

Hello everyone

This is Dean Tyson with Beak n Wings. I need to let you know that we have moved our Spring bird expo to the Overland Park International Trade Center in Overland Park, KS located at 6800 W. 115th St., Overland Park, KS..

We were forced out of our last location as many of you already know. We plan to take our bird expo back into MO for our fall bird fair. We hope that you will enjoy the new location.

I am going to ask you for some help. If you can pass out the flyer to everyone you know, post it online on your websites, due to the move we were unable to get put in Bird Talk for this bird fair. The more people you can let know the better everyone will do.

Thank you for your time and understanding and I hope to see you all February 18, 2012 at the bird expo.

Dean Tyson
Executive Director
Beak n Wings, Inc

My personal email address is Deano035@everestkc.net, my cell is 913-271-4225 if you need to get in touch with me.

Exhibitor Application



Beak n Wings
12th Annual Spring Bird Expo
Overland Park International Trade Center
Overland Park, KS
February 18, 2012

DO NOT WRITE IN THIS SPACE

Size Requested _____

Amount Rec'd _____

Check Number _____

Please **print clearly or type** information below to apply for exhibit space at the Beak n Wings, Inc Bird Expo. By signing and submitting this application, the applicant agrees to abide by all the rules and regulations, and which the Exhibitor hereby acknowledges receiving.

Company or Organization Name: _____
(as you wish it to appear in the program. If you do NOT send in your contract ahead of time, your name will NOT be listed in the program)

Type of Business: (check one) Commercial Business For Profit Business Hobbist
 Incorporated Non-Profit (501) Non-Incorporated Non-Profit

Contact Person: _____

Email Address: _____ Website: _____

Street: _____

City: _____ State: _____ Zip Code: _____

Telephone: () _____ Fax: () _____

Please list the types of birds or products you will be selling: This is needed so that we can notify the public of the types of birds or products that will be at the expo. We also use the information for exhibitor placement.

(Wall) \$60.00	Number of tables _____	OR Number of Spaces (8') _____	+\$ _____
(In side) \$55.00	Number of tables _____	OR Number of Spaces (8') _____	+\$ _____
Add \$10.00	for each additional table needed in any one space	+\$ _____
(\$5.00 discount on each additional table or space)	(Place discount Amount)	-\$ _____
10% discount if paid by January 28, 2012	-\$ _____
Sharing a table with another vendor add \$5.00 (NOTE: Must have prior approval)	+\$ _____
Sharing table tell us who: _____
Name badges (2 free - \$5.00 for each additional)	+\$ _____
				Sub total \$ _____
Electrical outlets \$35.00	+\$ _____
Beak n Wings membership (\$35.00 Single - \$40.00 family per year) (optional)	+\$ _____
				Total amount Enclosed \$ _____

EXHIBITOR

(Print Name)

(Signature)

(Date)

DO NOT WRITE IN SPACE BELOW

Beak n Wings only

(Signature)

(Date)

Please make all checks payable to **Beak n Wings, Inc.** Send check and this contract to:
Beak n Wings, Inc * PO Box 9228 * Shawnee Mission, Ks, 66201* 913/322-3398

Beak n Wings, Inc. Bird Expo - Rules and Regulations

Vendor set-up date / time:

Day before set-up time: February 17, 2012.

Time: 4:00pm-7pm. Anyone arriving after 7:30pm will **not** be permitted in the fair hall until the day of the event.

Day of the expo: Set-up time is Saturday February 18, 2011, from 6:30am-9:00am.

Table Space:

Each vendor will be guaranteed a minimum one (1) space of 8' table space, behind space will vary.

Each additional table will cost \$10.

Tables may not be moved unless you have permission from the expo chairperson.

Chairs: Each space will include two (2) chairs.

One paid vendor shall occupy a single 8'

table or space. Extra vendors shall pay

\$:00 each. Must have prior approval.

All birds and merchandise must remain within your designated space at all times.

