



**COA 50<sup>th</sup> Anniversary**  
**2022 COA Convention**  
**Galveston, Texas**  
**Bourse - June 3-4, 2022**

**Bourse Rules and Guidelines**

1. Annual membership dues must be paid for the year 2021 and the 2022 annual dues must be paid before registering for this convention and bourse. Dealers must register and pay at the same time they apply for convention, tables, or assistants.
2. Dealers agree to abide by applicable federal, state, and local laws, rules, and regulations. They must agree to fill out all sales tax paperwork. All sales are subject to a 8.25% Texas State Sales Tax. Dealers who have a State of Texas tax certificate must report their sales with their regularly filed sales tax reports. Dealers who do not have a Texas sales tax Certificate are required to individually submit sales tax that will be collected at the end of the convention using the form in their bourse packet. Tax is payable to the State of Texas in U.S. dollars, check or money order.
3. Space on the Bourse floor will be assigned based on the receipt of (1) a fully completed Convention Registration form, (2) a completed Bourse Agreement, (3) payment in full and (4) notification from COA Registrar items 1-3 have been completed. Table assignments will be on a first come basis. **Applications for the Bourse should be received no later than April 15, 2022.** Each dealer can reserve a maximum of *8 tables each 6 feet by 30 inches for \$100 each*. Dependant on space availability, requests for extra tables will be considered after **April 30th**. The Bourse Chair will send out notification of extra table availability via e-mail to dealers who have requested them. Upon approval of additional tables, **immediate payment** must be sent to the *Convention Registrar by May 10, 2022 to: COA 2022, PO Box 12, Clute, TX 77531. Make checks payable to: COA 2022*  
Cost per 6 ft. table is \$100 each. Each dealer may have up to eight (8) six foot tables. (Table tops will be covered and skirted). Dealers are responsible for their own power strips, tape, extension cords, lighting, etc. If electricity is needed there will be a \$50 charge for the 2 days of the Bourse. Tables used for selling merchandise must be purchased from COA. Dealers will be permitted to bring in only *one* small table (4 ft or less) for packing materials or cash box use.
4. Dealer's sharing tables must be registered for the Convention and each dealer must 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 May 15, 2022. *No refunds will be issued after May 20, 2022.*
5. Bourse dealers and up to two assistants will receive a special name badge in the dealer's convention packet. Bourse assistants must be listed on the Bourse Agreement or already registered for the convention. For non-registered assistants, there is a \$50 per day registration fee.
6. It is the responsibility of the Bourse dealers to notify the Bourse Chair of any changes or additions to their assistants. *Changes or additions must be made by Friday, May 22nd. No changes will be made after that date.*
7. Bourse set up will be Friday, June 3rd from 7:00 A.M. to 12:30 P.M. The bourse will be secured nightly. No one will be allowed in early without the permission of the Bourse Chair. All dealers must remain on the Bourse floor during the duration of the bourse hours. The Bourse floor will be secured during set up bourse hours, and during break down. The Bourse doors will be locked Friday, June 3rd at 6:00 P.M. with no admittance until Saturday, June 4th at 8:00 A.M. All sales items must be removed by 3:00 P.M. Saturday, June 4, 2022.
8. The Bourse is open to the public Friday, June 3rd at 1:00 P.M. and close at 6:00 P.M. and on June 4th, Saturday it will reopen at 8:00 A.M. and close at 1:00 P.M.
9. Due to fire safety regulations and The Americans with Disability Act Accessibility, tables may not be moved, or rearranged without permission of the Bourse Chair.

**Problems, questions email Dave Green at [dgreen2@entouch.net](mailto:dgreen2@entouch.net) or call (713) 435-9971.**