding of the Liability and Disclaimer and acceptance of the Exhibitor Show Rules and Regulations included in this package

MODULAR DISPLAY EXHIBITOR APPLICATION KANSAS CITY 2018 NTS

Office Use Only → Rec # _____ LO# _____ Date Received: _____

To apply to be an exhibitor or display, mail this completed application form to **National Train Show® Modular Layout Registrar** to:
 P.O. 1328, Soddy Daisy, TN 37384-1328. Phone: (423) 892-2846, email: ntsreg@nmra.org

Primary Contact Name:			
Layout / Display Name:			
Primary Contact's Address:			
City:	State/Province	Zip + 4	Country:
Daytime Phone # (Include Area Code)	Home Phone #		
E-mail Address:			

Scale / Gauge: G O S HO TT N Z Other _____

Dimensions (approximate overall size): _____ ft. X _____ ft.

Shape: Rectangular L-Shape E-Shape H-Shape Other _____
 (Diagram form must be included)

Radio Control Throttles? Yes No Manufacturer/Make/Model _____

Extra equipment requested (Indicate quantity):

_____ Plain 8 ft. tables (24" wide) Electrical: _____ 10 Amp _____ 20 Amp Chairs: _____

A reasonable quantity of extra equipment and electricity will be provided at no cost to the Display Exhibitor. This is to be determined by NTS Management.

PLEASE EMAIL ANY SPECIAL REQUESTS TO: ntsreg@nmra.org

All changes will be accepted up to May 21, 2018; thereafter, additional costs will be incurred by the National Train Show® and may result in your request for extra equipment/electric being denied.

Completion and submission requirements to ntsreg@nmra.org

LAYOUT DISPLAY SPACE IS FIRST COME FIRST SERVE BASIS – SECURED BY COMPLETED PAPERWORK

_____/_____
 SIGNATURE / DATE

Your signature denotes acceptance and understanding of the Liability Limitations and Disclaimer, and acceptance of the Layout/Display Exhibitor Show Rules and Regulations included in this package.