Resold tables:

Paid tables / spaces will be held until 9:00am the day of event, at which time Beak n Wings, Inc holds the right to resale the tables or spaces.

Electricity:

There will be a \$45 fee for electricity Please note: Notifying Beak n Wings in advance will assure a space with electricity. Electricity is not located in every space.

Entrances, fire exits, and aisles:

No birds or merchandise will be allowed to block the entrances, fire exits, or aisles!

Loading and Unloading:

No loading and unloading will be allowed through the front entrance doors after the start of the event.

Loading doors will be closed during the event.

Vendors must remove their vehicles after unloading (after dropping trailer) cars must unload near exit door. All vehicles must be parked in designated areas by 9:00am.

General information:

No smoking will be allowed within the building

No alcohol will be permitted in or on the premises.

Selling food, candy or drinks are prohibited.

Video / Audio

No video, audio, or cameras or other recording devises will be permitted in the event hall without prior written approval from the Executive Director. Media is excluded from above rule.

Loading / Unloading

There is no loading or unloading allowed through the front doors, all vendors **MUST** load and unload through the dock doors.

Cages:

All cages, dishes, carriers must be clean and have a solid bottom. If a cage is determined to be excessively dirty by a member of the expo committee or the event vet, the vendor will be requested to remove or clean the cage (s). No cage shall be over crowded. **Appropriate** cage sizes are required.

Birds in event:

Un-weaned babies should not be sold at the event. If sold, only to experienced hand feeders.

Vendors are requested to bring only healthy birds to the event.

If bird appears sick or of questionable origin, will be removed from the building.

Only paid vendors will be permitted to bring birds into the building.

The Public will not be permitted to bring their birds in the event hall.

Only paid vendors will be allowed to sell birds in the building.

Clipped Wings:

All birds in the event hall shall have their wings clipped excluding finches.

Any bird which flies in the event hall will need to be clipped, or the bird must be put away during the event.

Refusal of the above will result in the vendor being asked to leave the event hall. Refunds will not be issued.

Abuse and neglect:

Anyone abusing or neglecting his/her birds will be asked to leave the event hall.

Birds left in event hall:

Beak n Wings or Metropolitan Community College Exhibit Hall shall not be responsible for the death of birds left in event hall overnight.

Vendor/Breeder:

All sales and guarantees are between the buyer (s) and Seller (s); Beak n Wings as the sponsor provides the site for the exchange only.

The vendor is responsible for charging the appropriate sales tax.

The Vendor is responsible for any and all cost incurred due to injury of patrons by himself or his/her bird (s).

The vendor is responsible for any and all cost incurred due to damage of property by himself or his/her bird (s).

Clean up:

Each vendor is responsible to clean up his/ her area before leaving the event hall.

Any vendor not cleaning up after them self will not be asked back to the event.

There will be a **\$25.00** clean up fee charged to all Exhibitors who do not/did not clean up their booth space.

Tear down:

No vehicles will be permitted in the event hall for this event.

If you choose to leave early, you must walk your items out. You will not be permitted to drive in.

Table Covering:

Each vendor is responsible for providing their own table covering unless other wise notified.

Beak n Wings rights:

We reserve the right to limit the number of tables allowed per exhibitor

We reserve the right to limit the number of commercial exhibitors and space to them

We reserve the right to refuse the admittance to any vendor.

Questionable behavior will not be tolerated

by any adult or child whether it is a vendor or the general public.

Sales outside of hall:

No sales permitted in the parking lot while the event is in progress.

Floor Covering:

If a vendor has **birds** at his/her space, a **floor covering is required**. Vendor is responsible to provide such covering.

Cancellation:

Cancellations/Refunds: You must cancel **NO** less than two (2) weeks prior to the Expo.

(February 04, 2012) *** Each table/space is a minimum of 8' and two chairs. If you do not need chairs please advise Beak n Wings.

Payment:

Tables will only be reserved when signed contract and payment is received. All tables must be paid for no later than four (4) week prior to the Expo date of **January 28, 2012** to receive your 10% discount.

