

**GEM & MINERAL SOCIETY OF THE PALM BEACHES, INC.  
2017 RULES & REGULATIONS**

**Contract for space;**

1. The signed contract with a deposit of ½ of the booth fees must be submitted to reserve a booth. A contract will not be considered without a deposit.
2. Returning vendors must have their contracts and deposits submitted by June 1<sup>st</sup>. Failure to do so may result in the loss of a particular location, and no space will be reserved.
3. The balance of booth fees must be paid by October 1<sup>st</sup>. After this date, we cannot guarantee that your booth space will be held.
4. A signed contract is a commitment to participate in the show. If you must cancel, there is no guarantee that any refund will be given.
5. A request for a payment plan can be made to the Show Chairman. This year we will accept credit cards.

**Gem & Mineral Society of the Palm Beaches, Inc. (GMSPB)**

1. Shall provide guards and security, day and night and will have full authority at all times.
2. The Vendor agrees not to hold GMSPB or any of its agents responsible for injury, loss or damage to the Vendors personal or business merchandise before, during or after the Show. Vendors must provide their own insurance to meet their needs.
3. Has the right to limit the number of Vendors in certain categories.
4. Reserves the right at its sole discretion to make changes in the show location, floor plans and to assign exhibit spaces or booth size deemed necessary in the interest of the entire exhibition.
5. Retains the right to remove a Vendor not complying with the terms of this agreement without refunding the offending Exhibitor's monies.
6. Has no control over the utilities service at the show location but will make every effort to correct problems as they occur and shall not incur any liability from Vendors if services fail.

**Exhibition Space;**

1. All tables are 30" x 8'. **THE VENDOR IS TO PROVIDE TABLE COVERINGS, ALL TABLES IN THE BOOTH MUST BE COVERED.**
2. Tables may be moved within the original booth outline.
3. Vendors must supply all electrical cords. All electrical cords must be underneath tables.
4. All exhibits and installations must be self-supporting and cannot be nailed, screwed, stapled or taped to the tables, floor or walls.
5. No display material can exceed 60" above the floor or extend outside the dimensions of the booth without prior approval of the Show Chairman or Co-Chairman.
6. No obstructions to adjacent Vendor will be allowed.
7. Each booth has been assigned a number. A sign with that number will be given to each Vendor. The sign must be displayed at all times. That sign helps customers find your booth.
8. The Vendor is responsible for the space he occupies and must pay for any repairs necessitated by his negligence.
9. Booths not occupied by 2:00 pm on set-up day may be filled with a standby Vendor with no refund or allowances whatsoever unless prior arrangements have been made with the Show Chairman or Co-chairman..
10. **EXTRA SELLING TABLES ARE \$50 EACH AND ARE AVAILABLE TO BOOTHS LOCATED AGAINST THE WALL. EXTRA TABLES FOR OTHER BOOTHS, LOCATED INSIDE THE BOOTH ARE AVAILABLE IF PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE SHOW CHAIRMAN. REQUESTS FOR ADDITIONAL TABLES ON SETUP DAY WILL BE BASED ON AVAILABILITY. THERE WILL BE A CHARGE FOR THESE TABLES.**

## **Vendors and merchandise;**

1. The Vendor must comply with all Federal Trade Commission Rules.
2. Vendors will be responsible for collecting and remitting the 7% Florida and Palm Beach County sales tax to the appropriate government authorities. You will be given a Sales Tax form and instructions on set-up day, Friday, November 17th.
3. A general policy of selling wholesale to the public will not be tolerated. This is a retail show. Wholesale sales can be made only to qualified buyers with the right credentials, which the Vendor must verify. Selling wholesale to unqualified buyers will result in your removal from the Show.
4. No smoking or alcoholic beverages are allowed. No pets are allowed. Service animals are allowed.
5. The Vendor's booth must be open and manned at all times while the Show is open to the public. If a Vendor needs to leave his booth for a break, Security volunteers from GMSPB will be available to man the booth. Contact the Show Chairman or Co-chairman.
6. Vendors and staff will wear appropriate identification badges at all times. These will be provided by GMSPB on set-up day, Friday, November 17th.
7. No break down of booths before 5:00 pm on Sunday is allowed.
8. Vendors will be allowed into the Expo Center at 7am on Saturday, November 18<sup>th</sup>. The show starts at 9am. On Sunday, November 19<sup>th</sup>, they will be allowed to enter at 8am. The show starts at 10am.
9. The Vendor must vacate the premises by 10:00 pm on Sunday.

For additional info or questions Email: [vendorinfo@gemandmineralsociety.org](mailto:vendorinfo@gemandmineralsociety.org) or bar5678@aol.com.