

**FAIR HOURS**

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<b>DATE</b>	<b>TIME</b>	
<b>Thursday, February 6, 2020</b>	9:00 AM – 5:00 PM	Exhibitor tailgate DROP-OFF only*
	12:00 AM – 5:00 PM	Registration and booth set-up
<b>Friday, February 7, 2020</b>	9:00 AM – 2:00 PM	Continued booth set-up and tailgate
	11:30 AM – 1:30 PM	Exhibitors Complimentary Lunch
	3:00 PM – 8:00 PM	Fair open to public (\$25**)
<b>Saturday, February 8, 2020</b>	9:00 AM – 11:00 AM	Fair open to exhibitors only
	11:00 AM – 7:00 PM	Fair open to public (\$15**)
<b>Sunday, February 9, 2020</b>	9:00 AM – 11:00 AM	Fair open to exhibitors only
	11:00 AM – 5:00 PM	Fair open to public (\$15**)
	5:00 PM – 9:00 PM	Exhibitor load-out

\*Exhibitors unloading their books may drop them off at the loading dock from 9:00 am but may **not** enter the building or register until 12:00 PM.

\*\*All admission is good for re-entry throughout the Fair. Students with current valid student ID will be eligible for a \$5 discount.

**SUBMIT A COPY OF YOUR SELLER'S TAX PERMIT TO FAIR MANAGEMENT BY FRIDAY, JANUARY 10, 2020**

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 (formerly the State Board of Equalization) 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
- For assistance or information, you may call the CDTFA directly:
  - For out-of-State and overseas sellers, call: 1-916-227-6600 – then dial 0
  - California businesses who have questions may call: 1-800-400-7115

**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. Do not enter zeros or other random numbers when you reach the ID portion of the application instead of indicating non-U.S. identification, otherwise your application will be denied.

Additional information that may be useful for filling out the application:

- PERMIT TYPE: Temporary
- PERIOD OF SALES FROM: 02/07/20 through 02/09/20
- 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 10, 2020 to:**

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

Alternatively, you may email to: [info@cabookfair.com](mailto:info@cabookfair.com).

**DO NOT SHIP BOOKS DIRECTLY TO THE PASADENA CONVENTION CENTER.** Please follow instructions below for shipping. Exhibitors are responsible for insuring their own property.

### LOAD-IN OPTIONS

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Exhibitor items may arrive at the Fair in three ways:

1. Tailgate -- included in booth fee\*
2. Ship to Event Productions, Inc. (EPI) -- additional costs\*\*
3. Ship with Caladex -- additional costs\*\*

\*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 6, 2020 before setup begins at 12:00 Noon.

#### 1. TAILGATE LOAD-IN (exhibitors drop off items at loading dock)

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- Thursday, February 6 | 9:00 AM – 5:00 PM
- Friday, February 7 | 9:00 AM – 2:00 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 and will be ready when you register at 12:00 Noon.
- Once your vehicle is unloaded, you will be directed to leave the loading area. Parking is available in the Pasadena Convention Centre Garage for \$15 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. EPI and their employees are not responsible for packing items or loading items into any vehicle.

### 2. ADVANCE SHIPPING TO EPI – NOTE: additional costs will be incurred

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To have books advanced-shipped to the Fair drayage company, Event Productions, Inc. (EPI), contact EPI for per-pound freight rates, shipping instructions and forms.

Service includes receipt of shipment, storage at EPI warehouse, delivery to/from booth, storage of boxes, pickup from booths at end of show. **Price DOES NOT INCLUDE cost of shipping (UPS, Fed Ex, etc.) to or from EPI.**

- Tel: +1.800.234.8064 | Fax: +1.510.227.2059
- Email: [info@eventproductions.com](mailto:info@eventproductions.com)
- Web: [www.eventproductions.com](http://www.eventproductions.com)
- Office Hours: Monday – Friday 8:00 AM – 4:30 PM Pacific Time
  
- **Shipments must be received at the EPI warehouse between Monday, January 6 and Monday, January 27, 2020.**
- Books will be placed in booths by Thursday, February 6, 12:00 Noon

