



2012 Winter Bead and Jewelry Show

Gary J. Arthur Community Center at Glenwood

2400 Rte. 97, Cooksville, MD

January 7th, 10-5, and January 8th, 10-4

For BBS Use Only

Date Rec'd _____
 Order Rec'd _____
 Confirmation sent? _____
 Entered in spr/sh _____
 BBS member? _____
 Dues current? _____
 Check \$ _____
 Check Nr _____
 Date Deposit _____

Vendor Contract

Please print CLEARLY using dark blue/black ink.

Business Name _____

Business Name for Show Brochure (if different) _____

Vendor Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email Address _____

Website _____

(Provide the website link that we will use on our BBS Show website – Vendor List)

Products/Materials at your booth – check all that apply:

- | | | |
|---|--|---|
| <input type="checkbox"/> Antique/Ancient Beads, Artifacts | <input type="checkbox"/> Glass Beads, Mass-Produced/Imported | <input type="checkbox"/> Publications (Books, Magazines, etc) |
| <input type="checkbox"/> Bone/Horn | <input type="checkbox"/> Gold | <input type="checkbox"/> Resin/Lucite |
| <input type="checkbox"/> Cabochons | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Seed Beads |
| <input type="checkbox"/> Copper | <input type="checkbox"/> Kits (not mass-produced) | <input type="checkbox"/> Shell |
| <input type="checkbox"/> Crystals | <input type="checkbox"/> Pearls | <input type="checkbox"/> Silver |
| <input type="checkbox"/> Fibers/Cords/ Ribbons | <input type="checkbox"/> Pendants | <input type="checkbox"/> Tools |
| <input type="checkbox"/> Findings | <input type="checkbox"/> Pewter | <input type="checkbox"/> Videos/CDs (instructional or software) |
| <input type="checkbox"/> Gemstones (precious) | <input type="checkbox"/> PMC/Art Clay | <input type="checkbox"/> Wire/Stringing Supplies |
| <input type="checkbox"/> Gemstones (semi-precious) | <input type="checkbox"/> Polymer Clay | <input type="checkbox"/> Wood |
| <input type="checkbox"/> Glass Bead Making Supplies | <input type="checkbox"/> Porcelain/Clay Beads | |
| <input type="checkbox"/> Glass Beads, Handmade Artisan | <input type="checkbox"/> Other: _____ | |

Number of (6' x 30") Tables @ \$200 each _____

Check Enclosed for \$ _____ (Please make checks payable to Baltimore Bead Society. Payment for table rental is due by Nov. 15, 2011. Payments received after Dec. 1, 2011 must be by cash or money order. Please return signed contract with payment. There is a non-refundable fee of \$50 per table for advertising expenses. No cancellations will be accepted for refund after Dec. 15, 2011.)

State Sales and Use Tax ID # _____ All vendors must abide by MD State Sales Tax Law. The BBS will arrange with the State of Maryland for temporary Sales and Use Tax ID numbers for those do not provide them.

Move-in/Set-up: Friday January 6th (2 pm-6 pm) / Saturday January 7th (7 am-9 am)

(ALL VENDORS MUST BE SET-UP BY 9:30 AM SATURDAY)

Move-out: Sunday, January 8th (4 pm-6 pm)

I have read and agree to the terms and conditions of this contract as detailed above and to the Vendors Information and Terms & Conditions attached and incorporated into this agreement. I will abide by the Show and Venue regulations and requirements, including retail sales tax, fire codes, safety, health, and insurance coverage.

I further agree and certify that I WILL NOT hold the Baltimore Bead Society, its board or members, or Glenwood Community Center, or its employees, responsible in case of loss or damage to all or part of my booth or for any personal injury to me or anyone acting on my behalf. I understand that I am responsible for all of my property and merchandise during the show and the aforementioned cannot be held responsible for any theft or other loss incurred. It is up to the individual vendor to obtain and carry adequate insurance coverage.

Name (print) _____ Date _____

Signature _____

Please keep a copy of this contract for your records.

Baltimore Bead Society – 2012 Winter Bead and Jewelry Show
Saturday, January 7th 2012, 10 am-5 pm
Sunday, January 8th 2012, 10 am-4 pm

Location:
Gary J. Arthur Community Center at Glenwood, Cooksville, MD

VENDOR BADGE REQUEST FORM

- Return this form with the signed contract and payment for vendor tables.
- All vendors and their workers **MUST** wear a vendor badge at all times during the show. Names of all workers must be provided.
- No more than two badges will be issued for a vendor renting one table. Vendors renting more tables who need more badges should list the names below.
- Pick up Vendor Badges and Show Package upon Move-in.

Please print or type all information so that names are correct.

Vendor Company_____

Name #1_____

Name #2_____

Name #3_____

Name #4_____

Baltimore Bead Society – 2012 Winter Bead and Jewelry Show

Contract Attachment - Vendors Information and Terms & Conditions

(For additional information contact Mary Schreuder, BBS, by email at WinterBeadShow@baltimorebead.org – or call 443-823-5099)

This agreement is between The Baltimore Bead Society (BBS) and the undersigned vendor.

