



TUCSON GEM & MINERAL SOCIETY

Dear Potential Guest Exhibitor:

This portal allows you to request a Guest Exhibit space for the upcoming 2017 TGMS Show themed "**Mineral Treasures of the Midwest**", or ask to be placed on our Guest Exhibitor list for future years like 2018 when our theme is "**Crystals and Crystal Forms.**" Note that our Guest Exhibit cases are provided free of charge for **non-commercial** exhibiting ... you may not have sales information of any kind in the case or sell from the case. Please read the attached materials that explain the detailed terms under which you exhibit and the logistics of exhibiting.

Although preference is generally given to exhibits that play to our annual theme we do seek as wide a range of exhibits as possible. **ESPECIALLY welcome are items that can attract the public: famous gemstones, jewelry, historical items, exceptional fossils, dinosaurs, etc. NOTE that exhibits need not all be "pretty", so educational exhibits, rarities and items of unusual mineralogical, paleontological, cultural or mining interest are encouraged.** Suites from localities, including unusual species and historic specimens, are always desirable.

In 2015 TGMS instituted two awards to honor two couples who laid the groundwork and supported the Tucson Gem and Mineral Show® for years. The Clayton and Betty Gibson Trophy will be presented to the best museum exhibit. The Bill and Millie Schupp Trophy will be presented to the best exhibit entered by a TGMS member.

Please note that space is limited and we may not have a case for you this year, so please let us know if you would be willing (or would prefer) to exhibit in a later year and we will add you to our on-going invitation list. Doing so will get you a direct e-mail invitation each Fall, but note that we start from scratch for every Show so you must submit a new request each year in response to that year's electronic invitation.

We confirm exhibits in mid to late December, but there are always cancellations before the Show, especially at the last minute. It is a real help to us to have stand-by exhibitors willing to fill in on set-up day. Please let us know if you are willing to be on our stand-by list in the event we cannot confirm a case in advance.

ALSO, If you acquire or learn of an exceptional exhibit after our confirmation deadline, please do not hesitate to let us know as we can often accommodate these (up to the last minute) if cancellations occur.

WE ALWAYS WELCOME SUGGESTIONS AND INTRODUCTIONS TO INSTITUTIONS AND COLLECTIONS WE SHOULD INVITE FOR FUTURE SHOWS, SO PLEASE DON'T HESITATE TO PASS THIS ON OR PUT US IN CONTACT WITH EXHIBITORS YOU WOULD LIKE TO SEE AT OUR SHOW!

We look forward to seeing your exhibit at a future show.



Peter Megaw
Exhibits Chair

TUCSON GEM AND MINERAL SHOW® GUEST EXHIBITOR AGREEMENT

This Agreement is entered into between the parties Tucson Gem and Mineral Society, Inc. hereinafter referred to as “TGMS” and _____ hereinafter referred to as “Exhibitor”. **(If Exhibitor is not an individual acting in his or her own individual capacity, please record whether you are a corporation, partnership or other entity and indicate your authority to act as agent for said entity.)**

1. **SPONSOR:** TGMS is the sponsor for the annual Tucson Gem and Mineral Show® also referred to as, “The Tucson Show” and hereinafter referred to as “Show” or “TGMS Show”. Exhibitor wishes to occupy and use an exhibit space at the 2017 TGMS Show. In consideration of the mutual Agreements contained herein, THE PARTIES DO HEREBY AGREE:

2. **EXHIBIT SPACE:** TGMS hereby grants to Exhibitor a license to occupy and use exhibit space, subject to all terms and conditions of this Agreement. **Only cases supplied by TGMS may be used, unless use of an alternative case is approved in advance of the Show and in writing by TGMS. Requests to use other display cases must be received in writing and reviewed by the Exhibits Chair prior to registration.**

3. **EXHIBIT SPACE PRIVILEGES:** Exhibitor agrees that only the person who placed said display material in the exhibit space shall be permitted to remove said material unless arrangements are made in writing prior to registration. Exhibitor agrees that after setup and the securing of cases (TGMS cases and/or glass cases) there will be no admittance to display cases other than to right a tipped-over specimen or label and such access will only be permitted as time constraints allow and with permission of the appropriate authority. Exhibitor of said case or specimen must be present to perform said correction. **Exhibitor agrees that no sales information will be displayed in exhibit space or near the exhibit space nor will Exhibitor use the exhibit space to sell material (that includes no TGMS booth numbers).** Cases are not to be opened for removal or exchange of material during the course of the Show. Exhibitors leaving display material or specimens under the display tables during the course of the TGMS Show do so at their own risk.

