



Established 1994

PO Box 1100  
Nevada City CA 95959  
(530) 265-2725 talk/text  
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## NOTICE

THERE IS AN INCREASE IN UNKNOWN TRAVEL AGENCIES TARGETING TRADE SHOW PARTICIPANTS. WE WOULD LIKE YOU TO KNOW THAT THE WHOLE BEAD SHOW IS NOT AFFILIATED, NOR DO WE RECOMMEND USING ANY OF THESE AGENCIES. DO NOT BOOK WITH THEM! WE RECOMMEND BOOKING DIRECTLY WITH THE HOTEL OR USING A TRUSTED COMPANY LIKE EXPEDIA.COM, HOTELS.COM, PRICELINE.COM, ETC.. FEEL FREE TO ASK THE UNKNOWN AGENCIES TO REMOVE YOU FROM THEIR LIST.

### Exhibitor Show Memo March 17-19, 2017 New York Whole Bead Show @ Hotel Pennsylvania

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

Load-in and setup time is 1pm to 6pm, Thursday, March 16

Show Hours:

Friday, March 17, 10am to 6pm (merchants are allowed in at 8am and must be out by 6:30pm)

Saturday, March 18, 10am to 6pm (merchants are allowed in at 9am and must be out by 6:30pm)

Sunday, March 19, 11am to 5pm (merchants are allowed in at 10am and must be out by 10pm)

#### Are you shipping to the hotel?

The Hotel Pennsylvania will accept packages from USPS, UPS and FedEx up to 3 days prior to our event and will allow packages to be picked up on Monday after the event. If you require assistance with your package(s) to/from package room or storage room there is a \$5 per package or \$20 per luggage cart fee.

#### Ship boxes to:

Hotel Pennsylvania

Attention: The Whole Bead Show 18th floor

401 7th Ave

New York NY 10001

~Be sure to include your name and booth #~

**Freight/pallet shipments** will need to arrive during setup hours Thursday 1pm to 5pm. Ideally freight/pallet shipments should be picked up from the show on Sunday evening, however, arrangements can be made for them to be picked up on Monday after the show. Please advise your freight company to use the loading area on 33rd & 7th. Please also advise them to bring your freight to your booth on the 18th floor. A service charge will apply if you require assistance getting your freight from the loading area to your booth.

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

There are two options for you: 1) the main entrance of the hotel at 401 7th Avenue. Ask for a bellman to help. A normal tip would be \$5 per box or \$20 for a luggage cart, or 2) Use the loading entrance (with freight elevator) on



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33rd & 7th. There are no personnel at the loading area to help with your boxes, so if you require help, use the main entrance.

**Are you parking?**

Hotel Pennsylvania is pleased to offer valet parking for guests for a fee of \$53 per night with- no in/out privileges. The parking lot is subject to charge \$10 more for larger vehicles. There are also several garages in area that offer additional parking options. Visit our website to get a list.

**Do you need extra tables?**

Each full booth comes with two 6 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 \$200. Please let us know by March 3rd if you want to rent extra tables. We do not rent pegboards or showcases.

**\*\*NEW INFORMATION\*\***

**VIP Passes/Guest List**

To streamline the VIP process, click on this [link](#) to fill out the VIP form. You can email the form to us ahead of time or can print it out and bring it to the show. Refer to VIP form for deadlines. You are allowed 10 single persons or 5 with plus ones. The guest list will be at "Will Call" so please be sure to refer your guests there. They will need to give your company name, along with their name.

Buyer Info: General Admission \$10 at the door.

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

Table coverings

Lights

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

NY Seller's permit

**Tax forms/Sales Tax:**

Sales tax is 8.88%. Sales Licenses are issued at no cost through the New York Department of Taxation. Here is the link: [http://www.tax.ny.gov/pubs\\_and\\_bulls/tg\\_bulletins/st/how\\_to\\_register\\_for\\_nys\\_sales\\_tax.htm](http://www.tax.ny.gov/pubs_and_bulls/tg_bulletins/st/how_to_register_for_nys_sales_tax.htm)