



Annual Rocky Mountain Book & Paper Fair

Friday-Saturday, August 15-16, 2025

Douglas County Fairgrounds, Castle Rock, CO

AUTHOR Contract

The Rocky Mountain Book & Paper Fair, sponsored by the Rocky Mountain Antiquarian Booksellers Association (RMABA), will take place on **Friday and Saturday, August 15-16, 2025** at the **Douglas County Fairgrounds in Castle Rock, CO**. This contract is for one table in the AUTHOR ROOM at the Book Fair. The Fair can only be cancelled for good cause, e.g.: building collapse or natural disaster.

EXHIBITOR HALL RULES:

- 1) Exhibitors agree to abide by the procedures established by the organizers, the rules of the **Douglas County Fairgrounds**, 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) 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 and remit sales tax on all applicable sales, and will be informed of the applicable tax rate at the event. Both Colorado-based and exhibitors from out-of-state must procure a Special Event Tax form through the Colorado Department of Revenue on their website: www.taxcolorado.com. The form allows exhibitors to apply for their license and calculate the sales tax payable for remittance to the State. An application and tax form will also be available in your Exhibitor Packet at the Book Fair. The

- Rocky Mountain Book & Paper Fair will collect and remit sales tax for the City of Castle Rock. A sales tax reporting form will be in your exhibitor packet.
- 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 are expected to maintain decorum and foster peaceful, quiet conditions at their tables.
 - 11) 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.
 - 12) Tables are 6 feet with 2 chairs. No shared tables. Limit of 2 people per exhibitor. Bring table covers.
 - 13) Setup times – **Friday August 15, 11a—1P**; Moveout – Saturday August 16 – from 4p- 8P.
 - 14) **Event hours for public – Friday 1P-7P, Saturday 10A-4P**
 - 15) **Table fee is \$50.00, limited to one table per author. This includes a pizza and beverage reception on Saturday at 7PM.**
 - 16) **Only allowed to sell your own authored books.**

New Exhibitors to the RMBPF: 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 table in the AUTHOR ROOM at the RMBPF.

Table space reserved with payment received no later than **July 1, 2025, limited space available**. Send complete Author Application and Author Contract to the address below.

Your signature below indicates that you have read, understand and agree to abide by the policies herein. This form must be signed by the author requesting table space at the Book Fair.

Signature:	Date:
Print Name:	
Phone/email	

Mail Signed Contract To: RMBPF, P.O. Box 9252, Denver, CO 80209.

For more information contact: Carol Mobley, Promoter, (303) 761-3755 or camobley@ephemeranet.com