

ABAA BOOKFAIR RULES (02/2019)

I) Fair organization

Section A. Local Book Fair Committees.

1) Any chapter organizing an ABAA-sponsored book fair shall form a Chapter Book Fair Committee (CBC), which shall consist of at least four ABAA members. At least one member of the Board of Governors shall be a member of every CBC. The CBC chairperson or another designated member of the local committee shall be a member of the Board of Governors Book Fair Committee and shall attend those Book Fair Committee meetings held as needed and called by the Chairperson during the year. The (National) Book Fair Committee shall consist of the Chairperson who is appointed by the President, who must be a member of the Board of Governors and who also must be a member of a local fair committee, as well as the President, Treasurer and Secretary (or other designated legal representative) of the Board.

2) The chairperson of the ABAA Book Fair Committee shall be a non-voting ex-officio member of every CBC. This designation shall not prevent him or her from also being a regular voting member of the CBC in the Chapter to which he or she belongs. Notwithstanding the foregoing, the Chairperson shall be permitted to vote on any CBC matter if necessary to break a tie. The CBC shall be responsible for providing the ABAA Book Fair Committee chairperson with the names of the members of the CBC.

3) CBC members shall be provided with distinctive badges, which should be worn during all fair hours, including set-up and break-down hours.

4) To ensure that complete records of all ABAA related business activities are maintained at the Association's headquarters office, each CBC should forward to the ABAA Executive Director: Contracts between the ABAA and the book fair promoter, including the final book fair budget, contracts between the ABAA and each book fair venue and vendor, contracts between the show promoter and an exhibitor, and all documents distributed by the promoter to exhibitors for each fair. The Executive Director should also be forwarded copies of all CBC meeting minutes, and other documents such as may be from time to time determined by the Book Fair Committee.

Section B. Budgets & Contracts.

1) Because the ultimate financial responsibility for Chapter activities resides with the ABAA Treasury, a proposed budget must be submitted for approval by the Book Fair Committee and the ABAA Executive Committee or the Board of Governors. Expenditures in excess of the approved budget must be authorized by the ABAA Executive Committee. All contracts with promoters and venues, as well as any other contract obligating the ABAA in an amount of \$10,000.00 or more may only be executed after it has been reviewed and approved by either the ABAA Executive Committee or the Board of Governors and must be signed by the ABAA President. All such contracts, in the discretion of the ABAA Executive Committee, may be submitted to ABAA counsel for approval prior to the ABAA President executing any final contract.

2) All profits in excess of the approved and budgeted costs from book fairs are paid by the promoters directly to the ABAA treasury and, in turn, the ABAA treasury provides funds to the CBC.

Section C. Fair Sites.

1) Subject to modification and approval by the ABAA Board of Governors, fairs are held in Los Angeles in February of even-numbered years, San Francisco in February of odd numbered years, New York annually in the spring, and Boston annually in the fall.

Section D. Applications.

1) Applications for book fair participation are to be mailed at the same time, sufficiently in advance of any deadline so that all ABAA members will have equal opportunity to apply. Notification of fair dates and booth fees will be sent to all ILAB affiliates for the general notification of their own memberships.

2) All applications are to include a statement in which the applicant verifies his or her membership in good standing of the ABAA or ILAB. The CBCs will confirm all applicants' memberships with the national office.

3) The CBC will include any statements on ethics or other matters required by the ABAA or ILAB in contracts, advertising, programs, or whatever else is appropriate or necessary.

Section E. ABAA Book Fair Booth.

1) Unless CBCs are notified otherwise, a prominent booth will be set aside at every fair for the ABAA. It is the responsibility of the CBC to see that all ABAA materials, including its display panels, if any, are set up in time for the fair's opening, and packed and timely shipped backed to either ABAA headquarters or the next book fair site.

Section F. Assignment of Booths.

1) All booths will be assigned by lottery every fair. CBCs shall have the option to price booths differently for whatever reason, and the price scale for booths shall be made known to all applicants sufficiently in advance of the lottery. Where booths are priced differently, there shall be, if necessary, a secondary lottery for these

booths. Exhibiting dealers may request adjacent booths, in which event, no more than three (3) booths (maximum of six members) may be drawn together. Dealers wishing to have adjacent booths are not eligible for corner booths, except by chance. After booths are assigned and at the option of the CBC, an exhibitor may arrange to exchange booths with another exhibitor up to a deadline set by the CBC, so long as there is no monetary or other consideration. All such exchanges are subject to approval by the CBC, and must conform to all guidelines set by the CBC. When a fair is oversubscribed by the application deadline, the CBC shall determine how best to accommodate the over subscription in the fairest manner to all.

