



Midwest Antiquarian Booksellers Association

Dear Colleague,

MWABA invites you to participate in the 56th Chicago Book & Paper Fair to be held on **Saturday, June 16, 2018 from 10:00 AM to 5:00 PM.**

This year we are returning to the location of our previous fairs at the Grand Ballroom of the Chicago Journeyman Plumber's Union Building, 1340 W. Washington Blvd., Chicago, IL 60607. This is in the West Loop neighborhood, just west of downtown. This beautiful Beaux Arts ballroom is a fantastic book fair venue and last year's fair turned out to be a success for all involved.

PLEASE READ THE ENCLOSED INFORMATION, COMPLETE ALL FORMS AS INDICATED AND RETURN TO THE ADDRESS BELOW.

Signed contract and fees are due by **May 1, 2018.** Complete details regarding procedures, maps, local hotels, etc. will be sent with your confirmation. Set-up will be between 10:00 AM and 5:00 PM on Friday, June 16. Porters will be available from 10:00 AM to 2:00 PM on Friday and after 5:00 PM on Saturday.

Your booth fees include a delicious breakfast Friday as well as breakfast and lunch on Saturday. And don't forget Friday's post-setup bash co-sponsored by MWABA and the Midwest Chapter of the ABAA! If you are not yet a member of MWABA, bear in mind that membership entitles you to a **discount on booth fees** at both our Chicago and Twin Cities fairs. To become a member, email info@mwaba.com or contact me directly (see our web site for eligibility requirements).

Please specify any requests for booth placement. We will try to accommodate as many requests as possible. Booth placement will be frozen about three weeks before the fair so programs can be printed. We cannot make changes at the fair. This is a large ballroom and every location is a good one. We will not be offering extra table upgrades this year, but are making a 5-table booth available for \$25 over the cost of a 4-table booth.

Glass showcase rentals will be available from VU Case Rentals of Wood Dale. We are including VU Case's order form at the end of this mailing. If you'd like to rent a showcase please fill out the form with payment and return it with your booth application and payment (check made out to MWABA).

Please feel free to contact me with any questions or concerns. I hope you can join us!

Chris Rohe
Chicago Book Fair Manager
1812 Colfax St. Unit 1
Evanston, IL 60201-2528
Cell: 847-722-8949
chicagobookfair2014@gmail.com

**MIDWEST ANTIQUARIAN BOOKSELLERS ASSOCIATION
BOOK FAIR CONTRACT**

**Saturday June 16, 2018 - 10AM to 5PM
Chicago Journeymen Plumbers Hall
1340 W. Washington, Chicago, IL**

(Set-Up: Friday, June 15th from 10:00AM to 5:00PM and Saturday 8:00AM to 10:00AM)

The Midwest Antiquarian Booksellers Association (MWABA) and its agents, associates, employees, shall not be responsible for any injury or loss or legal action that may arise or come to the exhibitor or his employees for personal injury or for damage to his/her goods or property (including vehicles, exhibits, equipment and all other personal property) or for injury to the public from any cause whatever while said premises are being used under this agreement and while exhibitor is at Chicago Journeymen Plumbers Hall.

If Chicago Journeymen Plumbers Hall is destroyed by fire, wind, or act of God, or if any cause whatever makes it impossible to have the above book show, or if in the sole judgment of the MWABA the show should not be held for any reason, the lease agreement shall terminate and the exhibitor waives any claims for damages except the return of the rental fee.

To be eligible for a booth rental refund, an exhibitor must notify the Book Fair Manager of his/her decision to withdraw from the book fair a minimum of ten business days before the date of the book fair, or in this case by May 5th, 2017. The exhibitor will receive a refund, if and only if, the booth space can be resold.

The MWABA will provide no insurance on the property of the exhibitor or against the acts or omissions of the exhibitor, his/her agents and employees. All insurance, personal property and public liability must be carried by the exhibitors. Exhibitors hereby relieve the managers and Chicago Journeymen Plumbers Hall of all responsibility in connection with the safekeeping of exhibitors' property, and any liability arising out of the acts or omissions of the exhibitor, his/her agents or employees. Exhibitors shall be held responsible for any damage to Chicago Journeymen Plumbers Hall property.

