**San Diego Bead Society**

**17th Annual Bead Bazaar**

**Saturday and Sunday**

**August 6-7, 2016**

This year is the 17th annual event sponsored by the San Diego Bead Society, and we welcome your participation.

**What we offer:**

* Prime location: Scottish Rite Center in Mission Valley, which is in the center of San Diego and visible from Interstate 8. Free parking.
* Consistent timing: The Bazaar is always on the first weekend in August.
* Flat fee structure: No percentage due on sales.
* Advertising: Details of the event will be posted on the Scottish Rite marquee for one week prior to August 6th. A 30-foot banner is hung along the frontage road.
* Print ads in the *San Diego Union-Tribune* and *Military Times*.
* Handout postcards supplied to vendors and also sent to our large mailing list.
* Event posted on internet event sites.
* Changing reminders on the Society’s Programs Blog and Facebook page.
* Vendor profiles on the Society’s Facebook page.
* Flyers and discount coupons sent by e-mail to vendors to print or email to their customers.

Please print, fill out, and mail the Application and Terms and Conditions on pages 3 and 4 of this document with your check to the address shown below. Checks should be made out to “San Diego Bead Society.” Once we receive your application and check, we will email you to notify you that your payment has been received and a table has been reserved for you.

Mail your completed two-page application and check to:

San Diego Bead Society

c/o Ways and Means

P.O. Box 17560

San Diego, CA 92177

All tables will be assigned on a first-come, first-served basis, so please don’t delay in getting in your application in, especially if you are a prior vendor and would like to reserve a particular table.

Questions? Please email us at sdbeadsociety@gmail.com or call Leanne Maunu, Bead Soceiety President, at (619) 840-3562.

**San Diego Bead Society’s 17th Annual Bead Bazaar**

**Vendor Information:**

1. **Resale Permit:** A California Seller’s Permit Number is required. Non-California vendors may obtain a temporary permit by calling 1-800-400-7115, or online at www.boe.ca.gov (search for “seller’s permit” and follow the links).

2. **Location:** **Scottish Rite Events Center, 1895 Camino Del Rio South, San Diego, CA 92108**

Scottish Rite faces Interstate 8, in the middle of Mission Valley. There is free, handicapped-accessible parking. We have reserved the Corinthian Room (the largest central room) the Ionic/Doric Rooms, and the Square and Compass Room.

3. **Set-Up Time:** Friday, August 5, 2016, from 2:00 P.M. to 9 P.M. is open to vendors for setting up their booths.

4. **Show Times:** Vendor check-in will begin at 7:30 A.M. on Saturday, August 6. The Bazaar will be open on Saturday from 10:00 A.M. to 6:00 P.M. and on Sunday, August 7, from 10:00 A.M. until 5:00 P.M. Clean-up and checkout must be completed by 9:00 P.M. on Sunday evening.

5. **Check-In:** Vendor packets will be given to you at check-in on the first day of the show. They will include a tax sheet, nametag, and location of vendor booth.

6. **Volunteers:** Many members of the bead society volunteer their time to make this a successful event. These volunteers are available to help you in the event you need to take a break or require other assistance.

7. **Advertising:** Vendors will be emailed a show flyer or discount card, which can be emailed to each vendor’s customers. We will also supply promotional postcards to share with your customers.

8. **Shared Tables:** When a table is shared by more than one vendor, each must fill out and sign a separate application including the name of the vendor they wish to share with. A maximum of two (2) vendors may share a table.

9. **Electricity:** Electrical drops and outlets are provided by Scottish Rite and there are no extra fees for electricity. Vendors will need to bring long extension cords and provide their own lighting.



P.O. Box 17560, San Diego, CA 92177

[www.sdbeadsociety.org](http://www.sdbeadsociety.org)

[sdbeadsociety@gmail.com](mailto:sdbeadsociety@gmail.com)

San Diego Bead Society - 17th Annual Bead Bazaar Exhibitor Contract

**(Please fill out all information completely)**

|  |  |  |
| --- | --- | --- |
| **Name:** | **Company Name:** | |
| **Phone (Business or Home):** | **Cell Phone:** | |
| **Mailing Address: (Please include street address, city, state and zip code)** | | |
| **Email:** | | **Fax:** |
| **California Resale Number:** | | |
| **If you are sharing your booth, name of person or company you are sharing with:** | | |
| **\_\_\_ Returning vendor \_\_\_\_ New vendor** | | |

