



## Dealer Booth Application – Baltimore Expo

Baltimore Convention Center • One West Pratt Street Halls A, B and C  
Thursday–Sunday, October 25 - 28, 2018  
 Dealer set-up begins 8 a.m., Thursday, October 25  
 Open to the public 12 p.m., Thursday and 10 a.m., Fri., Sat., and Sun.

Name: \_\_\_\_\_

Company (Program Listing): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Booth Sign: Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

I would like display cases (Check One Box):  Yes  No

**Standard Booth** includes one eight-foot table with a back-up table, two cases, four chairs, three badges, one sign, one trash can, one electrical outlet, and one sharing company.

**Corner Booth** includes two eight-foot tables with a back-up table, four cases, six chairs, five badges, one sign, one trash can, one electrical outlet, and two sharing companies.

Yes, I want a booth in the Paper Money section.  
 Yes, I want a booth in the Foreign/Ancient section.

Including you, please list the names for dealer badges:

1. \_\_\_\_\_ 4. \_\_\_\_\_  
 2. \_\_\_\_\_ 5. \_\_\_\_\_  
 3. \_\_\_\_\_ 6. \_\_\_\_\_

Booths will only be in the name, and only occupied by, the dealer that is the registered exhibitor. The dealer that is registered as the exhibitor may not sublet the booth to another entity without prior written permission. Whitman Coin & Collectibles Expo reserves the right to reassign booths at its discretion.

Dealers are expected to have booths staffed, with inventory on display until the close of business on Saturday. Sunday is optional. Dealers whose booths are not open (staffed, with inventory on display) at the close of business on Saturday will not be guaranteed the same booth location at the next show, and they will be moved to the bottom of the waiting list for upgraded locations. Requests for early departure must be in writing and will be honored at the discretion of show management.

No dealer may knowingly exhibit or offer for sale any illegal coins, counterfeits, forgeries, unmarked copies, or other spurious merchandise. The penalty for such action shall be immediate ejection of the dealer from the bourse and the possible suspension and/or subsequent expulsion from future Whitman Coin & Collectibles Expos. Insurance against loss of material is the responsibility of the dealer. Show management reserves the right to revise show dates and/or hours.

Booth holder shall be responsible for compliance with all federal, state, and local laws, including the activities of all badge holders operating under the name of booth holder.

This includes, but is not limited to, the Maryland sales tax laws and the Maryland Trader's License law. It is our understanding that the sale of rare coins and bullion over \$1,000 are generally exempt from the imposition of the Maryland sales tax. We encourage all dealers to consult their legal and/or tax advisor as to their responsibility to do business at the Baltimore Convention Center.

The Expo is intended for the display of numismatic items and numismatic-related items offered for sale by the registered dealer in the ordinary course of business. Whitman Coin & Collectibles Expo reserves the right to require dealers to remove non-numismatic items from display. Numismatic auctioneers (other than the Official Expo Auctioneers) may display up to 250 highlighted lots for future auctions. Numismatic auctioneers (other than Official Expo Auctioneers) agree not to conduct any auction or competitive bid sales of numismatic items within the city limits of the Expo site during the period of the show.

**The undersigned hereby agrees to indemnify, defend and hold harmless Baltimore Convention Center and Whitman Coin & Collectibles Expo, LLC, their respective officers, employees, subcontractors, committee members or volunteers (the "Indemnified Parties") from and against any loss, damage, injury or claim asserted against any of the Indemnified Parties on account of any action or failure to act of the undersigned in connection with this event; agrees to release the Indemnified parties from responsibility for any loss, damage or injury whatsoever sustained, either directly or indirectly, by the undersigned in connection with this event; and agrees to abide by all conditions of this agreement.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Make checks payable to **Whitman Coin & Collectibles Expo**. Please mail completed and signed application with a check for the total amount due to **Whitman Expos, P.O. Box 1728, Pelham, AL 35124**. Upon receipt of application with full payment, a confirmation notice with assigned booths and show information will be sent to you no later than two weeks before the show. If you have any questions, please call 404-214-4373, fax 256-246-1116, or email info@whitmanexpo.com. Thank you!

Cancellation Policy: Notice of cancellation must be in writing. Full booth payment is due at the time the application is submitted. Any booth not paid in full will be subject to reassignment or resold with no recourse to the original dealer. 100% of any payment made will be refunded for cancellations received in writing no later than thirty (30) days before show. There are no refunds for cancellations 30 days or less prior to the show. Whitman Coin & Collectibles Expo reserves the right to reassign booth numbers at its discretion.