All fire regulations must be observed. No smoking allowed.

Tables must be draped to the floor with self-extinguishing, flame retardant material. No nails, tacks, staples, or Velcro may be used with drapery. Tables may be moved during set-up to install covering, shelving, fixtures, etc. but before the show opens they MUST be put back in their original position. Additional furniture MUST NOT block aisles.

During set-up, only registered exhibitors and one assistant will be allowed in the show area. If the assistant is another known book dealer or collector, he/she must remain in the booth to which he/she is assigned until the show officially opens. Registered exhibitors and assistants must wear identification badges issued by show management at all times.

Chicago sales tax is applicable. All items shall be priced; all sales shall be recorded and receipts provided with name and address of bookseller. No sale tables or any other type of discount selling is allowed. Purchases shall be bagged and sealed.

No subleasing of spaces. No one shall occupy or exhibit in any space other than the agreed upon exhibitor, unless with prior consent of the MWABA.

No packing or breaking down before the advertised closing time of 5:00 PM, except with prior consent of the show management.

A \$25.00 fee will be assessed to the exhibitor for all checks written to MWABA that are returned because of insufficient funds.

Failure to comply with any of the terms of this contract may lead to forfeiture of booth space or non-acceptance of future contracts.

I understand and agree to all of the terms of this contract.

SIGNATURE

DATE

SALES TAX NUMBER (required)

Booth Fees:

MWABA MEMBERS:	NON-MEMBERS:
5 Table Booth \$ 560.00	5 Table Booth \$ 620.00
4 Table Booth \$ 535.00	4 Table Booth \$ 595.00
3 Table Booth \$ 425.00	3 Table Booth \$ 485.00
2 Table Booth \$ 315.00	2 Table Booth \$ 375.00

- All tables will be 8' long X 30" wide.
- 5 table booths will all be arranged with 4 of the tables forming a "U" shape, with the 5th table at the front, or center of the open space.
- There are no electrical hookups in the booths except for the rented display cases – lighting is excellent throughout the hall.
- No exhibitor may sublet portions of their booths.
- We will strictly enforce the rule regarding known book dealers/collectors who are assisting at setup. They must remain in their booth and cannot shop prior to the official start of the show.

Please return the signed contract and fee by May 1, 2018 to reserve your booth. Space is limited and booth assignments will be determined **based upon date of receipt of contract and payment.** Until May 1, space priority will be assigned using the following criteria:

1. MWABA member/exhibitor at one of the three previous Chicago book fairs.
2. Other MWABA members.
3. Non-member exhibitors at one of the three previous Chicago book fairs.
4. Other non-members.

IMPORTANT INFORMATION – PRINT CLEARLY

Business Name: _____

Exhibitor(s) Name(s): _____
(**EXACTLY** as you wish it to appear in the fair program)

Address: _____

City: _____ State/Prov: _____ Zip: _____

Phone: _____ E-mail: _____

MWABA Member: _____ Non Member: _____ Would you like to receive a membership application? _____

Did you exhibit at Chicago Journeyman's Hall 2015, 2016 or 2017? _____

Special booth requests: _____

No. Tables _____ Rental Fee Enclosed (see above) \$ _____

Please make check payable to "Midwest Antiquarian Booksellers Association".

*Return: 1) completed and signed contract 2) completed Itinerant Merchant Application 3) promotional information 4) full payment for the booth rental to:

Chris Rohe
MWABA Chicago Book Fair Manager
1812 Colfax St. Unit 1
Evanston, IL 60201-2528

THE DEADLINE is May 1, 2018. Confirmations will be sent out soon after.

If you have any questions, I may be reached at 847-722-8949 or by email at: chicagobookfair2014@gmail.com

The enclosed Itinerant Vendor License is required by the City of Chicago.
Please complete and return it along with your application to MWABA.
(DO NOT send it to the City of Chicago – we will take care of all of the
paperwork and cost of the license is included in your booth fee).

