

THE MILWAUKEE BEAD SHOW

SPONSORED BY KNOT JUST BEADS®

November 19, 2009

Dear Exhibitor,

Knot Just Beads® will be sponsoring a Fall Milwaukee Bead Sale on Sunday October 3, 2010 from 10:00 am till 4:00 pm. We will once again be at The Wyndham, (formally The Four Points Sheraton) in the Grand Ballroom, located at 4747 South Howell avenue. The Wyndham is conveniently located directly across from Mitchell International airport. They have 24 hour complimentary airport transportation, award winning restaurants, heated indoor pool and a fitness center.

PLEASE CAREFULLY READ THE ENCLOSED CONTRACT.

Enclosed is a contract regarding the show and an application form. Please take a moment to carefully read the information sheet. Admission to the show will be \$2.00. Tables are 8ft. uncovered and have 1 chair. Table spaces will be filled on a first come basis. Table fees are \$165.00 each and include 300 watts of electrical. Additional electrical is available at a rate of \$25.00 per 300 watts. THERE IS A HEIGHT RESTRICTION AT THIS VENUE PLEASE SEE CONTRACT FOR DIMENSIONS. Contracts are payable by Master card or Visa, ONLY. We are no longer able to accept paper checks. We recommend that in order to reserve your space you send your application as soon as possible. Please retain a copy of your application, you will receive a copy of your credit card slip along with a confirmation showing how many tables you have reserved.

The Wyndham will once again set up a concession area just outside the exhibit hall so customers (and vendors) won't need to leave the area to purchase lunch. They will be serving a variety of items for lunch as well as beverages. For further information or questions please call Kim or Rob at (414) 771-8360, Thurs. 10-6, Fri. & Sat. 10-5, or Sunday 11-4. Knot Just Beads, 4309 So. 76th Street., Greenfield, Wi, 53220. Hope to see you at the show.

Sincerely,

Kim & Rob

Directions:

FROM CHICAGO: Take I-94 north to Milwaukee - exit #318 (airport). Take the Howell Avenue Exit off of exit #318. Turn left onto Howell Avenue. Drive approximately 3/4 of a mile to the Wyndham Hotel, which will be on your left.

FROM NORTHEAST MILWAUKEE: Take I-43 south. Follow the Chicago exit (I-94 south). Exit #318 (airport). Take the Howell Avenue exit off of exit #318. Turn left onto Howell Avenue. Drive approximately 3/4 of a mile to the Wyndham Hotel, which will be on your left.

FROM NORTHWEST MILWAUKEE: Take I-45 south (zoo freeway) to I-894 east (airport freeway). Follow Chicago/Airport directions to exit #318 (airport). Take Howell Avenue exit off of exit #318. Turn left onto Howell Avenue. Drive approximately 3/4 of a mile to the Wyndham Hotel, which will be on your left.

FROM MADISON: Take I-94 to Milwaukee. Follow Chicago/Airport directions to exit #318 (airport). Take Howell Avenue exit off of exit #318. Turn left onto Howell Avenue. Drive approximately 3/4 of a mile to the Wyndham Hotel, which will be on your left.

THE MILWAUKEE BEAD SHOW

Exhibitor Contract

EVENT:

The Milwaukee Bead Show, Sunday Oct. 3, 2010.

LOCATION:

The Wyndham, Grand Ballroom, 4747 South Howell Ave.
Milwaukee, WI 53207

FEE:

\$165.00 per 8ft.table per exhibitor, includes 300 watts of electricity. (we will be double checking so make sure you have requested enough electricity) IF YOU REQUIRE MORE ELECTRICITY PLEASE SEE BELOW. Each exhibitor must solely complete his/her own application, sharing of tables will not be permitted.

WHO CAN EXHIBIT:

Any vendor that sells bead related merchandise and products can exhibit. Knot Just Beads® will have sole authority to select vendors based on product diversity within the show. All vendors are expected to conduct themselves in a professional manner. All merchandise offered for sale must be clearly displayed on tables. All items for sale must consist of beads or bead related items and must match the merchandise that was listed on the original application. Any merchandise not in compliance must be removed by the exhibitor at the request of Knot Just Beads®. All other property must be neatly stored under tables. The Exhibitor is solely responsible for loss or theft of merchandise and/or display items.

DEADLINE:

September 12, 2010 or until show is filled. Vendor space will be filled on a first come basis.

