

## Greetings to our Past (and Future) Exhibitors

We're excited to announce details about our 2020 Grand River Bead Society Bead Show:

1. In keeping with our name and focus – **GRBS Show: Artisan Jewellery, Beads, and Fibre Arts** - we are actively encouraging vendors of finished jewellery and fibre arts to exhibit at our show.
2. We are happy to be returning to the **Evergreen Seniors Community Centre** in Guelph.
3. Our show dates will be **October 17-18, 2020**.
4. We will be able to maintain our **LOW** table and booth fees! In addition to payment by cheque, you will have the option of **PayPal or E-Transfer** payment. Our treasurer will email you an invoice. In addition, you may also reserve your space with a deposit, instead of full payment.
5. There is **no extra charge for electricity**. However, the number of outlets is limited. See the Guidelines.

### Important Details

- **New Vendor Rewards:** First Time Vendors will receive a one-time discount of \$50.
- **Tables:** Our tables are 6' x 30".
- **Half-tables** will be available to small or new artisans. (includes a discount for a new vendor)
- **Show Dates:** Our show days this year are right after Thanksgiving. People are starting to think about Christmas, so artisans selling finished jewellery should have a good opportunity to attract sales.
- **Early Bird Rewards:** Once again, send your applications in early. We will reward early returns with a choice of table/booth location. Your completed application will be dated on arrival! Space allocation will begin September 30th. Later applications will be assigned a location.
- **Layout:** The room is rectangular. A very rough draft of the layout is attached.
- **Marketing** is high on our list of priorities.
  - We will update show website <http://grbsshow.com/> to feature the vendors, classes, and activities.
  - Professionally produced **show cards** are available for vendors.
  - We're planning frequent **newsletters**, bios and information about vendors and their products, and **social media** posts.
  - We have a serious expectation that you, as a vendor, will market the show to your mailing list and on your website and/or Facebook or Instagram page.
- **Classes & Make'nTakes:** We will have time slots available for classes. More information is coming.
- **In-Show Activities:** Say tuned for announcements.

## Sign up now!

If you have comments, suggestions, or ideas, we would love to hear from you.

If you would like to actively participate in the show planning, please email one of us with a time we can call to talk.

**We hope you'll join us. We await your comments and completed forms.**

Co-chair: Gillian Clarke (beadshow.grbs19@gmail.com)

Co-chair: Marilyn Gardiner (vend.grbs@gmail.com)

**Attachments:** 2 page contract to be returned; Guidelines & Information sheet; Draft of RoomLayout

**Coming Later:** Application for Make&Takes and Classes; Final room layout.

## Vendor Application for GRBS: Show 2020: Artisan Jewellery & Fibre Arts

**Date:** Saturday October 17 – Sunday, October 18, 2020 / 10:00 am to 5:00 pm

**Location:** Evergreen Seniors Community Centre,  
683 Woolwich St., Guelph ON

Business Name: \_\_\_\_\_

Website: \_\_\_\_\_ Facebook Business Page: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Main Phone: \_\_\_\_\_ Alternate: \_\_\_\_\_ Membership # (for reduced fee) \_\_\_\_\_

### Products For Sale

- Finished jewellery (Must be handcrafted by the participating vendor)
- Jewellery kits (Must be created by the participating vendor.)
- Other (Please describe in DETAIL what you will be selling – please use an extra page if necessary.) \_\_\_\_\_

**All Vendors:** As part of your application: Please email at least 3 photos that are typical of your products, plus a phot of your booth. Include a Word document that has brief captions for the photos, and also a brief biography—tell us a little about yourself. This information is really important for our show website and for marketing.

### SPACE FEES

#### Half-Table (special for new artisans)

- Members \$80
- Non-Members \$105

#### One Table

- Members \$150
- Non-Members \$175

#### Two Tables

- Members  $\$150 \times 2 = \$300$
- Non-Member  $\$175 \times 2 = \$350$

#### Three Tables

- Members  $\$150 \times 3 = \$450$
- Non-Members  $\$175 \times 3 = \$525$

#### Booth Space 150 sq ft, includes 4 tables

- Members \$600
- Non-Members \$700

#### Electricity

- Do you need electricity? (limited plug-ins on wall)

#### Billeting

- Interested in staying with a GRBS vendor?

**Total Payable:** \_\_\_\_\_ or  
Less \$50 for first-time vendor: \_\_\_\_\_

1.  I wish to pay by eTransfer invoice  
 I wish to pay by PayPal invoice.  
 I wish to pay by cheque.

2.  I will pay in full.  
 I will pay a deposit now, and the balance on July 31, 2020.

Make out cheques to The Grand River Bead Society.  
Payments of any balance will be by invoice (see above) or by enclosing a postdated cheque.

#### Deposit Amounts:

\$40 for 1/2 Table  
\$75 for 1 Table  
\$100 for more than 1 table.

#### Mail or email this signed 2-page form to:

Gillian Clarke Re: GRBS Show & Sale  
201-3 Duplex Ave, North York, ON M2M 4G6  
Email: beadshow.grbs19@gmail.com  
Phone: 416-998-3623

**Door Prizes & Auction:** Each vendor is required to donate an item of a minimum \$15 value for a door prize, silent auction, or raffle. The vendor's name will be announced/posted, along with each winner.

**Location Choices:** From now until Sept 1, approved vendor applications will be dated, and vendors will be contacted in that date order to choose their space location.

