



THE BEAD SOCIETY of LOS ANGELES VENDOR APPLICATION
Veteran's Memorial Auditorium, Culver City, CA - Sunday, October 23, 2011
Application Due By September 23, 2011

After the due date all booths are assigned and confirmations are sent out by October 10, 2011. Any late applications will be considered on a first-come, first-served basis or go onto a Wait List. Incomplete applications will be returned. A returned application will be considered as received on the date the corrected/completed application is postmarked. Please visit our web site www.beadsocietyla.org for more information or e-mail bazaar@beadsocietyla.org.

PLEASE PRINT LEGIBLY – Blue or black ink only

Vendor/Business Name _____

Contact Person _____

Phone# _____ FAX# _____

E-mail Address _____ Web site: _____

Mailing Address _____

I have a valid California Resale Permit.* My permit # is _____

**Each vendor must hold a valid Seller's Permit issued by the State of California available for inspection and is responsible for the collection and payment of CA sales tax.*

Our membership year is September 1, 2011 to August 31, 2012.

_____ I am a current member of the Bead Society of Los Angeles. (Membership is required to participate.)

_____ I am not a member and I have enclosed a check for \$50 payable to The Bead Society and allocated to "Membership" in the memo line. OR: I have paid by PayPal confirmation # _____

Type of Beads or bead related items to be sold in my booth are _____

This contract is made between the Bead Society of Los Angeles, a non-profit organization of volunteers, mailing address P.O. Box 241874 Los Angeles, CA 90024-9674, herein described as the "Event Producer" and the person/company **Bead Society Member** who has completed and signed the application, hereinafter described as the "Vendor". In consideration of the payment for table charges and faithful performance by the Vendor of the conditions of this contract, the Event Producer will accept the contract application and payment to be a Vendor at the bazaar dated above. All payments are tax deductible per the State Law for Not-for-Profit Corporations 501C classification.

The bazaar venue location is the **Veteran's Memorial Auditorium, 4117 Overland Avenue, Culver City, California 90230**. The show is open to the public from 10:00 a.m. to 5:00 p.m. The venue is open to the vendors from 7 a.m. to 7 p.m.

Completing and sending in your payment, per this application, does not guarantee a space. If more requests are received than space available, the Event Producer reserves the right to determine who will be in the show and how many tables a vendor will receive. No guarantee will be made or should be expected that past vendors will be assigned a table or receive the same location occupied at any of the past bazaars. Every effort will be made to accommodate your request. You will be notified upon our receipt of your application and upon your confirmation of your vendor status in the bazaar. The Bead Society will use your e-mail address for all communications.

VENDOR NAME: _____

BOOTH “FRONT TABLE” INFORMATION

Vendors can apply for a single table or a two-table booth. Vendors can also share a table, or more than one table. Vendors can request up to 6 tables. Each table is 8 feet long creating a straight or angled booth front. Pricing is according to location. No extra tables can be requested on the day of the bazaar unless it is our mistake. Please do not take tables or chairs from other locations or add your tables to your **booth frontage**. You may bring and place your table(s) behind the existing booth front table(s).

Tables and chairs are included in your booth fees. Pricing is outlined below. Please note that no large booths are allocated in the Rotunda. All large booths are located on the Auditorium Main floor.

- Auditorium Main Floor: \$135 for one 8’ table and one chair.
- Auditorium Stage: \$140 for one 8’ table and one chair.
- Auditorium Entry Breezeway: \$160 for one 8’ table and one chair.
- Rotunda Room: \$320 per booth of two 8’ tables and two chairs. (No singles.)

Office use only: Check # & Date Received

Booth # & Location:

Room location: _____

of **Tables** requested _____ x _____ (cost per table) = \$ _____

Total of Check enclosed..... \$ _____

If your check returns for non-payment, a return fee of \$25 will be added to your booth payment. If the check returns a second time the check will be voided and a double return fee (\$40) will be required along with the booth payment in the form of cash or a cashier’s check payable to The Bead Society of L.A.. Final payment is required in full a week prior to the event.

