

Art and Elegance in Beads
Oregon Convention Center – April 29, 30 & May 1, 2011

First let me take a few lines to introduce the 2011 A&E Committee members. They are: Karen Carr, Karmen Schmidt, Vicki Vranna, Jeannine O'Hagan, Marlene Pirkle, Gwen Fuller, Tara Fergerson, and Dusti Dickman, Chair.

As many of you may know, we have to re-invent the wheel with A&E. For several years we have shared a space with the Oregon Glass Guild. Well, the Convention Center rented OUR space to someone else along with all of the other Guilds spaces except for the Potters Guild. All of the Guilds have been meeting for several months now and have joined forces. We will all, with exception of the Potters, be in one room, Exhibit Hall C; located right next to our old digs in Exhibit Hall B.

We have all come up with a workable plan for the floor space and know that joining all of the guilds together will be a great experience.

Once again this year we'll be working closely with the other guilds to draw a larger audience. Look for multi-guild advertising. Moving forward jointly with classic Public Relations efforts (editorial coverage rather than paid advertisement) is ongoing.

Please read the following carefully.

APPLY NOW!! EVERY vendor MUST be a member as of August 15, 2011, whether you are a solo vendor, sharing vendor, or Co-op applicant. If spaces are still unfilled after the application deadline (February 15, 2011), the spots will be made available to newer members.

We must have a **COMPLETED APPLICATION (see pp. 5&6) FROM EVERYONE**, whether you are a solo vendor or sharing vendor or co-op applicant. Everyone must agree to the Terms & Conditions. However, we want **PAYMENT FROM ONLY THE PRIMARY VENDOR**, if you are sharing. It helps us simplify our records.

POSTCARD PHOTOS – your chance for fame and fortune! We need your very BEST photos, up to six per vendor. Maximize the chance that we feature YOUR work in our full-color postcard: submit high resolution photos, the more variety the better! Avoid necklace busts. Try for artful displays. Choose background colors to show off the piece to the best effect (this may or may not include black). Our goal is a high-quality graphic layout with the finest examples of members' works. If every picture had a black (or white) background, we might look for other colored backgrounds – so think about varying the background colors.

Specifications: email your high resolution, color photo .tif or .jpg files

DEADLINE: email AandE@beadport.com by February 15, 2011.

RESOURCE GUIDE & EMMA EMAILS – another opportunity! As you know from the application, all vendors get a free one-line listing in the Resource Guide. It includes (as you wish) your business name, your name, phone, website, and email address. But wait, there's more!

BUSINESS-CARD AD: for \$8 per ad, we will print your business card (at 90%) in the Resource Guide. Specifications: email your high resolution, digital black & white .tif or .jpg business card.

EMMA EMAIL AD: for \$8 per logo, we can include your logo in one of our Emma emails (as we did in the Emma emails for our Bazaar).

Specifications: email your high resolution, digital color or B&W .tif or .jpg digital logo

DEADLINE: email AandE@beadport.com by March 15, 2011.

QUESTIONS?? Ask us! Email us at AandE@beadport.com. Also refer to our newly updated website, www.beadport.com. Go to the EVENTS section. You will find the .pdf version of the application, in case you lose this one. We will also periodically update information on the A and E page.

Portland Bead Society – Art & Elegance in Beads

VENDOR APPLICATION AND CONTRACT

April 29, 30, & May 1, 2011

Application must be postmarked no later than February 15, 2011.

It is essential you PRINT LEGIBLY! Take particular care writing email and web addresses. We cannot discern what is an L, a 1, an I, etc.

Business name (will appear on your sign):	
Your name:	Telephone #:
Businesses/names you're sharing with: (leave blank if n.a.)	
Primary Vendor (This is the vendor who will order all booth supplies & be the point of contact for A&E Committee):	
Email address where we can reach you:	
Mailing address:	
Brief description of items to be sold:	

How would you like your FREE one-line listing to appear in our Resource Guide? This may or may not be the same information given above. LEAVE BLANK ANYTHING YOU DO NOT WANT LISTED.

Published business name:	Published contact name:
Published phone:	Published website:
Published Email:	

TERMS & CONDITIONS

Please read carefully and initial EACH block. Incomplete applications will be returned and lose priority.

