



## THE ANNUAL BEAD AND JEWELRY SHOW

November 11-13, 2011

The H.E.S.S. Club      Houston, Texas

### Bead Greetings:

During the weekend of November 11-13, The Annual Bead and Jewelry Show will return to The H.E.S.S. Club for the sixth year. Our beautiful, two-level venue is located at 5430 Westheimer Road in the midst of Houston's world-class, Galleria shopping district. HBS considers all of its vendors to be the brightest stars in the bead world making our gathering the best bead and jewelry show anywhere!

The Annual Bead and Jewelry Show is a juried event. It should be noted that as a part of the jury process, HBS will consider a ceiling on the quantities of vendors in each category of beading to ensure fair representation. As with every year, the Terms and Rules have been updated to reflect necessary changes. Before returning your application to HBS, please read these very important guidelines to become familiar with submission procedures and all other Show requirements.

Approximately 60 vendors will be located in four rooms on the parking garage level as well as in three rooms on the street level. Our 2010 returning vendors will have the opportunity to be placed in or near their same spaces again this year if applications and fees are returned to HBS postmarked no later than April 30, 2011. Otherwise, placement will be made on an available space basis. HBS will continue to jury applications for participation until all spaces are filled. When capacity is reached, a notice will be posted at [www.houstonbeadsociety.org](http://www.houstonbeadsociety.org).

On Friday, November 11, Show hours will extend to 8:00 p.m. HBS will host "Friday Night Beads" from 6:00 p.m. to 8:00 p.m. to express our appreciation for our vendors. At that time HBS members and other Show guests will have an extended opportunity to shop, visit and share a light repast with these special artists. Door prizes will also be offered through the generosity of various publishers and individuals.

Houston Bead Society is well known as a vendor-friendly group. We are looking forward to receiving your application to participate in The Annual Bead and Jewelry Show. Questions or comments may be directed to Shirley Nowlin, Show Chair, at 713-294-9886 or at the NEW e-mail address, [slnowlin@yahoo.com](mailto:slnowlin@yahoo.com).

[www.houstonbeadsociety.org](http://www.houstonbeadsociety.org)

[www.hessclub.com](http://www.hessclub.com)

(location and site tour only - not for contact)



# THE ANNUAL BEAD AND JEWELRY SHOW

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The H.E.S.S. Club Houston, Texas

## TERMS AND RULES

1. **Dates and hours for The Annual Bead and Jewelry Show (also referred to as the "Show"):**

DATES	SET UP* / ARRIVAL	SHOW HOURS	EVENTS
Thursday, November 10, 2011	Set Up 6:00 p. m. - 9:00 p. m.	n/a	n/a
Friday, November 11, 2011	Set Up 8:00 a. m. - 11:30 a. m.	Open to Public 12:00 p. m. - 8:00 p. m.	"Friday Night Beads" 6:00 p. m. - 8:00 p.m.
Saturday, November 12, 2011	Vendor Arrival 8:30 a. m. - 9:30 a. m.	Open to Public 10:00 a. m. - 6:00 p. m.	n/a
Sunday, November 13, 2011	Vendor Arrival 9:30 a. m. - 10:30 a. m.	Open to Public 11:00 a. m. - 5:00 p. m.	Take down AFTER 5:00 p.m.

\*Vendors may elect to set up on Thursday evening or on Friday morning.

2. **Space descriptions and fees: See Terms and Rules Nos. 3-11 for details Complementary tables are 8' long**

8' Table (single vendor, table included)	\$275.00	Milam Room	15' w x 15' d	3 Tables	\$1,000.00
10' w x 10' d Booth (1 - 8' table included)	\$500.00	Travis Room	15' w x 15' d	3 Tables	\$1,000.00
20' w x 10' d Booth (2 - 8' tables included)	\$975.00	Austin Room	24' w x 26' d	4 Tables	\$2,000.00
Table Rentals are for booths and rooms only 8' and 6' available - Fee is per table	\$ 20.00	Bowie Room	34' w x 26' d	5 Tables	\$2,300.00
>>>>> Electricity is complementary - See Terms and Rules Nos. 29-35 for details <<<<<<					

