

## Vendor Information and Application

Booth sizes and prices are as follows (pipe and black draping will be provided at no charge by our guild for all vendor booths):

- A. 10' x 10', 10' frontage for customer access - \$225
- B. Corner booth – 10' x 20', 20' customer access area - \$375

Multiple booths can be combined subject to availability. We will make every effort to assign your booth number(s) requested, but assignments will be on a first-come first-serve basis. The floor plan on our website will be updated periodically as booths are assigned.

The booth price includes the floor space, pipe and black draping for your booth, and an electrical outlet. You must provide your own tables, display equipment, seating, electric extension cords etc. Vendor setup will be on Friday, June 1 from 12:00PM to 7:00PM., and we will contact you well in advance of the show with the details. There will be ample, close vendor parking and easy access to the show area for unloading and bringing in booth items.

- **There can be absolutely NO use of duct tape or gorilla tape on the floor – blue painter's tape only!**
- **Any items with metal that will touch the floor must have a piece of carpet or similar padding underneath.**
- **No pets allowed inside the Community Center.**

We ask each vendor to donate one door prize (merchandise or website coupon) valued at \$20 - \$30 to be awarded during the show. In addition, each vendor has the opportunity (optional) to conduct a 15 – 20 minute demonstration in their booth during the show, which would consist of a technique, a product or topic of your choice. Free demonstrations are an attractive feature for show attendees and serve to increase traffic to your booth. There will be a demonstration schedule displayed at the show entrance, as well as an announcement about 10 minutes before each demonstration begins.

We will include a vendor location map in the show program along with the vendor's website and contact information. Our guild will provide an on-site potluck dinner for vendors and staff on Friday evening which we would love to have you attend! You of course do not provide any of the food – just enjoy. After dinner you will be able to continue setup until 7:00PM.

Booth cancellations will be accepted no later than April 1, 2018 for a refund, minus a 10% administration fee. After April 1, 2018 the fee will be non-refundable unless we can fill the space from the

wait list. It is the vendor's responsibility to have their own insurance coverage – neither our guild nor the host facility is responsible for any items damaged, lost or stolen while at the show. Please feel free to email or call me if you have any questions.

FRW is the company that will be supplying all of the pipe and black draping for the show. Please see the FRW Exhibit Rental Company button on our website regarding additional tables, skirting, chairs, etc. for your booth that you might choose to rent from them directly. They will have it all set up when you arrive to set up your booth!

Don't miss this opportunity to participate in northern Nevada's premier Quilt Show!

Christine Wright, Vendor Chair

[chriswri@earthlink.net](mailto:chriswri@earthlink.net)

<http://quiltshow.cvqg.com>

## Vendor Application

Contact: Christine Wright, Vendor Chair, (775) 392-0808

[chriswri@earthlink.net](mailto:chriswri@earthlink.net)

Complete this form and mail it with your rental check payable to Carson Valley Quilt Guild (CVQG) for the desired booth(s) space.

Mail to: Christine Wright  
215 Mott Ct.  
Gardnerville, NV 89460

COMPANY NAME: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

CONTACT NAME: First: \_\_\_\_\_ Last: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Web Site: \_\_\_\_\_

EIN/SSN for Nevada Sales Tax Form: \_\_\_\_\_

BOOTH REQUEST: Please check the booth size you would like.

A  10' x 10' - \$225 Number of booths desired: \_\_\_\_\_

B  10' x 20' - Corner booth - \$375

Booth number(s) requested: \_\_\_\_\_ 2<sup>nd</sup> choice booth number(s): \_\_\_\_\_

Description of Merchandise or Service to be for sale at the show: \_\_\_\_\_

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Title and Description of Optional 15 - 20 minute Demonstration: \_\_\_\_\_

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By signing below I acknowledge the following:

- ❖ I will offer the merchandise or service I listed above, or contact the Vendor Chair with any changes at least 60 days prior to the quilt show.
- ❖ I will provide one door prize of merchandise at a \$20 - \$30 value.
- ❖ CVQG will provide booth space, pipe and black draping, and an electrical outlet. I will provide tables, display equipment, seating, etc.

I understand I must provide my own insurance coverage and agree to hold the Carson Valley Quilt Guild harmless against any claims arising out of loss due to fire, theft, vandalism, destruction, injury, damage and/or any other cause, to any person or property including but not limited to materials, supplies, equipment, stock-in-trade or any other property in connection with the use of such space, storage and/or staging areas, or any activity related to the transportation to, display within or removal from such space and its environs.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Position or Title: \_\_\_\_\_