

EXHIBITOR ONSITE INFORMATION

Dear Exhibitor,

Enclosed you will find the following items for the 55TH California International Antiquarian Book Fair at the Pasadena Convention Center, February 10-12, 2023.

1. **INFORMATION/FORMS**

- **Exhibit Hall Floor Plan**
- **Exhibitor Lists** – alphabetical and by booth number
- **Additional Equipment Order Form**
- **Booth Diagram** – 10x10 or 10x15 or 10x20
- **Advertisement Information and Order Form**

2. **IMPORTANT ONSITE INFORMATION** This packet contains important Fair information and forms for the second phase of registration. You may also access all this information online at

<https://www.abaa.org/cabookfair/exhibitor-information:>

- **Deadlines, Hours, Fair Features**
 - Important Deadlines
 - Fair Hours
- **Booth Information**
 - Booth Assignment & Layout
 - Booth Details
- **Seller's Permit**
- **Shipping Information**
 - Load-in Options
 - Tailgate Load-in
 - Advance Shipping with Curtin Convention & Exposition Services, Inc.
 - Shipping with Caladex & International Shipping
 - Exhibitor Load-out
 - Insurance
- **Onsite Fair Information**
 - Hotel
 - Tailgate, Registration & Exhibitor Hours
 - Exhibitor Badges
 - VIP Passes
 - Tickets
 - Food & Beverage Services
 - Electrical
 - Security

If you have any questions or concerns, please contact Fair Management at cabf@abaa.org or 415-919-9220.

Thank you,

California International Antiquarian Book Fair
c/o Doucet Productions
Fair Management

PO Box 410095 / San Francisco, CA 94141 / Ph: 415-919-9220 / www.abaa.org/cabookfair

IMPORTANT DATES

EXHIBITOR CANCELLATION SCHEDULE

- On or before October 15, 2022 FULL refund
- After October 15, 2022 deposit is non-refundable
- After January 6, 2023 no refunds of deposit, fees, equipment, etc.; all invoices must be paid in full.
- However, from now, to February 9, 2023, if relevant health authorities mandate a cancellation of the event, all booth deposits will be carried over to the 2024 California fair.

JANUARY 6, 2023

- **BALANCE PAYMENT DUE:** Booth space will be released if final payment is not received. **NO refunds after this date**
- **FINAL BALANCE DUE:** *Booth space will be released if final payment is not received.*
- **Group Bookings Hotel Rate of \$189+** per night at Sheraton Pasadena Hotel for February 8 – 12, 2023, on a first come, first served basis. A discounted rate will be available at abaa.org/cabookfair in the hotel section.
- Advertisement artwork due

JANUARY 2 – FEBRUARY 1, 2023

- Advance shipping to Curtin Convention & Exposition Service, Inc.

JANUARY 9, 2023

- Advance shipping to Caladex

FAIR SCHEDULE

Thursday, February 9	9:00 AM - 5:00 PM 12:00 PM - 6:00 PM	Tailgate drop-off ONLY* Registration and booth set-up
<i>*Exhibitors unloading their own books may drop them off at the venue but may not enter the building or register until 12:00 noon.</i>		
Friday, February 10	9:00 AM - 2:30 PM 3:00 PM - 8:00 PM	Continued Booth set-up Fair open to public (\$25 admission)
Saturday, February 11	9:00 AM - 11:00 AM 11:00 AM - 7:00 PM	Fair open to exhibitors Fair open to public (\$15 admission)
Sunday, February 12	10:00 AM - 11:00 AM 11:00 AM - 4:00 PM 4:30 PM - 8:00 PM	Fair open to exhibitors Fair open to public (\$10 admission) Exhibitors move-out

VIP tickets provide readmission throughout the Fair. Saturday tickets provide readmission on Sunday. Free admission for students with current valid student ID. Children 12 and under are free.

BOOTH INFORMATION

BOOTH ASSIGNMENT and LAYOUT

Booth assignments were made by blind lottery in late November 2022 according to rules established by the ABAA.

- Booth Diagram
 - Indicate on the booth diagram where you would like your equipment placed. Booth diagrams can also be downloaded from <http://www.abaa.org/cabookfair>.
 - Please email the booth diagram by Friday, January 6, 2023 to cabf@abaa.org. It is very important to have this information for proper placement of equipment during load-in and set-up. NOTE: any booth changes onsite will incur a labor fee of \$120.

BOOTH DETAILS

Each booth consists of three walls of black fabric on a silver metal frame which uses approximately 2" (5 cm) of space in each booth.