**ITINERANT MERCHANT APPLICATION
FOR THE CITY OF CHICAGO**

SPONSOR OR EVENT INFORMATION

MIDWEST ANTIQUARIAN BOOKSELLERS ASSOCIATION

June 16th 2018

Date(s) of Event

Chris Rohe, Manager

Contact Person

847-722-8949

Area code/Phone number

1340 W. Washington Blvd. Chicago, IL 60607

Address of Event

Itinerant Merchant Information (PLEASE PRINT)

Name of Business

Business Address

City, State, Zip code

Area Code / Phone Number

Items to Be Sold

Illinois Or Other State Sales Tax Number

Municipal Code: 4-152

An Itinerant Merchant license is issued for a trade show or exhibition to anyone who conducts a merchandising service business in the City of Chicago at a temporary location for a limited time. An "organized or sponsored trade show or exhibition" means an exposition of services of merchandise, including artworks, for a limited time period of two (2) weeks arranged by an organization or entity that is primarily responsible for obtaining the space and supporting services participating vendors may require. Each vendor must fill out this application.

I hereby swear that all information I have stated above is true.

Signature

PROMOTING THE FAIR

Exhibitors and all MWABA members will receive 10 postcards, 2 posters and 5 "free admission" cards about six weeks before the show.

Mail our "dollar off admissions" postcards to some of your customers. They really do appreciate and use these postcards and distribution of promotional materials helps increase attendance!

If you want additional posters, or postcards, let us know.

"Dollar Off" Postcards Number Requested: _____

Posters Number Requested: _____

PUBLIC RELATIONS INFORMATION

Please tell us about you and your business, especially if there something unique or particularly interesting we should know. Mention any categories of books or collections you are bringing and/or describe a couple of items that you intend to exhibit. We may use some of this information in press releases. All submissions are subject to editing.

Business Name: _____

Contact Name(s): _____

Tell us about you and your books, feel free to use the reverse side if necessary:

In addition, please send along names and addresses of other dealers who might be good candidates for exhibiting at the show.

Showcase Base Price List

VU Case Rentals, Inc.
P.O. Box 743
Wood Dale, IL 60191
Office :630-766-7443
Fax: 630-766-6113
Web: www.vucase.com
Email: orders@vucase.com

Style	Showcase Description	Size/ Length	Color		Quantity	Price Per Case	Total
			Gray	Black			
Full Vision Case	Includes 1 - 10" and 1 - 8" shelf with adjustable brackets and a 26" glass display front	4' Case				\$315.00	
		5' Case				\$315.00	
		6' Case				\$315.00	
Half Vision Case	Includes 1 - 10" shelf with adjustable brackets and a 18" glass display front	4' Case				\$315.00	
		5' Case				\$315.00	
		6' Case				\$315.00	
Quarter Vision/ Jewelers Case	Has a 12" glass display front	4' Case				\$315.00	
		5' Case				\$315.00	
		6' Case				\$315.00	
<p>All of the above showcases are 20"D x 38"H with off-white interior, brushed aluminum frames and storage below the case. The cases also include fluorescent lights and lockable sliding mirrored doors. Black Cases have a pure white interior. If showcase color is not clearly marked, you will be given gray showcases.</p> <p>4', Corner, and Black Cases are in limited supply and customers will be notified if we cannot fulfill their order</p>							
Corner Cases	Rear access, with glass shelves, the same as the above cases	Full				\$380.00	
		Half				\$380.00	
		Quarter				\$380.00	
Wall Case	Dimensions are 48"L x 20"D x 72"H and include 4 - 12" glass shelves, adjustable brackets, fluorescent lighting, and 60" high sliding glass doors	See-Thru		N/A		\$380.00	
		Solid		N/A		\$380.00	
Tower Case	Dimensions are 20L x 20D x 80"H with 3 adjustable shelves, lights and lockable door					\$390.00	
General Terms and Conditions:						Sub Total	
We are not Liable for content, damage, breakage and general liability after the cases have been delivered.						Delivery	
We are not responsible for setting up shelves or supplying extension cords. Electrical hookup is not included. Please contact the electrical contractor.						Total	
There is a 100% cancelation fee and a \$100 per case charge for late orders and changes made at show site or after the cases have been delivered. A \$10 fee will be assessed for keys that are not returned.							
Delivery charges may apply							