*******PLEASE NOTE – APPLICATIONS WILL NOT BE ACCEPTED OR PROCESSED WITHOUT A SIGNATURE*******

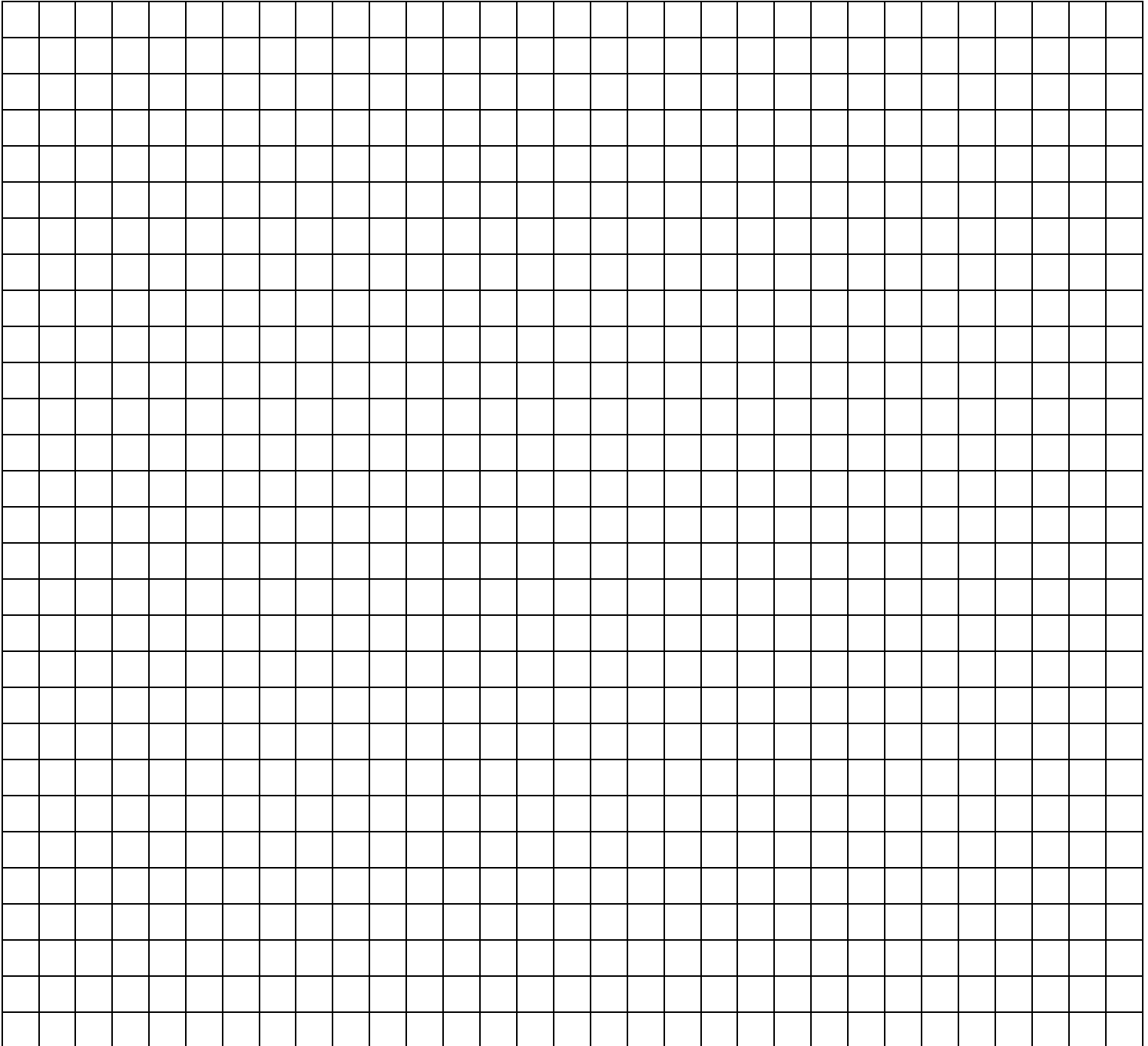
MODULAR LAYOUT/DISPLAY DRAWING – KANSAS CITY 2018 NTS

Modular Layout/Display Name _____

Include this sketch with your application. Indicate overall dimensions of modular layout/display and location(s) where electrical power is required with an “X”. Updates to this sketch may be submitted no later than May 1. Retain copy of this sketch for your use.

Forward this sketch to NTS REGISTRAR, National Model Railroad Association, PO Box 1328, Soddy Daisy, TN 37384-1328 Telephone: (423) 892-2846.

Scale 1/4" = _____ ft. (Example: Scale 1/4" = 2 ft. or 1/4" = 3 ft.) Electrical service requirements and locations may be modified to meet hall, decorator, fire marshal or contractor requirements.



NAMES OF PARTICIPANTS – KANSAS CITY 2018 NTS

Modular Layout/Display Name _____

List First Name/MI and Last Name of members of your organization. These names will be used for the preparation of Name Badges. Please limit the requests to **one name per 4 foot module** used; and also to only members of your organization. **Enter name of Contact/Coordinator on the first line.** Submit list as soon as possible in April, **but not later than May 1, 2017** to NTS Modular Layout Registrar. Late changes can be made but must be received by June 1, 2017. Retain a copy for your records. Please **block print** all name information. Please block print clearly.

First Name / MI	Last Name	First Name / MI	Last Name
1.		26.	
2.		27.	
3.		28.	
4.		29.	
5.		30.	
6.		31.	
7.		32.	
8.		33.	
9.		34.	
10.		35.	
11.		36.	
12.		37.	
13.		38.	
14.		39.	
15.		40.	
16.		41.	
17.		42.	
18.		43.	
19.		44.	
20.		45.	
21.		46.	
22.		47.	
23.		48.	
24.		49.	
25.		50.	