- Depending on your selected booth size, the back wall is approximately:
 - 9'8" (2.9 m) wide
 - 14'8" (4.5 m) wide
 - 19'8" (6 m) wide
- Height is 8' (2.4 m)
- Sidewalls are 9'8" (2.9 m) deep x 3' (1 m) height
- The floor in the Pasadena Convention Center is not carpeted

EACH BOOTH IS EQUIPPED WITH THE FOLLOWING ITEMS:

- One (1) "Booth Not Attended" sign
- One (1) booth sign with name of bookshop and location (city and state or country)
- One (1) power outlet
- One (1) waste basket
- Two (2) folding bookcases

10'x10' BOOTHS ALSO INCLUDE:

- One (1) 8' (2.4 m) table draped on 3 sides
- Two (2) chairs

15'x10' AND 20'x10' BOOTHS ALSO INCLUDE:

- Two (2) 6' (1.8 m) tables draped on 3 sides
- Three (3) chairs

PLEASE NOTE:

- Exhibitors sharing booths will share the inventory listed above for 10'x10' or 15'x10' booths.
- During installation of trophy and counter cases, please use caution when placing items and do not overload shelves with heavy objects. The Book Fair is not liable for contents, damages, or breakage after cases have been delivered.

Exhibitor	Booth #	Exhibitor	Booth #
Aardvark Books	305	Imperial Fine Books, Inc.	605
Abraham Lincoln Book Shop, Inc.	403	Jarndyce Antiquarian Booksellers	501
aGatherin'	508	JF Letenneur Livres Rares	214
Alastor Rare Books Limited	507	johnson rare books & archives	108A
Antiquariaat FORUM BV	613	Jonkers Rare Books	201
Argonaut Book Shop	502	Antiquariat Peter Kiefer	611
James Arsenault & Company	715	Ben Kinmont Bookseller	304
Athena Rare Books ABAA	610	Eric Chaim Kline Bookseller	314
Auger Down Books	211	Langdon Manor Books, LLC	111
B & B Rare Books	311	Bill Leone, Bookseller	714
B Street Books	310	Liber Antiquus, Early Books & Manuscripts	313
Antiquariat Michael Banzhaf	706	LIBRERIA DE ANTAÑO	405
Bauman Rare Books	716	lizzyoung bookseller	606
Antiquariat Reinhold Berg eK	309	Locus Solus Rare Books	107
David Bergman	206	Maggs Bros. Ltd.	300
Between the Covers Rare Books	703	McBride Rare Books	401
Bibliotopus	704	Laurence McGilvery	410
Carl Blomgren Fine Books	407	Bruce McKittrick Rare Books	406
Bolerium Books	708	Kate Mitas, Bookseller	614
Bookleggers Fine Books	110	Munster & Company	100
Books of Wonder	101	Neatline Antique Maps	306
Taylor Bowie, ABAA	100	Niederer Fine Art Books	702
David Brass Rare Books Inc.	412	Original Antique Maps by Carol J. Spack	409
Bud Plant & Hutchison Books	207	Phillip J. Pirages Fine Books & Manuscripts	413
Pablo Butcher	508	JOHN PRICE ANTIQUARIAN BOOKS	116
Caroliniana	103	Bernard Quaritch Ltd	515
Librairie Rodolphe Chamonal	700	Max Rambod, Inc.	209
Coconut Rose Rare Books	402	Janette Ray Rare Books	507
Deborah Coltham Rare Books Ltd	713	ReadInk	301
Cultural Images	607	William Reese Company	506
James Cummins Bookseller	514	Rootenberg Rare Books & Manuscripts	503
Robert Dagg Rare Books	308	Barry Lawrence Ruderman Antique Maps	114
Daniel / Oliver Gallery	212	Ken Sanders Rare Books	105
Dark Parks Books & Collectibles	408	Antiquariaat Schierenberg	512
Nat DesMarais Rare Books	113	Sophie Schneideman Rare Books	415
Discovery Bay Old Books	205	Shapero Rare Books	400
Editio Altera	106	Sims Reed Ltd.	705
Christopher Edwards	504	Ralph Sipper Books	701
Scott Emerson Books	206	Sokol Books Ltd	210
First Edition Rare Books	603	Sophia Rare Books	213
Wilfrid M. de Freitas	608	Benjamin Spademan	414
Leonard Fox	312	Spencer Fine Books	505
Robert Frew Ltd.	602	David Spilman Fine Books	208
mark funke, bookseller	108	James Steerman	601
Elena Gallego Rare Books	709	Michael Steinbach Rare Books	215
Garcia-Garst, Booksellers	707	Stellar Books & Ephemera	510
Geographicus Rare Antique Maps	612	Douglas Stewart Fine Books	102
Globus Books	307	Swan's Fine Books	203
Golden Legend, Inc	710	Ten Pound Island Book Co.	402
James Graham, Bookseller	714	The Book Lair	614
Hackenberg Booksellers ABAA	609	Michael R. Thompson Rare Books	115
Amanda Hall Rare Books	712	Thorn Books	204
David A. Hamilton Americana Books	109	Triolet Rare Books	315
Harper's Books	411	Tschanz Rare Books	108B
Peter Harrington	513	Walkabout Books	511
Heartwood Books and Art	509	Whitmore Rare Books, Inc.	500
Heritage Book Shop, LLC	202	John Windle Antiquarian Bookseller	600
Herman H. J. Lynge & Søn	200	Zephyr Used & Rare Books	112
John Howell for Books	404	ZH BOOKS	615
HS RARE BOOKS LLC	303	Zinos Books	302