- The **8' table space** is for a **single vendor** only and is not considered a booth. It consists solely of one table which is included in the fee. All merchandise must be contained on the 8' table top. No additional tables may be used for display purposes although a small **work** table is allowed. No freestanding display equipment is allowed.
- The **10' wide x 10' deep booth (with one complementary 8' table)** is available for rental by a **single vendor** only. Each booth is three-sided with approximately 4' feet of space between any adjacent vendors on each of the two 10' deep sides. Additional table rentals are available for \$20.00 each and are separate from the individual cost of said booth.
- The **20' wide x 10' deep booth (with two complementary 8' tables)** is available for rental by a **single vendor or a maximum group of two vendors** desiring to share space. Each applicant must enter all personal information required on the application and provide a signature. Each booth is three-sided with approximately 4' of space between any adjacent vendors on each of the two 10' deep sides. Additional table rentals are available for \$20.00 each and are separate from the individual cost of said booth.
- The **Milam Room (with three complementary 8' tables)** is available for rental by a **single vendor**. Additional table rentals are available for \$20.00 each and are separate from the individual cost of said room.
- The **Travis Room (with three complementary 8' tables)** is available for rental by a **single vendor**. Additional table rentals are available for \$20.00 each and are separate from the individual cost of said room.
- The **Austin Room (with four complementary 8' tables)** is available for rental by a **single vendor or a maximum group of two vendors** desiring to share a room. Each applicant must enter all personal information required on the application and provide a signature. Additional table rentals are available for \$20.00 each and are separate from the individual cost of said room.
- The **Bowie Room (with five complementary 8' tables)** is available for rental by a **single vendor or a maximum group of two vendors** desiring to share a room. Each applicant must enter all personal information required on the application and provide a signature. Additional table rentals are available for \$20.00 each and are separate from the individual cost of said room.

10. An individual vendor and/or a maximum group of two vendors desiring to share a 20' x 10' booth or a room may rent only **one** space for the Show. An individual vendor or a group of vendors may not personally sublet space in a single-vendor 8' table space, a booth or a room. Houston Bead Society is the sole agent for rental of space.
11. Houston Bead Society reserves the right to limit those individual vendors selling their own personally handcrafted jewelry, exclusive of other merchandise, to the **8' table space**.
12. Houston Bead Society reserves the right to accept limited numbers of applications from individuals and/or partners who own and/or represent retail and/or wholesale bead-related businesses in an effort to avoid over representation of resources in all categories of the beading arts.
13. Houston Bead Society reserves the right to decline applications from any individuals and/or partners who own and/or represent Houston-area retail and/or wholesale bead-related businesses with dedicated storefronts, exclusive of those few Houston-area storefront businesses accepted as vendors as of 2009, in an effort to avoid over representation of local retail and/or wholesale resources.
14. An appropriate number of chairs will be provided free of charge for each space.
15. First-time applicants and former vendors who have not exhibited at The Annual Bead and Jewelry Show since 2009 will be juried and must submit the following: three photographs of merchandise which are representative of the types of items offered for sale and one photograph of booth display. The jury committee will not accept slides, e-mailed images, or visit Web sites to view merchandise. Photographs are not necessary for a 2010 vendor applicant unless said applicant has changed to or added a new type of merchandise never before offered at The Annual Bead and Jewelry Show.
16. First-time applicants and former vendors who have not exhibited at The Annual Bead and Jewelry Show since 2009 must submit a copy of their current Texas Sales and Use Tax Permit with their completed application. It is not necessary for a 2010 vendor applicant to submit a copy of the Permit with the 2011 application unless the business name has changed. **Vendors must display their Permits during the Show** and are solely responsible for collection and payment of sales taxes. (Permits are available free of charge by contacting the Texas Comptroller's Office at 800-252-5555).
17. All applicants who are required to submit a copy of their Texas Sales and Use Tax Permit must do so when the application is mailed in with the exception of an applicant who has applied for the Permit but has not received it prior to mailing the application and fees. A grace period of forty-five days from receipt of the application and fees will be extended by Houston Bead Society for the Permit to be provided. If an applicant is tentatively accepted as a vendor pending receipt of the Permit and does not adhere to this requirement, the application will be cancelled at the end of the forty-five-day period without a refund of fees already paid. If an application is submitted less than forty-five days prior to November 11, 2011, the Permit must accompany the application without exception.
18. All 2010 returning vendor applicants must mail their completed and signed applications, 100% of fees and any other required materials to Houston Bead Society postmarked no later than **April 30, 2011** to receive placement in or as close as possible to their 2010 space. **After April 30, 2011**, applications from 2010 vendors will be accepted for consideration on an available space basis.
19. If an application is declined by the jury committee, all fees and accompanying materials will be returned. If an accepted vendor cancels participation in the Show prior to **July 30, 2011**, a 50% refund of fees already paid will be issued within ten (10) days after the vendor cancellation. **After July 30, 2011**, no refunds will be issued to an accepted vendor who cancels participation in the Show for any reason whatsoever. Returned checks will be assessed a \$30.00 fee.
20. Categories of merchandise which may be sold include loose and temporarily strung beads; pendants; charms; a vendor's own lamp worked glass beads; a vendor's own personally hand crafted jewelry; a vendor's own fiber and/or paper arts

products incorporating the use of beads; a vendor's own personally designed and assembled kits with instructions and/or materials for making beaded jewelry or beaded decorative objects; a vendor's own personally handcrafted polymer clay objects; polymer clay supplies and tools; a vendor's own personally handcrafted metal clay objects; metal clay supplies and tools; authentic European lead crystal beads and components; precious metal and base metal beads, chains and findings which are appropriately labeled (i.e., "sterling silver," "vermeil," "14K gold," "10K gold," "copper," "brass," "nickel," etc.); authentic vintage and antique beads and jewelry; buttons; trade-related books; a vendor's own personally handcrafted or commercially made jewelry findings, supplies and tools of the trade; a vendor's own personally handcrafted bead-related objects aligned with wire working, metal working and gem and mineral interests; and commercially-made supplies and tools of the wire working, metal working and gem and mineral interests.

