

TERMS AND CONDITIONS

The Antiquarian Book Fair, Chelsea 2009

These Terms and Conditions form a contract between the Antiquarian Booksellers Association (ABA) and the Exhibitor at The Antiquarian Book Fair, Chelsea 2009. Participation in the ABA Antiquarian Book Fair is limited to members of the ABA or members of national associations affiliated to the International League of Antiquarian Booksellers (ILAB). The Antiquarian Booksellers Association is a Company Limited by Guarantee registered in England and Wales under company number 4817629. VAT number GB 216 2565 77

Safety of Goods: Neither the Chelsea Old Town Hall (or any other company or contractor responsible for the book fair venue) nor the ABA is responsible for any loss or damage to any goods, however caused, belonging to any Exhibitor. (See 'Safety and Liability' below)

Name Badges: Event Staff will supply badges to Exhibitors when they register on arrival. All Exhibitors and anyone working at their stand must be registered in advance and must wear the provided name badge identifying them by their correct name and company at all times. Exhibitors may not lend badges to anyone else under any circumstances.

Stands and Set-up: Exhibitors agree to arrange displays and any other materials in such a manner as not to block the aisles or disturb exhibits, exhibitors in adjacent stands or visitors, either physically or visually. Exhibitors agree that no flammable decoration, coverings or materials will be used and that they will abide by local Fire Brigade Regulations and the Health and Safety and any other requirements of the venue and of the ABA.

Exhibitors are responsible for checking the safety, stability and security of the shelving, cabinets and other equipment on their stands before setting out their stock. The ABA will not be liable for loss or damage to the property of exhibitors, whatever the cause.

Exhibitors may not examine the stock of other Exhibitors during the set up period without their explicit agreement. Placards will be supplied which may be displayed on stands to indicate when the attentions of other Exhibitors are as yet unwelcome. These placards are to be fully respected and obeyed. Furthermore, there is to be a limit of two prospective buyers from any one firm on any stand at any one time.

Glass exhibition cases may NOT be used at the Chelsea Bookfair.

Pricing and Sales: All goods must be clearly priced in £Sterling and faults noted as outlined in the ILAB Code of Customs and Usage. All sales will be subject to the prevailing UK requirements for VAT and export licences. Goods purchased are to be paid for before the end of the Fair and payment is to be accepted in £Sterling, unless specifically agreed otherwise by the purchaser and seller.

Daily hours: Exhibitors must leave the hall as soon as the Fair closes on the first day. Exhibitors will be allowed into the Fair one hour before opening on subsequent days.

Alcohol: No Exhibitor may serve or supply alcohol unless they have the relevant personal licence or the alcohol was purchased from the on-site designated caterer.

Removal of goods: Under no circumstances may any part of an exhibit be removed or dismantled during the conduct of the Fair except with the written permission of the Fair Chairman. Breakdown may commence immediately after the Fair closes on the final day of the fair. All exhibits must be cleared from the hall by 9.00pm that evening. No boxes or other obstructions may be moved from stands or placed in the aisles until the announcement stating that all public have left the venue. Any items found that were not removed from the venue by the time specified shall be shipped at the Exhibitor's expense at the order of the Fair Chairman.

Safety and Liability: Neither The Chelsea Old Town Hall (or any other company or contractor responsible for the bookfair venue) nor the ABA shall be responsible for the safety of exhibits, stock, belongings Exhibitors or their employees, or of visitors at their stands, against loss or damage by fire or any other cause, or injury of any character to any person, creature or article. In all cases Exhibitors should insure their property and against public liability, and shall do so at their own expense. It is agreed that all Exhibitors will indemnify and release The

Chelsea Old Town Hall (or any other company or contractor responsible for the bookfair venue) and the ABA or its agents from all liability which might ensue from any cause whatsoever. Where any possible danger exists for any visitor to any exhibition space, either through the operation of machinery or as a hazard of any other sort, adequate safeguards, including warning signs, must be provided and maintained by the Exhibitor. Any instructions issued or requests made by the venue or ABA designated Fire and Safety Officers or Floor Manager must be adhered to immediately.