- Vendors are responsible for keeping deadlines for contracts due and vendor fees, as well as booth set-up times.
- Cancellations after Dec. 15, 2011 will not be entitled to refunds.
- Refunds for cancellations before Dec. 15, 2011 will not include \$50 non-refundable fee per table.
- Vendors must set-up their booth in their allotted space according to the vendor space chart.
- Vendors may **not** bring or add extra display tables. A small worktable will be allowed with the approval of the BBS show chair.
- We value your input and want to hear from you. Vendors wishing to offer constructive criticism or air grievances to show management may do so **only** in the show office. Loud complaints and disruptive behavior on the show floor or in the presence of customers are unprofessional and will not be tolerated. The BBS reserves the right to ask vendors who cannot abide by this rule to leave the show without reimbursement/refund, and/or to ban such vendors from future BBS Bead Shows.
- Vendors not completely set-up by 9:30 am each day of the Show may forfeit space, but will not receive a refund.
- Vendors are responsible for bringing their own lights, power strips and extension cords. **No halogen lights or floodlights are allowed. Because this is a green facility with ample overhead lighting, electricity for extra lighting will be limited to 50 watts per table purchased,**
- Vendors are responsible for bringing their own table covers, which should be neat and drape close to the floor.
- Vendors must store any boxes or supplies under their tables only.
- Vendors must man their tables at all times while the Show is open. Relief volunteers from the BBS will be available when needed to man booths.
- Vendors may not dismantle their booths until 4 pm, Sunday, Jan. 8th. Doing so earlier will incur a \$250 fee.
- Vendors are responsible for cleaning up their assigned area before leaving the Show.
- Vendors may not attach anything to the walls.
- Vendors are responsible for all necessary and appropriate sales tax licenses and permits for the State of MD, and for collecting and remitting sales tax to the appropriate government agencies. Temporary MD sales tax licenses will be arranged for vendors who don't provide us with one.
- Vendors may not share or sublet booth space without prior permission from the BBS.
- Vendors may not alter dimensions of their assigned space or configuration of tables. Please contact BBS if you have unusual requirements for your display.
- Should this Show be canceled for acts of nature or war or terrorism, vendors shall receive a partial refund for table rental fees, minus the non-refundable fee of \$50 per table allocated for up-front advertising to benefit the vendors. Should such an event occur, neither the BBS, its board members, nor the Venue shall be held liable for monies already expended by the vendor.
- Vendors shall not hold the BBS, its board or members, or the Venue or its employees, liable for any lost, stolen, or damaged merchandise or equipment; nor any damage or injury to any vendor or person representing or employed by same. Any thefts must be reported immediately to the BBS.
- The facility will be secured Friday night and Saturday night. The room will be open Saturday morning at 7 am and Sunday morning at 9 am.
- Alcoholic beverages, neon signs, incense, smoking, or loud music shall NOT be permitted.
- The BBS shall have the sole right to determine if any merchandise in any vendor booth is unfit to be sold or is made of any endangered species components, and if so, shall request removal by the vendor.

RELEASE

The undersigned vendor releases and forever discharges the Baltimore Bead Society, its board or members, and Glenwood Community Center or its employees, from all manner of actions, liabilities, suits or claims (including attorney's fees) which may arise out of or relate to the use or occupancy of any vendor space or services provided to the vendor under this agreement.

I have read and agree to abide by the Vendor Information and Terms & Conditions as described above.

Name (print) _____ Date _____

Signature _____

Please return this signed form with your Contract, Badge Form, and Payment. Thank you for your participation in the Baltimore Bead Society's Winter Bead and Jewelry Show. We will do everything possible to make this an enjoyable and profitable event for the vendors.

Baltimore Bead Society – 2012 Winter Bead and Jewelry Show
Saturday, January 7th 2012, 10 am-5 pm
Sunday, January 8th 2012, 10 am-4 pm
Gary J. Arthur Community Center at Glenwood, Cooksville, MD

**PLEASE RETURN ALL COMPLETED AND SIGNED FORMS AND A CHECK
FOR PAYMENT MADE OUT TO THE BALTIMORE BEAD SOCIETY BY
NOVEMBER 15, 2011 TO:**

**DORIS SLYE
BALTIMORE BEAD SOCIETY
708 DOAGES DR.
MILLERSVILLE, MD 21108**

Any questions, please email – WinterBeadShow@baltimorebead.org

Show Website – Show Information, Registration for Classes, Admission Coupons, Directions, Vendors List, and vendors' websites links will be posted on our BBS website -- www.baltimorebead.org. Vendor information will be updated as we receive the contracts.

Raffle Prizes – We are asking each vendor to donate something for our raffles that will be on display all day both days. It is a good marketing tool for your business, and we really appreciate anything that you are willing to donate.

Can we count on you? Yes _____ no _____

Discounts to BBS members – Please indicate below if you are willing to give our BBS members, with membership cards, any kind of a discount on purchases at the Show. Again, anything will be most appreciated. A printed list of vendors/discounts will be provided to members at the Friday Night Reception.

Yes ___ Friday only ___ All weekend ___ Type _____

No ___

Friday Night Reception and BBS Member-Only Sale – Participating vendors are invited to join us for a casual light meal from 6 to 7 before we open the doors for the BBS Members' shopping opportunity from 7 to 8:30. Please indicate below if you are interested in participating in this private sale – participation is voluntary, if you are set up but do not wish to join us, simply cover your tables. Remember, no set-up will be permitted during the sale.

Can we count on you? Yes _____ No _____