**Insurance and Liability:** If found liable for any loss, EPI's sole exclusive maximum liability for loss or damage to Customer's Goods is limited to \$0.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less. 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 CALADDEX & INTERNATIONAL SHIPPING – additional costs will be incurred

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If shipping from overseas or from other US points, you may contract with Caladex. 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](mailto:info@caladex.com)

## SHIPPING INFORMATION

Caladex will provide all necessary information regarding the documentation required for US Customs clearance. Participating Australian, European and UK dealers will receive a direct communication from Caladex during the week of January 6, 2020 outlining the latest shipping information from their cities.

Caladex is offering door to booth service to and from the Fair for booksellers located in other US locations. The latest collection from most US locations will be during the **week beginning, January 27, 2020**

### Shipping to the 60<sup>th</sup> Annual New York Antiquarian Book Fair:

Caladex offers options for shipping between your booth at the 53<sup>rd</sup> California International Antiquarian Book Fair in Pasadena (February 7-9, 2020) and your booth at the 60<sup>th</sup> New York Antiquarian Book Fair in New York City (March 5-8, 2020). Please check with them directly for more details.

**\*\*If you wish to make your own international shipping arrangements, DO NOT consign shipments to the 53<sup>rd</sup> California International Book Fair, Pasadena Convention Center, 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

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**DATE: Sunday, February 9, 2020**

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

### 1. Tailgate 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. EPI 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. Event Productions, Inc. (EPI) and Caladex Load-Out:

- Caladex will be onsite to distribute return shipping labels and provide information regarding move out starting at 2:00 PM.
- EPI will be onsite at the close of the Fair, Sunday, February 9 at 5:00 PM.
- After 5:00 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, EPI will begin returning containers to booths as quickly as possible.
- **All exhibitor booths must be clear and all boxes packed and labeled by 9:00 PM Sunday, February 9<sup>th</sup>.**

### Shipping with UPS or FedEx

EPI 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:**

- All shipping materials, such as boxes, tape, address labels, etc.
- **UPS or FedEx account number and your pre-printed UPS or FedEx shipping forms.** Each box must have a bar-coded label before you leave the Fair on Sunday night.
- A filled-out **EPI Bill of Lading (BOL)** prior to EPI 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 EPI -UPS or EPI -FedEx
  - Maximum weight per container is 150 pounds
  - No international shipping, except for Canada
  - No "Next Day" or "Second Day" UPS or FedEx shipping
- Once your crates are packed, sealed and labeled with your UPS or FedEx account number, you **must submit your Bill of Lading (BOL) to EPI. It is extremely important that you turn these forms in directly to EPI to assure your packages are not lost.**
  - EPI will collect your items to their warehouse; please schedule pick-up for **Tuesday, February 11, 2020.**
  - **A member of EPI must check that all your items are correctly labeled before you leave the Pasadena Convention Center.**
  - **Please be aware that EPI and Doucet Productions will not be liable for any lost or damaged shipments.**

### RETURN ADDRESS FOR UPS/FEDEX SHIPMENTS:

**Exhibitor's Name, Booth Number**

53<sup>rd</sup> CA Intl. Book Fair

Event Productions Inc.

2250 Clement Avenue

Alameda, CA 94501

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 EPI Logistics. You will need to complete an EPI credit card authorization form for any EPI logistics shipment.

## INSURANCE

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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/Doucet Productions, the ABAA, and/or the Pasadena Convention Centre, 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.

**HOTELS**

*Limited number of rooms are available at these rates until Friday, January 10, 2020 on a first-come, first served basis.*

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**Sheraton Pasadena Hotel – 303 Cordova Street, Pasadena, CA 91101**

The hotel's rooms are adjacent to the Pasadena Convention Centre. The Sheraton has reduced their rates for Book Fair participants with a limited number of discounted rooms available, so please reserve early.

