

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

April 30, May 1 & 2, 2010

Application must be postmarked no later than February 15, 2010.

It is essential 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:	

What you want to published in your FREE one-line listing 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, 2009 , in order to be A&E vendors.
3) Priority of applications for the show is based upon length of PBS membership, participation in A&E, 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. It is expected the primary vendor will share information with his or her sharing booth-mates.
5) Selling space is restricted to the actual booth/co-op space. Vertical displays are allowed.
6) All vendors must maintain their booth/space. Displays may not interfere with adjacent booths/spaces. Booth tables must be covered on all sides. Extra merchandise must be stored out of sight. Vendors must staff their booths/space for the duration of the show (or co-op slot).
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, 2010: 100% refund. Cancellations received between February 16 – March 16, 2010: 50% refund No refund will be issued for cancellations received after March 16, 2010. To cancel, email AndE@beadport.com or call Cathy Brauer at 503-282-0653.
10) I certify that I will not hold the Portland Bead Society, or the Oregon Convention Center, 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 reflect well on PBS.
12) Violation of any of the terms and conditions will result in exclusion from future A&E events.

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

Page 1 of 2 - NEXT PAGE: fees & payment details.

vendor signature above

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April 30, May 1 & 2, 2010

Booth, ID, and Table Order Form

Make checks payable to: PORTLAND BEAD SOCIETY

.BOOTH PAYMENT

Total paid

Booth fee – includes one 30” table with table covering, two chairs, pipe and drape, and ID sign	No chg.	\$0
Premium 10’ x 10’ corner booth	\$275	
Basic 10’ x 10’ booth (w/o corner)	\$225	
Basic 10’ x 5’ half-booth	\$110	
Electricity (NOTE: Vendors who choose to NOT pay for electricity will not be allowed to draw electricity from any Convention Center electrical outlets. This will be monitored.)	\$65	
Booth Payment TOTAL	n.a.	

CO-OP SPACE PAYMENT

ONE day, table space of 4’W x 2’Deep	\$50	
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My FIRST choice is (check one):

Friday 10am-9pm, April 30 Saturday, 10am-9pm, May 1 Sunday, 10am-5pm, May 2

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

Friday 10am-9pm, April 30 Saturday, 10am-9pm, May 1 Sunday, 10am-5pm, May 2

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	FREE	\$0
6’ tables (30”high) upgrade to 6’ skirted counters (42” high): additional \$10 each.	\$10 ea	
8’ tables (30”high) upgrade to 8’ skirted counters (42” high): additional \$12 each.	\$12 ea	
Chair upgrade to barstool: additional \$9 each.	\$9 ea	
Table skirt (1 side only): <input type="checkbox"/> # of 4’ skirts <input type="checkbox"/> # of 6’ skirts <input type="checkbox"/> # of 8’ skirts	\$17.50 ea	
30” high 4’ skirted table	\$28 ea	
30” high 6’ skirted table	\$29 ea	
30” high 8’ skirted table	\$32 ea	
42” high 4’ skirted counter	\$31 ea	
42” high 6’ skirted counter	\$33 ea	
42” high 8’ skirted counter	\$35 ea	
Additional side chairs	\$10 ea	
Additional bar stools	\$15 ea	
Booth Equipment TOTAL	n.a.	

A&E ADVERTISING

Resource Guide single-line listing	FREE	\$0
Resource Guide business-card-sized ad	\$8	
Emma 'direct email' ad	\$8	
Advertising TOTAL	n.a.	

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 **BOTH PAGES** of application with check made to PBS to:

Cathy Brauer, 4409 NE 80th Ave, Portland, OR 97218

Page 2 of 2 – please refer to instruction page for other important information and deadlines.