

29th Annual Rocky Mountain Book & Paper Fair August 2-3, 2013

Denver Merchandise Mart – Denver CO

Exhibitor Contract

(Contract can be completed online and printed for signing and mailing with your check.)

The **Rocky Mountain Book & Paper Fair**, sponsored by the Rocky Mountain Antiquarian Booksellers Association (RMABA), will take place on Friday and Saturday, August 2-3, 2013 at the Denver Merchandise Mart. The fair can only be cancelled for good cause, i.e. building collapse or natural disaster.

EXHIBITOR HALL RULES:

- 1) Exhibitors agree to abide by the procedures established by the organizers, the rules of the Denver Merchandise Mart, and all relevant laws, regulations, or codes.
- 2) Exhibitors retain all responsibility for their own property at all times. Organizers accept no responsibility for property loss, damage, or theft. Organizers accept no responsibility for any personal injury in conjunction with the Rocky Mountain Book & Paper Fair. The Exhibitor will hold harmless show management and any employee or agent for any injury, loss, or damage.
- 3) Organizers retain the right to reject any exhibitor for any reason, by refunding any monies paid.
- 4) Exhibitors agree to abide by accepted professional standards of ethics, including but not limited to the RMABA Code of Ethics.
- 5) The focus of the fair is on antiquarian and collectible books and paper. Exhibitors agree to clearly mark any reproduction merchandise with the word "reproduction" or "facsimile". Exhibitors agree to accept the judgment of organizers regarding the appropriateness and acceptability of any item.

- 6) Early breakdowns are unacceptable and may result in no invitation for future fairs.
- 7) Exhibitors agree to collect sales tax on all applicable sales. Exhibitors will be informed of the applicable tax rate at the event. For exhibitors without a Colorado sales tax license, the Colorado Department of Revenue provides a special event sales tax form on their website www.taxcolorado.com. This form will automatically calculate the sales tax and then can be printed to mail in with your payment. With the form you can also apply for your license, if you did not get one before the event.
- 8) RMBPF will make reasonable efforts for the security of your goods and safety of your personnel while in the Exhibitor Hall. The Exhibitor Hall will be secured and access limited during times the Room is closed to the public. This is neither an admission nor an assumption of liability on the organizers part. Each Exhibitor is ultimately responsible for its merchandise and personnel while at Rocky Mountain Book and Paper Fair.
- 9) There is no smoking or otherwise burning objects within the exhibition hall at any time.
- 10) Exhibitors may play audio devices at moderate volume. The organizers reserve the right to determine the definition of "moderate volume".

New Exhibitors to the RMBPF: If you are not a member of a recognized book, map or ephemera professional organization, you will need to complete an **Application to Exhibit form** along with this signed contract. The **Application to Exhibit form** is available at www.rmaba.org. Your application will be reviewed and you will be informed of your acceptance or rejection to acquire a booth at the RMBPF.

Save \$25 by paying in full by April 1, 2013. Reserve booth space with a \$100 deposit received no later than **January 31, 2013**. Full payment is due by **July 08, 2013**. A \$50 administrative fee will be assessed for any cancellation prior to July 08, 2013. Refunds for cancellations after July 08, 2013 are at the discretion of the organizers. Send deposit or complete payment and a **Booth Fees form** along with a signed copy of this contract.

Your signature below indicates that you have read, understood and agree to abide by the policies herein. This form must be signed by the owner, manager or other person associated with this business that has the authority to enter into agreements for the company and to enforce these policies.

Firm Representative Signature

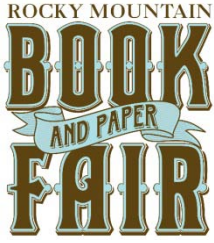
Date

Print Representative Name:

Firm Name (please print name):

Mail Signed Contract To: RMBPF, P.O. Box 487, Westminster, CO 80036.

For more information contact: Linda Nelson, 720-234-7829 or bookfair2013@rmaba.org



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Booth Fees

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COMPANY INFORMATION PROVIDED BY EXHIBITOR WILL BE USED FOR THE FAIR PROGRAM

| | | | | |
|-------------------------------------------------------------------------------------------|---------|-----------------------|-------|-------------|
| Name of Firm (as you want it to appear on signs, website directory, and in program book): | | | | |
| If Sharing a Booth (limit 2 per booth), sharing with: | | | | |
| Contact Person(s): | | | | |
| Badge Name(s)1. | | 2. | | |
| Specialties | | | | |
| Address | | | City | |
| State | Country | Zip | Phone | Other Phone |
| Web-site | | Contact E-mail | | |
| Sales Tax Number | | State of Registration | | |

| BOOTH SIZES AVAILABLE and other FEES | BOOTH COST & other Fees | QTY | FEE Totals | Special Requests / Info (Booth #, Deposit Date, etc.) |
|---------------------------------------------------------------------------------------------------|-------------------------|-----|------------|----------------------------------------------------------|
| 10.5' X 8' (2 tables) | \$250.00 | | \$ | |
| 10.5' X 13' (3 tables) | \$375.00 | | \$ | |
| 10.5' X 21' (4 tables) | \$475.00 | | \$ | |
| 10.5' X 29' (5 tables) | \$575.00 | | \$ | |
| 10.5' X 37' (6 tables) | \$650.00 | | \$ | |
| Shared Booth Fee | \$25.00 | | \$ | |
| Booth Electricity Hook-Up | \$65.00 | | \$ | |
| Booth Reservation Deposit (Due 01/31/13) If paid previously, subtract \$100 from total fees paid. | \$100.00 | | \$ | Date Deposit Paid: |
| Early Bird Discount: If booth fees paid before April 1, 2013, subtract \$25 from total fees paid. | Minus \$25.00 | | Minus \$ | |
| Late Payment Fee If booth fees paid after 07/08/13, add \$50 to total fees paid. | \$50.00 | | \$ | |
| TOTALS | | | | |

Please send me Postcards to send to my customers: **0 10 25 50** (Circle One)

Mail CHECKS To: RMBPF, P.O. Box487, Westminster CO 80036

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