



THE BEAD SOCIETY BAZAAR VENDOR APPLICATION
Veteran's Memorial Auditorium, Culver City, CA - Sunday, October 22, 2017
Application Due By 7-14-2017 Social Media Advertising Starts 7-15-2017

Final confirmations will be sent out approximately one month before the event date. All applications received past September 15, 2017 will be considered on a first-come, first-served basis or go onto a Wait List. All applications must be accompanied by full payment. Acceptable forms of payment are personal check, cashier's check, money order and PayPal. An additional fee of \$75 will apply to late applications. 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 website www.beadsocietyla.org for more information or email bazaar@beadsocietyla.org.

PLEASE PRINT LEGIBLY – Blue or black ink only

Vendor/Business Name _____

Contact Person _____ Phone# _____

Email Address _____

Mailing Address _____

I have a valid California Resale Permit* and my license # is _____

*Per the BOE, each vendor must hold a valid Seller's Permit issued by the State of California showing the address of the venue (4117 Overland Ave., Culver City, CA 90230) as an additional business address, available for inspection and you are responsible for the collection and payment of CA sales tax. You can apply for this additional address certificate, free, on-line at the CA State Board of Equalization website (<http://www.boe.ca.gov>) and print out your own certificate or call 310-342-1000.

_____ I have paid my \$50 membership to The Bead Society. Our membership year begins **September 1, 2017**.

_____ I will pay my membership for 2017/2018 **and 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 # _____

_____ I do not wish to be a member **and have enclosed** a check for \$35 payable to The Bead Society and allocated to "Non-Member" in the memo line. OR: I have paid by PayPal with my booth fees confirmation _____

Description of Bead/Beadwork or bead related items to be sold in my booth:

This contract is made between the Bead Society, a non-profit organization of volunteers, mailing address P.O. Box 1456, Culver City, CA 90232, herein described as the "**Event Producer**" and the person/company, Bead Society Member, who has completed and signed the application, here-in-after described as the "**Vendor**". In consideration of the payment for table frontage 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.

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 at 7:00 a.m. and must be vacated no later than 7:00 p.m. or incur additional charges (see page 3).**

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 Business NAME: _____

TABLE FRONTAGE INFORMATION

Vendors may request up to 4 tables. A full booth is 2 tables. Two vendors may share a single table though **each** vendor **must** comply with the Seller’s Permit. Each table is 8 feet long creating 8 feet of selling frontage. Pricing is according to location and number of tables requested. **No extra tables can be requested on the day of the Bazaar.** You may bring and place your own smaller table(s) **behind** your existing booth front table(s). **Please do not take tables or chairs from other locations or add your tables to your allocated booth frontage.** You are not allowed to encroach into the set 4 ft walk ways per Fire Marshal regulations. You and your staff will comply or be removed from the Bazaar and forfeit your payment. **NOTE: Pricing is outlined below. No single tables are allocated in the Rotunda or Lobby.**

- Auditorium Main Floor: \$135 per 8’ table and one chair. (\$270 for 2 tables)
- Auditorium Stage: \$140 per 8’ table and one chair. (\$280 for 2 tables)
- Auditorium Breezeway: \$160 per 8’ table and one chair. (\$320 for 2 tables)
- Rotunda Room: \$320 a booth of two 8’ tables and two chairs. **NO SINGLE TABLES.**
- Lobby Entrance: * \$370 a booth of two 8’ tables and two chairs. **NO SINGLE TABLES. (*NEW for October)**

Room location: _____ # of Tables requested _____ x \$ _____ (cost / table) = \$ _____

Total of Payment..... \$ _____ **Check or PayPal payment Due By 7-14-2017.**

If your check is returned for non-payment, the bank "return check fee" of \$40 will be added to your payment. Final payment is required in full prior to the event or additional charges will apply.

***Social Media Advertising Starts July 15, 2017** (Please provide the following.)

Artisan Website _____

Artisan Facebook Page _____

Artisan Instagram Page _____

Artisan Etsy Shop _____

Send 1 digital image of product with logo and 2-3 extra digital Images as backup to bazaar@beadsocietyla.org. [sized 1080 x 1080] [No Black background.]

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

1. Signed and completed Application pages 1 and 2. **Retain Page 3 for your records.**
2. Venue Booth Payment - Check payable to: **THE BEAD SOCIETY** or
 - o PayPal confirmation number # _____.
3. Member or Non-member Payment - Separate check payable to **THE BEAD SOCIETY**
 - o Non-member PayPal confirmation number # _____.

