

# ROCKY MOUNTAIN BEAD SOCIETY BEAD BAZAAR

April 28 and April 29, 2012

## Exhibitor Contract and Application

The Merchandise Mart is located at 58<sup>th</sup> Avenue and I-25 in Denver. This venue has become a premier location for trade shows for the Rocky Mountain region. Ample free parking is available with easy loading and unloading access. Accommodations can be made at the **Comfort Inn Central, 401 E. 58th Ave. , Denver, CO, US, 80216, Phone: (303) 297-1717 Fax: (303) 292-9096**. A variety of restaurants and other hotels service the immediate area. Classes and workshops will be offered. All exhibitors will be listed in a free Show Guide. Expo Hall doors will be locked when set-up is completed. Mart security is provided throughout the show.

<b>Business Name:</b> (as it will appear on Show Guide and Booth signs)								
<b>Business Address:</b>								
<b>Business City, State, Zip</b>								
<b>Phone:</b>								
<b>Fax:</b>								
<b>Email:</b>								
<b>Website:</b>								
Individual Responsible for signing contract:								
<b>Vendor Category: Check One</b>	<input type="checkbox"/> Beading Supplies	<input type="checkbox"/> Charms and Pendants						
	<input type="checkbox"/> Gemstones/Precious Stones	<input type="checkbox"/> Swarovski Crystals						
	<input type="checkbox"/> Seed Beads	<input type="checkbox"/> Pearls						
	<input type="checkbox"/> Tools/Wires	<input type="checkbox"/> Findings						
	<input type="checkbox"/> Lampwork/Fused Glass	<input type="checkbox"/> Raku/Ethnic						
	<input type="checkbox"/> Czech Glass	<input type="checkbox"/> Vintage						
	<input type="checkbox"/> PMC/Polymer Clay	<input type="checkbox"/> Other						
	Want same booth as previous year?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Booth Num: _____					
List of the person who will be working in your booths, as NAME BADGES will be required at all times	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 60%; height: 20px;"></td><td style="width: 40%;"></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> </table>							

**All persons in your booth are invited to an informal party Saturday evening at 6:30pm. Please tell us how many will be attending: \_\_\_\_\_**

**Set up:** Friday April 27 9:00 A.M. – 5:00 P.M.  
**Tear Down:** Sunday 5:00 – 8:00 P. M.

**Show Hours:** Saturday 10 A.M. – 6 P. M.; Sunday 10 A.M. – 5 P.M.

Description	Amount	Total
10 ½ X 10 ½ ft booth ea	\$500.00	
Corner Location? Yes	\$ 50.00	
RMBS member prior to 5/1/08, I have deducted \$10.00		
	Contract Total	
	Deposit	
	Balance Due	

**Space allotment will be determined by the date that full payment is received by RMBS.**

A 50% non-refundable deposit must accompany completed contracts. The balance will be due February 28, 2012. If final payment is not received by February 28, 2012, the deposit will be forfeited.

I have read the enclosed Exhibition Space Agreement/Rules & Regulations and agree to all the terms set forth therein. I will keep these Rules & Regulations and review them prior to the Bead Bazaar. **Cancelled check will serve as receipt of payment.**

Remit payment to:

**Rocky Mountain Bead Society  
 C/O Wendy Cameron  
 6290 W 111<sup>th</sup> Ave  
 Westminster, CO 80020**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Electrical and Equipment forms will be available at [www.rockybeads.org](http://www.rockybeads.org) at a later date.

**For RMBS Use Only**

<input type="checkbox"/> Copy to Vendor	<input type="checkbox"/> Spread Sheet Updated	<input type="checkbox"/> Database Updated	Pymt Rec'd By: _____
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## Terms and Conditions

1) **Space allotment will be determined by the date full payment is received by RMBS.**

Completed contracts must be accompanied by a 50% non-refundable deposit. The balance will be due February 28, 2012. If final payment is not received by February 28, 2012, the deposit is forfeited.

2) All space fees are a commitment to exhibit. RMBS shall refund 75% of all space fees to an Exhibitor provided 1) written notice of cancellation is **received by March 7, 2012** and 2) canceling Exhibitor's booth space can be filled. *Send notices of cancellation in WRITING to Rocky Mountain Bead Society, 13142 Randolph Place., Denver, CO 80239, C/O Libby Pilkington by registered or certified mail.*

3) *Should RMBS fail to hold the exhibition as provided in the agreement, it shall promptly refund to the Exhibitor all sums paid under and pursuant to this agreement and such refund shall be accepted by Exhibitor in full settlement of all loss or damage suffered by Exhibitor due to failure to hold the exhibition.*

4) *RMBS reserves the right to eject any vendor engaging in inappropriate or offensive behavior.*

