

BALPEX 2025 REGULATIONS

1. Participation in the BALPEX Bourse is by invitation only. The Baltimore Philatelic Society Inc. (BPS) and the BALPEX Bourse Committee reserve the right to invite only those professionals who, in their sole judgment, will best serve the interests of BALPEX attendees.
2. Expulsion of any dealer or any employee or person assisting the dealer from the American Stamp Dealers Association (ASDA), any other national philatelic society, the Manuscript Society, or the Ephemera Society of America (ESA) may be sufficient cause for denial of permission to participate in the BALPEX Bourse.
3. Booths may be used for dealing in philatelic or ephemera merchandise and related supplies only by the dealer to whom the booth is assigned.
4. Retail sales in the bourse are limited to the days and hours the show is open to the public. Transactions in the Ballroom are restricted to Dealers. No “vest pocket dealer” transactions with show public attendees will be permitted therein.
5. Dealer set up must be completed by 7 p.m. on Thursday when the ballroom will be secured. Dealers may gain pre-show entrance to their booth two hours before the opening of the show on Friday, and one hour before opening on Saturday and Sunday. There will be no admittance at night after the ballroom has been secured.
6. The Bourse Committee will endeavor to suit Dealers, but any decision on booth location, format, orientation, or design made by the Bourse Committee is final. Tables may not be moved from original locations without permission of the Bourse Committee. All aisles must remain open. Nothing shall be mounted/ adhered to any hotel wall.
7. Dealers forced to cancel their lease agree to forfeit payments unless a replacement (as approved by the BALPEX Bourse Committee) assumes the obligation.
8. Neither the BPS nor the hotel (BWI Airport Marriott), their officers, directors, volunteers and/or employees shall be liable for personal injury, property damage, or losses of any nature. The dealer understands and agrees that his or her property and any entrusted to his or her care remains at his or her sole risk.
9. BPS is under no obligation to lease bourse space to the dealer at future shows.
10. No smoking is permitted in the hotel, or within 50 feet of any entrance to the hotel.
11. Any decision of the Bourse Committee regarding the interpretation of these rules, or regarding any other matter not addressed by these rules, shall be final.
12. Each booth will be provided:
 - a. Necessary tables to implement configuration of each space.
 - b. An adequate number of chairs and cloths for all front and side tables.
 - c. Passes for dealers and their assistants.

13. PAYMENTS: A minimum \$500 deposit Payment is due with the Application. Booth assignments are made on a first-come-first served basis, so it is advantageous to book early. Applications are due NLT June 4th, 2025. (Dictated also by some PR deadlines!) The Full Payment/Balance is due, payable, and received NOT LATER THAN July 21st, 2025—also the final date for inclusion in the BALPEX Program. Any payment thereafter shall incur a 20% penalty. August 4th is the absolute final deadline. Checks must be in U.S. dollars, drawn on U.S. banks, and should be made payable to the Baltimore Philatelic Society, Inc. There will be NO exceptions to this policy. Failure to pay in full by the final deadline will forfeit ---deposit and reservations for any booth tentatively reserved (Also see #7). [Sorry, but the Hotel contract requires us to pay for the facility in full, UP FRONT.]
14. All correspondence must be sent to the Baltimore Philatelic Society, Inc., ATTN: BALPEX Bourse Committee, 3440 Ellicott Center Drive, Suite 103, Ellicott City, MD 21043, USA. [Inclusion of the Suite # in the address is essential.]
15. Show hours will be Friday 10:00 a.m. until 6:00 p.m.; Saturday 10:00 a.m. until 6:00 p.m.; and Sunday 10:00 a.m. until 3:00 p.m. The exhibit area only will be open at 8 a.m.
16. TAKE DOWN: Dealers may move out after 3:00 p.m. Sunday. Early departures will not be permitted absent extenuating circumstances and unless approved by the Bourse Committee. Unauthorized early departures may mean that the dealer may not be invited to future BALPEX shows.
17. Extension cords, extra lighting, glass or plastic covers, or any similar items should be provided by the dealer. Such items will not generally be provided by BALPEX or the BPS. Rental of locking storage cabinets and/or some plexiglass table covers may be available—contact the Bourse Chairman for information.
18. Guard service will be provided by supervised guards beginning at 4:00 p.m. Thursday, September 4th, and continuing during active show and dealer pre-show hours until 4:00 p.m. Sunday, September 7th, 2025.
19. Dealers are responsible for the collection of Maryland State Sales Tax and the remission of that tax to the tax authorities.
20. Dealers are required to be fully operational and open for business during show hours. Admission to the show prior to opening is restricted exclusively to bourse dealers, their assistants, and those specifically authorized by the BALPEX General Chairman. All must be wearing proper badges.
21. Dealers returning from the prior BALPEX may have a 2 week advance preference to attend and have first choice for their booth at its then current rental fee, i.e., if the application and deposit payment is tendered up to 14 days after the publishing of the application on the BALPEX Website. Otherwise, booths are on a first come, first served basis. In the event that the show tables are full, approved Dealers may elect to be put on a BALPEX waiting list for future shows (contact Bourse Chairman for details).