

# baltimore bead society Winter Bead and Jewelry Show

The Howard County Fairgrounds – 2210 Fairground Road, West Friendship, MD 21794

Saturday, January 20, 2018, 10-5 and Sunday, January 21, 2018 10-4

## 2018 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)

### TABLE FEES:

**For Payments received after November 16, 2017:** 6' by 30" tables are \$300 each: ( # \_\_\_\_ x 300 = \_\_\_\_\_ )

**A surcharge of \$50 will be applied to each table request that includes wall space. These tables will be allocated on a first come basis.**

(Please make checks payable to Baltimore Bead Society. Please return signed contract with payment. There is a non-refundable fee of \$50 per table for cancellations. No cancellations will be accepted for refund after Dec. 7, 2017)

- |  |   |   |  |
|--|---|---|--|
| Products/Materials at your booth – check all that apply: |   |   |  |
| <input type="checkbox"/> Antique/Ancient Beads           | <input type="checkbox"/> Gemstones (precious)     | <input type="checkbox"/> Pearls               | <input type="checkbox"/> Seed Beads      |
| <input type="checkbox"/> Bone/Horn                       | <input type="checkbox"/> Gemstones (semi-prec.)   | <input type="checkbox"/> Pendants             | <input type="checkbox"/> Shell           |
| <input type="checkbox"/> Buttons                         | <input type="checkbox"/> Glass Bead (supplies)    | <input type="checkbox"/> Pewter               | <input type="checkbox"/> Silver          |
| <input type="checkbox"/> Cabochons                       | <input type="checkbox"/> Glass Beads (mass prod)  | <input type="checkbox"/> PMC / Art Clay       | <input type="checkbox"/> Tools           |
| <input type="checkbox"/> Copper                          | <input type="checkbox"/> Glass Beads (artisan)    | <input type="checkbox"/> Polymer Clay         | <input type="checkbox"/> Videos/CDs      |
| <input type="checkbox"/> Crystals                        | <input type="checkbox"/> Gold                     | <input type="checkbox"/> Porcelain/Clay Beads | <input type="checkbox"/> Wire/ Stringing |
| <input type="checkbox"/> Fibers/Cords/Ribbons            | <input type="checkbox"/> Jewelry                  | <input type="checkbox"/> Publications         | <input type="checkbox"/> Supplies        |
| <input type="checkbox"/> Findings                        | <input type="checkbox"/> Kits (not mass-produced) | <input type="checkbox"/> Resin/Lucite         | <input type="checkbox"/> Wood            |

State Sales and Use Tax ID—see page 3

**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.**

**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 front table when they check-in.**

Yes \_\_\_\_\_ Amount \_\_\_\_\_ All weekend \_\_\_\_\_ No Discounts \_\_\_\_\_

Please keep a copy of this contract for your records

**Baltimore Bead Society – 2018 Winter Bead and Jewelry Show**

## **Contract Attachment - Vendors Information and Terms & Conditions**

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

1. Vendors are responsible for keeping deadlines for contracts due and vendor fees, as well as booth set-up times.
2. Cancellations after Dec. 7, 2017 will not be entitled to refunds.
3. Refunds for cancellations before Dec. 7, 2017 will be less a \$50 non-refundable fee per table.
4. Vendors must set-up their booth in their allotted space according to the vendor space chart.
5. Vendors may not bring or add extra display tables. A small worktable behind the display table will be allowed with the approval of the BBS show chair.
6. Vendors not completely set-up by 9:30 am each day of the Show may forfeit space, but will not receive a refund.
7. Vendors are responsible for bringing their own lights, power strips and extension cords with a maximum of 50 watts per table. **No halogen lights or floodlights are allowed.**
8. Vendors must store any boxes or supplies under their tables only.
9. Vendors must attend their tables at all times while the Show is open. Relief volunteers from the BBS will be available when needed to provide breaks.
10. Vendors may not dismantle their booths until 4 pm, Sunday, Jan. 21st. Doing so will incur a \$250 fee.
11. Vendors are responsible for cleaning up their assigned area before leaving the Show.
12. Vendors may not attach anything to the walls.
13. 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.
14. Vendors may not share or sublet booth space without prior permission from the BBS.
15. Vendors may not alter dimensions of their assigned space or configuration of tables without prior permission from BBS.
16. Please contact BBS if you have unusual requirements for your display.
17. 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. 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.
18. 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.
19. The facility will be secured Friday night and Saturday night. The building will be open Saturday morning at 7:30 am and Sunday morning at 9am.
20. Alcoholic beverages, neon signs, incense, smoking, or loud music are prohibited.
21. 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.
22. The vendor liaison team will be available during set up and the entire weekend Show to ensure that everything runs smoothly. Any concerns should be directed to the vendor liaison team.

**RELEASE The undersigned vendor releases and forever discharges the Baltimore Bead Society, its board or members, and The Howard County Fairgrounds 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** \_\_\_\_\_ **Date** \_\_\_\_\_  
(please print)

**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. BBS will do everything possible to make this an enjoyable and profitable event for the vendors.

**Baltimore Bead Society – 2018 Winter Bead and Jewelry Show**

**PLEASE RETURN ALL COMPLETED AND SIGNED FORMS AND A CHECK**

**FOR PAYMENT MADE PAYABLE TO THE BALTIMORE BEAD SOCIETY  
TO:**

**Baltimore Bead Society – Winter Show  
8510 High Ridge Road  
Ellicott City, MD 21043  
Attn: Vendor Liaison Team**

**Or Use PayPal  
[sales@baltimorebead.org](mailto:sales@baltimorebead.org) for payment and send signed  
application to [bbs.vipvendor@gmail.com](mailto:bbs.vipvendor@gmail.com)**

**Any questions, please contact –[bbs.vipvendor@gmail.com](mailto:bbs.vipvendor@gmail.com)**

**Show Information, Registration for Classes, Admission Coupons, Directions, Vendors List, and vendors' websites links will be posted on BBS website -- [www.baltimorebead.org](http://www.baltimorebead.org). Vendor information will be updated as we receive the contracts.**

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.

**Show Check-in /Set-up:** Friday January 19, 2018 from 1 pm-6 pm / Saturday January 20, 2018 from 7:30 am-9 am All Vendors Must Be Set-Up By 9:30am Saturday

**Show Break down:** Sunday, January 21, 2018 - 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 The Howard County Fairgrounds, West Friendship, MD 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** \_\_\_\_\_  
(please print)

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

# Baltimore Bead Society – 2018 Winter Bead and Jewelry Show

## 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 a single table. Vendors renting more tables who need more badges should list the names below.
- Pick up Vendor Badges and Show Package upon Check-in.

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

Vendor Company \_\_\_\_\_

Name #1 \_\_\_\_\_

Name #2 \_\_\_\_\_

Name #3 \_\_\_\_\_

Name #4 \_\_\_\_\_