

# Exhibitor Information Guide

## 33rd Annual Rocky Mountain Book & Paper Fair

Friday, August 4, 2017 – 2:00 pm to 8:00 pm

Saturday, August 5, 2017 – 10:00 am to 5:00 pm

The Rocky Mountain Antiquarian Booksellers Association (RMABA), sponsor of the 33rd Annual Book and Paper Fair, invites you to participate in the 2017 Book Fair, Friday and Saturday, August 4 and 5, 2017 at The Denver Mart at I-25 and 58th Avenue in Denver, Colorado.

### Key facts:

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| <ul style="list-style-type: none"><li>• Our event is a 2-day Fair, with set-up on Thursday afternoon and/or Friday a.m.</li><li>• Easy load-in, load-out with available labor to help</li><li>• We welcome professionals who are regular dealers in antiquarian books, maps, ephemera and similar items</li><li>• As a long-running event, we have many loyal attendees who shop our Fair every year</li><li>• Exhibitors are treated to a free lunch during Friday set-up and a free pizza party on Friday evening</li></ul> | <ul style="list-style-type: none"><li>• Hotel partner with favorable rates</li><li>• Exhibitors are encouraged to submit Featured Items which the Fair will promote through our website</li><li>• The Fair is promoted in local Denver media as well as national book and ephemera-related publications, social media, websites and other outlets</li><li>• Booths are surprisingly affordable, often costing less than other comparable events</li><li>• Many of our exhibitors are members of professional book-, map- and ephemera-selling organizations</li></ul> |
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### Contact information:

We welcome any questions which you may have:

Rocky Mountain Book and Paper Fair

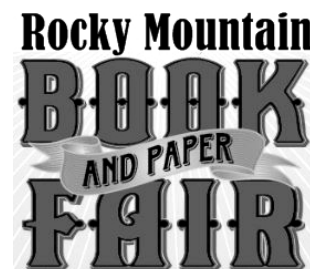
PO Box 9252

Denver, CO 80209

email: [bookfair2017@rmaba.org](mailto:bookfair2017@rmaba.org)

website: [www.rmaba.org](http://www.rmaba.org)

**Carol Mobley, Chair, Fair Committee: 303-761-3755**



## Exhibitor Information: 33rd Annual Rocky Mountain Book & Paper Fair

**All Exhibitor Forms are on the Web: [www.rmaba.org](http://www.rmaba.org)**

**Location:** The Denver Mart Expo Hall, located at 451 E. 58th Ave, just east of Interstate 25 at Exit 215. Loading dock is located at the east end of the complex just north of 58th Ave. on Washington St. All access to the building will be through the loading dock when the Fair is not open to the public.

**Promotions:** We will be promoting the Fair through various online outlets and websites including Facebook. Additionally, we will advertise in newspapers, local and national magazines, radio stations, and through direct mailings and flyers distributed through other book- and paper-related events. Exhibitors at the RMBPF are promoted on our website as well.

**Featured Items:** Once again, we will provide exhibitors with a Featured Item Submission Form to ensure that your Featured Items can be created by you and swiftly processed by the Fair. Our goal is to get maximum exposure for the special items you are bringing to the Fair. We will be sending the form link in an email message.

**Promotional Material:** The Fair will provide as many color postcards as requested by exhibitors for distribution to customers. Please help increase attendance by sending postcards. We also will provide 10 (or more) free passes per exhibitor.

**Date and Hours:** The 33rd Rocky Mountain Book & Paper Fair will take place on Friday, August 4 & Saturday, August 5, 2017. Hours open to the public: 2 PM to 8 PM on Friday August 4, and 10 AM until 5 PM on Saturday August 5.

**Set-up:** Set-up is from 2 PM to 6 PM Thursday, August 3 & 8 AM to 2 PM on Friday, Aug. 4. Tear down will be from 5 PM to 8 PM on Saturday, August 5. Doors open for exhibitors at 8:30 on Saturday. Only pre-registered dealers and helpers will be allowed inside the building during set-up and take down. Helpers, working for tips, will be available during set-up and take down.

**Food:** Food and beverages will be available on site. A sandwich lunch will be provided for dealers on Friday. The Fair will be hosting a pizza party for exhibitors after the doors close on Friday.

**Hotel Rooms:** Once again, the Fair is partnering with a local hotel for advantageous room rates. Watch our website for details.

**Booths:** Our most popular booth is a "3-Table Booth", measuring 10.5' x 13'. Other options are available: 2-Table through 6-Table and larger. (Larger booths are generally arranged along the walls.) See our Booth Fees form for details. Final booth numbers will be assigned shortly after the payment deadline of July 1, 2017.

**Booth Contracts:** Contracts are required for all exhibitors, and are available at [www.rmaba.org](http://www.rmaba.org)

**Booth Contracts (continued):** Contracts can be completed online using the Microsoft Word version before printing, or alternatively, printed out and completed using the PDF version. Either way, the contract should be mailed with the booth fees form and payment to our address (below).

**Display Cases:** Glass display cases & table covers are available for rent through Dynamic Events of Denver 720-295-8807. (See Showcase Rental Application at [www.rmaba.org](http://www.rmaba.org)) Showcase rental does NOT include electrical hook-up fees, which must be paid separately.

**Electric Power:** Electric power hook-up is an additional charge, and is not included in the booth fees or display case rental fees. If desired, the cost is \$65 per booth.

**Fire Department Restrictions:** The Fire Department does not allow any sort of tent, canopy or covering above the booths, as this would interfere with the fire sprinklers in the hall.

**Other Booth Necessities:** Wi-Fi internet access is available through the Denver Mart, charged by the day. Exhibitor signs will be provided. Table drapes are required, and exhibitors should plan to bring their own, or they can be rented from Dynamic Events.

**New Exhibitors:** New exhibitors to the RMBPF, who are not a member of a book, map or ephemera professional organization will need to complete an Application to Exhibit. A copy of Application to Exhibit is available at [www.rmaba.org](http://www.rmaba.org)

**Security:** All exhibitors and helpers must wear badges provided by RMBPF. Security will be provided at the door. Bags and stickers will be provided to all exhibitors and must be used. Itemized receipts must be issued for all purchases. Thieves will be prosecuted.

**Advertising Opportunity:** Exhibitors, or others who wish to participate have the opportunity to place reasonably priced ads in our program book or other publications. The Advertising Rate sheet is available at [www.rmaba.org](http://www.rmaba.org).

**Deadlines:** The Fair allows exhibitors to receive a discount if booth fees are paid in full on or before March 1, 2017. Please refer to the Booth Fees Form available at [www.rmaba.org](http://www.rmaba.org). Our final deadline is Saturday, July 1, 2017. All booth payments must be paid in full by that date. Refunds for cancellations after July 1, 2017 are at the discretion of the Fair Committee.

**Shipping:** Exhibitors are welcome to ship inventory items to: Your Company Name & Booth Number  
Book and Paper Fair c/o Denver Mart  
451 E. 58th Ave. - Denver CO 80216

**Contact Info:** RMBPF, PO Box 9252, Denver CO 80209  
Carol Mobley, Chair, Fair Committee: 303-761-3755  
[bookfair2017@rmaba.org](mailto:bookfair2017@rmaba.org) or [www.rmaba.org](http://www.rmaba.org)