



2019

Bourse Application

Packet

Version 2.1

March 30, 2019

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

BOURSE APPLICATIONS: Bourse application are required to be filled out and signed prior to the show starting. Read all pages of this application then fill out pages six (6) and seven (7). **Only return pages six (6) and seven (7)** with your payment. Keep the others for reference.

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.

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. Allowing non-badged individuals behind tables during the show is a security violation. If you need extra badges at the show see me.

Wait List: I have established a set of rules on how to accept applications that I believe is fair to all. If you see room for improvement here I am open to ideas.

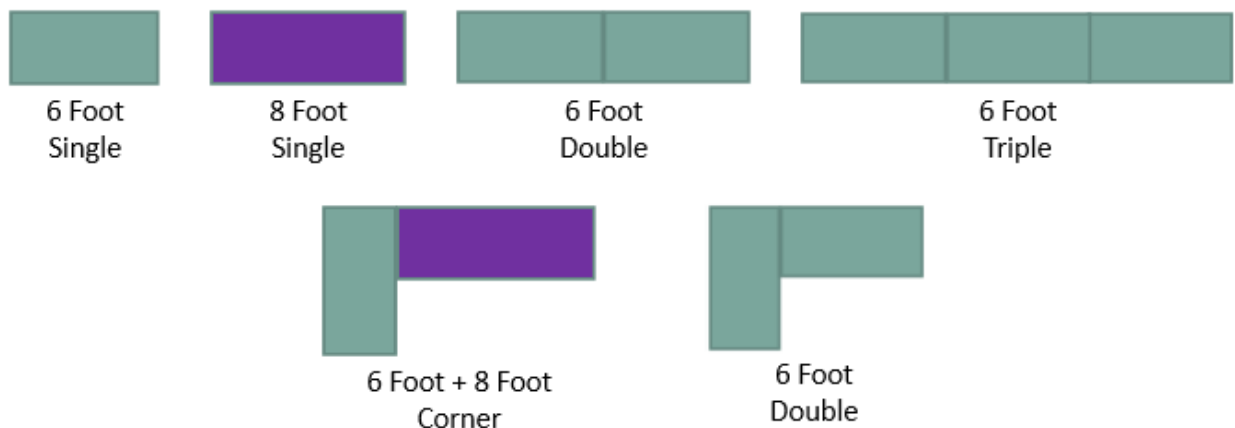
So here is the simple version If you setup at a show you have two weeks after the show to send in the signed application and payment. Applications will be ordered based on date received. I will use the postmark to determine date received.

I do recognize that there will be times when you may not be able to make the next show but can make other future shows. I will accept applications with payment for future shows. If there is not a waiting list your tables will be reserved. If there is then you will be placed on the waiting list. At each show I will pass out a sheet to all vendors indicating how many tables are still available for future shows as tables may have been reserved during a prior show.

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 - Event advertising and promotion of vendors confirmed for the show.
Page Link: <https://www.facebook.com/BaltimoreStampandCoinShow/>
User Name: @BaltimoreStampandCoinShow
Group Link: <https://www.facebook.com/groups/997308680409017/>
Hashtag: #BaltimoreStampandCoinShow
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. Registration as a vendor on CoinZip.com is FREE and the link is:
<http://www.coinzip.com/register.php>
3. Featured Regional Banner add on CoinZip.com for Maryland, Virginia, Pennsylvania, Delaware, West Virginia and Washington D.C. during the month prior to the show.
4. Advertisement in Numismatics hard copy and electronic magazines.
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 Event Calendar, CoinZip.com and ANACS Calendar (for dates they will attend the show).
8. Email and direct mail to show customers.
9. Hard copy flyer distribution.
10. Advertisement postcards distributed to 15 key dinners in a 50 mile radius of the show.
11. Outreach to coin clubs in a 100 mile radius of the show.

TABLES & ELECTRICITY: Primary table is 6 or 8 feet in length by 30 inches wide, backup table is 5 feet long by 18 inches wide, and each primary table has 1 electric outlet. Table configurations offered are 6 foot Single, 8 foot Single, 6 Foot Double, 6 foot triple, 6 foot Corner and 6 Foot + 8 Foot Double. Visual representations of each are below.



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. Vendor entrance doors shall remain closed between 8:45am and 3:00pm for security purposes. Exiting through the emergency exit doors for other than emergency's during this time is a **security violation**.

DEALER EARLY BIRD TIME: Starting the June 22, 2019 show Dealer Early Bird will be offered at \$25.00 for dealers attending the show between the hours of 8:30am and 9:00am. Early Bird Dealers will need to provide Photo ID and Proof of business operation by providing a copy of a business or sales tax collection license.

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.