Section G. Certification of Impartiality.

1) At least one (1) member of the Board of Governors shall be present at the lottery for booths. The date, time and place of the lottery shall be announced in a timely manner. The lottery may be attended by any ABAA member wishing to do so. The CBC shall be responsible for notifying the chairperson when the lottery has been completed and that the lottery has been held in a completely impartial manner.

Section H. Fair Manager.

1) The fair manager shall be selected by the CBC, and said manager must be present during the fair's open hours, including set-up and break-down hours, with a staff sufficient to properly coordinate the fair's successful operation. The manager and staff shall be supplied with distinctive badges.

2) CBCs shall see that the fair manager provides an appropriate number of complimentary tickets to local librarians, collectors' groups, etc., and at least ten complimentary tickets shall be provided to each exhibitor. The fair manager shall also make available to exhibitors additional tickets at substantial discounts. The fair manager shall provide free entry to the fair during open hours to any ABAA member in good standing. Charitable events held in conjunction with ABAA-sponsored book fairs may not be considered part of the open hours of a fair.

3) CBCs shall see that the fair manager provides suitable and sufficient coat-check area, for the safe storage of coats, parcels, briefcases, etc.

4) CBCs shall see that the fair manager provides bags and other packaging, and sold stickers for merchandise purchased at the fair by attendees.

5) CBCs are urged to anticipate potential problems and shortfalls, by having extra bookcases and display cases available for rent by exhibitors.

Section I. Booth Fees.

1) In effect as of the 2019 Boston Antiquarian Book Fair, at each fair the sponsoring chapter will be responsible for collecting \$300.00 (three hundred dollars) in fees per booth, payable to the national treasury and 2.5% of the total cost of each booth (prior to any booth extras) as a fee payable to the ILAB. The chapters may add these amounts to the boothfee, or raise the funds in any other way acceptable to the ABAA Book Fair Committee to meet its obligation. Payment of these fees shall be made to the ABAA Executive Director within thirty (30) days of the last day of the fair.

Section J. Refunds.

1) Refunds for canceled booths are payable at the CBC's discretion.

Section K. Restrictions on Entry.

1) No one with coats (excepting sports- or suit-coats), satchels, briefcases, book bags, books, manuscripts, etc. is permitted entry to the fair. Such items are to be checked in a facility provided by the fair manager. All purchases, other packages, bags, etc. are subject to search when leaving the fair. A statement to this effect shall be displayed at the fair entrance and on tickets, and, where possible, on announcements, posters, and in advertising.

2) Non-exhibitors may not distribute catalogues or sales lists at the Fair. Want lists are acceptable.

Section L. Limitations on Appraisal Services.

1) No member shall conduct appraisal services (or similar business) in the same venue at the same time as any ABAA Fair. Should appraisal services be offered by the CBC as promotion for the fair, participation shall be open to all exhibiting members. Specific guidelines for such appraisals shall be set in advance, in writing, by the CBC, and shall be approved by the Board of Governors.

Section M. Beneficence.

1) Every book fair is encouraged to arrange fund-raising events in conjunction with the fair for the benefit of any ABAA fund or for academic, cultural, or other non-profit entities.

Section N. Outside Vendors.

1) Chapter Book Fair Committees may at their discretion invite Outside Vendors to apply for space at ABAA book fairs and/or in ABAA fair catalogues at rates to be set by the CBC; no CBC is in any way obliged to offer either space at their fairs or advertising in their fair catalogues to Outside Vendors. If a CBC elects to offer such space and advertising, it must consider and accept applications utilizing fair and equitable criteria.

2) An Outside Vendor shall be defined as any individual, partnership cultural and/or business entity which, in the judgment of the ABAA Book Fair Committee, provides book-related service(s) and/or product(s) of potential interest to ABAA members, and which does not sell or offer to sell materials which compete with those offered by ABAA members. Non-ILAB consortia, or a group of non-ILAB booksellers,

auction houses, book search services, or similar offers of competitive materials or services shall not be considered appropriate Outside Vendors, and shall not be permitted to participate in any manner in ABAA book fairs or be permitted to advertise in ABAA book fair catalogs with the following exception: book fair committees may consider sponsorships from outside vendors, including prohibited entities as described above, in selected private areas such as a dealer lounge where such sponsors would not be visible or accessible to the public/consumers.