4. **SHOW HOURS AND LOCATION:** The parties acknowledge that the 2016 TGMS Show is scheduled to be held February 9 through 12, 2017 as follows:

Thursday, February 9, 2017 from 10:00 a.m. to 6:00 p.m.,

Friday, February 10, 2017 from 10:00 a.m. to 6:00 p.m.,

Note: School visits program begins at 9:00 a.m., Friday, February 10, 2017

Saturday, February 11, 2017 from 10:00 a.m. to 6:00 p.m.,

Sunday, February 12, 2017 from 10:00 a.m. to 5:00 p.m.

The TGMS Show shall be held at the Tucson Convention Center, 260 S. Church Avenue, Tucson, Arizona 85701. TGMS reserves the right to change these dates and times.

5. **EXHIBITOR REGISTRATION:** **It is important that you register.** At that time, you will pick up your IDs and you will receive any last minute information.

Wednesday, February 8, 2017, 12:00 noon to 4:00 p.m. in the east end of the Galleria near the Church Street entrance of the Tucson Convention Center.

If you are unable to register at this time, **you must make alternate arrangements with your Exhibits Chair.**

6. **SETUP/STRIKE HOURS:** The parties agree that the move in, setup and strike hours are scheduled to be as follows:

Move in /Setup: Wednesday, February 8, 2017, from 12:00 noon to 6:00 p.m.

Strike: Sunday, February 12, 2017, from 5:30 p.m. to 8:00 p.m.

Special arrangements for early or late setup require written consent from the Exhibits Chair. If the Exhibits Chair has not heard from you by 6:00 p.m., Wednesday, February 8, 2017, your case may be given to a standby exhibitor.

Strike will not begin before 5:30 p.m. Cases will be opened beginning at about that time. All Exhibitors are expected to be present at their displays from 5:30 p.m. until such time as they have removed their items from the cases. Although most cases will be opened when the Exhibitor of said case is present, there is no guarantee of this. Exhibitor understands and agrees that once the case has been opened, all materials are considered to be in Exhibitor's possession and TGMS has no responsibility for the materials. Any materials left after 8:00 p.m. will be deemed abandoned by Exhibitor. Exhibitors shall strictly adhere to any established setup and strike hours.

TGMS reserves the right to change these dates and times. In the event that TGMS changes the move in, setup, or strike dates or times, Exhibitor will be provided with substantially the same duration of time for move in, setup, and strike as is represented above.

7. **LOCATION OF EXHIBIT SPACE:** The exhibit space shall be determined by TGMS at its sole discretion. TGMS reserves the right to reassign the location of exhibit space as TGMS deems necessary.

8. **RELATIONSHIP BETWEEN TGMS AND EXHIBITOR:** Notwithstanding anything to the contrary contained herein, this Agreement shall not be construed to create any relationship between the parties as principal and agent, landlord and tenant, partnership, joint venture or anything other than licensor and licensee.

9. **SHOW IDs:** TGMS shall supply no more than **two** IDs per exhibit space. **Your IDs are non-transferable and IDs worn by unauthorized persons may be confiscated at the discretion of TGMS.** Exhibitor further agrees that such IDs must be worn at all times while in the Tucson Convention Center by the party to whom TGMS has issued the ID. **Because of heightened security issues, if requested, you must be able to present a photo ID.** Only appropriate agents of TGMS shall have authority to issue and replace IDs. Lost IDs must be reported immediately to TGMS.

Exhibitor Helper badges are available by request for move in/setup **only** (Wednesday, February 8, 2017 from 12:00 noon to 6:00 p.m.) and strike (Sunday, February 12, 2017 from 5:30 p.m. to 8:00 p.m.). **Requests must be made to the Exhibits Chair for Helper badges.**

10. **SECURITY:** TGMS shall provide general premises security. TGMS assumes no responsibility or liability for any loss of any kind, which includes, but is not limited to, any loss and/or damage to Exhibitor or Exhibitor's property caused by act of any person; by any natural disaster or by any other event. Exhibitor agrees to hold TGMS harmless from any losses that may occur at whatever time.

