



# Northwest Coin Club's Annual Fall Money Show

**October 13<sup>th</sup>, 14<sup>th</sup>, & 15<sup>th</sup> 2023**

EARLE BROWN HERITAGE CENTER

6155 EARLE BROWN DRIVE

BROOKLYN CENTER, MINNESOTA 55430

## **BOURSE CONTRACT**

The Northwest Coin Club, Inc. is now taking reservations for its annual fall show. A major show in the Upper Midwest, this show draws from both the region and the nation.

The bourse fee is \$370.00 per table. This includes an 8-foot table with backup table, electric hook-up, dealer badges, night cover and dealer sign. These are rentals, not a purchase. A limited number of corner tables are available at \$675.00 per corner. Display cases @\$15.00 and lamps @\$5.00 are available for rental. A \$25.00 repair charge will be assessed for any broken glass, \$15.00 for broken case or keys. We also have extension cords for rent at \$3.00 each.

**Bourse contracts may be cancelled without penalty prior to July 31<sup>st</sup>, if notice in writing is received by the Show/Bourse chair. After July 31<sup>st</sup>, refunds can be made only if the table can be re-sold. For table cancellations on or after September 20<sup>th</sup>, an administrative fee of \$50.00 will be assessed and deducted from bourse fees before a refund or credit is issued.**

### **SHOW HOURS: Friday.....October 13<sup>th</sup> - Dealer set-up at 9:00 AM**

Early Bird 9:00 AM to 12:00 AM

Open to the public 12:00 PM to 6:00 PM

### **Saturday...October 14<sup>th</sup> - Dealer access at 8:30 AM**

Early Bird 9:00 AM to 10:00 AM

Open to the public 10:00 AM to 6:00 PM

### **Sunday.....October 15<sup>th</sup> - Dealer access at 8:30 AM**

Open to the public 10:00 AM to 2:00 PM

Dealers out by 4:00 PM

\*\*\* Security will be on duty continuously in the bourse area from 9:00 AM on Friday until 4:00 PM Sunday. Dealer ID badges will be issued to all dealers, family and assistants. They must be worn at all times while on the floor. Club staff will also have ID Badges, and the public will be required to wear name tags during their stay on the floor. "Early Bird" dealers will be allowed in at 9:00 AM on Friday, and 9:00 AM on Saturday.

### **SHOW RULES:**

1. Assignment of table locations is at the discretion of the Bourse Chairman.
2. Table splitting is only allowed with the permission of the Bourse Chair. If a split is allowed, the dealer signing the application is responsible for all transactions, activities, behavior and other occurrences at his or her table.
3. Dealers are not allowed to change the configuration of the Booth without approval of the Bourse Chairman.
4. Each dealer is required to have a Minnesota tax ID number and individually responsible for collection and remittance of the Minnesota Sales tax. Each dealer must complete and sign Form ST19 and submit to The Northwest Coin Club for their records. A representative of the Minnesota Department of Revenue will verify each submitted form in the club's records.
5. A dealer may not have more than two assistants per table, (corner tables count as two tables) unless approved by the bourse chairman. Only those named on this application may work behind a bourse table. Additional table assistants will be charged a badge fee of \$30.00. Family members may not be counted in this assistant count, so be sure to indicate on the application so badges may be prepared for them also. **DO NOT REQUEST BADGES FOR DEALERS WHO WILL NOT BE WORKING YOUR TABLE.** Apply for an "Early Bird" badge instead.

6. In the unlikely event of cancellation of the Show in whole or in part, only the bourse fee will be refunded, and no other liability will be incurred by the Northwest Coin Club, or its representatives.
7. In the following liability clause, "exhibitor" means the bourse table holder or dealer: The exhibitor indemnifies and agrees to hold harmless the Earle Brown Heritage Center, Brooklyn Center and the legal entities which own, lease and/or operate the center, their members, officers, directors, and employees, against any and all liability whatsoever arising from any or all damage to property of, or personal injury caused to exhibitor or his agents, representatives, employees, or any other person.
8. The Northwest Coin Club, its officers and members, disclaims any and all responsibility and liability for sales between buyers and sellers, and for any damages, losses, thefts, or injuries that may occur at this Northwest Money Show. By executing this agreement, the dealer and his assistants acknowledge that the risk of loss of property or personal injury or liability must be borne solely by themselves or insured separately by them.
9. Any unethical practices or violation of the rules or conditions of this bourse contract will result in the cancellation of the offending dealer's table privileges without refund of any money that may have been paid.
10. A bourse table at this show is a privilege and not a right. The granting of the privilege of the bourse table invitation neither gives nor implies the privilege of an invitation to any future Northwest Coin Club Show.
11. Bourse applications must be submitted with payment by the due date listed, in order to hold your same table position. No tables will be reserved or held without a signed and completed contract. This contract is an application by the dealer for a table at the show. In the event a table cannot be offered, prompt notice will be given to the dealer.