Delays or extra expenses: The ABA shall not have any liability for delays or extra expenses incurred because of strikes, labour disputes, or any other cause beyond its control. Exhibitors must conform to labour regulations and requirements prevailing in London (or at any alternative fair venue) with respect to any work being done relative to the Fair and their exhibits. (See "Insurance" below)

Payment of Invoices: A £100 deposit is due upon application and is non-refundable after the stand has been allocated by the Chelsea Committee. A single invoice for the entire stand rental fee (less the £100 deposit) will be mailed in mid-August and must be paid in full by the date specified. Invoices for shelving, whether booked in advance or upon set up, will be delivered to your stand at the book fair and must be paid in full by the close of the Fair. Any queries regarding any invoice must be brought to the immediate attention of the ABA Events Manager.

Cancellation of Contract by Exhibitor: Cancellation of exhibition space must be directed in writing to the ABA office. Stand cancellations made after the closing date for Applications (31st July) will be subject to the loss of the £100 deposit. Stand cancellations received after 13th September 2009 will be subject to a 100% cancellation fee and any outstanding invoices will remain payable.

Cancellation of Fair, Change of Venue or Date: If by any reason of war, terrorist threat, fire, strike, government regulation, national day of mourning, public catastrophe, act of God or the public enemy or any other cause beyond the control of the ABA including without prejudice to the foregoing the withdrawal from use or restriction in use of The Chelsea Old Town Hall (or any other venue at which the fair may necessarily be held), or by force majeure, the Fair or any part thereof is prevented from being held, or is cancelled, the Fair Committee shall, at their sole discretion, determine the amount, if any, to be reimbursed to each Exhibitor. Exhibitors should insure at their own expense against any losses arising out of or in connection with any cancellation however caused. The ABA shall use its best endeavours to hold the fair at another suitable venue or on alternative dates if prevented from using the venue for any reason. Exhibitors agree to exhibit at the new location and/or date. Failure to do so allows the ABA to retain all monies paid or payable as stated above as liquidated damages for its expenses and overheads. The ABA has not taken out and will not take out any insurance cover to indemnify any Exhibitor against such losses. (See "Insurance" below)

Insurance: It should be noted that it is a condition of the agreement between the Exhibitors and the ABA that Exhibitors shall bear the responsibility themselves for the insurance:

- of their exhibits, stalls and chattels against damage, theft or any other loss
 - of their own servants, agents and employees against injury
 - against the possibility of cancellation of the fair for whatever reason (whether due to circumstances beyond the control of the ABA or otherwise)
 - against the possibility of the cancellation of the Exhibitors position at the fair (whether due to circumstances beyond the control of the Exhibitors or otherwise)
 - of themselves against any and all public liability
- The ABA shall not be liable for any loss incurred or liabilities incurred by Exhibitors by reason of their failure to secure suitable insurance cover.

ILAB levy: Exhibitors must pay an ILAB levy of 2.5% of stand rental (or any other amount as may be decided at a General Meeting of the ILAB). This levy will be indicated separately in the invoice.

A 12pt version of these Terms and Conditions is available from the ABA Office upon request.

INFORMATION AND APPLICATION FORM

The Antiquarian Book Fair

CHELSEA 2009

Chelsea Old Town Hall
Kings Road, London SW3 6EE

6th and 7th November
Friday 2 pm – 7 pm
Saturday 11 am – 5 pm

ALSO FEATURING
Edward Fitzgerald's Rubaiyat of
Omar Khayyam: an exhibition from
the collection of the London Library

DEADLINE FOR APPLICATIONS (INCLUDING £100 DEPOSIT) IS 31ST JULY 2009

Confirmation of your stand allocation will be mailed to you in mid-August

An Exhibitor Pack with full instructions for the fair will be mailed in early September

Optional 'Book Drop' to your stand, Thursday 5th November, 5pm – 7pm (to be confirmed)