11. **SHOW CANCELLATION BY TGMS:** TGMS shall use its best efforts to organize and hold the TGMS Show. However, in the event TGMS, in its sole discretion, determines that the TGMS Show shall not be possible, TGMS shall have the right to terminate this Agreement by giving verbal and/or written notice, as soon as practicable, to the Exhibitor of the cancellation to said TGMS Show and of the termination of this Agreement.

12. **SMOKING:** Smoking will not be allowed in the Tucson Convention Center. The Tucson Convention Center is a smoke free facility, including restrooms and loading docks.

13. **JURISDICTION/DISPUTE:** Exhibitor agrees that this Agreement shall be construed and governed in accordance with the laws of the State of Arizona. Should a dispute arise between the parties in regards to this Agreement requiring the parties, whether one or both of them, to employ an attorney to enforce their rights, title and interests under this Agreement, the prevailing party shall be awarded reasonable attorney's fees and costs incurred.


14. **BINDING EFFECT:** Both parties agree that this Agreement shall be binding upon and shall inure to the benefit of the successors in interest and assigns of the parties hereto.

15. **INDEMNITY:** Both parties agree to conduct their activities so as to not endanger any person who is lawfully involved with the Show on any premises involved herein. Both parties agree to indemnify, defend, save and hold harmless the other party, each party's employees, officers, officials, and insurance carriers, individually and collectively, from all losses, claims, suits, demands, expenses, subrogation, attorney's fees or actions of any kind and nature resulting from the personal injury to any person (including bodily injury and death) or damages to any property, arising or alleged to have arisen out of one such party's negligent performance of the terms of this Agreement, or by any acts or omissions of such party.

16. **NOTICE:** Both parties agree that unless otherwise notified of a change of address, all notices, approvals, requests or other correspondence in connection with this Agreement shall be sent by regular mail to the parties at the following address:

Tucson Gem and Mineral Society, Inc.
P.O. Box 42588
Tucson, Arizona 85733

17. **ENTIRE AGREEMENT:** This Agreement constitutes the entire Agreement between the parties and supersedes any and all prior oral or written Agreements of the parties.



Tucson Gem and Mineral Society, Inc. 10/01/16
Date

Exhibitor Authorized Signature (print & sign) Date

If Exhibitor is not an individual acting in his or her own individual capacity, please record whether you are a corporation, partnership or other entity and indicate your authority to act as agent for said entity.

(ATTACH ADDITIONAL PAGE IF NEEDED)

Address: _____

Telephone: _____ Cell Phone: _____

Fax: _____ Email: _____

Where you can be reached while in Tucson: _____

2017 Tucson Gem and Mineral Show®

PO Box 42588
Tucson, Arizona 85733
Phone: 520.322.5773
Fax: 520.322.6031

Guest Exhibitor Show Identification

Please print or type. Return to TGMS by December 5, 2016.

List the names of the individuals who will **actually be responsible for the Guest Exhibit**. "Guest Helper" badges for set up and strike will be available upon request from your Guest Exhibits Chair at registration. You will be allowed no more than **two** IDs per exhibit space.

Under the name of Business, Museum, Society or Individual:

Names on the IDs (please print first and last names):

1. _____

2. _____

Only Tucson Gem and Mineral Show® IDs will be honored, and must be worn at all times, including set up and strike.

Guest Exhibitor:

Signature: _____

Date: _____

GUEST EXHIBITS

Additional Information for the 2017 Tucson Gem and Mineral Show®

Before writing or telephoning the Guest Exhibits Chair or the TGMS Office with a question, please review this information sheet to be sure that we have not already answered your question.

Exhibitor Registration

All Exhibitors must check in at the registration tables between 12:00 noon and 4:00 p.m. in the east end of the Galleria near the Church Street entrance of the Tucson Convention Center. At that time, you will receive your case location, IDs, and other pertinent information. The IDs provide admission to the Show. TGMS provides **only two IDs per case. No one will be permitted on the Show floor without the appropriate ID.**

Setup/Strike Hours: The parties agree that the move in, setup and strike hours are scheduled to be as follows:

Move in /Setup: Wednesday, February 8, 2017, from 12:00 noon to 6:00 p.m.

Strike: Sunday, February 12, 2017, from 5:30 p.m. to 8:00 p.m.

Special arrangements for early or late setup require written consent from the Exhibits Chair. If the Exhibits Chair has not heard from you by 6:00 p.m., Wednesday, February 8, 2017, your case may be given to a standby exhibitor.

