



Established 1994

PO Box 1100  
Nevada City CA 95959  
(530) 265-2725 talk/text  
(530) 432-3801 fax

Denver Bead Renaissance 2018 Exhibitor Show Memo  
September 13-16, 2018  
Denver Mart – Plaza

**Is your company name and product listed correctly online?**

Check the [show page](#) to see if you are listed correctly. Click [here](#) to access a form to update your information. This really important so customers know where to shop for which items at the show.

**Load-in and setup/show hours**

Load-in and setup time is 12pm to 7pm, Wednesday, September 12

Show Hours:

Thursday 10am-6pm (merchants are allowed in at 9am and must be out by 6:30pm)

Friday & Saturday 10am-6pm (merchants are allowed in at 9:30am and must be out by 6:30pm)

Sunday 11am-4pm (merchants are allowed in at 10:30am and must be out by 8pm)

**[Are you shipping to the Denver Mart?](#)**

Mart Dock Staff will deliver all freight to the building and booth on day of move-in. Freight will be accepted 10 business days prior to the event, stored and locked on the Denver Mart Dock—Freight delivered MORE than 10 business days before the event may be refused.

Shipping label MUST include the following information

Name (personnel on site to receive freight)

Denver Mart

451 East 58th Avenue

Denver, Colorado 80216

Bead Renaissance

September 13-16, 2018

Plaza

Company Name & Booth Number

**Shipping Out of the Denver Mart**

Exhibitor must notify their carrier for pick up, from the Denver Mart for the following business day after the show.

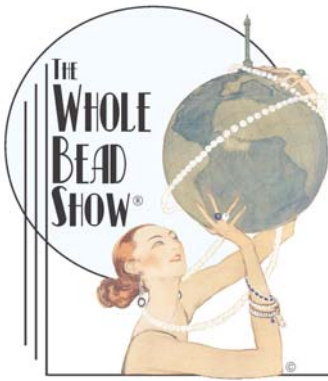
**Are you bringing/driving your merchandise to the venue?**

Everyone will bring merchandise in through the loading dock or front door of the venue.

**Are you parking?**

Cost: Free.

**Booth size:**



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Each full booth comes with one 8'x30" table & one 6' back table. Artisan booth is one 8' table. A small write-up table is permitted. We do not rent pegboards or showcases. Display CANNOT include racks or other items if they will obstruct view of show.

**What can you do to help get the word out?**

Digital postcards are available by clicking [here](#). Please be sure to let your contacts know on social media and email lists, that we are coming to town. If you would like physical cards to mail to your contacts, let us know and we can send you some.

**Things you need to know:**

- No audible music may be played
- Bring your own table coverings.
- Do not tape or attach anything to any wall.
- If excessive amounts of electricity/lighting are being used by you and it is causing issues, you will be asked to turn off and remove lights. **Please NO Halogen Lights. Please bring your own strip, a 15 foot electrical cord and tape to tape down your cords.**
- If any part of your display or merchandise is unfairly obstructing other merchant's space you will be asked to remove it.
- If you extend out of your allowed space and refuse to move, there will be a fine of \$500 per square foot over allotted space.
- Large banners may be affixed to the front of your tables. Any unattractive signage will be removed. Signs posting percentage off can be no larger than 3" x 3", and no more than 2 per booth (these are signs with words such as "wholesale to the public," "50% off," "sale," etc.).

**Things you should not forget to bring:**

Table coverings

Lights

Electric strip, 15ft cord, and tape to tape down your cords

**General Excise Tax:**

4.75% on all retail sales. Click [here](#) for more information. As the organizers of this event, we are required by law to supply the State of Colorado with a list of all vendors who attend this event. Be sure to file and pay your sales tax.

Thank you so much for exhibiting with us. See you all real soon.

Thank you,

Ava Motherwell

The Whole Bead Show & Bead Renaissance Show