

Grand River Bead Society Show & Sale: 2017 Exhibitor Application

Date: Saturday November 11 – Sunday, November 12, 2017 / 10:00 am to 5:00 pm

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

Business Name: _____

Website: _____

Contact Name: _____

Email: _____

Mailing Address: _____

Main Phone: _____

Alternate: _____

Facebook Business Page: _____

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.) _____

SPACE FEES

Half-Table (for new artisans)

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

One Table

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

Two Tables

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

Three Tables

- Members \$150 x 3 = \$450
- Non-Members \$175 x 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)

GRBS Website Ads (optional)

- \$50 for a Display Ad for one year

Total Payable: _____

1. I wish to pay by PayPal invoice.
 I wish to pay by cheque.
2. I will pay now in full.
 I will pay a deposit now, and the balance on June 30, 2017.
Payment of the balance will be by PayPal invoice or by enclosing a postdated cheque.
(See deposit amounts below.)

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

Mail or email this signed 3-page form to:

Marilyn Gardiner
Re: GRBS Show & Sale
53-365 Bennnington Gate,
Waterloo ON N2T 2L1
Email: mg@marilyngardiner.com
Phone: 519-747-2479

New Vendors: Please email 3 photos that are typical of your products, plus a booth photo if you have one.

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 June 1, approved vendor applications will be dated, and vendors will be contacted in that date order to choose their space location.

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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 July 3rd, 2017. 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.
4. **Show hours:** Set-up is Friday, November 10, 2017, 8:00-11:00 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 Bead 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 Grand River Bead Society Show & Sale.

I agree to the above Terms and Conditions as a condition of participating in the Grand River Bead Society Show & Sale 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 are again offering the option of PayPal payments. If this is your choice, our treasurer will email you a PayPal 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 June 30, either with a post-dated cheque or by payment of a PayPal Invoice.
3. **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).
4. **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.
5. **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.
6. **Badges:** You will be provided with name badges. Please wear them.
7. **Parking:** After you finish unloading, please park away from the loading doors so that customers have access to the closer spaces.
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 blogs, newsletter, social media, networking, and distribution of Bead Show Flyers.
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 hotel website: <http://guelph.ca/living/recreation/rec-facilities/evergreen-seniors-community-centre/> Have a look at the virtual tour <http://www.gotyoulooking.com/1evergreenc/mht.html> and the map.
15. **Hotels:** We don't have any specials this year, but one 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.