Booth #	Exhibitor	Booth #	Exhibitor
100	Munster & Company	407	Carl Blomgren Fine Books
100	Taylor Bowie, ABAA	408	Dark Parks Books & Collectibles
101	Books of Wonder	409	Original Antique Maps by Carol J. Spack
102	Douglas Stewart Fine Books	410	Laurence McGilvery
103	Caroliniana	411	Harper's Books
105	Ken Sanders Rare Books	412	David Brass Rare Books Inc.
106	Editio Altera	413	Phillip J. Pirages Fine Books & Manuscripts
107	Locus Solus Rare Books	414	Benjamin Spademan
108	mark funke, bookseller	415	Sophie Schneideman Rare Books
108A	johnson rare books & archives	500	Whitmore Rare Books, Inc.
108B	Tschanz Rare Books	501	Jarndyce Antiquarian Booksellers
109	David A. Hamilton Americana Books	502	Argonaut Book Shop
110	Bookleggers Fine Books	503	Rootenberg Rare Books & Manuscripts
111	Langdon Manor Books, LLC	504	Christopher Edwards
112	Zephyr Used & Rare Books	505	Spencer Fine Books
113	Nat DesMarais Rare Books	506	William Reese Company
114	Barry Lawrence Ruderman Antique Maps	507	Alastor Rare Books Limited
115	Michael R. Thompson Rare Books	507	Janette Ray Rare Books
116	JOHN PRICE ANTIQUARIAN BOOKS	508	aGatherin'
200	Herman H. J. Lyngø & Søn	508	Pablo Butcher
201	Jonkers Rare Books	509	Heartwood Books and Art
202	Heritage Book Shop, LLC	510	Stellar Books & Ephemera
203	Swan's Fine Books	511	Walkabout Books
204	Thorn Books	512	Antiquariaat Schierenberg
205	Discovery Bay Old Books	513	Peter Harrington
206	David Bergman	514	James Cummins Bookseller
206	Scott Emerson Books	515	Bernard Quaritch Ltd
207	Bud Plant & Hutchison Books	600	John Windle Antiquarian Bookseller
208	David Spilman Fine Books	601	James Steerman
209	Max Rambod, Inc.	602	Robert Frew Ltd.
210	Sokol Books Ltd	603	First Edition Rare Books
211	Auger Down Books	605	Imperial Fine Books, Inc.
212	Daniel / Oliver Gallery	606	lizzyoung bookseller
213	Sophia Rare Books	607	Cultural Images
214	JF Letenneur Livres Rares	608	Wilfrid M. de Freitas
215	Michael Steinbach Rare Books	609	Hackenberg Booksellers ABAA
300	Maggs Bros. Ltd.	610	Athena Rare Books ABAA
301	ReadInk	611	Antiquariat Peter Kiefer
302	Zinos Books	612	Geographicus Rare Antique Maps
303	HS RARE BOOKS LLC	613	Antiquariaat FORUM BV
304	Ben Kinmont Bookseller	614	Kate Mitas, Bookseller
305	Aardvark Books	614	The Book Lair
306	Neatline Antique Maps	615	ZH BOOKS
307	Globus Books	700	Librairie Rodolphe Chamonal
308	Robert Dagg Rare Books	701	Ralph Sipper Books
309	Antiquariat Reinhold Berg eK	702	Niederer Fine Art Books
310	B Street Books	703	Between the Covers Rare Books
311	B & B Rare Books	704	Biblioctopus
312	Leonard Fox	705	Sims Reed Ltd.
313	Liber Antiquus, Early Books & Manuscripts	706	Antiquariat Michael Banzhaf
314	Eric Chaim Kline Bookseller	707	Garcia-Garst, Booksellers
315	Triolet Rare Books	708	Bolerium Books
400	Shapero Rare Books	709	Elena Gallego Rare Books
401	McBride Rare Books	710	Golden Legend, Inc
402	Coconut Rose Rare Books	712	Amanda Hall Rare Books
402	Ten Pound Island Book Co.	713	Deborah Coltham Rare Books Ltd
403	Abraham Lincoln Book Shop, Inc.	714	Bill Leone, Bookseller
404	John Howell for Books	714	James Graham, Bookseller
405	LIBRERIA DE ANTAÑO	715	James Arsenault & Company
406	Bruce McKittrick Rare Books	716	Bauman Rare Books

ADDITIONAL EQUIPMENT ORDER FORM

All forms must be received by Friday, January 6, 2023

Exhibitor: _____ Booth No.: _____ Date of Order: _____

Return the completed form to Fair Management, or you may order equipment online www.abaa.org/cabookfair.

Please note the booth infrastructure takes approximately two inches of space and prohibits filling the full 10', 15' or 20' back wall with cases or tables; actual back walls are 9'8", 14'8", and 19'8". Nothing may be tied to the booth frames.

Additional equipment and placement must be indicated in the booth diagram.

