



# Vendor Welcome Packet

Welcome to the Baltimore Stamp and Coin Show! It is my pleasure to host the show and serve you during the show.

I think it is only fair that everyone has a common understanding of what is expected during the show from the time an application is submitted until teardown is complete. So with that in mind please take a few minutes to read the information below and if you have any questions please ask. My contact information is:

*Phone:* 443-686-0146 feel free to text or leave a message if I do not pick up. I will get back to you as soon as possible.

*Email:* [andrew@aegraber.com](mailto:andrew@aegraber.com)

**BOURSE APPLICATIONS:** Bourse application are required to be filled out and signed prior to the show starting. If you are a last minute fill in please be sure to complete and sign the application prior to beginning set up. It is important to submit your applications as soon as possible as the registration desk referral list will be ordered by when applications are received. This is discussed further in the registration desk referral section.

**SECURITY:** Security is a team event requiring each of us to remain vigilant during the show to ensure our respective property is secure. We all should keep our eyes open for our fellow vendors when possible. With this being said there will be an armed off duty police officer present at the show. In the event of an incident the officer will be able to call local authorities to come to the show and adjudicate any issues. The officer will be around to ask if vendors are armed during the show. This is so he is aware in the event of an incident. Security cameras are in use as part of the security net. It is my goal to let the bad guys know that I am serious about the security of both the vendors and customers that attend the show. Security presence will be from 7:30am thru 4:00pm

**ADVERTIZING:** I realize that advertising is the soul of any show. You can expect the following from me in the form of advertisement.

1. Permeant presence on Facebook. Link:  
<https://www.facebook.com/groups/997308680409017/>
2. CoinZip.com is the home of the show. For up to date information please visit the show page. Link: <http://www.BSCShow.com> I encourage each of you to register on coinzip.com and add yourself to shows that you are attending. The coinzip.com registration site link is:  
<http://www.coinzip.com/register.php>
3. Featured Regional Banner add on CoinZip.com for Maryland, Virginia, Pennsylvania, Delaware and West Virginia during the week prior to the show.
4. Targeted email campaign to coin and stamp collectors within a 50-mile radius of the show. This includes three separate email blasts prior to the show. Each mailing is monitored and tweaked to increase response rates.
5. Advertisement in Coin World and Linn's hard copy and electronic magazines.
6. Advertisement in Pennsylvania Association of Numismatics hard copy magazine.
7. Listed on ANA Event Calendar, Grey Sheet Calendar, CoinZip.com, ANACS Calendar (for dates they will attend the show) and CoinShows.com.
8. Email and direct mail to show customers.
9. Hard copy show flyers distribution.
10. Outreach to local coin clubs.

**TABLES & ELECTRICITY:** Primary table is 6 feet in length by 30 inches wide, backup table is 6 feet long by 18 inches wide, and each primary table has 1 electric outlet.

**WiFi:** When available the WiFi information will be given out during show setup.

**SETUP TIME:** Setup time begins at 7:30am and vendor entrance doors close at 8:45am. After 8:45am the use of the hotel main entrance will be required. The reason for this is that only the vendor entrance door or the public entrance door can be open at one time. If both are open at the same time a wind tunnel effect occurs causing vendor setups to be disturbed and the Embassy Suit Atrium is impacted. This is a property rule that we have to abide by.

**TEAR DOWN TIME:** The show will close promptly at 3:00pm giving vendors one hour to complete teardown which must be complete no later than 4:00pm.

**REGISTRATION DESK REFERRALS:** What happens when customers ask registration desk personnel for referrals for vendors that are buying coins or stamps? To be fair to all vendors at the show a list of vendors will be kept at the registration desk listing the vendors in two groups. One group for stamps and the other for coins. These lists will be ordered by when the vendor's bourse applications were received. When asked registration personnel will simply start at the top of the respective list depending whether coins or stamps were asked for and refer the next vendor on the list and work their way down until the end of the list is reached then return to the top of the list. *My table will always be at the end of the list giving other vendors first shot at potential buy opportunities.*

**MUTUAL VENDOR RESPECT:** Mutual respect for each other is very important. Two things to be aware. First do not to pull customers from other vendor tables while they are talking. Wait until they are finished and the potential customer is moving on. Second before conducting a deal in front of another vendors table ask permission as it is rude to do so without permission.



# 2018 - BOURSE APPLICATION

## BALTIMORE STAMP AND COIN SHOW

Show Times are 9:00am to 3:00pm... Dealer set up 7:30am to 8:45am.

