

Art and Elegance in Beads Oregon Convention Center –May 4, 5, & 6, 2012

First let me introduce the 2012 A&E Committee members. They are: Karen Carr, Karmen Schmidt, Jeannine O'Hagan, Marlene Pirkle, Tara Ferguson, and Dusti Dickman, Chair.

Last year's A&E event was the first where all of the guilds, except the potters, shared one exhibit hall. The same guilds will join us again this year in Exhibit Hall C. PBS will be in the same section of the hall but we will have a new floor plan.

Once again this year we'll be working closely with the other guilds to draw a larger audience. Together, we will engage in joint public relations and paid advertising. Watch for our multi-guild advertising in various venues as the event draws near.

Please read the following carefully.

APPLY NOW!! EVERY A&E vendor **MUST** be a PBS member as of August 15, 2011, whether you are a solo vendor, sharing vendor, or co-op applicant. If spaces are still unfilled after the application deadline of February 15, 2012, then spots will be made available to newer members.

We must have a **COMPLETED APPLICATION (see pp. 5 & 6 of this newsletter) FROM EVERYONE**, whether you are a solo vendor, sharing vendor, or co-op applicant. However, if you are sharing a booth, we require **PAYMENT FROM ONLY THE PRIMARY VENDOR** as this helps simplify our records. Every participant must also agree to the **Terms & Conditions as described the application.**

POSTCARD PHOTOS – your chance for fame and fortune! We need your very BEST photos, up to six per vendor. To maximize the chance that we feature YOUR work in our full-color postcard, please submit high resolution photos, the more variety the better! Avoid necklace busts. Try for artful displays. Choose background colors to display the piece to the best effect. Our goal is a high-quality graphic layout with the finest examples of members' works. Please think about varying the color background for each piece to help us create the most striking, effective, and beautiful postcard.

Specifications: Email your high resolution, digital color photo as pdf, .tif, or .jpg files

DEADLINE: Email to AandE@beadport.com by February 15, 2012.

NEWS RELEASES: We have an opportunity to submit personal artist stories to be presented to the PR firm that the guilds are using for this event. . It will be passed along to our agency for consideration. You may also include a digital color or B&W pdf, .tif, or .jpg photo with your story.

DEADLINE: Email to AandE@beadport.com by Jan. 31, 2012.

RESOURCE GUIDE & EMMA EMAILS – another opportunity! As you know from the application, all vendors get a free one-line listing in the Resource Guide. It includes (at your specification) your business name, your name, phone, website, and email address.

But wait, there's more!

BUSINESS-CARD AD: For \$8 per ad, we will print your business card (at 90%) in the A&E Resource Guide.

Specifications: Email your high resolution, digital color or B&W pdf, .tif, or .jpg business card.

EMMA EMAIL AD: For \$8 per logo, we will include your logo in one of our Emma emails (as was done in the Emma emails for the PBS Bazaar).

Specifications: Email your high resolution, digital color or B&W pdf, .tif, or .jpg digital logo

DEADLINES: Email Resource Guide & Emma files to AandE@beadport.com by March 1, 2012.

QUESTIONS?? Ask us! Email us at AandE@beadport.com. Also refer to our newly updated website, www.beadport.com. Go to the EVENTS section and choose the A&E page. You will find a .pdf version of the application, in case you lose this one. We will also periodically update information on the A & E page.

Dusti Dickman, A&E Chair

**Portland Bead Society – Art & Elegance in Beads
VENDOR APPLICATION AND CONTRACT**

May 4, 5, & 6, 2012

Application must be postmarked no later than February 15, 2012.

It is essential that you **PRINT LEGIBLY!** Take particular care writing email and web addresses. We cannot infer what is an L, a 1, an I, etc.

Business name (will appear on your sign):	
Your name:	Telephone #:
Businesses/names you're sharing with: (leave blank if n.a.)	
Primary Vendor (This is the vendor who will order all booth supplies & be the point of contact for A&E Committee):	
Email address where we can reach you:	
Mailing address:	
Brief description of items to be sold:	

How would you like your FREE one-line listing to appear in our Resource Guide? This may or may not be the same information given above. **LEAVE BLANK ANYTHING YOU DO NOT WANT LISTED.**

Published business name:	Published contact name:
Published phone:	Published website:
Published email:	

TERMS & CONDITIONS

Please read carefully and initial EACH block. Incomplete applications will be returned and lose priority.

Initial here.