***Price \$10.00 per additional name badges.**

***There will be a \$10.00 fee for badges or changes after 1 June 2017.**

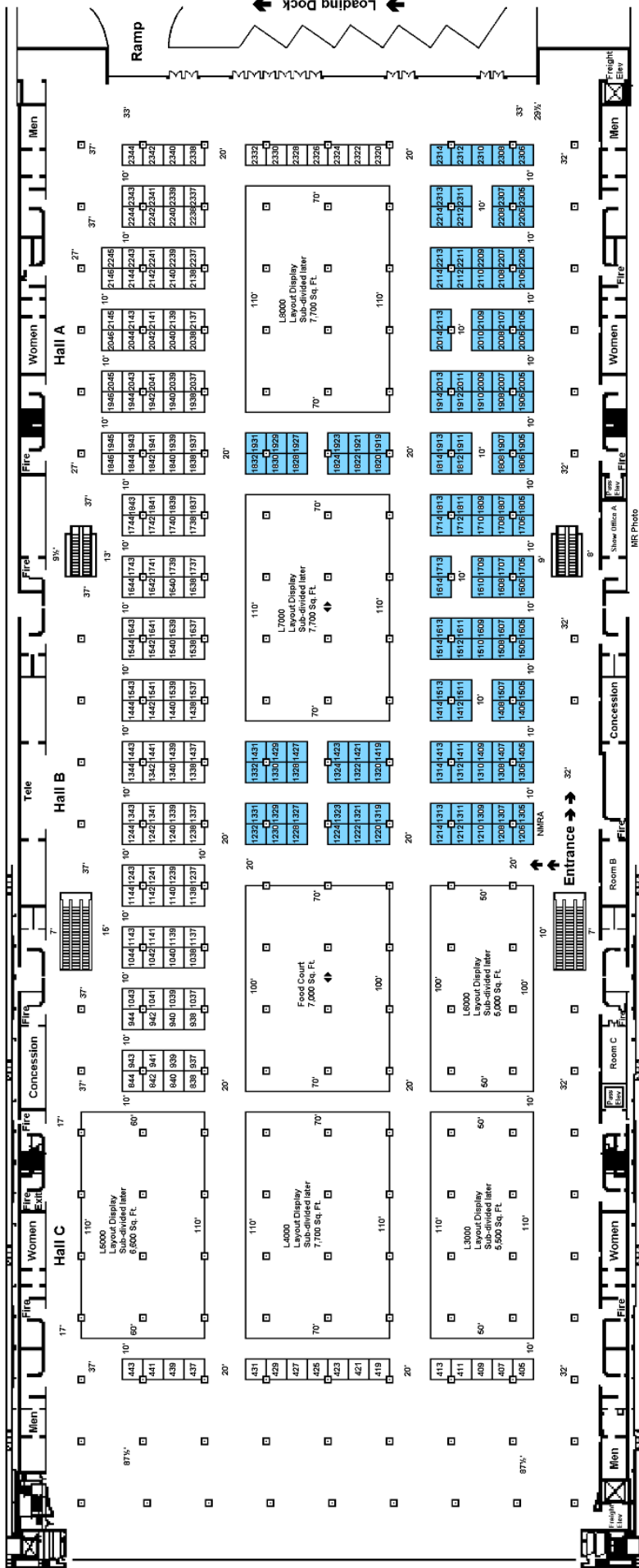
*** For Move In and Move Out name badges you must come to NTS office for your credentials.**



NATIONAL TRAIN SHOW
H. Roe Bartel Exhibition Halls A & C
Kansas City Convention Center
Kansas City, Missouri
August 10 - 12, 2018

Original - 2 October 2016
 Revision -

Booths
 NMRA - 10
 Industry - 131
 Retail - 155
 Total - 296
 Layout - 40,200 Sq. Ft.
 Food Court - 7,000 Sq. Ft.



Module Contest

General Information: Event Locations, Entry Procedures and Schedule

The Module Contest will be held at the National Train Show. Space for module entries must be secured ahead of the train show by contacting the train show staff. The schedule of events is shown below.

