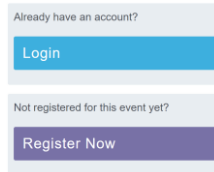
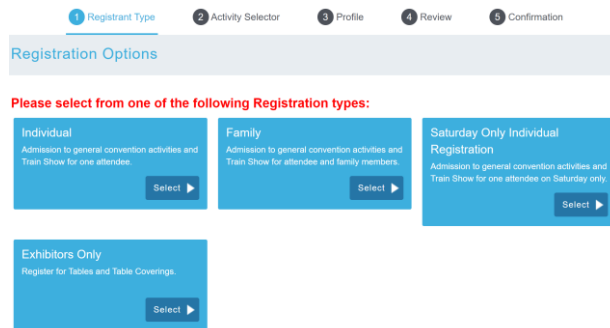


INSTRUCTIONS FOR EXHIBITOR REGISTRATION
INDY JUNCTION 2022
May 18 – 22, 2022

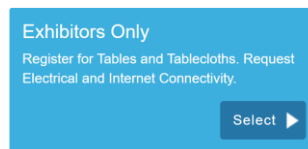
Registration for the convention was contracted out to a third-party vendor but is being managed by members of the Indy Junction 2022 Convention team. When you click the link to register, you will automatically be redirected to the secure registration site. There you will be presented with the following options:



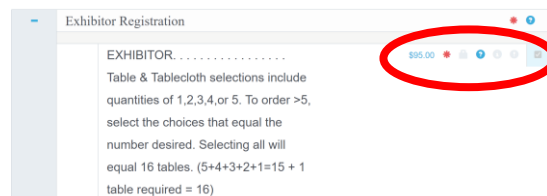
You will select “Register Now” if visiting the site for the first time. Here you will be presented with the following options:



1. Click “Select” in the Exhibitors Only option box.



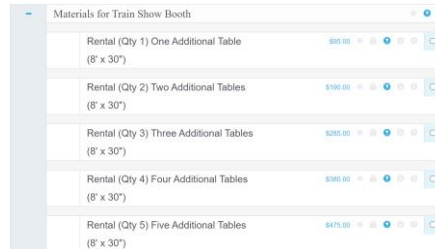
2. Inside the EXHIBITOR box, you will see that it is pre-selected.



INSTRUCTIONS FOR EXHIBITOR REGISTRATION
 INDY JUNCTION 2022
 May 18 – 22, 2022

3. Make convention selections for the EXHIBITOR from the following options:

TABLE RENTAL



By making the selection in Step (2) above you have ordered the required one table. To order additional tables, select from the options listed above in the combination that will give you the number of tables desired.

- For a total of **2 (two)** tables, select Rental (Qty 1) One Additional Table (8' x 30") for \$95.00. This total includes the required table plus an additional table.
- For a total of **3 (three)** tables, select Rental (Qty 2) Two Additional Tables (8' x 30") for \$190.00. This total includes the required table plus 2 additional tables.
- For a total of **4 (four)** tables, select Rental (Qty 3) Three Additional Tables (8' x 30") for \$285.00. This total includes the required table plus 3 additional tables.
- For a total of **5 (five)** tables, select Rental (Qty 4) Four Additional Tables (8' x 30") for \$380.00. This total includes the required table plus 4 additional tables.
- For a total of **6 (six)** tables, select Rental (Qty 5) Five Additional Tables (8' x 30") for \$475.00. This total includes the required table plus 5 additional tables.

