



THE BEAD SOCIETY of LOS ANGELES VENDOR APPLICATION
Veteran's Memorial Auditorium, Culver City, CA - Sunday, April 29, 2012
Application Due By April 2, 2012

After the due date all tables will be assigned and confirmations will be sent out by April 22, 2012. Any applications received past the due date 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 _____

Web site: www. _____ Contact Person _____

Phone# _____ FAX# _____

E-mail Address _____

Mailing Address _____

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

_____ I have paid my \$50 membership to The Bead Society. Membership is required to participate in the bazaar. Our membership year is September 1, 2011 to August 31, 2012.

_____ I have not paid my membership 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 # _____

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

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, 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. All payments are tax deductible per the State Law for Not-for-Profit organizations with 501(c) (3) Tax-Exempt Status.

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 7a.m. to 7p.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: _____

TABLE FRONTAGE INFORMATION

Vendors can share a table, or more than one table. Vendors can request up to 4 tables. 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. A full booth is 2 tables. 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).

NOTE: Pricing is outlined below. No single tables are allocated in the Rotunda.

- Auditorium Main Floor: \$135 for one 8’ table and one chair.
- Auditorium Stage: \$140 for one 8’ table and one chair.
- Auditorium Breezeway: \$160 for one 8’ table and one chair.
- Rotunda Room: \$320 a booth of two 8’ tables and two chairs. **No single tables.**

Office use only: Check # & Date Received

Location:

Room location: _____

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

Total of Payment..... \$ _____

If your check returns for non-payment the bank return check fee of \$25 will be added to your payment. If the check returns a second time the check is voided and both fees (\$50) are required along with the payment in the form of PayPal, cash, or a cashier's check payable to The Bead Society. 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 for venue booth fees or
 - o PayPal confirmation number # _____.
3. MEMBERSHIP - Separate check payable to THE BEAD SOCIETY – membership in the memo line or
 - o PayPal confirmation number # _____.
4. A copy of your seller’s permit if not previously on file.

**Enclose, but do not staple, payment for bazaar & membership (if applicable) with 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 and possible removal from the current bazaar. 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. 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 strip, lights with a total wattage under 1000W, display pieces, receipt book with pen, extension cords etc.
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 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. Parking is free at this venue. You may add: “Receive a FREE Bead Society of L.A. tote bag when you turn in this coupon.” All coupons must be cleared through the Bead Society Management.
5. 60% of items to be sold must be beads, bead related or incorporating 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 available for inspection and is responsible for the collection and payment of CA sales tax. **You must supply the seller’s permit # 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 at your space is your responsibility.
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 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.
12. Please, after unloading, move your vehicles to the far parking lot to allow other vendors to unload and provide buyers parking spaces.

Event Producer Responsibility

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

1. Confirmation their application was received
2. If they are accepted
3. Upon final vendor placement, their location.

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!