

Bead Show Participation Policy

Policy

- As an educational experience, SGB-MA may secure Chapter tables at local bead shows/bazaars in order to provide the members with opportunities to experience participation in a real bead show situation, as well as to to sell their work.
- Preference for participants is in the following order:
 - First-time participants in any bead show whether as part of the Chapter table or on their own
 - New members
 - Any Chapter member
- The Chapter Officers will determine the number of people required to meet the show expenses.

Prior to the Show

- The SGB-MA Board will alert the membership of the dates for shows in which the Chapter may participate with the Chapter
- The Vice-President will issue a “call for participation” to the membership. A firm deadline date for sign up and payment will be included in this call.
- Table fee will be due at time of sign up. This fee will be based on all the basic expenses for show participation. **No refunds** will be granted once the application and fees are submitted to the show sponsors.
- SGB-MA will be responsible for the timely submission of the application and the payment of the fees.
- **ALL** participants must have a current resale license for the state in which the show is held and will be responsible for remitting their sales tax based on their total sales. Some shows provide temporary licenses for their event. Information about this will be provided in the “call for participation.”

Responsibilities at the Show Site

SGB-MA provides the following supplies/services:

- Table covers
- Lights
- Receipt books
- Cash box with necessary change (Coordinator responsible for cash box at all times!)
- Credit card account, machine and related equipment needs (Coordinator responsible for equipment and processing of sales)
- Miscellaneous show items, such as electrical cords, duct table, scissors, etc. (commonly called a “show kit”)

SGB-MA will insure that all show related supplies will be on site.

Participants provide the following supplies/services:

- Attractive displays
- Business cards/postcards
- Stock of items to sell—75% of items must be their own handmade beads or items made from their handmade beads
- Participants must be in attendance for the entire event—exceptions must be addressed to the Board prior to the event unless there is an emergency (contact an Officer).

Responsibilities after the Show

- If the show sponsors require a percentage of sales at the end of the show, that percentage will be paid by SGB-MA and deducted from individual checks. This amount generally has to be paid by check to the show organizers prior to leaving the last day.
- The Show Coordinator will be responsible for turning over the cash box, receipt books, and the credit card machine to either the Vice President or Treasurer.

- The Treasurer will tally all sales and provide a spreadsheet to each participant with a check showing the following items:
 - Each item sold
 - Price
 - Taxes collected
 - Credit card fee deduction (this will be a % of the entire ticketed amount including tax)
 - Percent deducted for show organizers (if applicable)
 - Chapter processing fee