

2017 BEAD ARTS GALA GUIDELINES FOR EXHIBITORS

PREREQUISITES: To participate as an exhibitor at the Alaska Bead Society's ("ABS") Bead Arts Gala ("Gala"), an exhibitor is required to:

- (1) be an ABS Member for the 2017-2018 season, not including guest artists/guilds invited by the ABS;
- (2) complete the 2017 Bead Arts Gala Registration form and pay the required fee by the deadline; and
- (3) concurrently sign up to volunteer one hour of time to host an ABS-sponsored table at the Gala.

REGISTRATION DEADLINE: The Bead Arts Gala Registration form and fee must be submitted to the Alaska Bead Society ("ABS") no later than September 19, 2017 for consideration as a Gala exhibitor. Registration forms may be submitted to:

1. In person at the May 16, 2017 Member Meeting
2. Online at www.akbeadsociety.org .
3. For registration questions, help or problems: akbeadsociety@gci.net Subject line: Gala 2017

TABLE FEES: Full Table Fee \$60; Half Table Fee \$30

REFUNDS: There will be no refunds for table fees under any circumstances.

TABLE ASSIGNMENTS: Table assignments will begin at the May 16, 2017 member meeting.

TRANSFER OF TABLE SPACE AND FEE: In the event an exhibitor is unable to attend the Gala, he or she may designate another ABS Member to take his or her place, as long as the requirements in these Guidelines are met and the transfer is approved by the ABS President.

DATE AND TIME: The Gala will be held on Saturday and Sunday, October 14-15, 2017 at the Anchorage Museum at 625 C Street in Anchorage. The doors will open to the public from 10:00 am – 6:00 pm on Saturday, and 12:00 pm – 5:00 pm on Sunday. Admission to the museum is free for patrons.

Promotional post cards will be provided by the museum, and will be available to ABS members approximately one month before the Gala.

SET UP: You may set up your table starting at 6:00pm on Friday, October 13, or anytime the morning of Saturday, October 14. **YOU MUST BE SET UP AND READY BY 10:00 AM ON SATURDAY AND 12:00 PM ON SUNDAY.** You can stay as long as you like on Friday, and come as early as you like on Saturday to set up. (The Museum has 24-hour security guards to open the door for you at the 7th Avenue entrance.)

PARKING: Parking fee waivers in the museum's parking garage is NOT available at this time. However, you may park in the museum parking garage and pay the required fee. Additional parking is available on nearby streets.

TABLE SPACE: Your table location will be as close as possible to the location that you selected. Some tables may be adjusted due to museum displays, vendor attendance, or by fire marshal request. You may share your table with another ABS Member and split the table fee accordingly.

Tables are rented from Alaska Event Services by ABS, and are either 2 x 6 feet or 2 x 8 feet. A table skirt and cover will also be provided. Tables will be set up and taken down by the event services personnel.

Vendors must keep their displays restricted to their table top only; additional floor displays or tables (including use of museum tables), and rugs on the floor are **NOT** allowed. Dress forms or signs must be on the table. Tables may not be raised, but a platform may be put on top of the table to elevate items. Any displays that are not on top of the table will need to be removed.

FIRE EXTINGUISHER: Every exhibitor is required to have a fire extinguisher, either a 3lb or 5lb ABC model, that is tagged within the last year, and kept at their table. A safety supply company can inspect and tag your fire extinguisher for you.

ITEMS FOR SALE: The Gala 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 a 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 ABS member and included for sale along with beads made in that medium. 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-Alaska Native unless there is paperwork authorizing the sale of fossilized ivory.
- No Alaskan Trade Beads may be sold, however, African Trade Beads are acceptable to sell.

Our goal is to maintain the integrity of the Gala by featuring the incredible talents of ABS Members. If items on your table do not fit the above criteria, you will be asked to remove them.

LIGHTING: The museum has recently renovated its atrium, and this year’s Gala will be the first year in the renovated space. In prior years, lighting was dim. It is recommended that you bring lights to enhance the visibility of your items on display. In the event electrical outlets are available for exhibitors, you must bring your own lights, extension cord, and power strip.

PARTICIPATION: Please plan on staying at the Gala for the entire event. 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.

VOLUNTEER HOUR: Each exhibitor is required to volunteer one hour of their time during the Gala. To stimulate a wide-range of interest, ABS sponsors several tables at the Gala such as the Make It, Take It table, the Beads of Courage table, and an ABS table for general information and new memberships.

Please note that if you do not show up for your volunteer hour nor send a replacement, or follow the Gala guidelines, you will not be invited to the Bead Arts Gala show the following year.

Each vendor is responsible for providing coverage of their table during their volunteer hour.

Sign-up for your volunteer hour at the May member meeting or contact Penny Fairbanks at pennylfairbanks@gmail.com.

SALES TO MUSEUM MEMBERS: Museum members receive 10% off sales at your table. Members will present a membership card or will verbally tell you they are a member. The 10% discount is NOT in addition to the 25% commission paid to the Museum as described below.

MUSEUM COMMISSION: The Museum will receive a 25% commission from all sales from each exhibitor. A sheet will be provided to you to help you calculate the Museum's commission. Each exhibitor is responsible for handling their own money, sales, etc. A designated ABS member will collect your 25% commission for the Museum immediately after the show ends on October 15. Please have your museum payment ready BEFORE you break your table. You may pay with cash or by check made payable to Anchorage Museum.

DON'T FORGET! SUPPLIES TO BRING:

- Fire extinguisher – 3 lb or 5 lb ABC model and tagged within the last year
- Lighting, extension cord, and power strip
- Calculator
- Cash box
- Change
- Credit card reader
- Paper receipt book for cash transactions
- Business cards
- Checkbook or cash (for 25% commission to Museum)

For questions about the guidelines, please contact Carol Jones at firebeardesigns@aol.com.

Alaska Bead Society
P.O. Box 242972
Anchorage, Alaska 99524
www.akbeadsociety.org
akbeadsociety@gci.net