- | For a total of: | SELECT ADDITIONAL TABLES: |
|-------------------------------------|---------------------------|
| ➤ 7 (seven) tables | 5 and 1 |
| ➤ 8 (eight) tables | 5 and 2 |
| ➤ 9 (nine) tables | 5 and 3 |
| ➤ 10 (ten) tables | 5 and 4 |
| ➤ 11 (eleven) tables | 5 and 4 and 1 |
| ➤ 12 (twelve) tables | 5 and 4 and 2 |
| ➤ 13 (thirteen) tables | 5 and 4 and 3 |
| ➤ 14 (fourteen) tables | 5 and 4 and 3 and 1 |
| ➤ 15 (fifteen) tables | 5 and 4 and 3 and 2 |
| ➤ 16 (sixteen) tables | 5 and 4 and 3 and 2 and 1 |

INSTRUCTIONS FOR EXHIBITOR REGISTRATION
 INDY JUNCTION 2022
 May 18 – 22, 2022

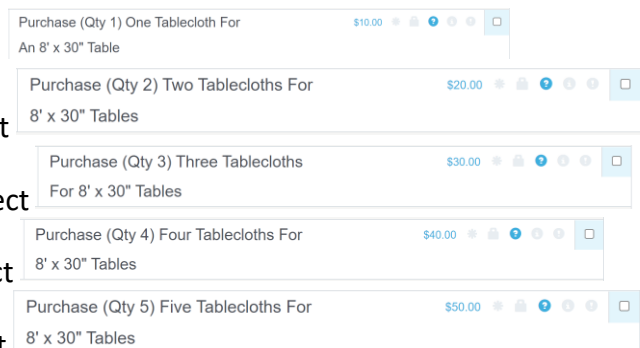
TABLECLOTHS

Tablecloths are available for PURCHASE. These tablecloths are white polyester and measure 60" X 126".

Purchase (Qty 1) One Tablecloth For An 8' x 30" Table	\$10.00	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Purchase (Qty 1) One Additional Tablecloth For 8' by 30" Table	\$10.00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Purchase (Qty 2) Two Tablecloths For 8' x 30" Tables	\$20.00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Purchase (Qty 3) Three Tablecloths For 8' x 30" Tables	\$30.00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Purchase (Qty 4) Four Tablecloths For 8' x 30" Tables	\$40.00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Purchase (Qty 5) Five Tablecloths For 8' x 30" Tables	\$50.00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

To purchase:

- For **1 (one)** tablecloth, select
- For a total of **2 (two)** tablecloths, select
- For a total of **3 (three)** tablecloths, select
- For a total of **4 (four)** tablecloths, select
- For a total of **5 (five)** tablecloths, select
- select



- | FOR A TOTAL OF: | SELECT ADDITIONAL TABLECLOTHS: |
|--|---------------------------------|
| ➤ 6 (six) tablecloths | 5 and 1 |
| ➤ 7 (seven) tablecloths | 5 and 2 |
| ➤ 8 (eight) tablecloths | 5 and 3 |
| ➤ 9 (nine) tablecloths | 5 and 4 |
| ➤ 10 (ten) tablecloths | 5 and 4 and 1 |
| ➤ 11 (eleven) tablecloths | 5 and 4 and 2 |
| ➤ 12 (twelve) tablecloths | 5 and 4 and 3 |
| ➤ 13 (thirteen) tablecloths | 5 and 4 and 4 |
| ➤ 14 (fourteen) tablecloths | 5 and 4 and 3 and 2 |
| ➤ 15 (fifteen) tablecloths | 5 and 4 and 3 and 2 and 1 |
| ➤ 16 (sixteen) tablecloths | 5 and 4 and 3 and 2 and 1 and 1 |

INSTRUCTIONS FOR EXHIBITOR REGISTRATION
INDY JUNCTION 2022
May 18 – 22, 2022

TO REQUEST ELECTRICAL AND/OR INTERNET CONNECTIVITY

Order Electricity	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet Connectivity	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

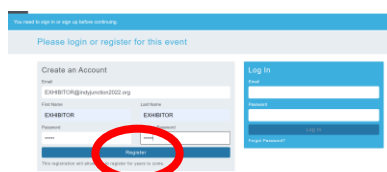
Electrical (110 Volt) power hook-up is available for a flat rate of \$45 for the show. Internet Connectivity is available at a rate of \$25 per day, \$75 for the show. Both these services are ordered from and paid directly to the hotel. Checking these boxes will generate an email to you with the required order form. You will complete the form and send it along with payment directly to the hotel.