↓ **Initial here.**

1) The vendor must handcraft all items for sale. No mass-produced work is allowed. Acceptable goods include lampwork, blown glass, hand carved and polymer beads; beaded art includes sculptural and fiber art as well as bead-embellished clothing and accessories. Selling of kits is not allowed.
2) Vendors must be paid PBS members as of August 15, 2010 , in order to be A&E vendors.
3) Priority of applications for A&E is based upon length of PBS membership, past participation in A&E, and order of receipt of application.
4) Sharing-vendor information must be included in this application. Sharing vendors must comply with all terms and conditions in this contract. The primary vendor is the single point of contact and is expected to share all information with his or her sharing booth-mates.
5) Sales space is limited to the actual booth/co-op space. Vertical displays are allowed.
6) All vendors must maintain their booth/space. Displays may not interfere with adjacent booths/spaces. Booth tables must be covered on all sides. Extra merchandise must be stored out of sight. Vendors must staff their booths/space for the duration of the show (or co-op slot).
7) Vendors must have fireproof table coverings.
8) This contract shall not be sold or transferred to, or shared with other vendors.
9) Cancellations received on or before February 15, 2011: 100% refund. Cancellations received between February 16 – March 16, 2011: 50% refund No refund will be issued for cancellations received after March 16, 2011. To cancel, email AandE@beadport.com or call Dusti Dickman at 503-235-4800.
10) I certify that I will not hold the Portland Bead Society or any individual therein responsible in case of loss or damage to all or any part of my booth, contents, or person.
11) PBS expects vendor interactions with fellow vendors, shoppers, and PBS member to follow the code of conduct of PBS.
12) Violation of any of the terms and conditions will result in exclusion from future A&E events.

I certify I have read the Terms & Conditions above and agree to them _____

See next page for fees and payment details.

vendor signature above

Portland Bead Society – Art & Elegance in Beads
April 29, 30 & May 1, 2011
Booth, ID, and Table Order Form
Make checks payable to: PORTLAND BEAD SOCIETY

BOOTH SELECTION:

All booths include one 30" table with table covering, two chairs, pipe and drape, and ID sign **Total paid**

Booth fee – includes one table with table covering, two chairs, pipe and drape, and ID sign	No chg.	\$0
Premium 10' x 10' corner booth	\$285	
Artisans 10' x 5' corner booth	\$140	
Electricity fee applies to every booth or table setup; this charge is not optional		\$65
Booth Payment TOTAL	n.a.	

CO-OP SPACE PAYMENT

ONE day, table space of 4' Wide x 2' Deep	\$60	
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My **FIRST** choice is (check one):

Friday 10am-9pm, April 29 Saturday, 10am-7pm, April 30 Sunday, 10am-5pm, May 1

If my first choice is not available, my **SECOND** choice is (check one):

Friday 10am-9pm, April 29 Saturday, 10am-7pm, April 30 Sunday, 10am-5pm, May 1

If the date I requested is not available, I do not wish to participate.

BOOTH EQUIPMENT

Please check your table size: <input type="checkbox"/> one 4' table <input type="checkbox"/> one 6' table <input type="checkbox"/> one 8' table	FREE	\$0
6' tables (30" high) upgrade to 6' skirted counters (42" high): additional \$10 each.	\$10 ea	
8' tables (30" high) upgrade to 8' skirted counters (42" high): additional \$12 each.	\$12 ea	
Chair upgrade to barstool: additional \$9 each.	\$9 ea	
Table skirt (1 side only): <input type="checkbox"/> # of 4' skirts <input type="checkbox"/> # of 6' skirts <input type="checkbox"/> # of 8' skirts	\$17.50 ea	
30" high 4' skirted table	\$28 ea	
30" high 6' skirted table	\$29 ea	
30" high 8' skirted table	\$32 ea	
42" high 4' skirted counter	\$31 ea	
42" high 6' skirted counter	\$33 ea	
42" high 8' skirted counter	\$35 ea	
Additional side chairs (you already receive 2 with your booth)	\$10 ea	
Additional bar stools	\$15 ea	
Booth Equipment TOTAL		

A&E ADVERTISING

Resource Guide single-line listing	FREE	\$0
Resource Guide business-card-sized ad	\$8	
Emma 'direct email' ad	\$8	
Advertising TOTAL		

TOTAL

Booth Selection or Co-Op Space TOTAL		
Booth Equipment TOTAL		
A&E Advertising TOTAL		
TOTAL PAYMENT, check made out to: PORTLAND BEAD SOCIETY		\$

Copy completed application for your records. Mail app. with check made payable to **PBS** to:
Dusti Dickman, 4848 SE Division St, Portland, OR 97206