



17th Tucson Show

Established 1994



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

Suite Memo

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

Setup MUST be completed by Wednesday, February 3rd at 10am (opening). **If you haven't checked into your suite by 11pm on February 2nd, it may be reassigned with no refund given.**

Shipping Information

Shipped boxes must arrive NO EARLIER than Friday, January 29th.

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

Suite Specifications & Additional Tables

Total suite size is approximately 500 sq. ft. with ONE 8'x30" & TWO 8'x18" tables. Housekeeping is provided between 7:30AM to 9:30AM unless other arrangements are made with the Windmill Inn by 4:00PM the day before. The Windmill Inn has a \$100 refundable cleaning deposit, and no furniture may be removed from your suite. **The Windmill Inn must be notified of any extra tables needed by January 22nd @ 5pm.** Extra tables can be ordered for an additional cost: 6'x30" tables are \$250 for the entire show, 8'x18" tables are \$300 for the entire show, and 8'x30" tables are \$350 for the entire show. Please contact Janelle Holyoak in the sales department with any questions: (520) 577-0007.

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.

Display Cases

There is no show display case this year, but you may rent your own for your suite from S & J Starr (520) 882-8750.

Hallway Policy

The hallways must be clear, and nothing may be displayed beyond the threshold of your suite. **NO SIGNS, NO MERCHANDISE, NO CHAIRS, NO CONDUCTING BUSINESS, NADA, NOTHING! (Up to discretion of Management).**

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/.

Room Cancellations or Changes

Please contact Janelle Holyoak in the sales department with any cancellations or changes: (520) 577-0077.