

BEAD ARTS GALA GUIDELINES FOR EXHIBITORS

May, 2010

DATE and TIME: The Museum show will be held on Saturday and Sunday, October 16 - 17, 2010. The doors are open to the public from 10:00am – 6:00pm on Saturday and 12:00pm – 5:00pm on Sunday. Admission is free. You may set up your table starting at 7:00pm on Friday, October 15, or anytime the morning of Saturday, October 16. **YOU MUST BE SET UP AND READY BY 10:00AM ON SATURDAY AND 12:00PM ON SUNDAY:** You can stay as long as you like on Friday and come as early as you like on Saturday to set up as the Museum has 24 hour security guards!

TABLE SPACE: Tables are either 2' x 6' or 2' x 8' and come with a skirt and table cover. They will be set up and taken down by Alaska Event Services. Space is very limited, so vendors are asked to keep their displays restricted to their table top only; no additional floor displays or tables. You may share your table with a friend(s); split the table fee accordingly. All vendors must be Alaska Bead Society members.

ITEMS FOR SALE: The Museum Show is for beads and beaded items only. A “beaded item” is jewelry, handmade beads, or an item that is predominantly beaded – such as a picture frame or stuffed animal that is heavily beaded. In other words, when you see the picture frame the first thought should be – Wow, look at the beads! “Beaded item” also extends to artwork, such as dichoric glass and polymer clay items, that are made by the Alaska Bead Society vendor and included for sale along with beads made in that medium. So, polymer clay beads are sold alongside polymer clay pins – made by the vendor. Commercially made beads are welcome. Please take note of the following restrictions:

- No imported finished products.
- No ivory is to be sold by a non-Native unless there is paperwork authorizing the sale of fossilized ivory.
- African Trade beads are O.K. to sell. No Alaskan Trade beads, however.

Our goal is to maintain the integrity of the Alaska Bead Society Museum Show by featuring the incredible talents of our members. If items on your table do not fit the above criteria, you will be asked to remove them.

PARKING: Underground parking is available at the Museum for \$1.00/hour Friday, and \$4.00/day on the weekends, payable in the garage in the metal slot bank near the door.

LIGHTING: Bring your own lights, extension cord, and power strip. Lighting in the Museum is notoriously dim. Exhibitors situated around the fountain in the atrium will not have power for lights, however – but the atrium bank of lights over the fountain are quite bright.

FIRE EXTINGUISHER: Every vendor must have a fire extinguisher tagged within the last year. A safety supply company can inspect and tag your fire extinguisher for you. They must be either a 3lb or 5lb ABC model extinguishers.

MUSEUM COMMISSION: The Museum will get a 25% commission from each exhibitor -- 25% of your total sales. Another thing to remember is that Museum Members get 10% off sales at your table. They will have a card to show you or will either verbally tell you they are a member. This 10% off is not in addition to the 25% commission to the Museum. We will be handing out formula sheets the day of the show to help you calculate your total percentage. Each vendor is responsible for handling their own money, sales, etc. We will collect your 25% fee to the Museum on Sunday immediately after the show ends. Please have your money ready BEFORE you break your table down to go home. You can either write out a check to the Anchorage Museum of History and Art, or give cash.

REFUNDS: There will be no refunds for table fees except at the discretion of the Board; and then the refund will not exceed 50%.

PARTICIPATION: Please plan on staying for the entire two days. If you sell out of inventory it is expected that you will bring a beaded project to work on or otherwise participate at your table in a bead-related manner. **Each vendor is required to volunteer one hour during the show at either an exhibit table or as a greeter.** Sign-up for your hour is at the May registration. Each vendor is responsible for providing coverage of their table during their volunteer hour. **If you do not show up for your allotted hour nor send a replacement you will not be invited back to the BAG show the following year.** Your Table Captain will be reminding you of your commitment prior to the show.

DON'T FORGET! SUPPLIES TO BRING:

- Calculator, cash box, change, credit card machine and supplies (if applicable)
- Fire extinguisher
- If you plan on demonstrating lampworking bring your own glass, rods, glasses, tools, and striker
- Lighting system, plus extension cord and power strip
- Someone to spell you at your table during your one-hour volunteering gig