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.

Customers will be required to show picture ID and register at the registration desk prior to be given entry to the show. Please make your customers aware of this.

There will be an armed off duty police officer present at the show. In the event of an incident the officer or yourself are able to call local authorities to come to the show and adjudicate any issues. If you call the local authorities please let the show officer and myself know. During the show the officer may stop by your table to ask if you are armed. This is so he is aware in the event of an incident.

Security cameras are in use as part of the security net. They are located at the registration desk and throughout the venue. The video is backed up and retained for one year after the show date. If you need copies of the video footage for legal related reasons I will release the video upon receipt of a signed non-disclosure agreement. Simply request the agreement and I will send it to you. The agreement states that the video will only be used for legal related purposes and not used for advertising or the sort.

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

*****MOST IMPORTANT*****

If you have an incident please report it immediately this allows security time to react prior to individuals leaving the event.

Security Violations: First violation will result in a written warning to the vendor. Second violation will result in a one show suspension and a third violation will result in being banned from setting up at the show.

1. *Emergency exit doors shall remain closed Between 8:45am and 3:00pm for security purposes. Exiting through the emergency exit doors for other than emergency's during this time is a security violation*
2. 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. *Allowing non-badged individuals behind tables during the show is a security violation*

LIABILITY INSURANCE: The venue requires me to have an event liability policy that covers attending vendors. The Insurance company I use requires me to notify you that I am required to list each vendor as additional insured on the event liability policy I purchase. This paragraph fulfills the insurance company requirement to notify you of this. By signing the application, you indicate that you have been notified and that I will add you to the event policy. Insurance premium for the event is included in the table fees.

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 of.

1. 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.
2. Before conducting a deal in front of another vendors table ask permission as it is rude to do so without permission.
3. Always ask permission to see a coin or to walk away with a coin to research it. DO NOT self-assume this is ok just because you are a vendor.



2019 - BOURSE APPLICATION

BALTIMORE STAMP AND COIN SHOW

Show Times: **Early Bird:** 8:30am to 9:00am **Public:** 9:00am to 4:00pm

Dealer Set Up 7:30am to 8:45am.

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)
6 FOOT SINGLE: One (1) six (6) foot table, One (1) five (5) foot back table and One (1) electric outlet. (first come first served)	\$85.00		
8 FOOT SINGLE: One (1) eight (8) foot table, One (1) five (5) foot back table and One (1) electric outlet. (first come first served)	\$90.00		
Double: Two (2) six (6) foot tables side by side, Two (2) five (5) foot back table and Two (2) electric outlets. (first come first served)	\$170.00		
Triple: Three (3) six (6) foot tables, Three (3) five (5) foot back table and Three (3) electric outlets. (first come first served)	\$255.00		
6 FOOT CORNER: Two (2) six (6) foot tables on corner, one (1) five (5) foot back table and two (2) electrical outlets. (first come first served)	\$165.00		
6+8 FOOT CORNER: (2) six (6) foot tables on corner, one (1) five (5) foot back table and two (2) electrical outlets. (first come first served)	\$170.00		

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 _____ 2019 and between Andrew E. Graber hereinafter referred to as the first party and _____ hereinafter referred to as the second party. BSCS Bourse Application Packet, Revision 2.1, dated March 30, 2019 supersedes all previous versions.

1. That the first party hereby agrees to rent to the second party bourse space in the exhibit area of the Embassy Suites on _____, _____, 2019. 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 wait list. Wait list process is discussed in the BSCS Bourse Application Packet.

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.



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AGREEMENT & RELEASE – Continued

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. *Security Violations, first violation will result in a written warning to the vendor. Second violation will result in a one show suspension and a third violation will result in being banned from setting up at the show.*

a) 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. *Allowing non-badged individuals behind tables during the show is a security violation.*

b) *Emergency exit doors shall remain closed Between 8:45am and 3:00pm for security purposes. Exiting through the emergency exit doors for other than emergency's during this time is a security violation.*

5. 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.

6. Submission of this application with applicable deposit and/or fees constitutes acceptance of the conditions of the Bourse Contract Agreement.

7. Second Party offering altered, counterfeit or other spurious material will be subject to expulsion from the show without recourse.

8. 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.

9. The Insurance company I use requires me to notify you that I am required to list each vendor as additional insured on the event liability policy.

10. Dealer Early Bird Hours are from 8:30am to 9:00am.

Date:

Signature:

Print Name:

Make a copy of pages six (6) and seven (7) of this signed contract and your check
 Payable to **Andrew E. Graber**, then return to Andrew E. Graber, PO Box 73, Joppa, MD 21085
 Email address: andrew@aegrabr.com Voice: 443-686-0146

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