

NORTH TEXAS BOOK & PAPER SHOW

GENERAL INFORMATION & RULES

Dates. Saturday, October 6, and Sunday, Oct. 7, 2007. (Set-up is Friday, Oct. 5, 12-9 p.m.).

Show Hours. Saturday: 10 a.m. to 6 p.m. Sunday: 10 a.m. to 4 p.m.

Sponsor. The Texas Booksellers Association (TxBA), a non-profit organization comprised of member booksellers, is the sponsor and promoter of the annual North Texas Book & Paper Show.

Location. The 2007 (and 14th annual) North Texas Book & Paper Show will be held at the Roundup Inn Room, Amon G. Carter Jr. Exhibits Hall in the Will Rogers Memorial Center, Fort Worth, TX. Located just west of Fort Worth's central business district in the Cultural District, it is easily accessible from Interstate 30. Take the Montgomery St. Exit and proceed north about a half-mile. Turn right on Burnet-Tandy Rd. and the Exhibits Hall will be on your left, less than a block from the intersection. A statue of a bucking horse sits in front. Loading area is on the south side of the building. Parking is free in the basement or adjoining parking lots.

Exhibitor Set-up and Takedown. Set-up hours are Friday, Oct. 5, 2006, from Noon to 9 p.m. and Saturday morning from 8 a.m. to 10 a.m. Exhibitors and their helpers only are allowed in the exhibit area during set-up on Friday. Please check in before unloading books. Packing and moving out will be Sunday afternoon, after the show closes and not before, and should be completed before 7 p.m. ***No set-up or takedown is allowed while the show is in progress.***

Exhibitor Space and Tables. All exhibitors will be in the same large room. Rental tables are 8 feet by 2-1/2 feet. Space for exhibitor-owned tables will be the same as rented tables and the cost is the same. Each exhibitor's area is to be used for the sole purpose of showing and selling rare and used collectible books, manuscripts, autographs, post cards, maps, prints, and paper ephemera. The sponsor maintains the right to ask for the removal of anything not in keeping with the format of the show. Spaces are arranged and assigned by the sponsors. Spaces and tables may not be subleased, shared, or given away without the express permission of the sponsors, in which case a \$50 sharing fee is also applicable. The right to deny spaces and tables to anyone for any reason is retained by the sponsors.

Decoration or skirting of the tables is the exhibitor's option; however, *nothing can be adhered or stapled to the rented tables, walls, or columns.* Exhibitors agree to be liable for any damage to walls, tables, floors, or fixtures on the premises, or to other exhibitors' property. Electricity is available for some areas at no charge; if you have a special need, indicate it in the Special Requests section of the application. Chairs will be provided for exhibitors.

Smoking. Smoking is prohibited in the Amon Carter Exhibits Hall by city ordinance.

Public Admission. Admission to the show will be \$5 for an adult, \$4 for students with an I.D., or children under twelve free at the door. (Various discounts may also be applicable). All ticket proceeds from admissions will go to the Texas Booksellers Association for promotional efforts of that group and for current and future book show expenses. Each exhibitor will be sent 5 free tickets to

give to friends or customers. Additional free passes may be purchased by exhibitors for \$2.50 each if ordered when the exhibitor submits his/her application for rental space. Indicate on the Special Requests section of the application the number of passes desired and include payment for same.

Security. Name badges will be provided to exhibitors and must be worn during the event. Security personnel will be on duty Friday and Saturday nights. Sponsors will be present each morning to handle any problems and watch the exhibits. No exhibitor other than a sponsor shall be permitted entrance to the show room more than one hour prior to the scheduled opening except opening day. No exhibitor shall be allowed in the show room after closing hours each night except for the final night. Exhibitors agree to issue a sales receipt for each sale and to enclose both it and the purchased item(s) in a bag as provided to exhibitors for this purpose.

Exhibitor Fees and Contracts. Payment of rental fees, in full, must accompany the application. No contract will be accepted without payment. Phone and on-line reservations will be accepted when using a credit card through PayPal. However, a signed copy of the Contract is required to be mailed in to satisfy the waiver of liabilities for the event. In the event of a cancellation, the fees will be refunded if the sponsor is notified in time to resell the space/table. Otherwise, the fees may be forfeited. Exhibitors must check in during Friday set-up or by 8:30 a.m. on Saturday or fees will be forfeited.

Liability Limitations. The exhibitor expressly releases the North Texas Book & Paper Show sponsors (TxBA), the City of Fort Worth, the Amon G. Carter Jr. Exhibits Building, and its agents, officers, or representatives from any all liabilities for damage, loss, injury, or other consequences to himself or employees while at the event.

Advertising and Promotion. Advertisements will be placed in local and regional newspapers, magazines, and trade journals as appropriate. Postcards announcing the show will be sent to previous attendees and others on the TxBA mailing list. Additional postcards will be available for exhibitors who wish to mail them to their customers. Please indicate quantity needed in the appropriate space of the Application. A flyer will be distributed along with 5 free passes and 10 half-price passes after receipt of application/contract. Exhibitors are under no obligation to help advertise the show, but your help would be appreciated and beneficial to all. In particular, members of the TxBA should help to promote the event since it is, after all, our show.

Accommodations. The Texas Booksellers Association will attempt to obtain a special rate from a local Fort Worth hotel. If we do, information will be provided with the exhibitor packet prior to the show.

Other Hotels in the area:

Fairfield Inn, 1505 S. University. 817-335-2000 (1-800-228-2800).

Days Inn, 1551 S. University. 817-336-9823 (1-800-DAYSINN)

Residence Inn By Marriott, (Suites), 1701 S. University. 817-870-1011.

Courtyard By Marriott, 3150 Riverfront Dr. 817-335-1300 (1-800-321-2211)

**FOR FURTHER QUESTIONS OR REQUESTS, CALL
Chris Wright 972-921-1216**