Qty	Item	Cost Until Jan 6, 2023	Cost After Jan 6, 2023	Total Cost
	Counter Case: 6' (70" w x 38" h x 20" d)	\$390	\$475	
	Wall Case: 5' (60" w x 84" h x 18" d) Wall Case: 6' (70" w x 84" h x 18" d) CIRCLE: Solid or See Through	\$450 \$475	\$525 \$550	
	Extra 500 Watts of Power <i>(Required if your booth includes more than 2 counter/trophy cases.)</i>	\$150	\$175	
	Perfboard: 4' x 8' (1.2 x 2.4 m) CIRCLE: Horizontal or Vertical <i>Note: these are standing boards and cannot be hung.</i>	\$200	\$225	
	Table: 6' w x 3'2" h x 2' d <i>(Includes table drape on three sides)</i> Table: 8' w x 3'2" h x 2' d <i>(Includes table drape on three sides)</i>	\$125 \$150	\$150 \$175	
	Bookcase: 3-Shelf, 2'4" wide (71 cm) Bookcase: 4-Shelf, 2'4" wide (71 cm)	\$75 \$75	\$95 \$95	
	Chairs (additional, per chair)	\$50	\$60	

Total Cost of Additional Equipment \$ _____

NOTES

Any booth changes onsite (removal of walls that not requested prior to load-in at the Fair) or movement of equipment onsite within your booth (after your booth is set per your booth diagram) will incur additional labor charges of \$120 and up. Please be aware there are NO refunds for equipment ordered and delivered to your booth; that is, if you order an item and decide onsite that you do not require it, no refund will be provided.

Payment must be payable to:

"Antiquarian Booksellers Association of America" and mailed to: 155 Water Street, Fl 6 Ste7, Brooklyn, NY11201 USA. You may also wire funds, in US dollars, at your expense. [Contact bfbilling@abaa.org](mailto:bfbilling@abaa.org) for Wire Transfer information. To pay by credit card 5% processing fee apply to the payment.



6' Counter Case



5' or 6' Wall Case



6' Wall Case See Through

10'x10' BOOTH DIAGRAM

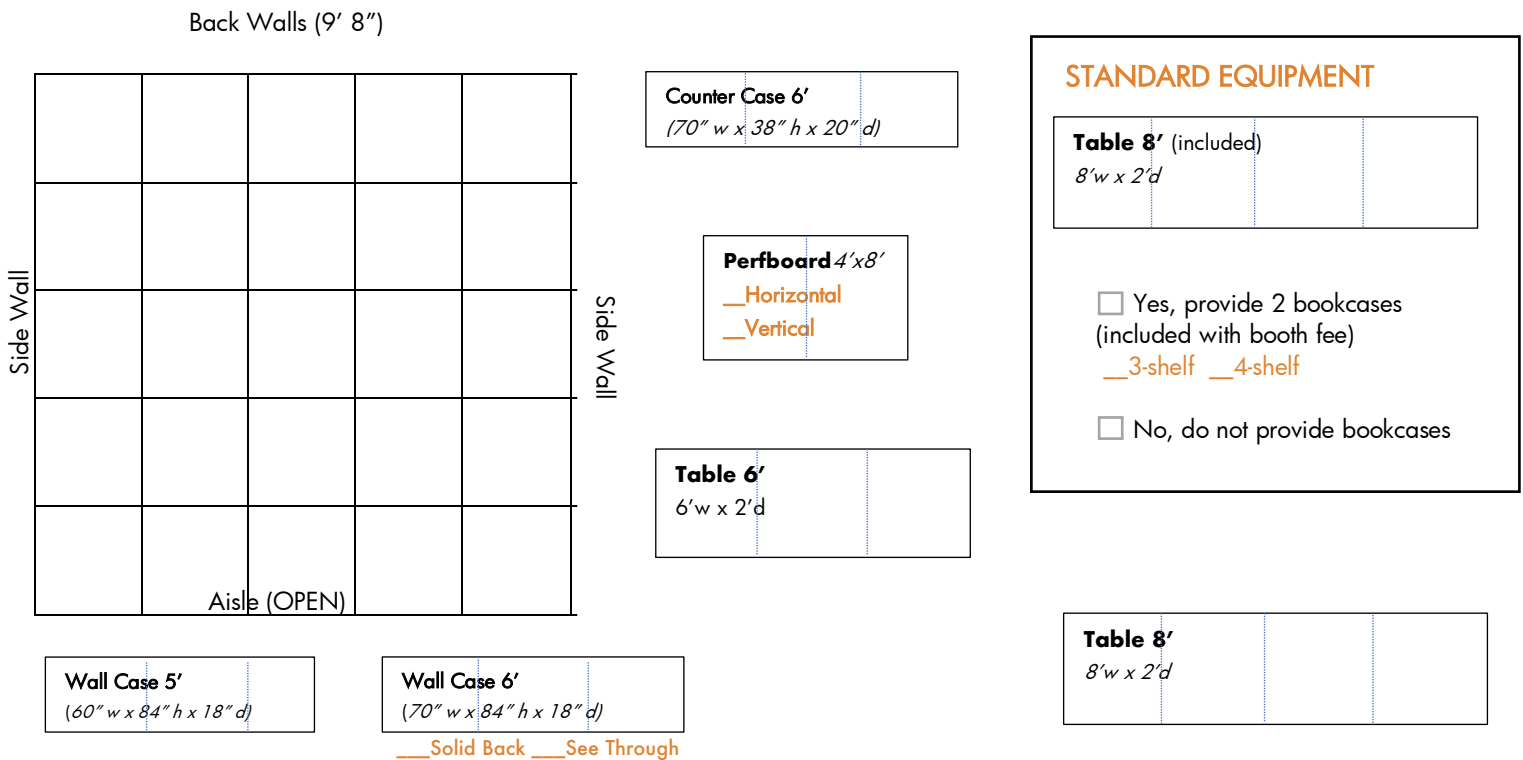
All forms must be received by Friday, January 6, 2023

