



# 17th Tucson Show

*Established 1994*



## Ballroom Memo

PO Box 1100  
Nevada City CA 95959  
(530) 265-2544  
(530) 265-2776 fax

### Show Where/When

The Windmill Inn • 4250 North Campbell Avenue, Tucson, AZ 85718 • (520) 577-0007  
February 3 - 8, 2010 • Daily 10am - 6pm, Friday 10am - 9pm

### Setup Time

Tuesday, February 2<sup>nd</sup> from 2pm - 7pm & Wednesday, February 3<sup>rd</sup> from 8am to opening (10am). **If you haven't checked into your booth space by February 3<sup>rd</sup> at 9am, it may be reassigned with no refund given.**

### Shipping Information

Shipped boxes must arrive **NO EARLIER** than Friday, January 29<sup>th</sup>.

**If boxes arrive before this date you will be charged a holding fee of \$10 per box, per day, by the Windmill Inn.**

### SAMPLE LABEL:

*Merchant's Name & Suite Number*  
The Whole Bead Show  
Feb 3 - 8, 2010  
c/o The Windmill Inn  
4250 North Campbell Avenue  
Tucson, AZ 85718

### Electricity

Maximum electrical usage is 300 watts per booth. We reserve the right to check wattage use. If we are having electrical problems, you may be asked to turn off your lights until further notice.

### Booth Size & Additional Tables

All full booths have one 8'x30" and one 8'x18" table. Room is very tight at this show so please be considerate of your neighbors and do not invade their space. Booth space cannot accommodate extra tables—you may only use your assigned tables. **No additional tables are available, and please do not bring your own extra tables or plywood separators. NO EXCEPTIONS. Booth display CANNOT include racks or other items if they will obstruct view of show.**

### Linens

Table linens can be rented for \$10.00 each from the Windmill Inn and must be returned to the sales office upon your departure. Sheets are available from the Windmill Inn for \$5.00 each and are yours to keep.

### Signs

One poster/banner per booth—may be a maximum size of 432 square inches (18" x 24" or other proportion within allotted measurement). Four merchandise price signs per booth—must be 64 square inches or less (these are signs with words such as "wholesale to the public," "50% off," "sale," etc.).

### Sales Tax

8.1%. An Arizona Internal Revenue Representative may locate you at the show to get your tax information. If you are not contacted by them you can phone (800) 352-4090 or look online at [www.revenue.state.az.us/](http://www.revenue.state.az.us/).

### Room Cancellations or Changes

Please contact Janelle Holyoak in the sales department with any cancellations or changes: (520) 577-0007