



## 2010 NWBS Bead Bazaar Vendor Contract & Guidelines October 2 and 3, 2010

Embassy Suites Seattle North/Lynnwood  
20610-44th Ave W  
Lynnwood, WA 98036

Thank you for applying for the Northwest Bead Society's 22<sup>nd</sup> Annual Bead Bazaar. Please read the guidelines and complete and sign the Vendor Contract and Guidelines. Retain a copy for your records. Submit both originals with your table payment by check to the NWBS **no later than June 30, 2010 for optimal consideration.** A waiting list will be kept (by request) and drawn from to fill any vacancies. The NWBS will begin assigning table space July 20<sup>th</sup>, 2010.

Questions? Please contact Janet Thompson, Vendor Lead, 206-365-0057, vendor.nwbs@gmail.com or Bead Bazaar Chair, Jade Gunnarson, 415-871-5200. jade.nwbs@gmail.com

### VENDOR CONTRACT AND GUIDELINES

- I understand that I must be a 2010 member of the Northwest Bead Society (NWBS) in good standing to participate in the Bead Bazaar. Vendor table assignments will be made primarily on the basis of postmark date, membership seniority, vendor category and meeting the contract deadline of June 30, 2010. If I am not a member, I will apply for membership as is outlined on the NWBS website at [www.nwbeadsociety.org](http://www.nwbeadsociety.org).
- I agree to pay a commission to the NWBS in the amount of 10% of my total gross sales. This amount is in addition to table fees. This commission must be paid in full on Sunday, October 3, 2010 at the close of the bazaar. All vendors will be required to complete a NWBS check-out procedure at the close of the bazaar. Orders taken for future delivery are also considered sales that must be included in your final percentage payment to the NWBS.
- I understand this contract may not be sold/shared or transferred in any way without prior written approval from the NWBS. Furthermore, I will not lease or share any portion of the space covered by this contract with another party without written permission from the Bead Bazaar Committee. Violation of any portion of this clause may result in the immediate eviction from the bazaar and may include exclusion from participation in future NWBS events. There will be no refund or reduction in fees for such removal.
- In consideration for leasing the table(s) and space indicated on this contract, I hereby agree that the NWBS, its officers and volunteers shall have no liability for any damages, loss or injury due to accidents, theft or casualties or loss of goodwill due to weather conditions, accidents, casualties, theft, strikes, acts of God, electrical or mechanical malfunction, reduced attendance, or any other cause.
- I agree to indemnify and hold harmless the NWBS, its officers and volunteers from any claim, damage, loss or liability that might be brought against it, including attorney's fees, for any matter, incident, or transaction relating to the Bead Bazaar.
- I understand that I will be solely responsible for any licenses and taxes required of me by law.
- I understand my selling space may not exceed the area occupied by the provided table(s). Vertical displays are acceptable but are subject to approval. Additional tables/ furniture/displays are **not** permitted. Merchandise may not be displayed on adjacent floor space.
- I understand that no solicitations or displays may exceed beyond my booth without consent of the Bead Bazaar Committee.
- I understand there are limitations regarding electricity: 150 watts **per** table rented. Fluorescent and LCD lighting is recommended.
- I agree to pay a \$40 service fee on all returned checks.
- I agree to conduct professional business protocols. Any on-site arbitrations may be managed by NWBS discretion.
- I agree to abide by NWBS product restrictions: at least 75% of all items offered for sale must contain beads or be related to jewelry crafting. As such, bead artisans will receive special consideration for vendor table assignment.
- I understand that spaces are not guaranteed until I receive NWBS confirmation of participation.
- I understand that these terms and conditions supersede any and all previous negotiations and understandings from previous shows.