Service Charge:

A service charge of \$25.00 will be charged on all returned checks

Legal:

Beak n Wings, Inc., or the Overland Park International Trade Center will be responsible for any accidents, injuries, or fatalities or loss of property.

Name Badges:

All exhibitors will be required to wear a name badge at all Beak n Wings bird expos due to public request.

The badges will be handed out the day of the event, we will **NOT** mail them to you.

You will receive up to two (2) free badges for your space (no matter the size). There will be a \$5.00 charge for each additional badge.

BEAK N WINGS, INC

EXPO NAME BADGE ORDER FORM

Name badges will be provided day of event. We will NOT mail them to you.

COST: You will receive up to two (2) free badges for your space (no matter the size). There will be a \$5.00 charge for each additional badge.

PRINT CLEARLY

Company Name: _____

Number of badges needed (number of people at your booth) _____

Name: _____ Name: _____

Name: _____ Name: _____

	# badges	
Name badges (up to 2 per exhibitor space at no cost)	_____	\$00.00
Number of extra badges needed	_____	\$5.00 ea

Total Due \$ _____

Exhibitors. Please send this form back in with your table contract so that we can have your badges ready for you the day of the expo.

Print Name

Signature

Hotel information for day of bird expo

Here are some hotel / motels near or around the Expo Hall.



Chase Suite Hotel

6300 W 110th St. Overland Park, KS 66211

913-491-3333

TOLL FREE: 888-433-9765

FAX: 913-491-1377



Super 8

10750 Barkley St. Overland Park, KS 66211

913-341-4440

TOLL FREE: 800-800-8000

FAX: 913-341-9040

Starting at 59.99



Hampton Inn, Overland Park

10591 Metcalf Frontage Rd. Overland Park, KS 66212

913-341-1551

TOLL FREE: 800-HAMPTON

FAX: 913-341-8668

1 mile from event hall

BEAK N WINGS, INC

Donor Information Form Spring Bird Expo February 18, 2012

1. Please provide a description of your donation and the value or include an invoice with the following information:

Company Name: _____ Contact Name: _____
Website: _____ Number: _____
Email: _____
Address: _____ Best time to call: _____

(City, St, Zip)

Donation Description (or attach invoice) **Value:**

Donation Description (or attach invoice)	Value:
	\$
	\$
	\$
	\$
	\$
	\$
	\$

2. Send your donation, with this form to:

Beak n Wings, Inc
6600 Metcalf
Overland Park, KS 66202

If you need more space, please ask for another form

Deadline: "Donations - February 18, 2012 or exhibitors can bring them to the expo.

3. At this 12th annual spring bird expo, Beak n Wings will verbally advertise you for your donation throughout our expo. We will also put your name and logo or business card on our website, and add your name and company name to our newsletter for the remaining issues in 2012. Please send any graphics to Deano035@everestkc.net to have them added to our website. If you do not have a logo or business card, Beak n Wings can create you something for our website. Below, please sign which applies.

I _____ give Beak n Wings permission to use my logo or business card on their website and I furthermore state that the logo or business card is rightfully mine.

I _____ give Beak n Wings permission to create a logo or business card for my company and use my name and company name for advertising purposes on their website.

Beak n Wings is a family oriented organization. We reserve the right to reject any listing that is not consistent with the stated goals of BNW; or that is in any way deemed inappropriate.

All donations are to be used at the discretion of BNW.



BEAK N WINGS 12TH ANNUAL SPRING BIRD EXPO



February 18, 2012

9:00AM-4:30PM

Admission: \$7 Adults, \$5 Seniors, \$5 15 and under, under 10 FREE
Public: NO PERSONAL BIRDS ALLOWED IN FAIR HALL

EDUCATION:

Many of our exhibitors will have educational material for you to view or buy.

Beak n Wings has many ways of educating you as well.