Strike will not begin before 5:30 p.m. Cases will be opened beginning at about that time. All Exhibitors are expected to be present at their displays from 5:30 p.m. until such time as they have removed their items from the cases. Although most cases will be opened when the Exhibitor of said case is present, there is no guarantee of this. Exhibitor understands and agrees that once the case has been opened, all materials are considered to be in Exhibitor's possession and TGMS has no responsibility for the materials. Any materials left after 8:00 p.m. will be deemed abandoned by Exhibitor. Exhibitors shall strictly adhere to any established setup and strike hours. Setting up and taking down as promptly as possible is greatly appreciated.

Cases

Only cases supplied by TGMS may be used. NOTE that we made entirely new cases for 2014 and the dimensions are different from our old cases. The majority are 48" long (4'), but there are a limited number of 30" and 66" cases. Included with your invitation is a "TGMS Case Information" sheet showing exact case dimensions. Should your exhibit not fit our cases, as described on the sheet, we encourage you to send a full description of your exhibit, materials and exhibit space required to the Exhibits Chair...we do have some cases for unusual configurations. You will be contacted to determine if we can make alternate arrangements.

Case Linings

All Guest Exhibitors are expected to supply risers and case lining materials for their exhibit. **YOUR OLD (pre-2014) LINERS WILL NOT WORK IN THE NEW CASES; PLEASE REFER TO THE DISPLAY CASE INFORMATION YOU RECEIVED.** Note that the new cases have a groove at the top of the case that will hold your liners in place securely without tape. **You may NOT staple, pin or tack your liners to the inside of the case. Note: Scotch double-stick tape will NOT support photos or foam-core labels on fabric liners! Either pin your graphics to the fabric or incorporate your graphics in your liner panels.**

Labels

Exhibitors must supply clean, legible labels for each piece displayed and the label size in proportion to the size of the specimens and the exhibit in general. Do not tape labels down, as they will curl. The name of the exhibitor must be included in the case, a simple name label is suitable or a normal printed business card. **Tucson Motel/Hotel room information is not permitted, nor are handwritten additions to printed labels.**

EXHIBITOR AGREES THAT NO SALES INFORMATION WILL BE DISPLAYED IN EXHIBIT SPACE, NEAR THE EXHIBIT SPACE OR USE THE EXHIBIT SPACE TO SELL MATERIAL (THAT INCLUDES NO TGMS BOOTH NUMBERS).

Opening of Cases

All of the cases are secured after setup. The TGMS cases lock with keys held exclusively by TGMS personnel. After the cases have been set up and locked, there will be no admittance to the cases during the Show, except to right a tipped-over specimen or label and will only be permitted as time constraints allow and with permission of the appropriate authority. Exhibitors are reminded that cases are not to be opened for removal or exchange of material during the Show.

Exhibitors who wish to designate agents to remove their materials at Show strike must personally provide written instructions to the Exhibits Chair before strike.

Security

We employ the Tucson Police Department as our security in the Tucson Convention Center from Wednesday, February 8, 2017 through Sunday, February 12, 2017.

Exhibitor Responsibility

It is the responsibility of the Exhibitor to read and follow the above guidelines. Each Exhibitor must supply his/her own insurance or assume his/her own risk.

TGMS DISPLAY CASE INFORMATION

2017 TGMS CASES: The new display cases provided by TGMS have fronts that fit securely on the face of the case, eliminating vibration caused by sliding fronts into position. They also have solid wood sides, back, floor and with LED lighting that provides good light coverage and full spectrum color. They have clean, modern lines that give a striking visual presentation to the exhibit area. **The cases have been redesigned with top channels into which liner panels can slide, providing a secure hold on the panels at the top of the case. This eliminates the need for tape to hold panels in place.** Making your panels to the specifications below should mean easy, fast and secure installation. Graphics should either be pinned or otherwise fastened to a fabric case liner (see below) or incorporated into printed panels sized to substitute for one or more of the case liner panels.

CARE OF CASES: It is the responsibility of the exhibitor to take proper care of the case. **YOU MAY NOT USE STAPLES, TACKS, or TAPE TO FASTEN LININGS, INSERTS OR GRAPHICS TO THE WALLS OR ANY OTHER PART OF THE CASE.**

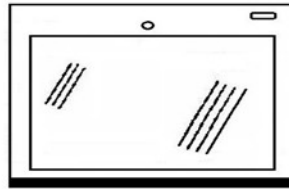
SHOWMANSHIP: Risers and platforms add to the attractiveness of the display and may be made of finished wood, plastic, or Styrofoam blocks covered with lining material or any other material you design. Note that a riser can serve to hold graphics securely in place if they are designed with a “tail” that extends to the bottom of the case. Again, please note that none of these may be attached to the body of the case in any manner.