	1) The vendor must handcraft all items for sale. No mass-produced work is allowed. Acceptable goods include lampwork, blown glass, hand carved and polymer beads; beaded art includes sculptural and fiber art as well as bead-embellished clothing and accessories. Selling of kits is not allowed.
	2) Vendors must be paid PBS members as of August 15, 2011 , in order to be A&E vendors.
	3) Priority of applications for A&E is based upon length of PBS membership, past participation, and order of receipt of application.
	4) Sharing-vendor information must be included in this application. Sharing vendors must comply with all terms and conditions in this contract. The primary vendor is the single point of contact and is expected to share all information with his or her sharing booth-mates.
	5) Sales space is limited to the actual booth/co-op space. Vertical displays are allowed.
	6) All vendors must maintain their booth space. (You <u>can not sit</u> outside of your booth area. Doing so violates fire code.) Displays may not interfere with adjacent booth spaces. Booth tables must be covered on all sides. Extra merchandise must be stored out of sight. Vendors must staff their booth space or their co-op slot for the duration of the show: show hours on p. 4 & 6.
	7) Vendors must have fireproof table coverings.
	8) This contract shall not be sold or transferred to, or shared with other vendors.
	9) Cancellations received on or before February 15, 2012: 95% refund Cancellations received between February 16 – March 16, 2012: 50% refund No refund will be issued for cancellations received after March 16, 2012. To cancel, email AandE@beadport.com or call Dusti Dickman at 503-235-4800.
	10) I certify that I will not hold the Portland Bead Society or any individual therein responsible in case of loss or damage to all or any part of my booth, contents, or person.
	11) PBS expects vendor interactions with fellow vendors, shoppers, and PBS member to follow the PBS Code of Conduct as outline in the current bylaws (go to www.beadport.com to read Code of Conduct).
	12) Violation of any of the terms and conditions will result in exclusion from future A&E events.

I certify I have read and agree to the Terms & Conditions outlined above _____

See other side for fees and payment details.

_____ vendor signature above

Portland Bead Society – Art & Elegance in Beads
May 4, 5, & 6 2012
Booth, ID, and Table Order Form
Make checks payable to: PORTLAND BEAD SOCIETY

BOOTH SELECTION:

All booths include one 30"x 8' table with table covering, two chairs, pipe and drape, and ID sign **Total**

Premium 10' x 10' corner booth	\$295	
Artisans 10' x 5' corner booth	\$170	
Electricity fee applies to each booth or table setup; this charge is not optional.		\$75
Booth Payment TOTAL		

CO-OP SPACE PAYMENT

ONE day, table space of 4'Wide x 2'Deep	\$80	
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My **FIRST** choice is (check one):

Friday, May 4, 10am-9pm Saturday, May 5, 10am-7pm Sunday, May 6, 10am-5pm

If my first choice is not available, my **SECOND** choice is (check one):

Friday, May 4, 10am-9pm Saturday, May 5, 10am-7pm Sunday, May 6, 10am-5pm

If the date I requested is not available, I do not wish to participate.

BOOTH EQUIPMENT

Please check your table size: <input type="checkbox"/> one 4' table <input type="checkbox"/> one 6' table <input type="checkbox"/> one 8' table		
6' table (30"high) upgrade to 6' skirted counter (42" high): additional \$10 each.	\$12 ea	
8' table (30"high) upgrade to 8' skirted counter (42" high): additional \$12 each.	\$14 ea	
Chair upgrade to barstool: additional \$10 each.	\$15 ea	
Table skirt (1 side only): <input type="checkbox"/> # of 4' skirts <input type="checkbox"/> # of 6' skirts <input type="checkbox"/> # of 8' skirts	\$20 ea	
30" high 4' skirted table*	\$30 ea	
30" high 6' skirted table*	\$31 ea	
30" high 8' skirted table*	\$34 ea	
42" high 4' skirted counter*	\$33 ea	
42" high 6' skirted counter*	\$35 ea	
42" high 8' skirted counter*	\$37 ea	
Additional side chairs (you already receive 2 with your booth)	\$12 ea	
Additional bar stools	\$20 ea	
Booth Equipment TOTAL	XX	

*(in addition to free table)

A&E ADVERTISING

Resource Guide single-line listing	FREE	\$0
Resource Guide business-card-sized ad	\$10	
Emma 'direct email' ad	\$10	
Advertising TOTAL	XX	

Booth or Co-Op Space TOTAL		
Booth Equipment TOTAL		
Advertising TOTAL		
TOTAL PAYMENT , check made out to: PORTLAND BEAD SOCIETY		\$

Copy completed application for your records. Mail application with check made payable to **PBS** to:
Dusti Dickman, 4848 SE Division St, Portland, OR 97206