

## **Bear Essentials Vendor Information**

We are so happy you have chosen to join our shows! We always try and make our events fun and profitable for everyone. Also, we always appreciate help in advertising the show and can send you postcards to distribute to your mailing list, friends, etc.-just ask!

Please keep a copy of this information-just sign the application each time you do a show to let us know that you have this paperwork.

### **Fees:**

Fees are based on square footage needed.

\$3.50 square foot-front open only add 3 sides exposed-add \$20.00; one end exposed, along with the front-add \$15.00

Entry fee is non-refundable, unless you are not accepted into the show.

We do our best to accommodate space size requests. Please let us know if you need special consideration in this area.

### **Central checkout show:**

Each vendor receives 80% of their sales: Bear Essentials gets 20% commission  
Items must be tagged with an easily removable tag-no sticker tags. CVR tags are preferred. If you need a copy of CVR tags we can provide that for you. Tie or tape on small side of tag-we need to keep the larger side. To get credit for your sales, items must have a tag with your code number on it! You get paid based on total of items sold-not on lost or missing items.

You will receive your check within 14 days, along with an accounting sheet.

We must have a completed application and payment before you may set up your space.

### **Photos:**

Prior vendors: If you change/add items to your stock we need to know before the show.

We also need photos of your displays if there are changes from one show to the next.

New vendors: please supply us with a few photos of your items along with some photos of your booth. This will help eliminate duplication.

You can also draw a picture of your booth on back of the application page.

### **Work Shifts**

If you are a vendor who says they will be at their booth the entire show, then you need to be there!! If you do not fulfil this commitment, then we will charge you for two work shifts at the rate of \$80.00.

If you will not be at your booth the entire show, then you need to put in two, four-hour work shifts. If you cannot do this, then payment is \$80.00.

You can assign someone to work your shifts for you. Let us know..

**Set-up:**

Set-up is the Wednes. Afternoon before the show or early Thursday morning of the day the show opens. We will let you know what time on Wednes. a week before the show. The Nov. show is Thanksgiving weekend. Set up will be Wednes. or Friday morning.

**Re-stocking of booth/booth presentation:**

This may be done 30 minutes prior to opening of show-all dollies, boxes, etc. must be removed when show opens. Restocking at end of show day with prior approval only. Please make sure all table coverings touch the floor to hide any boxes under your table. An attractive booth benefits you and the show.

**Products:**

Bear Essentials has the right to ask you to remove any products that do not meet the standards of the show. Also, if there is duplication with another vendor's items, then the vendor who had it first takes precedence and you will be asked to remove that item/items.

Any uncollected items at the end of the show will be donated to a charity.

**Vendor Purchases:**

All vendor purchases must be held at the checkout and paid for at the end of each day. No trading/bartering among vendors is allowed.

**End of Show:**

Vendors must wait for all customers to have paid and left before dismantling their booth. We will let you know when you can begin packing.

**Tickets:**

We will not add or separate tickets for you during the show.

**Dress Code:**

Please dress in attire that is appropriate in a business atmosphere.

PLEASE NOTE: The show hours are as is! You may not pack up your booth until all customers are paid and out of sales area. There will be a \$100.00 fine if you are in violation of this rule. Thanks!