



# Annual Rocky Mountain Book & Paper Fair

## Saturday-Sunday, August 17-18, 2024

Douglas County Fairgrounds, Castle Rock, CO

### Exhibitor Contract

The Rocky Mountain Book & Paper Fair, sponsored by the Rocky Mountain Antiquarian Booksellers Association (RMABA), will take place on **Saturday and Sunday**, August 17-18, 2024 at the **Douglas County Fairgrounds in Castle Rock, CO**. 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) The focus of the Fair is on antiquarian and collectible books and paper. Exhibitors agree to clearly mark any reproduced 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 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](http://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.
- 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 in their booths.
- 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) Shared booths require **approved applications** and **signed contracts** from both parties. Each party shall pay the \$25 shared booth fee.
- 13) Setup times – Friday August 16 2P-7P, Saturday August 17, 8A—2P; Moveout – Sunday August 18 – from 4p- 8P.
- 14) Event hours for public – Saturday 1P-7P, Sunday 10A-4P**
- 15) Showcase rental to be arranged between the Exhibitor and our showcase provider – information to be provided at a later date.

**New Exhibitors to the RMBPF:** If you are not a member of a recognized professional organization for selling of books, maps, or ephemera, 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](http://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.

Reserve booth space with a payment as outlined in the 2024 Booth Fees Schedule listed on the **Booth Fees Form** on or before the dates outlined. Final payments must be received by **August 1, 2024**. Send complete payment and a completed **Booth Fees form** along with a signed copy of this contract.

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

<b>Signature:</b>	<b>Date:</b>	<b>IMPORTANT: Before sending, please complete BOOTH FEES FORM as well as this form!</b>
<b>Print Name:</b>		
<b>Firm Name (please print):</b>		

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

*For more information contact: Carol Mobley, Promoter, (303) 761-3755 or [bookfair2024@rmaba.org](mailto:bookfair2024@rmaba.org)*