TIMES:

The show will open to the public at 10:00 am and run through 4:00 pm.

(Please note the times) Please respect us and our staff by NOT ARRIVING TO SET UP UNTIL 8:00 AM. Any vendor violating this part of the contract will forfeit their show fee and table space. Exhibitor set up time is from 8:00 am to 9:45 am Any vendor space not claimed by 9:30 am will not be held open. Take down is from 4:00 pm to 6:00 pm. All exhibitors **MUST** remain set up until 4:00 pm. PLEASE UNLOAD TO HALL THROUGH THE DOORS MARKED "VENDOR ENTRANCE" THEY ARE LOCATED AT THE SOUTH END OF THE GRAND BALLROOM.

EXHIBIT SPACE:

All Exhibitor tables are furnished by Knot Just Beads® and are 8' x 30". They include 1 chair per table. Exhibitor must provide table covers. Additional tables may NOT be added by the vendor.

ALL VENDOR DISPLAYS MUST BE NO TALLER THAN 6.5 FEET (6 FEET 6 INCHES OR A TOTAL OF 78 INCHES) FROM THE FLOOR.

ELECTRICITY:

300 watts of electricity is included with each table fee. (So if you have reserved 3 tables, you have access to 900 watts of electricity.) Additional electrical is \$25.00 per 300 watts. Electrical is per vendor and there is no splitting or sharing of electrical. Exhibitors must provide power strips and extension cords. All cords must be duct taped, no exposed extension cords will be permitted. Vendors must submit electrical fees with their applications or they will not have electricity. The hotel will not be making any electrical adjustments on the day of the show.

SHIPPING AND RECEIVING:

The Wyndham will accept shipment of boxes three (3) days prior to show date. The Hotel will provide storage and assistance in movement of material at a rate of \$4.00 per parcel in and out charge. Parcels, however, cannot exceed sixty(60) pounds. The Hotel will refuse anything in excess of sixty (60) pounds. Exhibitor must label all parcels with function name and function date. (ie: The Milwaukee Bead Show, Date: Sunday Oct. 4th). In order for the Wyndham to assist in shipping parcels back after the function, exhibitors must label parcels and contact the carrier of their choice for pick up. The hotel will store for three (3) days only. The Hotel will not accept COD deliveries nor add any carrier fees to guestroom charges. Any parcels left after three (3) days of function will be destroyed.

SALES TAX:

All retail sales are subject to sales tax and each exhibitor is solely responsible for collecting and remitting this tax. Sales tax at this location is 5.6%. If you need a Wisconsin Sellers permit contact the Wisconsin Department of Revenue at <http://www.dor.state.wi.us/forms/sales/index.html>. Forms as well as online registration is available at this web address. A list of all vendors will be submitted to the Wisconsin Department of Revenue.

FOOD/SMOKING:

Exhibitors are NOT permitted to bring FOOD OR BEVERAGES of their own into the hall. All food and beverage must be purchased through the Hotel. The Hotel reserves the right to affix penalties and/or corkage on any food or beverage brought into the premises. There will be no smoking permitted in the building.

CANCELLATION:

If the exhibitor cancels, you will be issued a refund of 50%, only if the reserved space can be re-sold by Knot Just Beads® to another exhibitor prior to Sept. 26, 2010. Any cancellation after Sept. 26, 2010 will result in a complete forfeit of fees. You may not sell your table in part or in whole to any other vendor. No changes will be made on October 3, 2010. If Knot Just Beads® cancels the show a full refund will be issued to all exhibitors.

MILWAUKEE'S FALL BEAD SALE

OCTOBER 3, 2010

Exhibitor Application

Name: _____

Business Name: _____

Address: _____

City, State, and Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

Description of Items for sale: _____

Tables & Electricity:

Tables # _____ x \$165.00 = _____

Electricity # _____ x \$25.00 per additional 300 watts = _____

Grand TOTAL \$ _____

Master card/Visa #: _____ Exp. date _____

security code(last 3 digits in the signature box) _____

Billing Name, address, and zip code for CC: _____

Number of Show postcards you wish to receive: _____

SIGNED: _____ DATE: _____

Please complete, sign, and return this form via mail or fax to:

Knot Just Beads® phone:(414) 771-8360 fax: (414) 771-8363
4309 So. 76th Street
Greenfield, WI 53220