#### IMPORTANT INFORMATION

- ⇒ Vendors will be distributed throughout the Embassy Ballroom (Main Hall).
- ⇒ Move-in hours for the Embassy Ballroom are Friday, October 1, from 5:00pm to 8:00pm or Saturday, October 2 from 7:00am to 10:00am.
- ⇒ The NWBS Bead Bazaar is open to the public on Saturday and Sunday from 10:00am to 6:00pm.
- ⇒ Cancellation must be made in writing and postmarked by August 10, 2010 to receive a full refund less a \$25 administrative charge. **THERE WILL BE NO REFUNDS FOR CANCELLATIONS MADE AFTER AUGUST 10, 2010.**
- ⇒ The South Atrium of the Embassy Suites facility will house table space reserved for educational groups and associated guilds. Tables in this area **must set up and break down on Saturday and again on Sunday.** This is a non-secured area at night with public access to the hotel. Limited storage is available. For more information on the structure and arrangements for this venue, please contact Laura Jessup, Groups & Guilds Lead, 360-633-7648, [realizations@comcast.net](mailto:realizations@comcast.net)

By signing below, I hereby agree to the preceding release and terms as per the Vendor Guidelines and Contract, and in the conditions and restrictions set forth above, and also promise to comply with all the rules set by the Northwest Bead Society.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT YOUR NAME \_\_\_\_\_

Please return with the application completed on the reverse side.

Read, complete and sign both sides of this document before returning with payment to the NWBS.  
Please retain copies for your records. Thank you.



## 2010 NWBS Bead Bazaar Vendor Contract & Guidelines October 2 and 3, 2010

*Deadline: June 30th or until vendor space is filled*

I am a new or renewing NWBS member. My dues have been mailed in.

Print you Business Name: \_\_\_\_\_

Print Name **EXACTLY** as You Want It Listed: \_\_\_\_\_  
Your Name **OR** Business Name (NOT BOTH)

Print you Full Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_ Cellular Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

1st Choice	2nd Choice	Table Qty and Size	Price Each	Corner Add \$20
<input type="checkbox"/>	<input type="checkbox"/>	1-6ft	135.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2-6ft	260.00	n/a
<input type="checkbox"/>	<input type="checkbox"/>	3-6ft	390.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4-6ft	515.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	1-8ft	165.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2-8ft	365.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3-8ft	515.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	1-6ft & 1-8ft	315.00	<input type="checkbox"/>

**TABLE REQUEST:**  
Note: Please include payment for your first choice and additional corner booth charge if applicable.  
A \$20 surcharge will apply to a corner booth rental. Please add this to your total table fee.

Check here to request the following:  
 Wall (limited )     Special Consideration (attach separate page)  
 Wait List (if space or choice is not available)

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MY MAIN CATEGORY IS (check only one then sub-group)

1  Bead Maker:     Glass     Metal     Polymer     PMC  
Other: \_\_\_\_\_

2  Jewelry Craft (YOU are the artist):  
 Lapidary/Stone     Bead Weaving  
 Bead Stringing     Metalwork  
Other: \_\_\_\_\_

3  Jewelry Craft (Seller—You are NOT the artist):  
 Lapidary/Stone     Bead Weaving  
 Bead Stringing     Metalwork  
Other: \_\_\_\_\_

4  Bead Store/Supplier    \* Please list products below  
5  Importer    \* Please list products below  
6  Collector    \* Please list products below  
7  Other    \* Please list products below  
\*Products/Other (describe in detail):

**CANCELLATIONS:** Cancellations must be made in writing and postmarked by August 10, 2010 to receive a full refund less a \$25 administrative charge. THERE WILL BE NO REFUNDS FOR CANCELLATIONS MADE AFTER AUGUST 10, 2010.

AMOUNT ENCLOSED \_\_\_\_\_

By signing below, I hereby agree to the preceding release and terms as per the Vendor Guidelines and Contract, and in the conditions and restrictions set forth above, and also promise to comply with all the rules set by the Northwest Bead Society.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Make check out and mail to: **NORTHWEST BEAD SOCIETY**  
Attn: Vendor Registration  
PMB 564, 4616-25th Ave NE, Seattle, WA 98105