



2017 COA Key West Convention
Bourse Rules
Bourse dates, August 18-19, 2017

1. Participating dealers **must** be a member in good standing of Conchologists of America for the year 2016 and membership for 2017 must be paid *before* registering for the 2017 Bourse. Dealers must register and pay for the convention at the same time they apply for tables, etc.
2. Dealers must agree to abide by applicable federal, state, local laws, rules and regulations. They must also agree to fill out and submit all sales tax paperwork. *All sales at the convention are subject to a 7.5% Florida State Sales Tax with the exception of sales to dealers registered in their home state or countries.* Dealers already registered and having a State of Florida certificate must report their sales along with their regularly filed sales tax reports.
3. Dealers who do not have a State of Florida Sales Tax Certificate are required to individually submit sales tax collected at the end of the Convention on a form provided in your Convention packet. Tax is payable to the State of Florida in U.S. dollars, a U.S. check or money order.
4. Space will be assigned on the Bourse floor based on the receipt of a.) the Convention Registration Form fully completed, b.) completed Bourse Agreement, c.) payment in full. Table assignments will be on a first come basis and at the discretion of the Bourse Chair. *COA discourages selling outside the Bourse, in hotel rooms, and in the lobbies.*
5. Table space will be available on a first come, first served basis. Applications should be received no later than **June 15, 2017**. Each dealer is allowed to reserve a maximum of three (3) tables, each table is 6 feet x 36 inches wide. **Requests** for additional tables will be considered on space availability **after June 30th**. Requests are considered dependent on how many tables are available. Upon approval of additional tables, immediate payment must be sent to the COA Convention Registrar, Karlynn Morgan. Notification of extra tables will be via e-mail.
6. Cost per table is **\$80 each**. (Tables will be covered and skirted.) Electricity will be provided at no charge if requested. Within their booths Dealers will be responsible for their own power strips, extension cords, lighting, tape, etc.
7. If tables are shared, dealers at those shared tables must be registered and each of the dealers sign a Bourse Agreement Form. Bourse Agreements are not transferable. If you must cancel your Bourse Agreement, it must be returned to the Convention Registrar by July 20, 2017 to qualify for a refund. No refunds will be issued after July 20, 2017.
8. Bourse dealers and assistants will receive a special name badge in their dealer packet at the time they pick up their Convention information. No one will be permitted on the floor of the Bourse during set up or take down unless wearing this special name badge. This badge must be worn during the hours of the Bourse also.
9. Each dealer may add up to 2 assistants who must be named on the Bourse Agreement form. If these assistants are already registered for the Convention there is no additional charge. For non-registered assistants, there is a registration fee of \$40 per day per assistant. This fee represents the daily COA fee.
10. **Bourse set up** will be **Friday, August 18th from 7:00 A.M. to 12:30 P.M.** The Bourse will be secured between sessions and no one will be allowed to enter without the express permission of the Bourse Chair. All dealers must remain on the floor for both days.
11. All sales items must be removed by 7:00 P.M. Saturday, August 19, 2017.
12. There is no loading dock area at this venue.
13. COA does not guarantee sales at the Bourse but will do its best to promote this event and provide a forum for each dealer to sell their inventory. **The Bourse is scheduled for Friday, August 18, 2017 from 1:00 P.M. to 8:00 P.M. and Saturday, August 19 from 9:00 A.M. to 3:00 P.M.**
14. Due to fire safety regulations and the American with Disability Act accessibility, tables may not be moved or rearranged without permission of the Bourse Chair. All merchandise must be sold from tables. Dealers are allowed to bring in one small table for packing purchases.
15. The COA committee recommends specimen shells each have a data slip including the Latin name of the specimen, location and date collected and price of specimen. Dealers are encouraged to be vigilant and protect expensive items on their tables.
16. A coffee station will be available during set up August 18, 2017. A water station will be available during both days of the Bourse.
17. Lunches will be available for sale both days of the Bourse. Details will be available closer to the Convention.
18. The Bourse floor will be secured after the Bourse closes Friday night until it opens Saturday morning. Please cover your merchandise Friday night and remove any expensive shells you have to prevent theft.
19. **"COA forbids the sale of any governmentally-protected biota in the Bourse.**