Rescue: Beak n Wings will have smaller birds for adoption

EXHIBITORS:

There will be at this event

Toys and toy parts - Cages - New and Used
Birds - Normally from Finch to Macaw

All kinds of food - Seed, Pellets, and Treats

T-Shirt press

And many more items.

THIS IS A ONE STOP SHOP!

RAFFLES:

Try one of the below Raffles

Small Raffle - Drawings about every 1/2 hour \$1 ea or 6 for \$6

Large Cage Raffle - **\$2:00 each ticket or 6 for \$10.00**

Bird Stand Raffle - **\$2:00 each ticket or 6 for \$10.00**

Silent Auction

50/50 Pot

Cake Walk

TRAINING:

BASIC BIRD CARE 101

Ashley Williams will be giving a PowerPoint Presentation on basic bird care.

10:00 AM-12:00PM

\$25.00 per person, free to those who have adopted a bird from Beak n Wings.

Heading South: Take I-35 South to I-435 South. Continue on I-435 to Metcalf/169 (Exit 79). Exit on Metcalf and turn left. Go approximately 1 mile to 115th Street and turn left. The Overland Park International Trade Center will be on the left. Turn left into the first entrance to get to the freight entrance. **6800 W. 115th St., Overland Park, KS**

Heading North: Take Hwy. 69 North (which will become Metcalf/169) to 115th Street and turn right. The Overland Park International Trade Center will be on the left. Turn left into the first entrance to get to the freight entrance.

Heading East or West: Take I-70 to I-435 South. Continue to I-435 to Metcalf/169 (Exit 79) and follow signs for heading south. Exit on Metcalf and turn left. Go approximately 1 mile to 115th Street and turn left. The Overland Park International Trade Center will be on the left. Turn left into the first entrance to get to the freight entrance.

Parking: Free parking for regular and large vehicles is available in the North lot.



Address:
6800 W. 115 St., Overland Park, KS

Bring in a donation and receive a ticket for every item you bring in for one of the small raffles. Any item value over \$35 receive 1 ticket for large raffle. Drawing at 4:00 pm.

Dawn Dish Soap

Hand cleaners

Bath Towels

Office Supplies:

20# bright white copy paper

20# color paper

3 ring binders 1" - 3"

Folders - Green, Yellow, Purple, and Red

Rescue needs:

Bird seed and treats

Pellets

Toys

Perches

Baby Wipes

Paper Towels

Bottle Water (case)

Other items welcome.

BEAK N WINGS WILL BEGIN HAVING A
RAFFLE JUST FOR OUR EXHIBITORS



NOT ACTUAL RAFFLE ITEM

HOW THE RAFFLE WORKS:

Small Raffle Table: For every item you donate to our small raffle table (\$10.00 value) we will give you 1 ticket for each item you donate for a chance to win the raffle item.

HOW THE RAFFLE WORKS:

Large Raffle: Stands, Cages etc... (unless you have donated a large item in exchange for space rental) we will give you 6 tickets for every item with a value over **\$100.00** for a chance to win the raffle item.

We are NOT listing the raffle item because it may change from expo to expo.



NOT ACTUAL RAFFLE ITEM

Business Name: _____
Name: _____
Number: _____
Value of donation: \$ _____

SAMPLE TICKET

To donate and get in the drawing of the raffle (raffle will be un-veiled February 18, 2012) please use the form provided in the packet. You may make copies for same day donations.

BIRD EXPO CHECK LIST

Please take this opportunity to check that you have filled in and signed everything. Don't hesitate to contact us if you have questions about anything.

Exhibitor Application:

- Company Name
- Type of Business
- Contact Person
- Address - Location and email
- Telephone
- Type of product you will have at the bird expo (i.e. birds, cages, toys etc..)
- Payment area
- Signature

Name Badge form: *Need to mail back with your contract.*

- Company Name
- Number of badges
- Names of persons attending
- Payment area
- Signature

Donor information form *This page can be brought with you to the expo*

- Section one - Business information
- Section two - Donation description
- Section three - Singing of the form

We hope this helps you with completing all the forms needed by Beak n Wings.