

# 2012 Spring Suburban Bead Encounter

Sponsored by Bella Venetian Beads

Dear Exhibitor,

Bella Venetian Beads is sponsoring the 4<sup>th</sup> Annual Spring Suburban Bead Encounter. The show is scheduled for Sunday, April 22, 2012 from 10:00am to 4:00pm in the Grand Ballroom at the Hilton Lisle/Naperville in Lisle, IL. The Hilton is located directly off interstate I-88 with easy access on and off the tollway, plenty of free parking, and easy unloading and loading.

The main objective for the show is to create a personal environment where both vendors and customers benefit. The show is primarily a retail BEAD show (wholesale programs are acceptable) and exhibitors will be selected on the basis of their industry reputation and quality of product. No mass produced jewelry lines will be accepted, however, jewelry designers are welcomed with the understanding the show is geared toward the selling of beads.

In order to help make this show a success, ads will run in Simply Beads e-newsletter, Chicagoland Daily Herald Newspaper, Chicago Tribune, and the Bead Society of Greater Chicago newsletter. In addition, post cards are also available to vendors to use to notify customers. Admission is \$5 per person, with a \$1 off given those presenting the post card or ad at the door.

I hope you will decide to join us and help make the show the best it can be. Attached are the show application and credit card forms. If you have any questions, please call me at (630) 305-8232.

Sincerely,

Kathy  
Bella Venetian Beads  
Suburban Bead Encounter

# 2012 Spring Suburban Bead Encounter

Sunday, April 22, 2012  
10:00am to 4:00pm  
Hilton Lisle/Naperville  
3003 Corporate West Drive  
Lisle, IL 60532

## **Vendor Information**

### **Eligible Vendors:**

Any retail vendor that sells bead related merchandise and products may exhibit. Suburban Bead Encounter has sole authority to select vendors based upon merchandise that will provide the best product mix for the show. All merchandise must be marked retail and displayed merchandise must match description on application. Any merchandise not in compliance with the application must be removed.

### **Show Fee:**

\$215 per 8' x 30" table - sharing tables is not allowed. Electricity is \$30.00 per 500 watts with a maximum of two plugged in items. Electricity requests must be submitted with the show application or no electricity will be available. Vendors are responsible for additional extension cords, power strips, and lights.

### **Application Deadline:**

Vendor space will be filled on a first come basis based upon product offering. Applications must include payment in full to be considered for space allocation. Suburban Bead Encounter reserves the right to make changes to the floor plan when deemed necessary.

### **Show Times:**

The show will open at 10:00am and close at 4:00pm. Vendor set up is from 7:15am to 9:45am. Any vendor table not occupied by 9:00am will be forfeited, including all fees associated. Tear down begins at 4:00pm and vendors are required to remain set up until 4:00pm.

### **Exhibit Space:**

All exhibitor tables are furnished by Suburban Bead Encounter and are non-skirted 8' x 30" tables. Please indicate whether 1 or 2 chairs are needed on the payment form. Each exhibitor must provide own table covers, which should drape close to the floor. Grids are permitted as long as they do not interfere with other tables or extend beyond allotted table space.

### **Payments and Cancellations:**

All applications must be accompanied with full payment for tables and, if needed, electricity. Applications will not be considered until payment has been received in full. Any vendor not accepted into the show will not be charged and will be notified. Any vendor that cancels the show contract will forfeit all show fees paid.

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## **Shipping and Receiving:**

The Hilton Lisle/Naperville will accept shipment of boxes on Friday, April 20, 2012, for storage until the show. All outbound shipments must be picked up Monday, April 23, 2012. Vendors must contact carrier of their choice to make pick up arrangement. The hotel will not accept COD deliveries. Packages must be labeled as follows:

Hilton Lisle/Naperville  
Attention: Catering Manager  
3003 Corporate West Drive  
Lisle, IL 60532

Event: Suburban Bead Encounter, Sunday, April 22, 2012

## **Parking and Set Up**

There is plenty of free parking around the Hilton. Vendors should load and unload at the entrance with the green Allgauer's awning – which is the closest door to the ballroom.

## **Food and Beverages**

The Hilton Lisle/Naperville has a full service café and lounge, which means no outside food is permitted. Hilton staff will be available to take lunch orders and deliver them to your booth if you are interested. Vendors are responsible for food payment.

## **Sales Tax:**

Each vendor will receive a special event tax payment coupon from the Illinois Department of Revenue field compliance division. Each vendor is responsible for collecting sales tax and reporting it to the Illinois Department of Revenue within 10 days of the show. The sales tax rate for Lisle, IL is **7.25%** and Lisle is in DuPage County. For questions regarding Illinois taxes, please contact **1-800-732-8866** or visit the following web site to register your business: <http://tax.illinois.gov/Businesses/index.htm>

## **Hotel Room Reservations:**

A block of rooms is reserved at the Hilton Lisle/Naperville for Suburban Bead Encounter vendors. The room rate is \$99 plus tax. For reservations call (630) 505-0900 or 1-800-HILTONS.

**Release Statement:** Exhibitors have read and understand the above conditions set forth. Suburban Bead Encounter and the Hilton Lisle/Naperville are not responsible for any theft, loss or damages that may occur while at the show and shall not be held liable for any loss or damages due to weather conditions, accidents, acts of God, electrical or mechanical malfunctions, reduced attendance or any other cause. Should the show be cancelled due to acts of nature or war, Suburban Bead Encounter is not liable for monies already expended for show promotion. Vendors causing any damage to the Hilton property during the course of setup, the show, or tear down will be deemed solely responsible and liable for full payment to the Hilton to repair any and all damages caused.

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## Vendor Application

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Email\*: \_\_\_\_\_

*\*must have email for future communications*

Website: \_\_\_\_\_

Products Sold: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I have read the Vendor Information and agree to abide by the terms there in. I declare that I WILL NOT hold Suburban Bead Encounter or The Hilton Lisle/Naperville responsible for any loss or damage to any part of my exhibit or for personal injury. I understand that I am responsible for my property during the show and the abovementioned cannot be held responsible for any loss, damage, or injury incurred as a result of participating in the show. Vendors shall be responsible for obtaining adequate insurance coverage if desired.*

Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Suburban Bead Encounter: \_\_\_\_\_ Date: \_\_\_\_\_

**Please fax this agreement with Payment Form to  
Suburban Bead Encounter at (630) 416-2345 or mail to  
Kathy Fox, 424 Fort Hill Drive, Suite 102, Naperville, IL 60540.**

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## Vendor Payment Form

Company Name: \_\_\_\_\_

Number of tables: \_\_\_\_\_ x \$215.00 = \_\_\_\_\_

Electricity (per 500 watts): \_\_\_\_\_ x \$30.00 = \_\_\_\_\_

Phone Line: \$40.00 = \_\_\_\_\_

Total Amount Due: \_\_\_\_\_

Number of Chairs Requested: 1 or 2

Show Postcards: Yes or No

Special Requests: \_\_\_\_\_

## Credit Card Information – Visa or MasterCard Accepted

Name on Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Billing Address of Credit Card: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*I authorize Suburban Bead Encounter to charge my credit card for the above total due and understand the payment is non-refundable.*

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please fax this agreement with Vendor Application to Suburban Bead Encounter at (630) 416-2345 or make checks payable to *Bella Venetian Beads* and mail to: Kathy Fox, 424 Fort Hill Drive, Suite 102, Naperville, IL 60540.**