- Rate: \$209+ per night for February 4 – 10, 2020
- **Special discount rates are good until Friday, January 10, 2020 on a first-come first-served basis.** Please call and indicate your affiliation with **Antiquarian Booksellers Association of America** to attain the special rate or visit [CABookFair.com](http://CABookFair.com) and make reservations online.

**GROUP CODE: "2020 CA INTERNATIONAL ANTIQUARIAN BOOK FAIR"**

Tel: +1 (626) 449-4000 | Tel: +1 (800) 325-3535 (toll-free international)

**Parking:**

Onsite parking is \$20 for Self-Parking and \$25 daily for valet parking. **All rates are subject to change.**

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**Hilton Pasadena Hotel – 168 South Los Robles Avenue, Pasadena, CA 91101**

This hotel is less than two blocks away from the Pasadena Convention Centre. The Hilton has reduced their rates for Book Fair participants with a limited number of discounted rooms available, so please reserve early.

- Rate: \$190+ per night for February 5 – 10, 2020
- **Special discount rates are good until Friday, January 10, 2020 on a first-come first-served basis.** Please call and indicate your affiliation with **Antiquarian Booksellers Association of America** to attain the special rate or visit [CABookFair.com](http://CABookFair.com) and make reservations online.

**GROUP CODE: "CAIABF"**

Tel: +1 (626) 557-1000 | Tel: +1 (800) 445-8667 (toll-free international)

**Parking:**

Onsite parking is \$21 for Self-Parking and \$23 daily for valet parking. **All rates are subject to change.**



### TAILGATE, REGISTRATION & SET-UP HOURS

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- **Thursday, February 6, 2020 | 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 registering. See Shipping Information page for additional details.
- **Thursday, February 6, 2020 | 12:00 PM - 5:00 PM – Registration & Exhibitor Set-up**
- **Friday, February 7, 2020 | 9:00 AM to 2:00 PM – Exhibitor Set-up**

### EXHIBITOR BADGES

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For security reasons, every exhibitor and their staff must wear an official Book Fair exhibitor badge at all times while inside the Fair. There are NO exceptions. Only exhibitors and their employees are allowed on the floor during set-up times unless approved in advance by the Book Fair Committee. 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 10, 2020.**

### COMPLIMENTARY (VIP) BOOK FAIR PASSES

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- Enter your name and booth number on the VIP Pass before giving it to your guests.
- VIP passes are good for entry to all three days of the Fair.
- Contact the Fair Management if you require additional VIP Passes.

### TICKETS

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- Admission to the Fair on Friday is \$25; Saturday and Sunday admission is \$15.
- All tickets are good for reentry throughout the Fair.
- Students with a current valid student ID receive \$5 discount.
- Public Hours – Friday 3pm – 8pm | Saturday 11am – 7pm | Sunday 11am – 5pm.

### FOOD AND BEVERAGE SERVICE

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- 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

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Each booth will include a single outlet. Additional power requirements must be requested in advance. A maximum of three (3) trophy and/or counter cases can be plugged into one outlet; if you order more than three (3) cases you must order additional power.

### COMPUTERS AND WI-FI

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- Computers and a printer will be available in the Exhibitor Hospitality area for exhibitor use. This area will not be accessible to the public.
- Limited basic wireless internet is available within the convention hall for exhibitors only. If you would like to have a designated wireless connection or a wired internet line at your booth, contact Fair Management. Additional fees will apply for dedicated connectivity.

### SECURITY PROTOCOL FOR EXHIBITORS

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- Any items 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 at the Self-Service Wrap Desks by the exhibitor and sealed with a “SOLD” sticker.
- Exhibitors must affix a “SOLD” sticker to any bag or wrapped package.
- Booth number and number 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.
- **Please do not leave cash boxes, cell phones, laptop computers or any other electronics in your booth overnight.**

### SECURITY PROTOCOL FOR PUBLIC

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- 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.

### SUPPLIES

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- A limited number of supplies may be checked out from the Fair Management and Information Desk, including bookends, pegboard hooks, extension cords, clips, etc.
- Additional plastic bags, “SOLD” stickers, etc., will also be available at the Fair Management desk.