MATERIALS: Use 1/8" thick cardboard and cover it with an easy-care cloth. Foam-core board also works well, but is commonly thicker than 1/8". Materials thinner than 1/8" are NOT recommended. The inside face of the cardboard should be free of dirt and lettering since it might show through the cloth. Lining the inside face with white paper eliminates this problem and minimizes cardboard color “bleed through” if you use sheer material. When preparing the cardboard for the back and bottom of the 48" and 66" cases, score the cardboard in the center, tape the center joint for reinforcement and then put on the covering material. This allows you to carry the liners with relative ease. Care in handling your displays will allow you to use the material repeatedly. Large garbage bags are very good for keeping them clean during transport and storage.

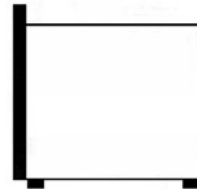
MEASUREMENTS: All measurements listed below are INSIDE DIMENSIONS and are accurate for **1/4" stock**, including an allowance for fabric thickness. If you use stock that is thicker than 1/4", or fabric that is thicker than a standard T-shirt fabric, you will have to adjust the measurements given below accordingly. Please pay close attention to the intended order of panel insertion as certain panels are designed to hold others in place. Be especially careful with riser length as multiple layers of folded fabric on the ends may have to be accommodated.

If you make your liners out of standard 1/8" cardboard instead of a 1/4" stock, simply add a second layer of cardboard to the side panels so they are 1/4" thick and everything else will fit.

CASE FORMAT

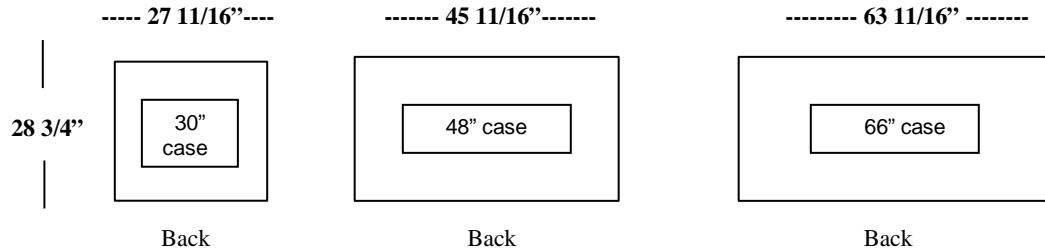


Front View

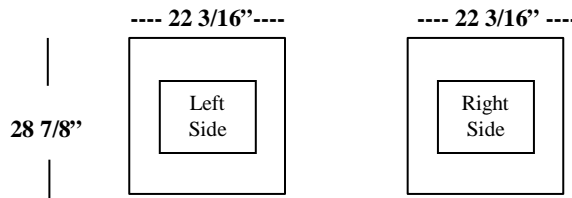


Side View

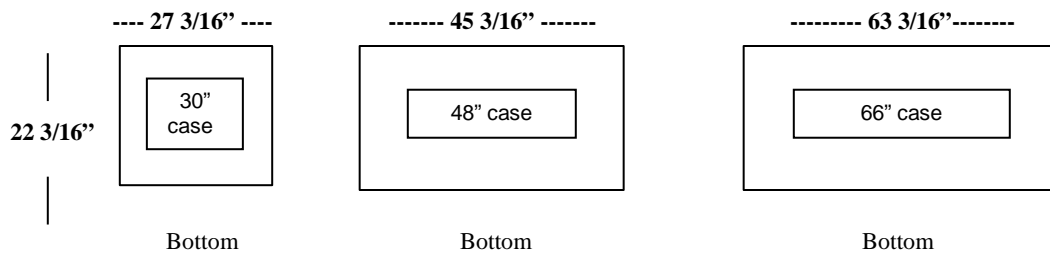
Back panel is placed in the case **first**.



Side panels are placed **next**. Cut one right side and one left side as shown. All case sides are the same size.



Bottom panel is placed **last**.



Riser, highly recommended for Showmanship, snugs into rear of case and holds all liner elements firmly in place