



**2018 Conchologists of America Convention  
August 29- September 2, 2018**



**Bourse Agreement**

*I understand all the COA Bourse Guidelines and conditions and hereby agree to abide by them. Appropriate names and numbers are supplied on this form and proper payment is enclosed with my Convention Registration Form and Bourse Agreement unless paid through PayPal. Full payment or a receipt indicating that payment was made through our PayPal ([billing@conchologistsofamerica.org](mailto:billing@conchologistsofamerica.org)) must be sent along with this form.*

**NOTE:** COA membership must be received by **January 1, 2018**. Applicant must be a member in good standing of COA for the calendar year 2018 before applying for bourse space and must register for the full convention

**PLEASE PRINT FOR LEGIBILITY**

Business name: \_\_\_\_\_

Owner's name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

E-Mail address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Do you intend to share a table with another vendor(s)?       Yes     No

If yes, vendor's name: \_\_\_\_\_

Number of tables requested: (includes covers and skirts) # \_\_\_\_\_ x \$120.00 each      \$ \_\_\_\_\_

Electrical Service?     Yes     No      \$TBD / 2 days of bourse      \$ \_\_\_\_\_

*(Vendors are individually responsible for providing extension cords, power strips, etc.)*

Daily registration for Bourse Assistants (limit 2) # of assistants \_\_\_\_\_ x # days \_\_\_\_\_ x \$40    \$ \_\_\_\_\_

*If not registered for convention (\$40 is the daily registration fee for the convention)*

Assistant name(s) for badge(s): \_\_\_\_\_, \_\_\_\_\_

Total: \$ \_\_\_\_\_

**NOTE:** California sellers permit necessary. Please refer to item 3 on the back of this bourse agreement.

**TOTAL PAYMENT:** (Carry total to Vendor's Bourse section on Registration Form)      **TOTAL:** \$ \_\_\_\_\_

Attach this Agreement to your Convention Registration form and submit with payment to: "COA 2018",  
attention John Daughenbaugh, 2018 COA Convention Treasurer, P.O. Box 230988, Encinitas, CA 92023

## 2018 Conchologist of America Convention Bourse Rules and Guidelines

1. COA Membership for 2018 **must** be paid in advance in order to participate as a Vendor in the 2018 COA Bourse. **Also, Vendors must register for the entire convention at the same time they apply for the Bourse Agreement.**
2. All sales at the Convention are subject to a 7.75% CA sales tax with the exception of sales to other Vendors registered as Vendors in their home states or countries. Those Vendors already registered and having a certificate from the State of California are responsible for complying with California sales tax reporting.
3. Vendors must have a California sellers permit, which can be obtained free of charge by visiting the website [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov). The business address to be used for the temporary permit is: Sheraton San Diego Hotel & Marina, 1380 Harbor Island Dr., San Diego, CA 92101. The vendor's address (mailing) should be your own business or residence address. Dates for the sales event would be September 1 and 2, 2018. Sales tax amount is 7.75%. If you have any questions you may call 1-800-400-7115, though the registration is only done online. After the convention, go on line and fill out the form and payments can be made by M/C or Visa.
4. Space is assigned based upon receipt of: 1) completed convention registration form; 2) completed Bourse agreement; and payment of full Registration fees and Bourse fees. Table assignments will be set by the bourse committee. COA discourages selling outside the Bourse or in hotel rooms, lobbies or public areas. Vendors should reserve the number of tables desired on or before July 15, 2018.
5. Vendors table will be assigned by lottery. Each Vendor is allowed to reserve a maximum of 5 (6' x 30") tables. Requests for additional tables will be considered on space availability after the deadline and Vendor will be notified no later than July 15, 2018. Upon approval of additional tables, immediate payment must be sent to the COA Convention Treasurer.
6. Due to fire safety regulations and Americans with Disability Act accessibility, tables shall not be moved or rearranged in any way without the permission of the COA Bourse Chairmen. All merchandise for sale must be sold only from tables purchased from COA. Vendors are allowed to bring one small table for accounting and/or packing purposes.
7. If tables are shared, all participants at those tables must be registered and sign a Bourse Agreement. Unused tables must be returned to the Bourse Chairmen for redistribution. The Bourse Agreement is not transferrable. If you must cancel the Bourse Agreement, it must be sent back to the Convention Committee. Payment is not refundable after July 15, 2018.
8. Final deadline to apply for a Bourse table is July 15, 2018. Acceptance of Agreements received after July 15, 2018 will be considered only if there is a cancellation.
9. Cost per table is \$120. Each table will be 6' long by 30" wide and will be covered and skirted. Power will be provided at a cost to be determined per vendor if requested. Vendors are responsible for their own power strips, extension cords, lights, tape etc.
10. The COA does not guarantee sales at the Bourse but will do its best to promote the event and provide a forum for each person to sell their inventory. COA reserves the right to select the days and hours of each Bourse and will allocate enough time for each session. The Bourse is scheduled for Saturday September 1<sup>st</sup> from 1:00 pm-8:00 pm and Sunday September 2<sup>nd</sup> from 9:00 am to 3:00 pm.
11. Set up time for the Bourse will be Saturday September 1<sup>st</sup> from 8:00 am to 12:30 pm. The Bourse will be secured between the two bourse days and no one will be allowed to enter. Overnight security will be provided on September 1<sup>st</sup>. All Vendors must remain for both days. All items must be removed by 7:00 pm Sunday September 2<sup>nd</sup>.
12. Each Vendor **may add up to 2 assistants** who must be listed on the Bourse Agreement and/or be already registered for the convention. For non-registered assistants, there is a \$40/day/assistant registration fee. The fee represents the daily COA registration fee.
13. All Bourse Vendors and assistants will receive a special badge. Without this badge, you will not be permitted in the Bourse during set up or take down times.
14. The COA Committee recommends that all specimen shells be accompanied by a data slip with at least the location collected, date collected and price.
15. A COA member will act as a monitor to provide security during set up, while the Bourse is open to the Public and during break down. Professional security will not be provided during these times. The Bourse room will be locked at night with no admittance. Vendors are encouraged to be vigilant to protect expensive items, however neither the COA nor the San Diego Shell Club shall be liable for any theft or damage.

**QUESTIONS?** Please contact Don Pisor or Rick Negus at: [dpisor@earthlink.net](mailto:dpisor@earthlink.net) or [rnegus@roadrunner.com](mailto:rnegus@roadrunner.com)