Special Requests: _____
 (Special requests will be considered and we will attempt to fulfill them on a case-by-case basis. No guarantees are given.)

Check list of items to be included with the application. Missing any of the items below will delay your application processing.

1. The signed and completed Application pages 1 and 2. Retain Page 3 for your records.
2. Check payable to: THE BEAD SOCIETY of L.A. for venue booth fees or
 - o PayPal confirmation number # _____.
3. If new member, separate check payable to THE BEAD SOCIETY of L.A. –“ membership” in the memo line or
 - o PayPal confirmation number # _____.
4. If you do not have e-mail please add a stamped, self-addressed, letter sized envelope.
5. A copy of your seller’s permit.

Enclose, and do not staple, payment with the signed application to:
Verbum Dei High School
Attn: Yvonne Woods
11100 So. Central Ave. Los Angeles, CA 90059

I, _____, the vendor, have read this contract completely. I agree to abide by the terms of this contract and all rules and regulations. I understand that failure to follow all rules, regulations, policies, and terms of this contract will result in exclusion from future Bead Society bazaars. I agree to the above terms and conditions and will hold harmless The Bead Society of Los Angeles or any individual therein responsible in case of loss or damage to all or part of the exhibit or person.

SIGNATURE OF VENDOR

Date

Participation Rules – Please keep this page for your records.

1. Any booth not occupied by 8:30 a.m. may be considered abandoned for the day. The Event Producer has the right to fill said booth with a vendor on the wait list. No refunds of any type will be issued to a vendor who has abandoned the booth.
2. Set up must be completed and booths ready to open by 10 a.m.
3. Booths cannot be closed prior to the posted closing time. If a vendor is still conducting business, the booth may remain open past the posted closing time as long as the vendor is out by 7 p.m., venue closing time.
4. If a vendor is sending out announcements or coupons for your clients, please note the show location, hours, and include that admittance is \$5 at the door. Parking is free at this venue. All coupons must be cleared through the Bead Society Management.
5. 60% of items to be sold must be beads or items incorporating, or relating to beads.
6. Elephant ivory, turtle shell, or any contraband materials cannot be brought into or sold at the bazaar. Also, each vendor must not misrepresent the age, origin or authenticity of the products that they sell.
7. Each vendor must hold a valid Seller's Permit issued by the State of California, and have it available for inspection. Each vendor is responsible for the collection and payment of CA sales tax. You must supply your seller's permit # on your application, or you cannot have a space. If you currently do not have a permit, call the CA. State Board of Equalization for a permit at (310) 342-1000.
8. Security and liability in your space is the responsibility of the vendor.
9. Booths and/or applications cannot be assigned or transferred to other vendors.
10. No refunds will be given for cancellations or no-shows. If a vendor vacates the booth early or is a no-show, their fees will be forfeited, and an invitation to return will be at the discretion of The Bead Society Bazaar Committee.
11. Vendors must be appropriately dressed, remain courteous and act in a professional manner during the show hours. NO bare feet.
12. Please move your vehicle after unloading to allow other vendors to unload.

Event Producer Responsibility

The Bead Society of Los Angeles appreciates your support and commitment to our organization. Our member volunteers work hard to deliver an exciting Bead Bazaar by coordinating all the details, and they try to make your day as profitable as it can be. If you have any suggestions or comments, please contact us, after this bazaar. Our e-mail address is: bazaar@beadsocietyla.org.

The Event Producer will send a confirmation to the prospective vendor that the application was received. Upon assigning booth front tables, the Event Producer will notify via e-mail a prospective vendor if the vendor has been assigned a booth front table(s), or is on the Wait List. If a vendor requests more than one booth front table, and only one is assigned, an e-mail letter will be sent with the confirmation. A printed notification will be mailed if no e-mail address is provided.

The Event Producer will pay for the local Culver City, one day, venue permit for all vendors who participate.

Thank You from the Bead Society!