CONVENTION SHIRTS

Order Convention Shirt(s) Max Qty = 6 Per Size		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Order (Qty 1) Adult Small Convention Shirt	\$30.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Order (Qty 2) Adult Small Convention Shirts	\$60.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Order (Qty 3) Adult Small Convention Shirts	\$90.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Convention Shirts are available in sizes S to 3X, priced \$30 - \$32 - \$34 depending on size. If you wish to order 1, 2, or 3 shirts of the same size, simply select 1, 2, or 3. To order 4 shirts of the same size, select 1 AND 3. To order 5 shirts of the same size, select 2 AND 3. To order 6 shirts of the same size, select 1, 2 AND 3. Example above shows options for Small Convention Shirts. You will see the same options for the other sizes. NOTE: Convention Shirts are available for pre-order only. They will not be available for sale at the convention. Watch <https://www.indyjunction2022.org> for notification of order cutoff date.

4. After making the selections, click Next.
5. Create **EXHIBITOR** account. When finished creating the **EXHIBITOR** account, click Register.



The screenshot shows a registration form with two main sections: 'Create an Account' and 'Log In'. The 'Create an Account' section has fields for 'Email' (with the value 'EXHIB170@indyjunction2022.org'), 'First Name', and 'Last Name'. Below these are two radio buttons, both labeled 'EXHIBITOR'. At the bottom of this section is a 'Register' button, which is circled in red. The 'Log In' section has fields for 'Email' and 'Password', and a 'Log In' button.

INSTRUCTIONS FOR EXHIBITOR REGISTRATION
INDY JUNCTION 2022
May 18 – 22, 2022

6. Complete profile information for **EXHIBITOR**. When finished, click Next.

Your Profile

Fields marked with an * are required

First Name * EXHIBITOR

Last Name * EXHIBITOR

Address

Line 1 * CLING STREET

Line 2 * INDY JUNCTION 2022

Country * United States

State * Indiana

City * Indianapolis

Zip code * 46219

Mobile Phone * [Field with note: You can opt-out of receiving text messages if you want that field blank. By providing a phone number you agree to receive text messages (SMS) from us.]

Company Name * TRANS, TRANS, TRANSH

Name (First Name or Nickname) you would like on your badge * EXHIBITOR

Next

7. Read the Statement of Policy, input first & last initial where indicated. The Agree & Confirm button will turn blue. If it does not turn blue, make sure the initials you entered are the first and last initial of the name as entered in the Profile.

Statement of Policy for Convention Refunds

CANCELLATION/REFUND POLICY

The cancellation and refund policy below covers, but is not limited to, convention registration fees, convention activities requiring additional fees, and exhibitor table fees.

- All requests for cancellation/refund shall be e-mailed to the Registrar (Registrar@indyjunction2022.org) prior to the beginning of the convention. Registrants who fail to attend the event without making prior arrangements will not receive refunds.
- If the registrant properly cancels a registration prior to April 1, 2022, a full refund will be permitted, less applicable bank card transaction fees.
- If the registrant properly cancels a registration on or after April 1, 2022 and prior to the start of the convention, 50% of the registration fee may be refunded, less applicable bank card transaction fees, subject to approval by the Indy Junction 2022 Finance Chair whose decision is FINAL.
- All other refund requests must be submitted to the Registrar (Registrar@indyjunction2022.org) and will be considered on a case-by-case basis. The Indy Junction 2022 Convention Registrar will, at his discretion, make a recommendation to the Indy Junction 2022 Finance Chair who is the only one authorized to make refunds.
- All non-refundable registration fees can be considered by the registrant as a non-refundable donation to the NABSA.
- The event organizers reserve the right to cancel any convention activity at any time, and shall refund the full amount of registration fees for that activity to the registrant. Such cancellation of a specific convention activity or activities is not sufficient reason to request a refund of any other registration fees. Cancellation of the entire event will result in a full refund of registration and related fees (less bank card transaction fees).
- No refund will be granted on unused Friends Of The Freight Car Banquet tickets unless a registration fee refund is also granted.
- Unless otherwise notified by Indy Junction 2022 Convention organizers, all refunds will be processed within 30 days of the end of the convention.

