



July 8th – 11th, 2010
 Hotel Murano Bicentennial Pavilion
 Tacoma, Washington

Exhibitor Agreement

Please fill out this agreement application as completely and accurately as possible. For ease of reference, this agreement will refer to your business as "Exhibitor," the Puget Sound Bead Festival, an entity, as the "Festival," and the 2010 Puget Sound Bead Festival, an event, as the "Show."

Exhibitor Information

This section will be used to prepare the Festival Program and Website. Please enter all information exactly as you would like it to appear.

Company Name: _____
 Your Name: _____
 Business Address: _____
 City: _____ State: _____ Zip: _____
 Phone #: _____ Fax: _____
 Email: _____
 Website: _____

Washington State UBI: _____

Exhibitor Products

Please circle any and all categories that best describe the product(s) you will be selling. New exhibitors **must** provide photos or catalog sheets of products.

- | | |
|-----------------|--|
| Books | Original Lampwork Glass Beads and/or jewelry |
| Charms | Seed Beads and/or Seed Beading Kits and Supplies |
| Crystals | Semi-Precious and/or Precious Stones |
| Pearls | Stringing and/or fibers |
| Tools | Imported Beads (other than stone beads) |
| Wire | |
| Furnace Glass | |
| Sterling Silver | |

Other (please describe): _____

Sharing Information

If you would like to share a booth, each vendor must submit a separate application. There will be an additional \$50.00 fee per shared booth. Please indicate the company name and contact name of the vendor you would like to share with:

Company: _____

Advertising

How many promotional postcards to you need? _____

How many VIP free admission postcards? _____

Do you have a storefront for the show poster? _____

Please send all payments and application materials to:
 PSBF Office at The Bead Factory
 3019 6th Avenue; Tacoma, WA 98406

Fax: (253) 383-9701 or email: Melissa@thebeadfactory.com

The following signature certifies that I am in possession of and understand the entire contract, including cancellation policies:

Printed Name: _____

Signature: _____

** Please return only this page with your deposit. Applications submitted without deposits will not be processed until the deposit arrives **

Space Reservation

- \$1,050.00 per Standard Booth (10' wide x 8' deep)
- ~~\$400.00 per Artisan Booth (8' wide x 6' deep)~~
- ~~\$100.00 additional charge for a standard corner booth~~
- ~~\$50.00 additional charge for an artisan corner booth~~
- ~~\$2,500.00 per endcap (16' wide x 10' deep with 2 corners)~~

Exhibitor requests the following booth(s):

_____ Standard Booths @ \$1,050 each: \$ _____
OUT _____ Standard Corners @ \$100 each: \$ _____ OUT
OUT _____ Artisan Booths @ \$400 each: \$ _____ OUT
OUT _____ Artisan Booth Corners @ \$50 each: \$ _____ OUT
OUT _____ Endcaps @ \$2,500 each: \$ _____ OUT
 _____ Sharing Fee @ \$50 each: \$ _____

Total Fees: \$ _____

50% Deposit (included with agreement): \$ _____

Payment

Reservations must be secured by 50% deposit included with this application, and balance due February 1, 2010. The Festival may cancel any reservation not secured by timely payment. Please note that applications that are not accompanied by payment will not be juried or date-stamped until payment is received.

Payments may be made by company check, cashier's check, money order, or credit card. Payments after July 1, 2010 must be made by cashier's check, money order, or credit card.

If paying by credit card, please fill out this section:

Card Type: Visa / MasterCard / Discover (No AmEx)

Card Number: _____

Customer Code: _____ Expiration Date: _____

Is the billing address for this credit card the same as the business address provided to the left? Y/N

(If not, please provide your billing address:
 house #: _____ and zip code: _____

May the Festival charge your balance due amount to this credit card on 2/1/2010? Y/N

Authorized Signature for Billing Credit Card:

Print Name:

All checks should be made payable to **The Bead Factory**.