**Enclose, but do not staple, payment for Bazaar, membership or non-member with signed application to:
The Bead Society P.O. Box 1456 Culver City, CA 90232-1456**

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 and possible removal from the current Bazaar. I agree to the above terms and conditions and will hold harmless The Bead Society 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 **9:00 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.** Vendors are required to provide a professional appearance with their booth/table setup and bring their own supplies for setup (i.e. have table cloths, power strips, lights with a total wattage under 500W, display pieces, receipt book, money for change, pens, extension cords, trash bags, etc). You are **not allowed** to move, extend or alter the placement of your booth frontage tables.
3. Booths cannot be closed prior to the posted **closing time, 5:00pm**. 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)**. Vendors vacating after 7:00 p.m. will be charged \$150 per hour overage (non-prorated).
4. Booth space, or any fraction thereof, and/or applications cannot be assigned or transferred to other vendors.
5. Security at your space is your responsibility and no member of the Bead Society, Bazaar or Culver City will be held responsible.
6. Failure to leave the booth space in the same condition as when the Vendor first occupied it will result in subsequent charges to the Vendor for all additional costs incurred by the Event Producer.
7. Vendor may not display signage, which in the Event Producer's sole discretion, is inappropriate, including signs with 'clearance' or similar wording.
8. Vendor shall not adjust the dimensions or move the location of the booth space and shall keep all materials, property and signage within the margins of the booth space.
9. Vendor agrees to comply with all applicable state and local fire and safety laws.
10. Vendor is responsible for providing insurance for the protection of the Vendor, its staff and its property. Copies of insurance documentation are to be available upon request.
11. **Requirement:** 65% of items to be sold must be beads, bead related or incorporating beads. Materials offered for sale must be correctly represented and labeled. Vendors must not misrepresent the age, origin or authority of the product they are selling. Elephant ivory, turtle shell, bear claws, or any contraband materials cannot be brought into or sold at the Bazaar.
12. **Code of Conduct:** Vendors must conduct themselves with courtesy and respect to one another, Bazaar volunteers and customers. Vendors must be appropriately dressed, remain courteous and act in a professional manner during the show hours.
13. **Each vendor must** hold a valid Seller's Permit issued by the State of California. The Permit must be available for inspection and the Vendor is responsible for the collection and payment of CA sales tax. **You must supply the seller's permit # or you cannot have a space.**
14. No refunds will be given for cancellations or no-shows. The Event Producer will not make refunds including, but not limited to, the Vendor failing to utilize all or part of the booth, leaving the booth early or being dissatisfied with the outcome of the Bazaar. If a vendor vacates the booth early or is a no-show, their invitation to return will be at the discretion of The Bead Society Bazaar Committee.
15. No animals of any kind are allowed with the exception of guide dogs in accordance with the American Disabilities Act.
16. Vendors shall not include any exhibits in which scents or odors may impede, be detrimental or be hazardous to neighboring vendors or customers.
17. Please, after unloading, move your vehicles to the far parking lot to allow other vendors to unload and provide buyers parking spaces.
18. If you are sending out any coupons or announcements to your clients, please note the show hours and include that **admittance is \$5 at the door and free tote bag with postcard**. Make sure your business name is on the coupon for our tracking purposes. Parking is free at this venue. All vendor coupons must be cleared through the Bead Society Management (bazaar@beadsocietyla.org or P.O. Box1456, Culver City, CA 90232-1456).
19. Vendor agrees to indemnify, defend and hold harmless the Bead Society and its Bazaar Committee, Culver City and their respective officers, members and attorney from and against all liabilities, claims, causes of action, expenses (including attorney's fees), damages, injury, illness or loss of life arising out of or in representations, warranties or promises in this contract.
20. The Bead Society reserves the right to cancel the Bazaar show without liability, including, but not limited to: refunding of deposits and fees, and any event that materially prevents the Society or Venue from holding the Show; including but not limited to war (declared and undeclared), riot, epidemic, fire, earthquake, other natural disaster, casualty, accident, labor controversy and acts of God.

Event Producer Responsibility

The Event Producer will send via email to each prospective vendor:

1. Confirmation their application was received;
2. If any changes to their request are needed;
3. Final "run of show" email including vendor map and location assignments.

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

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

Thank You for your patronage!