21. Categories of merchandise which may **not** be sold include all products made from endangered and/or illegal sources (i.e., rhinoceros horn; elephant ivory; kingfisher feathers; etc.); Chinese and/or Indian loose or temporarily strung lamp worked glass beads; non-European lead crystal beads; imported and/or domestic mass-produced jewelry and accessories; components specifically designed by a vendor but individually made and/or mass-produced by others under contract in a domestic and/or international locale (i.e., American-made lamp worked glass beads sent to another country or an American Possession/Protectorate by an artist for mass production); beads and/or jewelry produced by a vendor's extended family members, friends or employees; vendor-designed, bead-related objects contracted to a second party for individual and/or mass production by a third party; toys; non-trade-related plastic products and craft products or kits.
22. The minimum retail price of temporarily strung gemstones and pearls may not be lower than \$3.00 per strand.
23. **Consignment sales are not allowed.** Vendors may sell only that approved merchandise which is listed on said vendor's application and which is personally owned by said vendor. Houston Bead Society reserves the right to remove any vendor who is discovered to be selling merchandise owned by any other individual whose name and signature are not listed as a co-applicant on said vendor's application and/or whose acceptance into the Show has been declined for any reason whatsoever.
24. Vendors may choose to sell wholesale to individuals possessing a valid resale permit.
25. All merchandise must be clearly labeled with price indicators, either individually with tags or stickers and/or cards or signs. Vendors may post small unobtrusive signs in their spaces indicating that a "sale" or "show special" is in progress or that a percentage-off policy is in effect but must refrain from deliberate underselling of other vendors.
26. Each vendor space will be clearly marked by Houston Bead Society. The space size may not be altered in any way. All tables, display equipment and merchandise must remain **within** the appropriate space and must not extend into the aisle(s), nor extend into or obscure the view of an adjacent vendor's space.
27. All boxes, supplies, etc., must be stored out of sight. Table drapes must be made of fabric and may not be stapled to the tables. They must reach the floor on all sides viewed by the public and must be clean, in good condition and free of offensive odors.
28. Vendors are responsible for containing and disposing of trash during the Show.
29. Electricity is provided in all spaces. Vendors must provide their own UL-approved lamps and extension cords.
30. **Each** of the **single-vendor 8' table spaces** located in all areas of the Show is limited to a maximum of **500 watts** of electricity.
31. **Each** of the **two booth sizes (10' wide x 10' deep and 20' wide x 10' deep)** located in the Texas Ballroom and in the Sam Houston, San Jacinto, Austin and Bowie Rooms is limited to a maximum of **500 watts** of electricity.
32. The **Milam Room** and the **Travis Room** are **each** limited to a maximum of **800 watts** of electricity.