Exhibitor: _____ Booth No.: _____ Date : _____

Please return to: Doucet Productions, PO Box 410095, San Francisco, CA 94141 or cabf@abaa.org

Standard equipment included in the booth price must be drawn in the booth: **one 8' table (draped on 3-sides) and two folding bookcases (if required)**. Additional standard equipment includes two chairs, and one power outlet.

Indicate in diagram below where equipment (both standard and, if applicable, additional) should be placed. Place an "X" over any standard equipment you do NOT plan to utilize and on any side walls you wish to have removed.



- Because booth infrastructure takes approximately 2 inches of space, equipment along the back wall may only use 9'8" of space, therefore two (2) 5' cases will not fit across the back of the booth. Nothing may be tied to the booth structure frames.
- Once onsite, any booth changes (such as removal of walls not requested prior to the Fair) or moving of equipment within your booth (after your booth is set per your booth diagram) will incur additional labor charges of \$120.00.
- Please be aware that there are NO refunds for equipment ordered and delivered.

10'x20' BOOTH DIAGRAM

All forms must be received by Friday, January 6, 2023

Exhibitor: _____ Booth No.: _____ Date: _____

Please return to: Doucet Productions, PO Box 410095, San Francisco, CA 94141 or cabf@abaa.org

Standard equipment included in the booth price must be drawn in the booth: **two 6' tables (draped on 3-side) and two folding bookcases (if required)**. Additional standard equipment includes three chairs, and one power outlet. Indicate in diagram below where equipment (both standard and, if applicable, additional) should be placed. Place an "X" over any standard equipment you do NOT plan to utilize and on any side walls you wish to have removed.

Back Walls (19' 8")									
Aisle (OPEN)									

Side Wall

Side Wall

STANDARD EQUIPMENT

Table 6' (included)
6'w x 2'd

Table 6' (included)
6'w x 2'd

Yes, provide 2 bookcases (included with booth fee)
__3-shelf __4-shelf

No, do not provide bookcases

Perfboard 4'x8'

__Horizontal
__Vertical

Table 6'

6'w x 2'd

Counter Case 6'
(70" w x 38" h x 20" d)

Trophy Case 6'
(70" w x 84" h x 18" d)

__Solid __See Through

Wall Case 5'
(60" w x 84" h x 18" d)

Table 8'

8'w x 2'd

- Booth infrastructure takes approximately 2 inches of space, thereby prohibiting filling the entire 20' back wall with cases or tables. Equipment along the back wall may only use 19'8" of space. Nothing may be tied to the booth infrastructure frames.
- Once onsite, any booth changes (such as removal of walls not requested prior to the Fair) or moving of equipment within your booth (after your booth is set per your booth diagram) will incur additional labor charges of \$120.00.
- Please be aware that there are NO refunds for equipment ordered and delivered to your booth if you decide onsite that you no longer wish to have it.

Fair Directory Advertisement Form

Please reserve the following space for _____ in the 55th CABF Directory
Exhibitor Name

ADVERTISEMENT RATES (All advertisements are black and white except for the back and/or inside cover pages)

	Quarter page: 3.75 inches wide x 2.25 inches high	\$ 300
	Half page: 3.75 inches wide x 4.5 inches high	\$ 500
	Full page: 3.75 inches wide x 9.25 inches high	\$1,000
	Inside Front/Back Cover (4-color with bleed): Live Area – 3.75 inches wide x 9.25 inches high Trim Size – 4.375 inches wide x 9.75 inches high Bleed – 4.875 inches wide x 10.25 inches high	\$2,000
	Outside Back Cover (4-color with bleed): Live Area – 3.75 inches wide x 9.25 inches high Trim Size – 4.375 inches wide x 9.75 inches high Bleed – 4.875 inches wide x 10.25 inches high	\$3,000

Prices are for camera-ready artwork only. If you would like the graphic designer to create your ad, design fees can be quoted. If artwork requires special handling, electronic manipulation, film work, or reductions, then additional charges may be incurred.

NOTE: You may also purchase advertisements online at www.abaa.org/cabookfair. All advertisements are subject to approval by the ABAA/Book Fair Committee.