Please review the terms and conditions in the left. Provide your initials 'S2' to register.

Initials

Your Initials

Agree & Confirm

8. Click Agree & Confirm.

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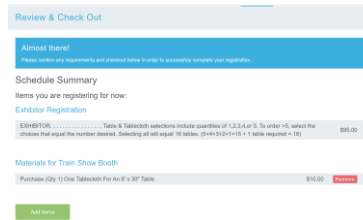
Initials

Your Initials

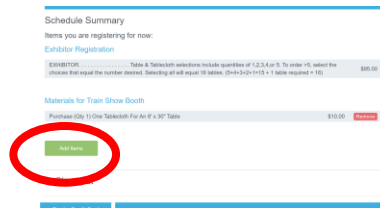
Agree & Confirm

INSTRUCTIONS FOR EXHIBITOR REGISTRATION
INDY JUNCTION 2022
May 18 – 22, 2022

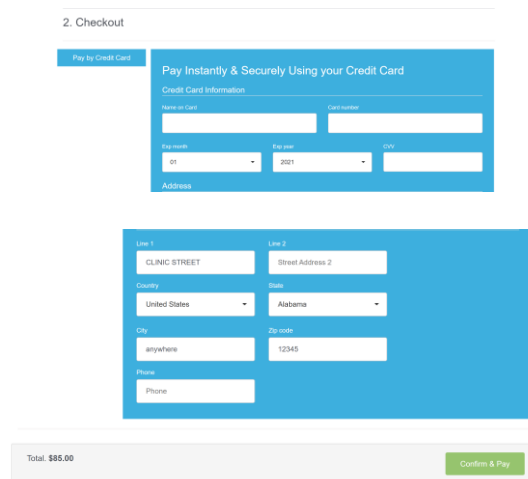
9. Verify that the EXHIBITOR Schedule Summary is correct.



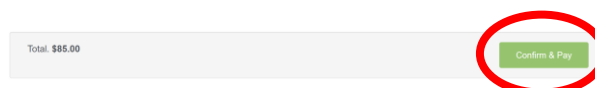
10. If additional convention activities are desired, click "Add Items", repeat steps (2) through (9).



11. Almost done! After additional items are entered or if no additional items are desired, verify the selections are correct and proceed with credit card information. The address used in the EXHIBITOR profile automatically populates the credit card screen. Please verify that the address is the correct one for the credit card being used.



12. Click Confirm & Pay. You will receive an email confirmation and summary of the convention activities selected, along with a receipt for your credit card transaction.



INSTRUCTIONS FOR EXHIBITOR REGISTRATION
INDY JUNCTION 2022
May 18 – 22, 2022

Remember the email address and password used for registration; you will be able to log in to your account and add convention activities if any are added to the schedule after you registered.

You are not considered “registered” until you confirm and pay. If you create your account, enter some information but don’t follow through to complete payment, the registration system “remembers” you as having an account, but not as a *registered* guest, therefore, you can’t simply use the “LOGIN” button. To get back into the system to complete your registration:

- Select Register Now.
- Select Exhibitors Only from the Registration Types.
- Select the Exhibitor option. Click Next.
- Type the email address used previously when your account was created. You will note that it populates in the LOGIN Box.
- Type the password where requested in the Register Now box. You will get the following message:

• Email exists. You may already have an account. Please try to log in.

- Insert the password in the LOGIN box.
- This generates the EXHIBITOR profile page. Click Next.
- Complete Steps (7) – (13) as needed to complete your registration.

THANK YOU for registering for Indy Junction 2022! We look forward to seeing you there!



National Model Railroad Association Multi-Regional Convention
Midwest, North Central, & Mid Central Regions
and the RPM Conference
May 18-22, 2022
Indianapolis, Indiana