

# **HOTRACK LAYOUT SETUP AND TEARDOWN PROCEDURE**

HOTrack of the Sunrise Trail has a long term reputation of consistently exhibiting a fully functional HO modular railroad and is typically the largest modular layout at any of the shows we do each season.

In an effort to ensure that this continues and that all HOTrack members share in the enjoyment of the hobby and modular railroading at each show from start to finish the following guidelines for show setup and teardown need to be followed.

These guidelines need to achieve three objectives at each show.

- To get the HOTrack layout setup and functioning properly, with all scenery, skirting and Plexiglas installed and trains operating at least 30 minutes prior to show start time.
- For the enjoyment of the public as well as HOTrack members multiple trains need to be operating on all available mainlines from the start of the show until the show close. Members need to be open and available to answer any questions about model railroading during the show.
- To get the HOTrack layout taken down, packed away safely and carefully, and ready for the next exhibition in a timely fashion at the designated end time of the show.

## **SETUP PROCEDURE: Load Out-Setup Modules-Clamp/Level-Joiner Tracks-Plexiglas/Skirting-DCC-Scenery-Operations**

1. All HOTrack members should meet at the show site at the pre-designated start time. This is typically 8 am. Most shows start the public exhibition between 10 and 11 am.
2. HOTrack members that are exhibiting modules should bring their modules, tools, scenery etc. into the designated exhibit area. HOTrack members who are not exhibiting modules and after your own modules have been brought in, all should be

available to unload the club trailer and move the club modules, totes etc. to the designated exhibit area.

3. Everything that is brought into the designated exhibit area should be placed in such a way that it does not impede the setup of modules for the show. If room allows modules and equipment can be set in the middle of the layout or to the side. It will save time if modules etc. do not have to be moved several times prior to placement.
4. A track plan will be available at the start of each show and every member should review the trackplan so they know which modules go in what location.
5. Starting at a designated "Anchor" corner per the trackplan modules should be setup on legs and placed into position. If the module(s) have carriers those carriers and hardware need to be removed from the modules and placed to the side with all hardware attached. Once the modules are in place they should be clamped and the leveling set to 40" rail height
6. Once the modules are clamped and level joiner tracks should be installed. Insulating rail joiner need to be installed on all mainline joiner tracks on the "East" (right side when looking at the module from the front) Metal rail joiners need to be in good condition and should be discarded if they have a loose fit. The club has a supply of joiner tracks. The "K" yard has special, shorter joiner tracks that need to be kept separate from the standard 6" joiner tracks. When fitting the joiner tracks try to minimize the gap between the joiner track and the module tracks. NEVER trim the module tracks for a better fit; only trim or alter joiner tracks. If a joiner track is broken or otherwise not usable please discard it; do not place it back in the joiner track box.
7. All HOTrack members are expected to bring tools to allow for setup of the layout and should include a pocket screwdriver, track nails, needle nose pliers, metal and plastic rail joiners, etc.

Typically the club will have these supplies but it will speed up the setup if each member has a readily available supply of these items.

8. Once the joiner tracks have been installed between a pair of modules the Plexiglas protection can be installed along with the decorative skirting.
9. DCC setup- during the setup of the modules the club DCC Master will be setting up the DCC system. This will include placement of the Command Station, getting the 110V power supply to the Command Station, installing LocoNet cables between modules, joining track power connectors between modules, determining "breaks" in module connectors and in the LocoNet. The DCC Master will need assistance in the DCC setup and may request that a member assist in the setup. Once all wiring has been setup the power will be turned on to the track. Specific DCC startup and shutdown procedures will be made available to all members and a copy will be placed at the Command Station.
10. After it has been determined that the mainline loops are powered up, scenery, vehicles and other items can be placed on the layout. Trains can be setup on the mainline or in the staging tracks and a test run of all mainlines should be conducted. The first trains out should be short, simple trains so that the reliability of the layout can be determined. All trouble spots should be corrected at this time. Details of operations, time on the layout, direction, size and speed of trains will be a separate document.
11. If everyone cooperates and all work as a team trains should be operating on the HOTrack layout prior to show start time, with time to spare. All members are expected to assist in correcting any problems with the layout prior to the show start and should use their skills to locate and correct faults as needed.

## **TEARDOWN PROCEDURE:**

- 1) To be fair to the sponsoring train show people and to the viewing public trains need to be operating on the layout until the designated time for the end of the show. As was done during the startup of the show, smaller, simpler trains can be left running for the last 15 minutes. All rolling stock that is to be removed should be done in the staging yards or placed on tables inside the layout. Do not use modules as areas for boxing up rolling stock.
- 2) Once the designated end time of the show has been reached all trains need to be removed from the modules.
- 3) Scenery on club modules, that is to be transported in the club trailer, should be removed and stowed in boxes or wrapped in protective blankets with bungee cords
- 4) DCC- power to the tracks will be shut down. A shutdown procedure of the Command Station will be performed. All track power connectors and LocoNet cables will be disconnected and removed. Any member that was using a club throttle will place the throttle in the designated container after removing the battery from the throttle. As in the setup, assistance will be needed to the DCC Maser to safely and carefully remove the DCC system from the layout. Once completed the Command Station, antenna and green DCC tote shall be placed in a secure and safe location prior to moving to the trailer.
- 5) Members that are exhibiting their own modules can breakdown their modules first and remove from the show area. All other members and those that have completed their module breakdown can start to disassemble the club modules.
- 6) Plexiglas and skirting are to be removed and stowed first. Each of the four 3 track club modules has their own brown fabric

carriers for the Plexiglas and skirting. These should be loaded and set to the side.

- 7) Joiner tracks should be removed and stored in the plastic tub. "K" yard joiner tracks are to be stored separately. Please note that the "K" yard joiner tracks at the end of the set are dedicated to this module set and need to be kept with the joiner tracks that go between the modules. Plastic rail joiner should stay attached to the module tracks.
- 8) Modules can have the clamps removed and the clamps placed in the designated green tote.
- 9) All club modules need to have the legs removed and tied up with two (2) bungee cords or if the legs are attached to the module the legs need to be folded and stowed. All loose wiring connectors need to be secured to the underneath of the module to avoid damage during transport. Special care needs to be taken securing the wiring on the entry bridge module.
- 10) After all club modules and equipment have been prepared for transport it can be removed from the exhibit area and taken to the trailer for loading. When bringing the club modules and equipment to the trailer keep in mind the order of loading the modules and equipment into the trailer, Place the items in such a way that makes loading the trailer easier
- 11) The trailer should be loaded in this order:
  - Heavy, green totes with clamps loaded first
  - Then four (3) track corners (left rear of trailer)
  - Then "K" yard (right rear of trailer)
  - Then items for upper shelf-bridge modules, Plexiglas, "K" yard scenery, leg bundles (above "K" yard)
  - Then four corner Plexiglas/skirt brown cloth carriers (next to corners)
  - Then the Entry Bridge module (right side of trailer by door)
  - Then remaining green, plastic totes

- Then remaining (4) track corner and inside corner
- Then any remaining scenery, T-Bar, carpet, bungee cords etc.

After all club modules and equipment have been safely loaded into the trailer any remaining modules and equipment should be loaded into the respective HOTrack member vehicles. The exhibit area should be cleaned and checked for anything of value that might have been missed.