

2019 COA Convention
South Seas Island Resort
Captiva Island, FL
Bourse Rules and Guidelines

1. Annual membership dues must have been paid for the year 2018 and the 2019 annual dues must be paid before registering for this convention and bourse. Dealers must register and pay at the same time they apply the convention, tables, assistants, etc.
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 6% Florida State Sales Tax. Dealers who have a State of Florida tax certificate must report their sales with their regularly filed sales tax reports.
3. Dealers who do not have a Florida 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 Florida in U.S. dollars, check or money order.
4. 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. Table assignments will be on a first come basis. Applications for the Bourse should be received no later than **April 15, 2019**. Each dealer can reserve a maximum of 4 tables each *8 feet by 30 inches wide*. Dependant on space availability, requests for extra tables will be considered after **April 27th**. The Bourse Chair will send out notification of extra tables availability by e-mail to dealers requesting them. Upon approval of additional tables, **immediate payment** must be sent to the COA Convention Registrar, Ed Shuller, and received by **May 10th**.
5. Cost per table is \$100 each. (Tables 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 **one** small table only for packing materials or cash box use.
6. Each dealer sharing tables must be registered for the Convention and 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 June 1, 2019. No refunds will be issued after June 3, 2019.
7. Bourse dealers and up to two assistants will receive a special name badge in their convention packet. Bourse assistants must be listed on the Bourse Agreement or already registered for the convention. For non-registered assistants, there is a \$40 per day registration fee. This fee represents the daily COA registration fee. No one will be permitted on the Bourse floor without wearing this special name badge. Also, this special badge must be worn during all hours of the Bourse.
8. Bourse set up will be Saturday, June 22nd from 8:00 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 in their space the duration of the bourse hours. All sales items must be removed by 7:00 P.M. June 23, 2019.
9. The Bourse will open Saturday, June 22nd at 1:00 P.M. and close at 8:00 P.M. Sunday, June 23rd it will open at 9:00 A.M. and close at 2:00 P.M.
10. 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.
11. **The COA Committee recommends all specimen shells each have a data slip with Latin name, location of where specimen found, date of collection, and price, listed on each specimen.**
12. The Bourse floor will be secured during set up bourse hours, and during break down. The Bourse doors will be locked Saturday, June 22nd at 8:30 P.M. with no admittance until Sunday, June 23rd at 8:30 A.M.