**GRBS Show 2019: Artisan Jewellery, Beads and Fibre Arts**  
**Vendor Application: page, 2**  
**Terms and Conditions**

1. **Acceptance:** Once your completed application and a payment is received and approved you will receive an acceptance email.
2. **Cancellation policy:** Once we receive your application and a payment and it is approved, **there will be no refunds.**
3. **Layout:** Space allocation for individual vendors will begin on September 1, 2019. The receipt of applications with a payment will be dated, and vendors will be contacted in date order for their choice of location. Spaces cannot be combined or split with another vendor unless discussed and agreed with the organizers in advance.
4. **Show hours:** Set-up is Friday, 6:30-9:30 pm and Saturday from 7:00-9:45 am. Move-out on Sunday is from 5:00–8:00 pm.  
The show is open for customers from 10:00 am–5:00 pm both Saturday and Sunday.  
Exhibitors must be in their booths, ready to welcome customers when the show starts each day, and must remain until 5 pm both days. Packing up before 5:00 pm is NOT PERMITTED.
5. **Taxes:** Vendors are responsible for collecting the applicable HST.
6. **Children:** In order to present a professional image to our customers and other vendors, young children are not permitted in your booth during show hours. Show management reserves the right to ask that children be taken outside the showroom.
7. **Insurance:** I acknowledge that I have been advised to arrange for my own vendor insurance for the GRBS Show covering personal injury to myself and my staff as well as property damage including fire and theft as well as liability insurance. I understand that as a condition of participating in the Grand River Bead Show & Sale I release the Grand River Bead Society, the Grand River Bead Society directors, and volunteers from liability or claims for any personal injury, property damage (including fire and theft) or any other damages arising out of or related to participation in the GRBS Show.

I agree to the above Terms and Conditions as a condition of participating in the GRBS Show as a vendor.

By signing below, I confirm that I have read and agreed to be bound by the terms and conditions and Bead Show policies as outlined above.

**Vendor Signature:** \_\_\_\_\_ *I have authority to bind the company.*

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

**Company Name:** \_\_\_\_\_

## Grand River Bead Society Show & Sale Guidelines & Information

- 1. Payment:** In addition to payment by cheque, we offer the option of PayPal and E-transfer payments. If this is your choice, our treasurer will email you an invoice.
- 2. Deposits:** This year the completed application may be accompanied by payment in full, or by a deposit. The remainder of the space fees are due July 31, either with a post-dated cheque or by payment of a PayPal Invoice.
- 3. Member Rate:** If you are choosing to pay the reduced table/booth fee for members, please attach a completed membership form or provide proof of current GRBS membership.
- 4. Insurance:** It is highly recommended that you arrange for your own insurance to cover any claim for personal injury and property loss or damage. The Grand River Bead Society is not responsible for these losses (see waiver on page 2).
- 5. Electricity:** The room is very well lit. If you want decorative lights, consider battery operated LED lights. There are only 7 outlets available along the walls for computers and other necessary equipment. Please bring any extension cords and power bars required.
- 6. Tables & chairs:** The tables are 6' x 30". They must be covered with a floor-length cloth. Each vendor will have one chair per table. (There may be extra chairs.)
- 7. Badges:** You will be provided with name badges. Please wear them.
- 8. Parking:** After you finish unloading, please park away from the loading doors so that customers have access to the closer spaces. Extra parking is available very close to the venue, down the driveway past the apartment building
- 8. Booth design:** We expect booths to look attractive and professional. Use different levels, and perhaps props, to showcase your goods. Avoid laying everything out flat on the table, or all in tubs. **NO deep discounts, bargain basement stock with sell-out pricing, or casual handwritten signs. These will NOT be permitted!** True show specials are encouraged and we will help you promote those.
- 9. Demos:** We encourage In-booth Demos—and will help you to market them.
- 10. Volunteers:** Volunteers will be greeting customers at the entrance, staffing the registration desk at the door (payment & email address collection), and assisting in other ways. Note that if you use a volunteer to mind your booth for a washroom break, that person will not be responsible for any losses.
- 11. Security:** Neither the venue nor the Show Organizers are responsible for the property of customers or vendors, including lost or stolen items. Vendors are reminded to secure their merchandise while in transit, during set-up and on the show floor. The room will be locked overnight.
- 12. Marketing:** Vendors are expected to promote the Bead Show through their blog, newsletter, social media, networking, and distribution of Bead Show Cards.
- 13. Please note** that absolutely nothing shall be mounted on, hung from, or attached to the walls and/or floors.
- 14. The Evergreen:** Here is a link to the Evergreen website:  
<http://guelph.ca/living/recreation/recfacilities/evergreen-seniors-community-centre/> . Have a look at the virtual tour <http://www.gotyoulooking.com/1evergreenc/mht.html> and the map.
- 15. Hotels:** We do not have any hotel specials this year, but a GRBS member is offering their Airbnb in Fergus at the special rate of \$50/night.  
[https://www.airbnb.ca/rooms/18255090?source\\_impression\\_id=p3\\_1578794674\\_0FwBG6GEeJ2NQ9pM](https://www.airbnb.ca/rooms/18255090?source_impression_id=p3_1578794674_0FwBG6GEeJ2NQ9pM)  
Also this year some GRBS members with spare rooms are offering to billet vendors.  
Another option is the Hampton Inn & Suites.
- 16. Food:** Nearby there are fast food and restaurant options. We are planning to have our annual “Vendor Dinner” on Sat. evening—details to be announced.