



Established 1994

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

Las Vegas Bead Renaissance 2018 Exhibitor Show Memo

June 1-3

Palace Station - Grand Ballroom

Load-in and setup/show hours

Load-in and setup time is 1pm to 7pm, Thursday, May 31

Show Hours:

Friday, June 1, 10am to 6pm (merchants are allowed in at 9am and must be out by 6:30pm)

Saturday, June 2, 10am to 6pm (merchants are allowed in at 9am and must be out by 6:30pm)

Sunday, June 3, 11am to 4pm (merchants are allowed in at 10am and must be out by 10pm)

Are you shipping to the hotel?

The Palace Station will accept packages from USPS, UPS and FedEx up to 2 days prior to our event and will allow packages to be picked up on Monday after the event. There is a service fee of \$5-20 per box, depending on size.

Ship boxes to:

Palace Station

Attention: The Whole Bead Show - Grand Ballroom

2411 W Sahara Avenue

Las Vegas NV 89102

~Be sure to include your name and booth #~

Freight/pallet shipments will need to arrive during setup hours Thursday 1pm to 7pm. Ideally freight/pallet shipments should be picked up from the show on Sunday evening, however, you can make arrangements with the hotel for them to be picked up on Monday after the show. Please advise your freight company to use the loading area at the back of the hotel off of Kings Way.

Are you bringing/driving your merchandise to the venue?

Merchandise cannot be brought in the main/front entrance of the hotel. There are two entrances to the left of the front entrance that can be used. The elevator is located through the 2nd left entrance, down the ramp, and to the right, across from the escalators. Take elevator to 2nd floor.

Are you parking?

There is free parking available at the Palace Station.

Do you need extra tables?

Each full booth comes with two 8 foot tables. There is room for one additional table in your booth. You may bring your own table or rent one from us, the rental charge is \$100. Please let us know by May 19 if you want to rent extra tables. We do not rent pegboards or showcases.

What can you do to help get the word out?



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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.

Things you need to know:

Bring your own table coverings.

Do not tape or attached anything to any wall.

Each booth comes with electricity. 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.
- No large signs or banners. Any unattractive signage will be removed.

Things you should not forget to bring:

Table coverings

Lights

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

Tax forms/Sales Tax:

Do you have a Nevada Department of Taxation ID number? NO - No problem, we will have a quick Nevada Department of Taxation one-time sales tax return form for you to fill out at the show. You will put your company information, retail sales, tax due, EIN or SSN, signature, and booth number. Your sales tax will be paid directly to us with CASH and you are done! YES – please email the number to alexa@wholebead.com as soon as possible and you will be able to file your taxes as you usually do in Nevada. **Either way, please let us know.** Sales tax rate is 8.25%.

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

Thank you,

Ava Motherwell
The Whole Bead Show