ADVERTISEMENT SPECIFICATIONS

- Please provide artwork via email, hyperlink, or share drive
- Artwork and layouts are acceptable as hi-res PDF, JPG, EPS or TIF files
- Fonts must be embedded or outlined
- Interior ads are black and white; cover ads are CMYK

SELLER'S PERMIT

SUBMIT A COPY OF YOUR SELLER'S TAX PERMIT TO FAIR MANAGEMENT BY FRIDAY, JANUARY 6, 2023

Please read the following information carefully. If you sell taxable merchandise in California on a temporary basis, you must have a temporary seller's permit.

Representatives from the California Department of Tax and Fee Administration (CDTFA) may be on site at the Pasadena Convention Center checking on valid Seller's Permits. If you are in violation of the California Sales Tax Laws, you will not be allowed to sell any merchandise at the Fair.

- Visit the CDTFA website at <https://onlineservices.cdtfa.ca.gov/Directory/>
- Under "Register or Apply for a New" click on "Business Activity or Location" (temporary seller's permit)
- Click on "Register new Business Activity" (this is located under the left-hand column labeled "Registration" beneath the log-in box)
- Follow the instructions and answer the questions to complete the registration process.

NOTE for NON-U.S. Exhibitors: there will be an option to provide your non-U.S. identification. When you choose that option, you will receive an email from the CDTFA that will require your prompt reply with a photocopy of your non-U.S. identification to verify the identification.

Here are some helpful hints for filling out the application:

- PERMIT TYPE: Temporary
- TEMPORARY PERMIT EVENT INFORMATION
- PERIOD OF SALES FROM: 02/10/23 through 02/12/23
- SPACE RENTAL COST: Enter the cost of your booth here
- ADMISSION CHARGED? Check "Yes"
- ORGANIZER OR PROMOTER OF EVENT: ABAA California Chapter, c/o Doucet Productions
- ADDRESS: PO Box 410095, San Francisco, CA 94141
- TELEPHONE NUMBER: (415) 919-9220
- ADDRESS OF EVENT: Pasadena Convention Center, 300 East Green Street, Pasadena, CA 91101

Submit a copy of your permit with your permit number by Friday, January 6, 2023 to:

Doucet Productions, PO Box 410095, San Francisco, CA 94141

Alternatively, you may email to: cabf@abaa.org

SHIPPING INFORMATION

****DO NOT SHIP to Pasadena Convention Center or Doucet Productions, Fair Management ****

Exhibitors are responsible for insuring their own property

LOAD-IN OPTIONS

Exhibitor items may arrive at the Fair in three ways:

1. Tailgate (Private Owner Vehicle) (included in booth fee)*
2. Ship to Curtin Convention & Exposition Services' (CURTIN) Advance Warehouse**
3. Ship with Caladex**

*Union regulations prohibit exhibitor use of hand-trucks or other equipment to load items into the Exhibit Hall, therefore we encourage exhibitors who are not shipping items to utilize the tailgate service.

**Shipments will be placed in booths by these vendors on Thursday, February 9, 2023, before setup begins at 12:00 Noon.

1. TAILGATE (Private Owner Vehicle) LOAD-IN (exhibitors drop off items at loading dock)

- Thursday, February 9th | 9:00 AM – 5:00 PM

PRIOR to arrival at the Fair, EACH BOX must be marked with Exhibitor Name, Booth #, and Number of Boxes (Box #__ of __).

Tailgate Directions:

- From S. Marengo Avenue (Between Green St. and Cordova St.) enter and then drive down the ramp that leads to the Loading Dock area. **Please use caution when driving and walking in the dock area.**
- When you pull up to the loading area, you will receive directions on where to unload your items from your vehicle. Items will then be delivered to your booth.
- Once your vehicle is unloaded, you will be directed to leave the loading area. Parking is available in the Pasadena Convention Centre Garage for \$25 per car up to 16 hours (rate subject to change).

Tailgate service includes:

- Delivery of items to your booth once they have been off-loaded from your vehicle
- Storage of empty containers during the show
- Return of your containers to your booth at the close of the show
- Moving containers to your vehicle at load-out

NOTE: Empty containers will be stored offsite and cannot be accessed until load-out. If you would like to access storage during the Fair, please inform Fair Management prior to load-in. CURTIN and their employees are not responsible for packing items or loading items into any vehicle.

SHIPPING INFORMATION

2. ADVANCE SHIPPING TO CURTIN'S WAREHOUSE

- Books may be shipped directly to the Fair drayage company, Curtin Convention & Exposition Services, Inc. (CURTIN). **DO NOT SHIP to the Pasadena Convention Center or Doucet Productions, Fair Management.**
- Shipments must be received at the CURTIN warehouse between **Monday, January 2 and Wednesday, February 1, 2023.**
- *Warehouse Hours: open 7am to 2pm Monday-Friday, closed weekends, and holidays.

TO: Exhibitor's Name, Booth Number
FOR: 55th CA Intl. Book Fair
C/O: YRC Freight/Curtin Convention & Exposition Services, Inc.
9933 East Beverly Blvd
Pico Rivera, CA 90660

Number of boxes (box # ___ of ___)

Insurance and Liability: It is understood that CURTIN and its contractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by CURTIN hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that CURTIN and its contractors do not provide for full liability should loss or damage occur. In the event that CURTIN or its contractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.3 per pound per article, with a maximum liability of \$450.00 per item or \$1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise by CURTIN, its contractors, or their employees.

