



PRODUCTIONS, LLC 8265 W. 17TH AVE., LAKEWOOD, COLORADO 80214-5913 • PHONE: 303.238.0433 • FAX: 303.393.1529 • EMAIL: INFO@BIGK.COM

Dear Dealers,

Thank you for your interest in the Denver Record Collectors SPRING Expo 2012.

Big K Productions is proud to be hosting a show of such high quality in the Denver area and we look forward to you joining us on **Sunday, May 6, 2012**.

The show will be held in the ballroom of **The Ramada Plaza Hotel (I-25 and 120th Ave)**. Both dealers and collectors throughout the region are very excited about the upcoming Expo. As many of you know, tables can go very quickly. All dealer packets are sent out at the same time so we suggest registering as quickly as possible to assure a table.

Tables can not be reserved by phone, fax or email as a payment is due with registration. The process is as follows:

- 1. Fill out Dealer Application (PAGE 2)**
- 2. Mail Dealer Application with check or money order to:**

**Big K Productions
8265 W. 17th Ave.
Lakewood, CO 80214-5913**

Confirmations will be emailed or mailed out as we receive payment. We do not accept post-dated checks. If there are any tables still available on April 15, 2012 they may be reserved at a cost of \$70 per table. Please note table fees are non-refundable. In the event of a cancellation the dealer wait list will be provided to you. We will not refund your money or comp you tables at the next show.

**PLEASE FAMILIARIZE YOURSELF WITH THE RULES CONCERNING SALES TAX.
(On the Dealer Information page - PAGE 3)**

So that the load in process will go smoothly, we ask that no dealers or buyers enter the room prior to 8am. With load in being extremely easy in this room, everyone will still have 2 full hours to get set up. **Due to the abuse of our helper admission policy, we are requiring the pre-show submission of helper's names.** One (1) helper per paid table will be allowed. Everyone will be given a name tag and must wear it while load in occurs as well as during the show. Those without name tags will be charged a \$10 early admission fee.

If you would like promotional flyers please call, email or fax and we will send you some. Please feel free to contact Karen at info@bigk.com. We look forward to seeing you at the Expo.

Sincerely,

Big K Productions, LLC



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DEALER APPLICATION

Return this completed form to the address above with your payment.

Company Name _____

Dealer Name _____

Address _____

City _____ State _____ Zip _____

Phone (_____) _____

Email _____

COST IS \$60.00 PER 6FT TABLE

Number of Tables Reserved _____ x \$60 = _____

(If payment is received on or after April 15th, tables are \$70).

Please make checks or money orders payable to: **BIG K PRODUCTIONS, LLC.**

If payment is received on or after April 15, 2012, a \$10 per table late fee will be assessed.

TABLE FEES ARE NON-REFUNDABLE. NO EXCEPTIONS!!!

I _____, WILL NOT BRING ANY BOOTLEG OR COUNTERFEIT MERCHANDISE TO SELL AT THE DENVER RECORD COLLECTORS EXPO. I HAVE READ ALL THE RULES AND REGULATIONS AND WILL ABIDE BY THEM.

Signed _____ Date _____

HELPERS NAME:



DEALER INFORMATION

Please read carefully.

Sunday, May 6, 2012

Please note the new time table:

Dealer Check In: 8:00am

Open to Public: 10:00am

Closed to Public 4:00pm

Dealers out by: 6:00pm

NO DEALERS WILL BE ALLOWED IN THE ROOM FOR SET UP PRIOR TO 8AM.

NO ONE WILL BE ALLOWED IN THE SHOW PRIOR TO 8:00AM.

Dealers must list helpers when they register. One (1) helper per table.

Anyone not listed will be assessed a \$10.00 "Early Bird" fee.

NO EXCEPTIONS, REGISTER YOUR HELPERS OR PAY THE DAY OF THE SHOW!

- **Colorado State Sales tax & City of Northglenn Sales Tax will be collected at the end of the show.** If you pay Colorado Sales tax quarterly or yearly bring a copy of your license.
- Please use good judgment when displaying product or posters which may offend families attending our show.
- Smoking is prohibited in show area.
- Please bring your own materials necessary to create your displays or backdrops, such as easels or 3-fold screen. The Ramada Plaza will NOT permit the use of thumb tacks or tape to attach materials to walls.
- Check in begins at 8:00am. Please be prompt (not early).
- If you require access to an electrical outlet, please let us know on your dealer application or you won't get electrical.
- Payment in full is due with registration.
- If you must cancel we will forward you names from our wait list. **WE WILL NOT REFUND YOUR MONEY NOR WILL YOU BE COMPED TABLES AT THE NEXT EXPO.**

THANK YOU FOR YOUR COOPERATION.

WE HOPE YOU HAVE AN ENJOYABLE SHOW.