33. The **single vendor** or a **maximum group of two vendors** in the **Austin Room** is limited to a maximum of **1,000 watts** of electricity.
34. The **single vendor** or a **maximum group of two vendors** in the **Bowie Room** is limited to a maximum of **1,000 watts** of electricity.
35. Vendors must comply with electricity requirements. Vendors who do not cooperate and who cause other vendors to lose power may be asked to leave the Show and will not receive an application for the 2012 Show.
36. Vendors are requested to donate an item with a minimum retail value of \$20.00 to the Show fundraiser which supports the Houston Bead Society outreach projects and library.
37. Houston Bead Society reserves the right to be the sole agent to conduct any type of fundraiser, raffle, auction, or related distribution of specifically designated merchandise, either free or for a fee, during Show hours. However, vendors may invite Show visitors and/or customers to sign mailing lists or guest books.
38. In order to preserve the integrity of The H.E.S.S. Club, no signs of any kind may be posted on the inside or outside walls of the building with the exception of those posted by Houston Bead Society with the express permission of The H.E.S.S. Club management.
39. The H.E.S.S. Club is a smoke-free facility. No open flames are allowed. No weapons are allowed.
40. Vendors may not arrive earlier than the designated set up times on Thursday, November 10, 2011, and must depart The H.E.S.S. Club no later than 9:00 p.m. Thursday night.
41. Vendors are required to arrive during the appointed times each morning in order to prepare for the Show opening and are also required to be present during all Show hours or have a designated employee/helper present. Vendors and employees/helpers must wear identification badges during Show hours. Badges are not transferrable to individuals other than the person(s) to whom they are issued.
42. Vendors and their employees/helpers must park in specifically designated areas of the parking lot and garage.
43. Vendors and their employees/helpers are required to adhere to reasonable standards of courteous behavior and may not disturb the progress of the Show with inappropriate comments, gestures or signs.
44. Vendor merchandise may not be shipped to The H.E.S.S. Club prior to the Show due to lack of storage capability. Vendors renting the Milam, Travis, Austin or Bowie Rooms may not effect early set up of merchandise on Thursday, November 10 without prior written consent of the Show Chair.
45. Houston Bead Society will provide security during Show hours. The building will be locked at night with security patrols monitoring the exterior on a timed schedule to be decided upon by the property management company. The responsibilities for a vendor's merchandise, and/or display equipment, and/or personal possessions, and/or his or her person lie solely with the vendor.
46. All questions and/or comments regarding the Show shall be directed to Shirley Nowlin, Show Chair, at 713-294-9886 or [snowlin@yahoo.com](mailto:snowlin@yahoo.com) or to Diane Mayes, President of Houston Bead Society, at [dimayes@aol.com](mailto:dimayes@aol.com). Vendors may **not** contact The H.E.S.S. Club personnel directly unless there is an emergency reason to do so during the progress of the Show.
47. A vendor's signed application is considered an acceptance of the Terms and Rules of The Annual Bead and Jewelry Show. Houston Bead Society reserves the right to remove any vendor who refuses to comply with said Terms and Rules.



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The H.E.S.S. Club Houston, Texas

- If additional space is required to list 2 applicants for a room or a 20'x10' booth, use reverse side.
- All applicants are required to provide a signature in the appropriate space on this form.
- If a label is adhered below, it must contain all required information.
- Please print clearly, especially e-mail address, as this is the preferred method of contact.

Business Name: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City and State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone Number(s): Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

Merchandise Description: \_\_\_\_\_  
 \_\_\_\_\_

Space Descriptions: (Limit of 1 space per vendor or group of 2 *)	Fee	Amounts
8' Table Space (single vendor only, table included - do NOT order a table)	\$275.00	
10' Wide x 10' Deep Booth (single vendor only, 1 - 8' table included)	\$500.00	
20' Wide x 10' Deep Booth * (two-vendor max, 2 - 8' tables included)	\$975.00	
Milam Room	15' wide x 15' deep	3 - 8' tables included \$1,000.00
Travis Room	15' wide x 15' deep	3 - 8' tables included \$1,000.00
Austin Room*	24' wide x 26' deep	4 - 8' tables included \$2,000.00
Bowie Room *	34' wide x 26' deep	5 - 8' tables included \$2,300.00
Table rentals are available for booths or rooms requiring more than the complementary tables listed. Fee is per table. Refer to information marked with ** below this section before ordering tables. 8' & 6' available - specify sizes and quantities: 8' _____ 6' _____		\$20.00 ea.
ELECTRICITY & 2 CHAIRS PER SPACE ARE COMPLEMENTARY		Total Due>>>

\*\* Consider how many tables will fit *within* perimeter of space selected and still leave room for standing/sitting and entrance/exit without extending into an adjacent space or aisle. Please order exact quantities now keeping in mind any complementary tables which may apply. Extras will not be available at the Show. Refunds will not be given due to a vendor ordering too many tables for the space rented. Contact Show Chair at 713-294-9886 with any questions.

I certify that I have read, understand, and agree to abide by the stated Terms and Rules of The Annual Bead and Jewelry Show. I agree to hold harmless Houston Bead Society, The H.E.S.S. Club, their agents, their representatives, their employees, their associated individuals, and third parties not associated therein, in the event of loss and/or damage of any kind, including natural disaster and/or intentional acts, to all or part of my merchandise, and/or my display, and/or my person, and/or my personal possessions.

Signature/Date: \_\_\_\_\_ Signature/Date: \_\_\_\_\_

Return the following:	Do not e-mail application! >>>>	Mail via USPS, UPS, etc. to:
1. Completed and signed application form		
2. Copy of current Texas Sales and Use Tax Permit (not necessary for applicants who were 2010 vendors unless business name has changed)		Houston Bead Society c/o Shirley Nowlin 2409 Perthuis Drive La Marque, TX 77568
3. Three photos of merchandise/one photo of booth display (first-time applicants only <u>or</u> a change to a new type of merchandise for an applicant who was a 2010 vendor)		
4. All fees in the form of a check or money order payable to Houston Bead Society. Credit or debit cards are not accepted.		Contact Shirley @ 713-294-9886 or slnowlin@yahoo.com
<b>Note: All required materials must be included or application will be returned unprocessed.</b>		