5) Exhibition Space & Display

- All booths must reflect the highest level of professional & artistic integrity.
- A maximum of three (3) vendors will be permitted per booth space. Vendors must submit sales tax license at check in. One vendor **only** must be responsible to RMBS for appropriate fees and paperwork. All individuals will receive a listing in the program for product description.
- **Exhibitor will provide all table draping.** Front and back draping should hang to floor to hide all stored items. Covers should be fire retardant. Displays must be kept clean and neat.
- Exhibitors may elevate the Mart provided tables with their own PVC pipe **however** any damage to Mart tables will incur a \$90.00 penalty per table to Exhibitor. All tables draping must reach the floor.
- No open flames are allowed: the sole exception being the RMBS Lampwork Demo booth.
- *The Expo Hall will be available to Exhibitors from 9 A.M. to 5 P.M. April 27, 2012 for set up.*
- All exhibits must be fully installed by 5 P.M. April 27, 2012. After this hour, no installation work will be permitted without special permission from RMBS. **NO EXCEPTIONS WILL BE MADE FOR EARLY AND LATE ARRIVALS.** Emergencies will be dealt with on an individual basis.
- Exhibitors shall not place articles in front of other booths or install any decoration which, at the sole discretion of RMBS, interferes with other Exhibitors or is inappropriate for the exhibition facility. Any display materials, including but not limited to, front, back, and side drops, are subject to approval by RMBS. All exhibits must be confined to the limits of the Exhibitor's assigned spaces(s). Exhibitors shall not nail, tape, staple, or otherwise affix any object or equipment to any table, wall or ceiling, improvement or fixture within their spaces.
- Exhibitors shall keep their space and surrounding areas, including the aisles and corridors, in safe and clean condition. Exhibitors shall not create or permit any offensive noise or odor, as determined at the sole discretion of RMBS. **Exhibitors shall be responsible for providing adequate extension cords to their assigned space(s).**

6) Exhibitors & Merchandise

- A special event license and tax return is included in your Vendor Packet. Exhibitors shall have all necessary & appropriate sales tax licenses and permits and shall be responsible for collecting and remitting sales tax to the appropriate authority.
- Exhibitors shall have **all** merchandise priced at **retail** but may sell wholesale to qualified buyers.
- No smoking or alcoholic beverages are allowed in the Expo Hall.
- No food or drink may be brought into the Expo Hall. Food is available on site.
- No exhibitor may conduct raffles or similar activities.
- Exhibitors may not begin to dismantle their booths until the exhibition closes. All booths must be dismantled within four (4) hours after closing time April 29<sup>th</sup>.
- Exhibitors shall not hold RMBS liable for any lost, stolen or damaged merchandise nor any damage or injury to any exhibitor or person representing same. Any thefts should be reported immediately to management.
- Exhibits must be open and manned at all times while the Bead Show is open to the public.
- Exhibitors shall wear badges provided by RMBS while in the exhibition hall.
- Exhibitors shall be liable for any damage to Mart facilities.

- 7) The exhibition is limited to those persons, firms, corporations and other entities that have contracted and paid for exhibit space in the exhibition facility. No other persons, firms, corporations, or other entities will be permitted to demonstrate products, solicit orders, or distribute advertising matter on the floor of the exhibition facility. Any person violating this rule will be promptly ejected from the facility.
- 8) *No Exhibitors may assign their contract for exhibit space or permit any other person to use any part of such space without the express written consent of the Rocky Mountain Bead Society.*
- 9) RMBS may invite non-exhibiting dealers and manufacturers to attend the exhibition.
- 10) Video and other audio-visual demonstrations will be permitted as long as they do not interfere with the activities of neighboring exhibitors or the exhibition facility. RMBS reserves the right to reject or prohibit any exhibit or part of any exhibit, including, but not limited to, any person, article, conduct, printed material, catalogue or souvenir, that in its opinion, is not suitable to or in keeping with the character of the exhibition.
- 11) Exhibitors must make provisions for safe guarding their goods and personal property at all times. RMBS will not be responsible for, or guarantee the safety of exhibit items against fire, theft, or any loss or injury whatsoever. It is agreed that Exhibitors shall assume all liability for damage to the exhibition facility caused by their exhibit, and shall indemnify RMBS, its directors, officers, and members from any and all liability that might ensue by reason of their exhibit or presence at the exhibition. Exhibitors shall further indemnify RMBS, its directors, officers and members from and against all liability for damage resulting from negligence or intentional behavior of Exhibitors and their agents, invitees, guests, and employees and shall reimburse RMBS for any loss or expense, including attorney's fees, incurred by RMBS by reason of such negligence or intentional behavior.
- 12) If the space(s) assigned to Exhibitor is not fully paid for by February 28, 2012, RMBS may, at its option, terminate this agreement and reassign the space(s) to another Exhibitor. If Exhibitor does not claim or occupy their space(s) by April 28, 2012, RMBS may, at its discretion, terminate this agreement and reassign the spaces(s) to another Exhibitor. In neither case shall the defaulting Exhibitor be entitled to the refund of any sums paid to RMBS for such spaces(s).
- 13) RMBS retains the right to remove any Exhibitor who does not comply with the Terms of this Agreement without refunding the offending Exhibitor's monies.
- 14) The RMBS Bead Bazaar Committee seeks to provide the attendees a well-rounded show that exemplifies excellence, professionalism and artistry. A completed application does not guarantee acceptance into the show. Should the Committee decide not to accept a prospective vendor, the agreement will be cancelled and the deposit refunded. Prospective vendors that have not been approved and have paid a deposit will receive a full refund by March 31, 2012.

**FUTURE RMBS BEAD BAZAARS AT THE MART**

<b>2013</b>	<b>APRIL 27-28</b>
<b>2014</b>	<b>APRIL 26-27</b>
<b>2015</b>	<b>APRIL 25-26</b>