-----**Retain this form for your information**-----

You should keep a record of your application details below. This information is for your records and convenience and this form should not be submitted to the club or Bourse Chairman.

Name \_\_\_\_\_

Sign name requested \_\_\_\_\_

\_\_\_ \$ \_\_\_ Tables at \$370.00 each

\_\_\_ \$ \_\_\_ Corner Table at \$675.00 (only one allowed per dealer)

\_\_\_ \$ \_\_\_ Cases at \$15.00 each (\$20.00 at show)

\_\_\_ \$ \_\_\_ Lamps at \$5.00 each (\$10.00 at show)

\_\_\_ \$ \_\_\_ Additional Dealer Badges at \$30.00 each (dealers and assistants may be listed below)

Total Due \$ \_\_\_\_\_

Deposit / Payment \$ \_\_\_\_\_ minimum of \$100. 00      **Check #:** \_\_\_\_\_

Amount Due \$ \_\_\_\_\_ you will be billed for the balance (Due in July)

Payments will be deposited as received.

Dealer and assistants for who badges have been requested: \_\_\_\_\_

## Questions – Andrew Swammi 612-770-6578

*Retain the first two pages for your records.*

Mail completed application & ST19 (Page 3 &4) to:

**NORTHWEST COIN CLUB, PO BOX 18053, MINNEAPOLIS, MN 55418-0053**



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### Application for Dealer Table(s)

**Application Deadline:** For dealers desiring to hold their current table - - - - **January 1st, 2023**

**Please print clearly:**

Applicants Name \_\_\_\_\_  
Business Name for Sign \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

\_\_\_ \$ \_\_\_\_\_ **Bourse Tables @ \$370.00 per table**  
\_\_\_ \$ \_\_\_\_\_ **Corner Table @ \$675.00 (no more than one corner per dealer)**  
\_\_\_ \$ \_\_\_\_\_ **Display Cases Rental @ \$15.00 each (\$20.00 at show)**  
\_\_\_ \$ \_\_\_\_\_ **Lamp Rental @ \$5.00 each (\$10.00 at show)**  
\_\_\_ \$ \_\_\_\_\_ **Additional badges @ \$30.00 each.**  
  
\$ \_\_\_\_\_ **Total Due**  
  
\$ \_\_\_\_\_ **Deposit/Payment** (minimum deposit \$100.00) **Check #:** \_\_\_\_\_  
\$ \_\_\_\_\_ **Remainder due** (you will be billed for the balance) (Due in July)

**Dealer Badges:** Dealer and 2 assistants per table (corner tables count as two tables)

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

**Do not request badges for dealers not working your table.** (List Extra Names below at \$30 each)

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

**SHOW REQUIREMENT:** All dealers doing business in Minnesota are required to have a Minnesota tax ID number. Please enter your number here: \_\_\_\_\_ this will only be used for our records, and we will need to have a **new State form ST-19** on file for The Department of Revenue compliance.

Applicant, please sign below to confirm acceptance of the terms and conditions of this application and receipt of the accompanying show contract:

**Signature** \_\_\_\_\_  
**Application cannot be accepted without signature**

**Questions contact – Andrew Swammi 612-770-6578**

Retain the first two pages for your information and as a record of your request.

**PLEASE MAIL THE APPLICATION (THIS PAGE), YOUR CHECK, AND ST-19 TO:**

**NORTHWEST COIN CLUB, PO BOX 18053, MINNEAPOLIS, MN 55418-0053**