3) Advertising in fair catalogues shall be made available to all qualified Outside Vendors on an equitable basis with ABAA members, where such fair catalogues are published, and where such catalogues are created with the intent of accepting advertising. The decision of whether to accept advertising in fair catalogues shall be at the discretion of the Chapter Book Fair Committees.

4) Outside Vendors renting spaces shall exhibit in a unified area which shall be appropriately segregated from regular ABAA book fair booths, such segregation to be at the discretion of the CBC. Rented spaces for Outside Vendors shall be as designed and equipped by the CBC, and assigned by a separate and impartial lottery to be conducted by the CBC.

5) Outside Vendors and their employees shall not under any circumstance "scout" a fair prior to its opening to the public, and during set-up are restricted to their allocated spaces and public areas of access and egress only. Toward implementing this rule, CBCs shall issue badges to Outside Vendors and their employees which are of a different color, or otherwise sufficiently distinct, from badges of exhibiting ABAA booksellers.

6) Outside Vendors and their employees shall comply in full with the ABAA Code of Ethics, and shall accept their rented spaces on the same conditions and terms as exhibiting ABAA booksellers, except as may be modified by the ABAA Board of Governors. Outside Vendors and their employees shall comply in full with ABAA Book Fair Rules, and other rules specific to Outside Vendors that the ABAA Board of Governors wishes to enact. Violation of the ABAA Code of Ethics, the ABAA Book Fair Rules, specific book fair contracts, and other rules as may be enacted by the ABAA Board of Governors shall constitute sufficient reason for immediate dismissal from any and all ABAA book fair(s), and such dismissed. Outside Vendors shall not be entitled to any refund for space rented, or damages arising out of their dismissal.

II. Exhibitors:

Section A. Participation.

1) The privilege of participation in ABAA-sponsored book fairs is limited to full members in good standing of the ABAA or an ILAB affiliate.

Section B. Rights to the Use of Booths.

1) No exhibitor may occupy his or her book fair booth without having paid in full all booth fees and other assessments.

Section C. Exhibitors' Badges.

1) Exhibitors' badges are limited to those individuals pre-registered by the exhibiting member, and must not be given to non-exhibitors under any circumstance. All badges are supplied at the discretion and with the approval of the CBC. The names of all booth attendants shall be submitted to the CBC for approval. Exhibitors and booth attendants must wear their badges at all times on the fair floor. Badges are not transferrable and may be used only by the individual named thereon.

2) An exhibitor who provides unauthorized or surreptitious access to an ABAA-sponsored fair for any individual either by giving an exhibitor's badge, or any other way, may, at the CBC's discretion, be immediately expelled from the fair, together with the person who gained such unauthorized access. The expelled exhibitor will not be entitled to any refund of booth fees, equipment rentals, book fair taxes, or any other costs or fees.

3) At the discretion of CBCs, an exhibitor may use temporary employees or non-employees at book fairs. Temporary or non-employees are defined as assistants engaged only for the book fair and who are not regularly employed by the exhibitor in other settings. Under no circumstances may such a temporary or non-employee go into other booths or make purchases prior to the fair's opening or during non-public hours. Members are responsible for making certain all employees and/or assistants adhere to all rules and codes of conduct. The CBC is responsible for enforcing this rule and providing disciplinary measures, up to and including expulsion from the fair of both the exhibitor and the temporary or non-employee who violate it. At the discretion of the CBC, either or both may be denied future participation in their Book Fair.

Section D. Uniformity of Booths.

1) All booths are to utilize uniform fixtures provided by the fair manager. Any non-uniform fixtures, including signs, must be approved in advance of set-up by the book fair committee and fair manager.

2) All exhibits must be within the width, length and height of the booth space rented. Set-up may be denied to non conforming exhibitors.

3) No signs advertising discounts will be allowed in booths at ABAA-sponsored Book Fairs.

4) All booths must be staffed throughout all the time the fair is open to the public, unless permission for early departure has been given by the CBC.