We recommend that you insure your books from the time they leave your sight until they return after the Fair. Please be sure you have acquired adequate insurance prior to the Fair.

3. SHIPPING WITH CALADEX & INTERNATIONAL SHIPPING

If shipping from overseas, or from select US locations, we recommend **Caladex LLC**. They offer all-inclusive price for collection, transportation, customs clearance (where applicable), and delivery direct to the show floor.

Contact:

- Within the USA | Tel: +1.800.643.4315 | Fax: +1.718.233.4159
- From the UK | Tel: 020.7993.8511 | Fax: 020.7681.3435
- Outside the USA | Tel: +1.716.886.2012 | Fax: +1.718.233.4159
- Email: info@caladex.com

SHIPPING INFORMATION

Caladex will provide all necessary information regarding the documentation required for US Customs clearance. Participating European and UK dealers will receive a direct communication from Caladex during the week of January 9, 2023, outlining the latest shipping information from their cities.

Caladex is offering door-to-booth service to and from the Fair for booksellers located on the East Coast and other select US locations. Please email Caladex directly at info@caladex.com for full details of their collection schedule.

****If you wish to make your own international shipping arrangements, DO NOT consign shipments to the 55th California International Book Fair, Caladex LLC, Curtin Convention & Exposition Services, Inc., or Doucet Productions.** We will not accept liability for your US Customs clearance and/or associated duties and fees. If you are in any doubt about shipment arrangements or US Customs clearance requirements, please contact Caladex for assistance.

EXHIBITOR LOAD-OUT

DATE: Sunday, February 12, 2023

We kindly ask for your patience during load-out; for safety reasons, CURTIN cannot return containers to booths until ALL members of the public are out of the Exhibit Hall.

1. Tailgate (Private Owner Vehicle) Load-Out:

- Tailgate service will not begin until all empty containers are delivered to exhibitors.
- After your booth is **completely** packed, report to the Tailgate Service Desk to receive a Tailgate load-out number. CURTIN will collect Tailgate containers in order of the Tailgate load-out number.
- Drive your vehicle to the S. Marengo Avenue loading area where your items will be loaded into your vehicle. Vehicles will be directed to line up according to their load-out numbers.

2. Curtin Convention & Exposition Services, Inc. (CURTIN) and Caladex Load-Out:

- Caladex will be onsite to distribute return shipping labels and provide information regarding move out starting at 1:00 PM.
- CURTIN will be onsite at the close of the Fair, Sunday, February 12th at 4:00 PM
- After 4 PM, everyone in the exhibit hall must be wearing a badge. As soon as all members of the public are out of the exhibitor area, CURTIN will begin returning containers to booths as quickly as possible.
- **All exhibitor booths must be clear, and all boxes packed and labeled by 8:00 PM Sunday, February 12th.**

CURTIN will be handling **all** outbound **UPS and FedEx** shipping at the close of the Fair. **To use UPS or FedEx**, you must provide the following:

SHIPPING INFORMATION

- All shipping materials, such as boxes, tape, address labels, etc.
- **You must have a pre-paid/printed UPS or FedEx Label for each box.** Each box must have a pre-paid label before you leave the Fair on Sunday night.
- A filled-out CURTIN **Bill of Lading (BOL) with box count/tracking numbers**, prior to CURTIN removing any freight from the Pasadena Convention Center.
 - BOL forms will be distributed to exhibitors before the close of the Fair
 - The carrier (on the BOL) **MUST** be listed as CURTIN -UPS or CURTIN -FedEx
 - Maximum weight per container is 150 pounds
 - No international shipping, except for Canada
 - No "Next Day" or "Second Day" UPS or FedEx shipping
 - All shipments must be insured!
- Once your boxes are packed, sealed and labeled with your UPS or FedEx pre-paid labels, you must submit your Bill of Lading (BOL) to CURTIN Service Desk. It is extremely important that you turn these forms in directly to CURTIN to assure your packages are not lost.
- **A member of CURTIN must check that all your items are correctly labeled before you leave the Pasadena Convention Center.**
- CURTIN will collect your items and store on locked trailer (security guard will guard trailer overnight); Curtin will deliver the UPS/FedEx shipments to the UPS/FedEx terminals on **Monday, February 13, 2023.**
- **Please be aware that CURTIN and Doucet Productions will not be liable for any lost or damaged shipments.**

RETURN ADDRESS FOR UPS SHIPMENTS:

UPS Customer Center
556 S Fair Oaks Ave #101
Pasadena, CA 91105

Number of boxes (box # ___ of ___)

RETURN ADDRESS FOR FEDEX SHIPMENTS:

FedEx Ship Center
135 N Los Robles Ave, Suite 120
Pasadena, CA 91101

Number of boxes (box # ___ of ___)

If you cannot ship either using UPS or FedEx following the listed guidelines, you may arrange for alternative shipping of your own or use CURTIN's carrier YRC Freight. *Please check in with Curtin Service Desk at show-site for more information.