1. Module Set-up and Entry at Train Show – Thursday.
2. Fill out and turn in the brightly colored Yellow entry form (#901b) to the NTS office before its Thursday closing. Form is available at the NTS office. Also be sure to identify your module location using the NTS location number.
3. Obtain a brightly colored “J” sheet at the NTS office; enter your name in the space provided and hang the “J” sheet on the most visible section of your module(s). Mark show plan in NTS office with an “X” for your module location.
4. If the entry form is not turned in Thursday, when you first arrive Friday morning, affix the brightly colored entry form to the front of the module entered AND locate and notify the Module Judging team of your late entry and its location.
5. Judging – Starts on Friday at approximately 7:00 AM and concludes at approximately 9:00 AM.
6. Module Contest Awards – will be presented on Friday at approximately 3:00 PM, location at the NTS will be announced.
7. Module Viewing - Friday, Saturday and Sunday during the National Train Show.
8. Photographs of the winning modules will be taken after the awards ceremony. Award Winners should keep the brightly colored “J” sheets affixed to the front of their modules, so the camera crew can find them quickly.
9. Module Breakdown - Sunday at the conclusion of the National Train Show.

Eligibility & Entry:

Any person or group who attends the National Train Show is eligible to enter the Module Contest provided that person or group makes prior arrangements to display the module(s).

1. A Module Contest Entry Form #901b including name and address, category and Module location at the NTS, and Photographic publication release must be filled out for each module.

Rules:

1. Definition - Competitive Event for modules: all entries are judged by a team of experienced judges using a simple ranking system.
2. Module Definition - A small layout which includes supplemental scenery and track work which is designed to attach to and operate with other similar modules.
3. Scale - All scales shall be combined in each of two classifications.
4. Classifications
 - a. Module - Individual - A module entry built by an individual person.
 - b. Module - Group - A module built by a group of people.
5. Forms
 - a. Module Contest Entry Form #901b

Guidelines:

All judging is done using a simple ranking system based on an overall impression to determine the top three modules in each classification.

Awards:

1. Place Awards - First, Second and Third Place awards are given to modules in each of two classifications: individual and group, in accordance with their ranking.
2. Special NMRA Awards
 - a. Best-of-Show Award
3. Sponsored Awards
 - a. DPM City Classics Award



NMRA NATIONAL MODULE CONTEST ENTRY FORM

NMRA Form #901b 7/4/16 - Please Print All Information

Entry No.

ENTRANT / MODELER

Entry Classification: Individual or Group Entrant Name _____

St. Address _____ City _____

State/Provence _____ Zip/Postal Code _____ Country _____

Phone: (____)____-____ Cell Phone: (____)____-____ Email _____

Module location at NTS _____

CONDITIONS OF ENTRY

1. First place or Best of Show winners from previous National Train Shows are not eligible.
2. This Entry Form (# 901b) must be completed for all entries.
3. I hereby certify that this entry is entirely my/our own work.
4. I hereby grant the NMRA photo reproduction rights for publication of this entry in NMRA Magazine or any other publication of the NMRA.

Entrant, Modeler or Proxy Signature: _____

INSTRUCTIONS

1. Completely fill out this brightly colored entry form (#901b) that has been included in your application package. If you have lost the brightly colored form, you can get another one at the NTS office. (Please **DO NOT** use a white paper copy of the form if at all possible. Also be sure to identify your module location using the **NTS location number**)
2. Turn in the completed form to the NTS office before its Thursday PM closing.
3. Obtain a brightly colored "J" sheet at the NTS office; enter your name in the space provided and hang the "J" sheet on the most visible section of your module(s).
4. If the entry form is not turned in Thursday, when you first arrive Friday morning, affix the brightly colored entry form to the front of the module entered **AND** locate and notify the Module Judging team of your late entry and its location. Judging starts approximately at 7:00AM and concludes at approximately at 9:00AM. It is your responsibility to notify the judges before 9:00AM or at the conclusion of judging.
5. The Module Contest Awards will be presented at approximately 3:00PM Friday afternoon. The location at the NTS will be announced.
6. Photographs of the winning modules will be taken after the awards ceremony Award. Winners should keep the brightly colored "J" sheets affixed to the front of their modules, so the camera crew can find them quickly.



Entrant's name



J

Entry Number

(To be assigned by judges)

