

**Ottawa Glass Bead Artists' (OGBA)**  
**Second Annual Bead & Jewellery Show 2009**  
**\* A Showcase of 'Hand Made' Glass Beads & Bead Work \***

**Date:** Saturday November 7<sup>th</sup> & Sunday November 8<sup>th</sup>, 2009

**Venue:** Hellenic Centre, 1315 Prince of Wales Drive, Ottawa, ON

**Show times:** Saturday November 7, 2009, 10:00AM – 6:00PM **AND**  
Sunday November 8, 2009, 10:00AM – 4:00PM

**ARTISTS:** The OGBA Bead & Jewellery show is primarily intended as a showcase for the work of lampwork/glass bead artists. All beads and/or jewellery displayed for sale must be handmade or constructed by the artist. The Artist must be on site to represent their work (*may consider special circumstances – contact the organizers with details*).

**VENDORS:** Retail vendors may only exhibit products that the organizers do not consider competition to the Show's bead artists. Vendors will be asked to remove any offending products. The final word on inappropriate items rests with the Show Organizing Committee. Vendors not complying may be restricted from exhibiting at future shows.

**RULES:**

- Exhibit space will be open for set-up at 7:00AM on Saturday. (The Hellenic Centre may allow us to set up Friday night if the room is not rented out. Emails with this update info will be sent out prior to the show).
- Exhibitors may load and unload using the front entrance of the Centre
- THE OGBA SHOW WILL BEGIN PROMPTLY AT 10:00AM.
- ID badges will be on your table the morning of the show. Vendors must wear ID badge at all times while working at the show.
- Vendors are required to have their booths ready a minimum of 20 minutes prior to the show opening and must remain open for the duration of the show.
- Failure to comply with these rules may result in disqualification from future shows and forfeiture of space and show entry fee. No further notice will be provided.

**BOOTHS:**

- Minimum space is a half table per exhibitor – maximum exhibitors per table is two (2). Each ½ table is allowed 1 (one) helper.
- Two (2) chairs will be supplied with each space.
- Table size is 8 x 2.5 feet. Each booth space will be defined and marked out by the show organizers.
- Tables must be covered with a floor length cloth for a uniform appearance. Storage may be left underneath.

- Vendors may not utilize another vendor's unused space without the prior approval of the show organizer. Vendors not operating within their defined space or infringing on the space of their neighbour will be asked to remove excess displays. Non-compliance may result in a ban at future shows.

**SECURITY:** Neither the venue nor the Show Organizers are responsible for the property of customers or vendors, including lost or stolen items. Vendors are reminded to secure their merchandise while in transit, during set-up and on the show floor.

**TAXES:** Each vendor is responsible for collecting all applicable taxes. If you're unsure of your status, contact the Ontario Ministry of Finance at 1-888-565-6433 <http://www.fin.gov.on.ca/> AND the Ontario Ministry of Revenue at 1 866 ONT-TAXS (1 866 668-8297) <http://www.rev.gov.on.ca/english/taxes/rst/>

**ELECTRICAL:** Outlets on the show floor are limited and must be shared. We will endeavour to fulfill all requests for electricity, however, there are no guarantees. Vendors are responsible for providing their own lights, power bars, and/or extension cords, if required. **NOTE:** Power outlets cannot support a full load of electronic equipment and lights, particularly at single table vendors. Keep in mind that organizers may have to limit electrical access.

**CANCELLATION POLICY:** Exhibitors canceling 30 days or less before the Show are subject to a penalty of 50% of their space fee. Exhibitors canceling 15 days or less prior to the show date will forfeit their space fee.

**CREDIT CARDS:** The Show Organizer is in the process of investigating a 'central payment' capability for the 2009 show – more information will follow.

**GENERAL INFORMATION:**

- Exhibitors are limited to a maximum of 10% stock at promotional pricing. We are not a clearance show nor do we support price undercutting. Hand lettered signs are strongly discouraged. Final decision on signage and sale pricing rests with the Show Organizing Committee.
- The Show Organizers will try to have volunteers available to man your table if you need to step out of the room briefly but we can't always guarantee the supply of table sitters.
- Washrooms are located at both ends of the main foyer
- Coffee will be available during Saturday morning set-up
- There is an ATM in the lobby, and its location will be indicated on your map
- Please ensure you have an adequate supply of small bills and coins for the duration of the show – the Show Organizers will not provide change.

**We need volunteers.** If you are not participating as an exhibitor this year, but would like to take part in the show, or know someone that would, please contact the Show Organizer at: [grace.edwards@sympatico.ca](mailto:grace.edwards@sympatico.ca)

## **APPLICATION GUIDELINES:**

**Only members in good standing of the Ottawa Glass Bead Artists (OGBA) Group will be considered during the early entry period.** First time Artist exhibitors are limited to one table. Non-members are limited to one table. Retail Vendors may request up to three (3) tables; consideration will be given if space permits. All OGBA members as of July 31, 2009, will be mailed/emailed an application to their address of record.

1. To apply, please complete and MAIL your application, including full payment **AND**
2. **Returning Artists:** Please email one (1) photo (not larger than 300dpi, 8 by 10 inches) representing the work you will be selling to [info@OttawaGlassBeadArtists.com](mailto:info@OttawaGlassBeadArtists.com) to be used on our post card and website.

**New Artists:** This is a juried show. Please email three (3) photos (each not larger than 300dpi, 8 by 10 inches) representing the work you plan to be selling to [info@OttawaGlassBeadArtists.com](mailto:info@OttawaGlassBeadArtists.com) (and by the early deadline for early entry status if a member of the OGBA).

**NOTE:** Completed application form and full payment must be mailed or sent via courier, to be received by the deadline to the address below. Receipts will be emailed upon acceptance for the 2009 Show.

Grace Edwards  
Ottawa Glass Bead Artist Show Organizer  
947 Tavistock Road  
Ottawa, Ontario  
K2B 5N9

- **For OGBA members *the early application deadline is September 11<sup>th</sup>, 2009.*** Application, payment and photographs must be received by this date to be considered for early admission. On September 12<sup>th</sup>, any remaining spaces will open to all applicants.
- **Non-member applications will be considered after the early application deadline until spaces are filled.**

### **Email is the preferred method of communication.**

Still have questions? Contact the Show Organizer, Grace Edwards, at [info@OttawaGlassBeadArtists.com](mailto:info@OttawaGlassBeadArtists.com) or visit the Ottawa Glass Bead Artists website at [www.OttawaGlassBeadArtists.com](http://www.OttawaGlassBeadArtists.com) for general information.