**Please check all that apply:**

\_\_\_\_\_ Finished beadwork \_\_\_\_\_\_ Fused glass \_\_\_\_\_\_ European beads

\_\_\_\_\_ Lampwork beads \_\_\_\_\_\_ Trade beads \_\_\_\_\_\_ Steampunk

\_\_\_\_\_ Ethnic beads \_\_\_\_\_\_ Basic supplies \_\_\_\_\_\_ Asian beads

\_\_\_\_\_ Polymer beads \_\_\_\_\_\_ Vintage beads \_\_\_\_\_\_ Seed beads

\_\_\_\_\_ Ancient beads \_\_\_\_\_\_ Semi-precious \_\_\_\_\_\_ Crystals

\_\_\_\_\_ Chain/wire \_\_\_\_\_\_ Silver \_\_\_\_\_\_ Findings

\_\_\_\_\_ Tools \_\_\_\_\_\_ Pearls \_\_\_\_\_\_ Kits and Patterns

\_\_\_\_\_ Buttons \_\_\_\_\_\_ Cording &Fibers \_\_\_\_\_\_ Wearable Art

\_\_\_\_\_ Shells/coral \_\_\_\_\_\_ Jewelry \_\_\_\_\_\_ Other bead related items

Will you be demonstrating products or techniques during the show? (circle one) **Yes / No**

***Table Fees***

All tables will be set up and have white butcher paper on top. **All tables must be draped to the floor.** You must provide your own appropriate table skirts to cover under-stock and boxes. No table skirts will be available for purchase.

**The starting cost for a table at our event is $325, which covers the cost of one 8’ table.** Each booth space is 10’ long and 7’ deep. Tables are available in two sizes: 8’ and 6’.

Tables Requested:

\_\_\_\_\_ One 8’ table: $325 \_\_\_\_\_ Two 8’ tables: $650 \_\_\_\_\_\_ Three 8’ tables: $975 \_\_\_\_\_\_ Four 8’ tables: $1,300

\_\_\_\_\_ One 6’ x 30” side table $100 \_\_\_\_\_ One 6’ x 30” side table to be used for demonstrations (free to approved vendors)

Do you want to be on standby if we are unable to assign you a table? **Yes /** **No**

(If you choose to be on standby we will retain your check until four weeks prior to the event. If you are not a participant, we will return your check.)

**Please return this form, along with your check, as soon as possible to reserve your booth location. Your space will not be reserved until payment is received. If you are a returning vendor and would like to reserve your booth location from last year, please let us know when you send in your application and check. Your resale number, signed contract and check are required to process your application. Upon acceptance, all fees are non-refundable. Unless you are on standby, all checks will be deposited upon receipt.**

**Terms and Conditions**

• I understand that tables are assigned on a first-come, first-served basis, according to date of receipt of application and payment. Prior vendors who wish to have the same space as the prior year must submit application and payment by April 1. If requested, we will do our best to give you the same location, but we cannot guarantee that the exact space will be available. SDBS reserves the right to change the layout of tables due to changing demand for show space and Fire Marshal requirements.

• Selling space may not exceed the area occupied by the rented tables(s). Vertical displays are permitted. No displays can interfere with another vendor’s space. No additional tables may be used with the exception of a small table for your calculators, paperwork, and cashboxes.

• I agree that I will not hold San Diego Bead Society, its members, the Scottish Rite, or its employees, responsible in case of loss or damage to all or part of my exhibit, my merchandise or person. I accept sole responsibility for safeguarding my own goods.

• I have read the SDBS Vendor Information and I agree to abide by the Terms and Conditions as stated.

**Payment:** I have enclosed $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Checks should be made out to San Diego Bead Society.

Vendor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2016

To become a member of the San Diego Bead Society, please include a separate check to the SDBS in the amount of $25.00

**Sign and return the two-page contract with payment to:** San Diego Bead Society, c/o Ways and Means, P.O. Box 17560, San Diego, CA 92177

SDBS Use Only:

Postmark Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Check # \_\_\_\_\_\_\_\_\_\_ Check Amount: \_\_\_\_\_\_\_\_\_\_\_\_