

# Tucson Exhibitor Show Memo

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January 26-30, 2018  
Viscount Suite Hotel  
4855 E. Broadway (at N Arcadia Avenue) – near the Double Tree  
Tucson AZ 85711

## 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.

### Setup Time

Load-in and setup time is Friday, January 26, 10am-4pm

### Show Time

Friday 4pm-8pm ~Opening Gala Sponsored by Green Girl Studios~

Saturday-Tuesday 10am-6pm

### Unloading

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

### Shipping Information

If you ship to the venue, please let us know how many boxes you are shipping, how they are arriving, and when they are expected. Thursday, January 25 is the earliest that items should arrive. Shipments should be labeled:

Viscount Suite Hotel

Attention: The Whole Bead Show

4855 E. Broadway

Tucson AZ 85711

~Be sure to include your name and booth #~

### Booth size

Regular booth is one 6ft table. Tables will not be draped. Absolutely nothing may be affixed to the walls. Please be considerate of your neighbors and do not invade their space. Display CANNOT include racks or other items if they will obstruct view of show.

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

Share the event on FaceBook and email your customers that you will be coming to the area

### 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.
- 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**

8.6% on retail sales. Visit [http://wholebead.com/sell\\_arizona/](http://wholebead.com/sell_arizona/) for more information.

TU - TUCSON: 017 - RETAIL: 2.5 %

PAD - RIO NUEVO DISTRICT, PIMA: 017 - RETAIL: 6.1 %