INSURANCE

Exhibitors must **insure** their own property against the risk of theft, fire, burglary, breakage, leakage and water damage, and the risks of transport to and from the Pasadena Convention Center. Fair Management, Curtin Convention & Exposition Services, Inc., the ABAA, and/or the Pasadena Convention Center shall not be liable to the exhibitor, its employees, agents or representatives or any other person for injury, damage or loss whatsoever, arising from any cause whatsoever. The exhibitor agrees to indemnify and hold Fair Management harmless from and against any claims whatsoever for injury, loss or damage resulting from any action or omission of the exhibitor or its employees, agents, or representatives.

ONSITE FAIR INFORMATION

VENUE INFORMATION



HOTEL INFORMATION



303 Cordova Street, Pasadena, CA 91101

Sheraton Pasadena Hotel is within walking distance from the abundant shopping, dining, and entertainment options for which Old Town Pasadena is renowned.

The hotel's complimentary shuttle services a three-mile radius so you can explore the city's historic landmarks and attractions such as the Rose Bowl, the Norton Simon Museum, and The Huntington Library and Botanical Gardens. This hotel is adjacent to the Pasadena Convention Center.

- Rate: \$189+ per night for February 8 – 12, 2023
- **Special discount rates are good until Friday, January 6, 2023 on a first-come basis.**
- [Room Reservation](#)
- Your affiliation "Antiquarian Bookfair" or group code is "ANTANTG"

TAILGATE, REGISTRATION & SET-UP HOURS

- **Thursday, February 9, 2023 | 9:00 AM - 5:00 PM – Tailgate**
Exhibitors who are not shipping items may unload at the loading dock starting at 9:00 AM but may NOT enter the building until registered. See Shipping Information page for additional details.
- **Thursday, February 9, 2023 | 12:00 PM - 6:00 PM – Registration & Exhibitor Set-up**
- **Friday, February 10, 2023 | 9:00 AM to 3:00 PM – Exhibitor Set-up**

EXHIBITOR BADGES

For security reasons, every exhibitor and their staff must always wear an official Book Fair exhibitor badge while inside the Fair. There are NO exceptions. All badge submissions are carefully reviewed by the Book Fair Committee for compliance with Section II, C of the ABAA Book Fair Rules. Last minute requests or changes require Book Fair Committee approval and may cause delays; **a \$25 fee will apply for names submitted after Friday, January 6, 2023.**

COMPLIMENTARY (VIP Ticket) BOOK FAIR PASSES

- 25 VIP passes will be given to each dealer for entry to all three days of the Fair.
- Enter your name and booth number on the VIP Pass before giving it to your guests.
- Contact the Fair Management if you require additional VIP Passes for an additional charge of \$5 per ticket.

TICKETS

- Friday 3pm - 8pm | VIP Ticket is \$25 | VIP ticket is good for reentry throughout the Fair

ONSITE FAIR INFORMATION

- Saturday 11am – 7pm | Admission is \$15 | reentry on Sunday
- Sunday 11am – 4 pm | Admission is \$10
- Free admission for students with current valid student ID. Children 12 and under are free.

FOOD AND BEVERAGE SERVICE

- Cash-and-carry food and beverage service will be available during all public hours and limited set-up hours in the Pasadena Convention Center.
- The Exhibitor Hospitality Lounge will have beverages available to the exhibitors during set-up and show hours.

ELECTRICAL INFORMATION

Each booth will include a single outlet. Additional power requirements must be requested in advance. If your booth includes more than 2 cases, you must order additional power.

SECURITY PROTOCOL FOR EXHIBITORS

- Any item sold at the Fair **MUST** be placed in a clear plastic bag by the exhibitor and sealed with a tamper-evident “SOLD” sticker.
- Larger items that do not fit into bags must be wrapped by the exhibitor at the Self-Service Wrap Desks and sealed with a “SOLD” sticker.
- Exhibitors must affix a “SOLD” sticker to any bag or wrapped package.
- Booth # and no. of items sold must be written on the “SOLD” sticker.
- Please inform customers not to open purchases or tamper with the “SOLD” sticker until they have exited the Fair.
- **Do not leave cash boxes, cell phones, laptop computers or any other electronics in your booth overnight.**

SECURITY PROTOCOL FOR PUBLIC

- Informational signage with the following information will be posted at each entrance to the Book Fair:
“IMPORTANT NOTICE TO ALL PATRONS: In the interest of security, no books or other merchandise may be brought into the Fair except by exhibitors. Please check-in all packages, cases, and coats at Coat Check. All handbags, camera cases, etc. are subject to examination upon entry and exit.”
- Patrons bringing personal shopping bags and purses will not be allowed into the Fair unless they agree to a security check when leaving.
- A large number of security problems and goodwill issues can be avoided if exhibitors meet patrons at the door if they have asked them to bring items to the Fair. Thank you for your cooperation.