**EMBASSY SUITES**, 213 International Circle, Cockeysville, Maryland 21030

Applicants Name \_\_\_\_\_

Name for Advertising Listing: \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Phone: \_\_\_\_\_

Persons Tending Table: (1) \_\_\_\_\_ (2) \_\_\_\_\_

### Table Fees - Make check payable to Andrew E. Graber

DESCRIPTION	Cost Each	Quantity	Total Sent (Quantity x Cost Each)
One (1) six (6) foot table, One (1) six (6) foot back table and One (1) electric outlet. (first come first served)	\$65.00		
Two (2) six (6) foot tables on corner, one (1) back table and two (2) electrical outlets. (first come first served)	125.00		

**IMPORTANT:** FOR YOUR BOURSE APPLICATION TO BE ACCEPTED YOU MUST SIGN "AGREEMENT AND RELEASE" PRINTED BELOW. SIGN YOUR NAME AS SECOND PARTY

### **AGREEMENT & RELEASE**

This agreement consists of two (2) pages and is made this \_\_\_\_\_ day of \_\_\_\_\_ and between Andrew E. Graber hereinafter referred to as the first party and \_\_\_\_\_ hereinafter referred to as the second party.

1. That the first party hereby agrees to rent to the second party bourse space in the exhibit area of the Embassy Suites on \_\_\_\_\_, \_\_\_\_\_, 2018. If desired table selections are not available upon receipt of Bourse Application first party shall contact second party and deconflict table availability or add second party to a waiting list.

2. Second party hereby releases first party and the officers, members, committees, agents and employees of the first party of their officials and or individual personal capacities from any liability for loss damage or destruction (through negligence, gross negligence, or otherwise) of numismatic, philatelic, other material for sale and for personnel injury and property damage of any kind. The foregoing shall not; however, limit the liability of any individual who may personally be guilty of theft & or willful damage or destruction.

3. It is specifically understood by the second party that the first party are not insurers and will not provide insurance to the second party during this event or at any time.

4. Only individuals listed on the Bourse Application or otherwise officially accredited to the booth and wearing booth holder badges may be permitted behind booth tables.



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**AGREEMENT & RELEASE - Continued**

5. This show extends to Active & Retired Military, Military Veterans, DoD Civilians and First Responders (with Valid ID and a copy of the flyer) customers a ten percent (10%) discount that can redeemed at any vendor at the show date(s) on the flyer. **Note: Excluded are any bullion items.** This is **NOT** in addition to discounts of 10% or above already offered by second party.
6. Second Party shall be responsible for any and all excise, state or personal taxes, which may occur from the sale of their merchandise. It is the responsibility of the second party to visit the Maryland.gov website to obtain compliance information.
7. Submission of this application with applicable deposit and/or fees constitutes acceptance of the conditions of the Bourse Contract Agreement.
8. Second Party offering altered, counterfeit or other spurious material will be subject to expulsion from the show without recourse.
9. Cancellation Policy; first party agrees to refund 100% table(s) fees if written cancellation notice is received by second party outside 14 calendar days prior to the show. If second party written notice is received within 14 calendar days of show date first party agrees to attempt to resell tables and if resold refund table(s) fees for those table(s) able to be resold.

Date

Signature

Print Name

Make a copy of all pages of this signed contract and your check then return to Andrew E. Graber, PO Box 73, Joppa, MD 21085 Email address: [andrew@aegraber.com](mailto:andrew@aegraber.com) Voice: 443-686-0146

<b>FOR INTERNAL USE ONLY</b>			
<b>DO NOT FILL IN BELOW THIS POINT</b>			
Date Received		Received By	
Wait List Number		Date Off Wait List	
Number Straight Tables		Number Corner Tables	





**EMBASSY SUITES**  
 213 International Circle  
 Cockeysville, Maryland 21030

INTERSTAE 83 EXIT 20A  
 (Schwan Road)

**FREE** Admission **FREE** Parking  
 Handicap Accessible



Sponsored by:  
**ANDREW E. GRABER**  
 PO Box 73, Joppa, MD 21085  
 1-443-686-0146  
[andrew@aegrabers.com](mailto:andrew@aegrabers.com)



**Show Hours 9 AM to 3 PM**

**DATES**

**Saturday April 21, 2018**  
**Saturday June 02, 2018**  
**Saturday August 18, 2018**  
**Saturday October 20, 2018**  
**Saturday December 15, 2018**



Door Prize—\$25.00 Gift Certificate (Need not be present to win)

- COINS FOREIGN & DOMESTIC ➤ CURRENCY ➤ BULLION GOLD & SILVER
- STAMPS ➤ COVERS ➤ POSTCARDS ➤ FINANCIAL PAPER ➤ EPHEMERA

Find our shows on many internet websites and trade magazines

**DEALERS WANTED**

**PAYING TOP DOLLAR**

*Dealers Paying Top Dollar!*

Bring your Coins, Currency,  
 Bullion, Stamps, Covers,  
 Postcards, Financial Paper, and  
 Ephemera.