Exhibitor Set Up, Friday 6th November, 8am – 1.30pm

Exhibitor Breakdown, Saturday 7th November, 5pm – 8pm

Stands may only be booked by members of the ABA or ILAB

Organised by the Antiquarian Booksellers Association (ABA)
founding member of the International League of Antiquarian Booksellers (ILAB)

ABA, Sackville House, 40 Piccadilly, London W1J 0DR

Tel: +44 (0) 20 7439 3118 Fax: +44 (0) 20 7439 3119 Email: admin@aba.org.uk



FOREWORD

Dear Fellow ILAB Member

The Antiquarian Book Fair, Chelsea is the most visually attractive and friendliest event in the UK book trade calendar. Our venue is the beautiful, 100 year old Chelsea Old Town Hall positioned on the lively Kings Road in the heart of fashionable Chelsea. The Hall is surrounded by excellent shops, restaurants, bars and hotels and due to the timing of the Chelsea Fair, the area is always buzzing with early Christmas shoppers looking for something a little different - hopefully our books! If you were with us in 2008, thank you for coming and please join us again in 2009.

Last year an exhibition entitled The Chelsea Arts Club, Then and Now created much interest. This year we are staging Edward Fitzgerald's Rubaiyat of Omar Khayyam: an exhibition from the collection of the London Library. It is hoped that this exhibition will attract many intrigued locals that might not otherwise visit the Antiquarian Book Fair.

We will of course be mounting our usual advertising publicity and ticketing campaign as vigorously as in previous years. The Town Hall has a large main hall, two corridors that surround it, a smaller hall and an annex. This layout allows for a variety of stand sizes and prices to meet the requirements of every business size and budget.

There are three stand types: Four Bay, Three Bay and Two Bay Stands and these are priced to reflect the sizes and positions available. May I take this opportunity to remind you that the closing date for applications is Friday 31st July 2009. Applications received after 31st July cannot be guaranteed and names will be placed on a waiting list. Please remember to send a £100 deposit with your completed Application Form. We will not bank deposit cheques (or process credit card payments) until after the Stand Allocation Meeting in early August, after which we will confirm your booking. As always, the Chelsea Committee will do everything possible to ensure that all exhibitors applying correctly by the closing date are given their first choice of stand size and position at the Fair. In the case of there being too many applications received for one particular area in the Fair, then the stands will be allocated in the order in which applications were received at the ABA Office, so please send your application as soon as possible! Stands will be allocated by the most democratic means possible whilst taking into consideration any special requirements noted on the application form. The decision of the Chelsea Committee is final.

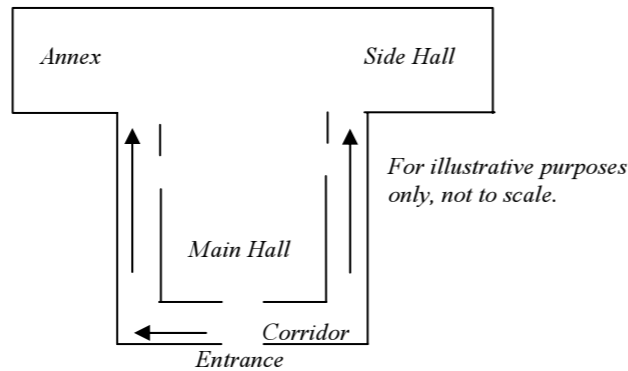
Finally, if you have any queries about the fair, please contact Marianne Harwood (ABA Events Manager) at the ABA Office who will be happy to help you. Thank you for considering Chelsea 2009 and we look forward to receiving your completed application and deposit by the 31st July.

With best wishes,



Roger Treglown
Chair, Chelsea Book Fair Committee

PLAN OF CHELSEA OLD TOWN HALL



STAND TYPES AND DESCRIPTIONS

Stand Type	Main Hall	Small Hall	Annex	Corridor
Four Bay	£745	£640	n/a	£450
Three Bay	£590	£485	£485	£325
Two Bay	£465	£360	£360	£205

- All stand prices are subject to VAT (currently 15%) and 2.5% ILAB levy
- VAT may be reclaimed by overseas dealers; full details will be published in the Exhibitors Pack to be mailed in September.

