



# 30<sup>th</sup> Rocky Mountain Book & Paper Fair

August 1 - 2, 2014

Denver Mart – Denver CO

## Exhibitor Information

**All Exhibitor Forms are at the Exhibitor Information Page:**  
[http://www.rmaba.org/rmbpf/2014/rmbpf\\_2014\\_ExhibitorInfo.html](http://www.rmaba.org/rmbpf/2014/rmbpf_2014_ExhibitorInfo.html)

**Location:** The RMBPF will once again occupy the Expo Building with its great lighting and easy access load in and out. **The Denver Mart Expo Hall is located at 451 E. 58th Ave, just east of Interstate 25 at Exit 215.** The 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 continue to step up our promotion - especially our online and email efforts. Promotion will also include ads and write-ups in local, regional and national publications, direct mail cards, fliers to other shows and more. Exhibitors at the RMBPF are promoted on our website as well. We can promote the fair and your business even more effectively when we know what special Featured Items you may be bringing,

**Featured Items:** Once again, we are providing exhibitors with a Featured Item Submission Form to ensure that your Featured Items can be created by you and swiftly processed by us in record time. Our goal is to get maximum exposure for the special items you are bringing to the fair. You can access the form at <http://www.rmaba.org/rmbpf/fi-submission-form.html>. After ALL Featured Item submissions have been received the Exhibitor's FI page will be created. If you have any questions or need assistance, please contact the Technical Team at [2014@rmaba.org](mailto:2014@rmaba.org)

**Promotional Material:** Postcards will be available. Request as many of each as you can use. Each exhibitor will receive at least ten (10) free passes to distribute as they wish. **Help increase attendance by distributing postcards and flyers.**

**Date and Hours:** *The Rocky Mountain Book & Paper Fair* is sponsored by the Rocky Mountain Antiquarian Booksellers Association (RMABA). The fair will take place on Friday, August 1 & Saturday, August 2, 2014. It will be open to the public from 2 -9 PM on Friday August 1, and 10 AM until 5 PM on Saturday August 2.

**Set-up:** Set-up time is from 2-6 PM Thursday, and 8 AM until 1 PM on Friday, August 1. Tear down will be from 5 PM until 8 PM on Saturday, August 2. 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:** A food and beverage cart will be on site. For our dealers a sandwich lunch will be provided on Friday afternoon.

**Hotel Rooms:** There are no special room rates for the Rocky Mountain Book and Paper Fair this year. You have a better possibility of booking good rates through online discount hotel booking services than those we were offered.

**Booths:** A standard booth is a 10.5' X 13' (3 tables) center space. Other options include 10.5' X 8' (2 tables), 10.5' X 21' (4 tables), 10.5' X 29' (5 tables), and 10.5' X 37' (6 tables) booths which are arranged along the walls. The larger booths are in limited quantities. Rates are listed on the Booth Fees form. Be aware that the floor plan is not an exact rendition. Depending on the needs of the exhibitors there may be a slight alteration in locations of the booth.

**Booth Contracts:** A contract for the fair is available at [www.rmaba.org](http://www.rmaba.org). You can complete the form online using Microsoft Word then print and mail with your payment to the address below. If you don't use Word, there is a printable PDF of the contract that you can print, complete, and mail to the new address below.

**Display Cases:** Glass display cases are available for rent through **Dynamic Events of Denver 720-432-8801**. (See **Showcase Rental Application** at [www.rmaba.org](http://www.rmaba.org)) Show case rental does NOT include electrical hook-up fees. Electrical hook-up fees must be paid separately.

**Electric Power:** Electric power is available for \$65.00 per booth when paid with your booth registration. If you do not pay ahead for the power hook-up, day-of-show charges will be considerably higher from the Denver Mart. Renting a display booth does NOT include electrical hook-up fees.

**Other Booth Necessities:** Wi-Fi internet access is available through the Denver Mart for \$9.95 a day. Exhibitor signs will be provided. Table drapes are required, and exhibitors should plan to bring their own. If table drapes are "borrowed" from the Book Fair, a \$5.00 deposit will be required. This deposit fee will be refunded upon return of the borrowed table covers. "Borrowed" extension cords will require a \$20.00 deposit, refundable upon return.

**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) under 2014 RMBPF Exhibitor Info.

**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.

**Exhibitor Advertising:** Once again this year exhibitors, and any others who want to participate, have the opportunity to place reasonably priced ads in our program book as well as banner ads in our e-mail distributions. The Advertising Rate sheet is available at [www.rmaba.org](http://www.rmaba.org).

**Deadlines:** Payments made on or before Jan. 1, 2014 will be less than those made after this date. Refer to the Booth Fees Schedule on the Booth Fees form available at [www.rmaba.org](http://www.rmaba.org). You may pay in full by check anytime **before July 01, 2014**. A \$25 late fee may be assessed for payments made after July 01. Refunds for cancellations before July 01, 2014 will be subject to a \$50 processing fee. Refunds for cancellations after July 01, 2014 are at the discretion of the organizers.

**Shipping:** Exhibitors who wish to ship items, at no additional charge, should label and send as follows:

Your Company Name & Booth Number  
Book and Paper Fair  
Denver Mart  
451 E. 58<sup>th</sup> Ave.  
Denver CO 80216

**Contact Info:** **Linda Nelson – Event Coordinator**  
**Rocky Mountain Book & Paper Fair**  
**P.O. Box 487, Westminster CO 80036**  
**720-234-7829** [bookfair2014@rmaba.org](mailto:bookfair2014@rmaba.org) [www.rmaba.org](http://www.rmaba.org)