

# BEAD FEST

## Oaks, PA 2018 - Exhibitor Information

**Exhibitor Move-In:** Thursday, 10 AM – 9 PM

**Show Hours:** Friday, 10 AM – 6 PM (The hall will open for exhibitors at 7:30 AM)  
Saturday, 10 AM – 6 PM (The hall will be open for exhibitors at 8 AM)  
Sunday, 10 AM – 4 PM (The hall will be open for exhibitors at 8:30 AM)

**Tear Down:** Sunday, 4 PM – 8 PM

Welcome to **Bead Fest Philadelphia 2018!**

To make sure your move-in goes smoothly, please note a few items. GES and the Greater Philadelphia Expo staffs are available on the show floor to help with all your last minute needs. Our show staff will also be on the floor to help however we can.

Security is provided, and is visible on the floor during show hours. However, we ask for your cooperation in making this a safe and productive show. Staff your booth at all times and take precautions with your valuables. If you are suspicious of any people or situations, please report them to security or show staff immediately.

### **NEW in 2018:**

- No tables are provided in your booth (except in the Artisan area). Please bring tables, buy tables locally or rent tables from the decorator (GES).
- **Vendor Door Prizes:** Please bring something to contribute to the daily prize drawings. Your prizes will be displayed with your booth name and number in a high-profile feature near the entrance to the Marketplace. This is great visibility as attendees will pass the area multiple times per day.

Bring up to three Door Prize items (one for each day) which represent the style of your booth. Drop them off at the Exhibitor Check-in desk anytime on set-up day, or with the Prize Patrol coming by your booth late afternoon of set-up day. Don't miss this special opportunity to stand out.

### Reminders and General Rules

- All products must be marked clearly and accurately. Bead Fest has zero tolerance for unscrupulous business practices. Violators will be expelled from all future events.
- Do not break down or close your booth early. Dismantling of your booth or packing of products prior to the scheduled closing of the show will result in a \$250.00 penalty fee and expulsion from future events.
- Wholesale transactions are to be conducted only with qualified buyers showing you proper tax resale licenses. Exhibitors are not allowed to sell wholesale to the general public. You must verify wholesale status of customers or adhere to retail pricing. Violations result in removal from show without refund.
- Please have receipts available for attendees who purchase from you.
- You must collect sales tax. Remember **PA Sales Tax is 6%**.
- You must wear your name badge at all times. **Please email all names needed for your Name Badges to Liz ([liz.fredrick@fwmedia.com](mailto:liz.fredrick@fwmedia.com)) by July 31st.**
- **Please park on the far side of the building to save the best spaces for our attendees.**

Have a great show,

*The Bead Fest Team*

**Mark Ingraham's cell # 440-263-6869**