Four Bay Stand	Space for four bays of shelving*
Three Bay Stand	Space for three bays of shelving*
Two Bay Stand	Space for two bays of shelving*

Shelving. A single unit of shelving is comprised of three shelves and provides 1.8m of shelf space for books. Up to two units may be placed, side by side on a table if available (n.b. tables cannot always be guaranteed). A bay of shelving is comprised of two units with one placed on the floor and another secured on top. Due to a lack of convenient and affordable storage facilities near London, the ABA only has a limited stock of shelving, therefore:

- UK Exhibitors** must bring their own shelving for their own stands. Shelving may be purchased in advance direct from the PBFA at £66/ unit (PBFA Members £55/unit). Please note that the new batch of PBFA shelving is a lighter colour than in previous years and a slightly different size, so you are advised to purchase shelving in pairs; they are not suitable for stacking with the older varieties. Telephone: 01763 248400, or email: info@pbfa.org Please order your shelving as far in advance as possible to ensure sufficient stock.
- Overseas Exhibitors** will automatically be provided with enough units to make up bay sizes, and will be charged a hire rate of £15 + VAT per unit (see explanation of units and bays above). An invoice for your shelving will be delivered to you at the Book Fair and must be paid in full before the close of the Fair. Please contact the Event Manager if you will not require shelving for whatever reason.

Tables & Chairs. Each stand will be allocated a share of a table if possible, and a chair. The Chelsea Committee will do everything it can to ensure each exhibitor may share a table, but this does depend on available space, especially in some of the more awkward spaces of the Chelsea Old Town Hall. The Hall's quirky interior adds to its charm so please bear with us on this matter!

Graphics Stands. Graphics stands are also available – please contact the Events Manager as early as possible to discuss your specific requirements.

THE ANTIQUARIAN BOOK FAIR, CHELSEA 2009 APPLICATION FORM

Please complete this form and return to the ABA Office with your £100 deposit by 31st July 2009

Business Name.....
 Business Address.....
 Telephone.....
 Business email address.....
 Website.....

Please circle the price of the stand you wish to book

Stand Description	Main Hall	Small Hall	Annex	Corridor
Four Bay	£745	£640	Not available	£450
Three Bay	£590	£485	£485	£325
Two Bay	£465	£360	£360	£205



Overseas exhibitors only

All overseas exhibitors will automatically be provided with the correct number of bays of shelving for your chosen stand type. The hire for each bay of shelving costs £30 + VAT and invoices will be distributed at the Fair. Please contact the Event Manager as soon as possible if you believe you will not require shelving.

All Exhibitors

I would like to pre-order the following Chelsea Posters and Tickets (insert number required):

Poster A2 size	Poster A4 size	Complimentary Tickets*	*A bottle of champagne will be presented to each Exhibitor that brings in the most visitors to Chelsea 2009 from (a) within the M25 and (b) outside the M25. So please order lots, thank you!
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Deposit (must be paid upon application; will not be banked or processed until early August)

I enclose a deposit cheque for £100 (UK pounds and drawn from a UK bank account only)
 OR
 Please charge my £100 deposit + card processing fee (Maestro free, Visa/MC 2%, Amex 3%) to:
 card number.....
 Expiry date..... Three digit security code.....

Contact name
 Print clearly the name of person designated responsible for all arrangements for Chelsea 2009

Contact Email

I have read and agree to abide by the Terms and Conditions for The Antiquarian Book Fair, Chelsea 2009 as printed overleaf:

Signed **Date**

Please cut the Application Form away from the brochure and photocopy it for your own records before sending the original to the ABA Office, thank you.

For ABA office use only	
Date application received:.....
Deposit received, method.....
Shortname:.....

Return this page to: The Events Manager, ABA, Sackville House, 40 Piccadilly, London W1J 0DR
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