**Non-Expo Supplied Booth Signage**

With the proliferation of non-expo supplied signs hanging in booths at our shows, we are concerned about our dealers' and attendees' safety due to the limited line of sight for the security personnel guarding the bourse. We would appreciate your cooperation keeping signs hanging no more than two feet below the booth's piping along the back of the booth. There are no restrictions for signs hanging in the back of booths along a wall.

**Sharing Dealers**

Booths may be shared. However, for safety and security, there is a maximum for each standard booth of three persons, and one sharing company; and a maximum for each corner booth of five persons, and two sharing companies.

**Sharing Company #1**

Name:

Company (Program Listing):

Address:

City/State/Zip:

Phone:

Email:

Booth Sign:      Line 1:

Line 2:

**Sharing Company #2**

Name:

Company (Program Listing):

Address:

City/State/Zip:

Phone:

Email:

Booth Sign:      Line 1:

Line 2:

**Maryland Sales Tax**

The management of the Whitman Coin & Collectibles Expo is required by law to provide the Comptroller of Maryland the names and addresses of all dealers who are show exhibitors. Each exhibitor is responsible for the collection, reporting, and payment of taxable sales made during the Baltimore Coin and Currency Convention. In Maryland, there is no sales tax on transactions of coins and bullion over \$1,000. Sales under \$1,000 are subject to sales tax.

The Maryland Department of Revenue sends out temporary sales tax forms to all exhibitors that do not have a Maryland sales tax number. If you are unable to attend or are a wholesale only exhibitor, you are still required to sign and return the form. If you fail to return the form, the Comptroller of Maryland will not issue you a future temporary sales tax number and you will not be able to do business in Maryland. Any exhibitor who does not comply with the laws of the State of Maryland will not be allowed to exhibit at future conventions.

If you have not received your temporary sales and use tax license prior to a show, you may be delinquent in paying sales taxes at one or more past shows. A representative from the Comptroller of Maryland office may attend a show to collect delinquent sales taxes before issuing these companies licenses. At the show, you must be prepared to pay any delinquent sales taxes or provide proof of paid sales taxes for any past show in question. When all tax matters are resolved you will be allowed to setup and sell at the show.

For the Maryland Department of Revenue, please declare the type of business you do at the show. This will ensure that your business is categorized correctly when your temporary sales and use tax license is issued for each show.

Indicate all that apply on your dealer booth application or reply to this email with it, so we may update our records:

Retail Sales     Wholesale Sales      OR     No Sales

If you have any questions regarding your compliance with the collection, reporting, and payment of taxable sales or believe you are delinquent in your sales tax payments from any past shows, please contact Andrea B. Fosler, Comptroller of Maryland Compliance Division, Temporary License Unit, 410-767-1543 (Phone), 410-333-5158 (Fax), or afosler@comp.state.md.us.

**Maryland Trader's License/Exhibitors Affidavit**

The Trader's license or Exhibitor's affidavit is not the same as the temporary sales and use tax license you receive from the Maryland Department of Revenue (see above).

In addition, Maryland state law requires that exhibitors have a valid Trader's License or Exhibitor's Affidavit for each show; details are below. At the conclusion of each show, we must forward all Exhibitor Affidavits to Maryland's Comptroller of the Treasury.

**1. License or Affidavit?**

To participate in the Whitman Coin and Collectibles Baltimore Expo, an exhibitor must do ONE of the following PRIOR to the start of EACH show:

a. Submit a photocopy of a current valid Trader's License for a fixed place of business in Maryland. (You do not need to get another, separate license for the show; a photocopy of your existing license is sufficient.)

OR

b. Complete an Exhibitor's Affidavit stating both of the following:

- The exhibitor receives less than 10% of annual income from selling like goods at the show.
- The exhibitor has not participated in more than three shows during the previous 365 days.

**2. Where to get one:**

A copy of the Exhibitor's Affidavit is available at whitman.com/expo or upon request.

3. We must receive a copy of the appropriate form PRIOR to the start of the show. Upon receipt of this letter, please send a photocopy of a valid Trader's License OR the completed Exhibitor's Affidavit to info@whitmanexpo.com, fax it to 256-246-1116, or mail it to the address on the front page.