Section E. Limitations on Merchandise.

1) All exhibitors must display a reasonable amount of merchandise for sale at the fair, and offer it subject to the ILAB Book Fair Resolution appended to these Book Fair Rules. The determination of a reasonable amount of merchandise is at the discretion of the CBC. Exhibitor catalogues do not qualify as merchandise in this determination.

2) All items offered for sale at a book fair must have prices clearly marked either on the item or in a list or other format easily accessible to all potential purchasers. All items must be priced in U.S. dollars. "Sold" or "reserved" or "on hold" items must be removed from display. "Price-on-request" or any similarly designated items are not permitted at ABAA book fairs.

Section F. ABAA Code of Ethics

1) All participants in ABAA Book Fairs are required to abide by the ABAA Code of Ethics. All participants are to act courteously and professionally toward other participants, whether exhibitors, fair or ABAA staff, or members of the public. Failure to comply with either these Book Fair Rules, or the judgments of either the Board of Governors or the local book fair committees, as provided herein, may result in disciplinary action.

2) All exhibitors at ABAA Book Fairs are required to abide by the ABAA Code of Ethics which demands, among other requirements, a description of all material offered for sale and which includes, but is not limited to, full disclosure about the completeness of an item with respect to the text and plates, rebinds, rebackings, reboitage, recasings, strengthenings, leaves in facsimile whether whole or partial, in-paintings of leather, cloth, wrappers or dust jackets, dust jacket restorations and facsimile dust jackets, the last of which if displayed in showcases, shall be prominently identified as such. All sales of facsimile dust jackets at ABAA book fairs must be so noted in writing on the book fair invoice. In an effort to uphold the high standards of material exhibited at ABAA book fairs, the ABAA Book Fair Committee discourages the exhibition of facsimile dust jackets.

G. Enforcement.

1. It is the combined responsibility of the ABAA Book Fair Committee and the local book fair committee to see that these ABAA Book Fair Rules are followed. Any change in or deviation from these rules must be approved by the ABAA Board of Governors, or its Executive Committee.

2. The CBC may enforce these rules by appropriate action, up to and including expulsion of the violating exhibitor from the fair where the violation has occurred. If expelled, an exhibitor or other participant shall not be entitled to refund of any fees. Except as otherwise provided (section C.2, above), notice of a rule violation, and, where the complaint is curable, an opportunity to immediately correct the violation, shall be given to the involved exhibitor or participant, before any disciplinary action is taken by a CBC. If disciplinary action is necessary, a meeting of the CBC shall be held, as soon as possible in person or by teleconference, a quorum for the meeting shall comprise at least 50% of the CBC members, and the person accused of being in violation shall have the opportunity to speak at the meeting, after which he or she shall leave the meeting and the CBC shall decide what action, if any, should be taken which may include expulsion from the fair. CBC action shall require a 2/3 vote of the members of the CBC participating in the meeting.

3) The CBC liaison shall notify in writing the ABAA Ethics & Standards Committee and the President and Executive Director of the ABAA of all alleged or determined infractions of these rules by ABAA members. The ABAA Book Fair Committee shall be notified of all alleged and/or determined infractions of these rules by exhibitors who are not members of the ABAA. The ABAA Book Fair Committee, if it deems, in its sole judgment, that it is in the best interest of the ABAA, may limit or deny the privilege of exhibiting at up to two future ABAA fairs to a non ABAA exhibitor who had been determined to have violated these rules by either the ABAA Book Fair Committee or the CBC.

ILAB RESOLUTION ON BOOKFAIRS

[Resolution passed September, 1989 at a meeting of the Presidents of the International League of Antiquarian Booksellers in Yverdon, Switzerland, which shall appear in all book fair catalogues, and shall be prominently displayed on the book fair premises.] Resolved: "This book fair is officially sanctioned by the International League of Antiquarian Booksellers, the largest trade organization of its kind in the world. "This means that the consumer can rely upon the experience and professionalism of participating dealers and the authenticity of the item available for purchase. Simply stated, all books, manuscripts and related material have been carefully examined for completeness and bibliographical accuracy. "The level of inspection will ordinarily depend on the value of the item(s) offered. Sometimes short notations of defects are lightly penciled near the price. More valuable material is usually described in detail on slips that are loosely inserted. Please read them carefully."