Additional Festival Rules and Information

1. **Cancellation Policy**
 - a. All cancellations will incur a \$50 cancellation fee.
 - b. Appropriate refund checks will be mailed out 90 days after the Northwest Bead Festivals office receives notice of cancellation.
 - c. Booth fees will be refunded on the following schedule:
 - i. Requests made on or before December 31st 2009: full refund
 - ii. Requests made between January 1st & January 31st 2010: 50% refund, with remaining 50% applicable to the following year's show
 - iii. Requests made between February 1st & April 15th 2010: 50% of booth fee applicable to the following year's show
 - iv. Requests made on or after April 15th 2010: no refunds and no future show credit.
2. **Equipment and Services**
 - a. Each booth fee includes one (1) eight foot long by twenty-four inch wide by thirty inch high (8' x 24" x 30") table (for standard booths) or one (1) six foot long by twenty-four inch wide by thirty inch high (6' x 24" x 30") table (for Artisan booths), two (2) chairs and one (1) wastebasket – No Substitutions. Any changes to the provided booth package must be made through the show decorator.
 - b. Electricity is not included and must be contracted through the show decorator.
 - c. A professionally contracted decorating service will be providing those exhibitors with confirmed reservations order forms for additional tables, electricity, etc. approximately six weeks prior to the show. Please read all decorator information fully to avoid confusion and late fees.
 - d. Exhibitor may bring any additional furniture, along with their products for sale as long as they do not require professional assistance transporting or setting up equipment. Additional charges may apply if staff assistance or equipment is required.
 - e. Freight being professionally shipped to the hotel may be sent only through previously approved shipping companies. Freight arriving from other transport companies will incur additional fees.
3. **Limitations on Liability**
 - a. Even though security is provided, the Exhibitor expressly represents that it is not relying on the Festival or its agents to protect it from loss, theft, or damages. The Exhibitor holds harmless the Festival, The Bead Factory, The Hotel Murano, The City of Tacoma, and Triumph Expo & Events for any loss, theft, or damages that occur during the Show.
 - b. The Exhibitor holds harmless and will indemnify the Festival, The Bead Factory, The Hotel Murano, The City of Tacoma, and Triumph Expo & Events for any liability incurred on account of personal injury or employee injury sustained during the Show.
 - c. The Exhibitor is responsible for providing its own insurance.
 - d. The Exhibitor is responsible for compliance with all local safety ordinances, regulations and codes including fire, safety, health, environmental, electrical and flammable materials.
 - e. The Festival reserves the right to cancel the Show for acts of God or reasons beyond its control.
 - f. The Festival may reschedule the Show without liability to Exhibitor beyond refund of deposits within 60 days of the Show dates printed above.
4. **Show Rules**
 - a. Exhibitor will arrive and check-in between the hours of Noon and 4:00pm Wednesday, July 7, 2010 or between the hours of 9:00am and 5:00pm Thursday, July 8, 2010.
 - b. Exhibitor will complete set-up no later than Thursday, July 8 at 5:00pm. Exhibitor will have access to the Bicentennial Pavilion 1 hour prior to show opening Friday, July 9th through Sunday, July 11th. There will be no early access to the Bicentennial Pavilion.
 - c. Exhibitor will keep at least one employee/salesperson present in its booth during set-up, ½ hour prior to show hours, during show hours, and until Exhibitor's merchandise and display materials have been removed from the Bicentennial Pavilion or turned over to shippers. Exhibitor is responsible for providing enough staffing to include all necessary breaks. Festival does not provide staff for any Exhibitor.
 - d. Exhibitor will not allow guests or early or late customers into the Bicentennial Pavilion except during **show hours: Student Preview 5-8pm Thursday, July 8th and 10am to 6pm on Friday, July 9th & Saturday, July 10th and 11am to 5pm on Sunday, July 11th.**
 - e. Exhibitor will vacate the Bicentennial Pavilion within 30 minutes of show closing Thursday, Friday & Saturday.
 - f. Exhibitor will leave its booth set up until the close of the show at 5:00 PM on July 11, 2010. Any exhibitor packing or dismantling their booth before close of show will incur a fine.
 - g. Exhibitor will keep the volume on any music or amplified sound used in its display at a level that does not disrupt or disturb other vendors. Appropriate volume shall be determined in the sole discretion of Festival Staff.
 - h. Exhibitor may not make unauthorized use of copyrighted music.
 - i. Smoking is prohibited within the Bicentennial Pavilion.

- j. Exhibitor employees shall wear Festival Name Badges at all times while in the Bicentennial Pavilion. The Festival will provide Name Badges to all employees named on a completed copy of the Name Badge Form (to be included in a later mailing) received prior to June 15, 2010.
 - k. Exhibitor will not maintain objectionable or offensive displays, demonstrations, clothing, or statements.
 - l. Exhibitor must have actual employee representation from their company at their booth at all times. Exhibitors may not ask another exhibitor or show staff to maintain their booth. Noncompliance will result in nonparticipation in future shows.
 - m. Any display taller than four (4) feet must be set back from any aisle by a minimum of two (2) feet to provide adequate sight-lines to neighboring exhibitors.
5. **Violation of Show Rules**
- a. The Festival reserves the right to expel Exhibitors who violate Show Rules from this or future Festivals without refund of deposits.
 - b. The Festival reserves the right to condition continued participation on immediate compliance with any and all other show rules.
 - c. The Show Rules shall be interpreted in the exclusive discretion of the Festival and its agents.
6. **Sales Tax, Licenses, and Permits**
- a. Exhibitor Assumes full responsibility for collection and payment of all applicable sales taxes. Exhibitor must collect Washington State sales tax. To file for a temporary permit, contact the PSBF Revenue Agent, Rose Powers at (866) 248-1287 ext. 1 or (206) 956-3444 or email her at RoseP@DoR.WA.gov. Exhibitors that have a UBI with the state of Washington do not need a temporary sales permit, but must fill their UBI number in on page 1.
 - b. Exhibitor assumes full responsibility for obtaining all required licenses and permits.
 - c. Exhibitor will be solely responsible for obtaining permission to use music, images, or other copyrighted material used in its displays from the owners.
 - d. Exhibitor must submit a copy of their Washington State Temporary Sales Permit by July 1, 2010. Exhibitors without the proper permits on file with the Festival will not be allowed to participate in the Show.
7. **Attorney Fees and Costs**
- In the event of litigation under this contract, if it substantially prevails, the Festival shall be entitled to reimbursement of its attorney fees and cost by the Exhibitor.
8. **Entire Contract**
- This contract represents the entire contract between the parties. No prior written or oral communication shall modify its terms. All modifications must be made in writing. If any provision is found unenforceable, the remaining terms shall be enforceable.
9. **Fax or Online Copy**
- A fax or online copy of this agreement shall be valid and enforceable as though an original.
10. **Confirmation**
- Upon written confirmation, the Puget Sound Bead Festival agrees to provide the Exhibitor rental space under the terms of this Exhibitor Agreement. Confirmation will be sent by December 1, 2009.
11. If Exhibitor has actually read this far, we want to thank you for your thoroughness and look forward to your participation in this year's show.