

baltimore bead society Winter Bead and Jewelry Show

The Howard County Fairgrounds – 2210 Fairground Road, West Friendship, MD 21794
 Saturday, January 18, 2020, 10-5 and Sunday, January 19, 2020, 10-4

2020 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 in the Vendor List)

TABLE FEES:

For payments postmarked before July 31, 2019: 6' by 30" tables are \$175.00 each: (# ____ x \$175.00 = _____) **EARLY BIRD SPECIAL**

For payments postmarked Aug 1, 2019 – October 31, 2019: 6' by 30" tables are \$225.00 each: (# ____ x \$225.00 = _____)

For payments postmarked November 1, 2019 – January 10, 2020: 6' by 30" tables are \$325.00 each: (# ____ x \$325.00 = _____)

Request Wall Space Yes No

A surcharge of \$100 will be applied to each request that includes wall space. Wall space 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. **Cancellations after December 6, 2019 are not entitled to refunds.**)

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 |

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.

Yes , I will donate a Raffle Prize

Discounts to BBS members: Please indicate below if you are willing to give our BBS members, with membership cards, a discount on purchases at the Show. Any discount is appreciated. A list of vendors offering discounts will be provided to BBS members.

Yes , I will offer BBS members a discount Discount Amount _____

Demonstrations: Please indicate if you will provide a 10 to 15 minute demonstration of a product or technique during the show.

Yes, I will host a demonstration

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 adhering to show set-up and show breakdown times.
2. **Cancellations after December 6, 2019 are not entitled to refunds.**
3. Refunds for cancellations before Dec. 6, 2019 will be less a \$50 non-refundable fee per table.
4. Vendors can only 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 pre-approval of the BBS show chair.
6. Vendors not completely set-up by 9:30 am on January 18, 2020 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 booths 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, January 19, 2020. 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 9:00 am.
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.
 Please keep a copy of this contract for your records.

Please Use PayPal Sales@Baltimorebead.Org for Payment and email signed application To BBSwintershow@gmail.com, Subject : Vendor Liaison Team

OR

Please Return All Completed and Signed Forms and a Check 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**

Any questions, please contact –BBSwintershow@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. 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 and Set-up: Friday January 17, 2020 from 1 pm-6 pm and Saturday January 18, 2020 from 7:30 am-9:30 am. All Vendors must be set-Up by 9:30 am Saturday, January 18, 2020

Show Break down: Sunday, January 19, 2020 – 4:00 pm-6:00 pm. A \$50 per hour fee will be accessed for show breakdowns not completed by 6:00 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 _____ **Date** _____
(please print)

Signature _____

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.
- 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 _____

Please list any special requests: _____