

## **ARKANSAS VILLAGE QUILT SHOW 2019**

Presented by the Hot Springs Village Quilt Guild  
Friday, September 20 and Saturday, September 21, 2019  
Benton Event Center  
17322 I-30 North, Benton, AR

Dear Vendor,

We are pleased to announce our 2019 Quilt Show and to issue you an invitation to become a vendor at the show. The Village Quilt Guild will do everything they can to make this event convenient and profitable for you. The show will be judged by a nationally certified (NACQJ) judge, making this a regional show, bringing participants and spectators from a multi-state area. Over 2000 are expected to be in attendance.

The Event Center is located in the Hickory Square shopping center near a movie theater complex, several restaurants, and is adjacent to a Fairfield Inn and Suites hotel. There is ample free parking surrounding the facility and easy access for loading and unloading.

> Vendor space is limited. Vendors will be accepted on a first come, first served basis. If all booth spaces have been filled when a contract is received, the vendor will be given an option to either receive a refund or to be placed on the vendor waiting list. If the vendor is not provided booth space from the waiting list, a full refund will be given after the show is over.

> Each booth rental includes a 10 foot by 10 foot booth with black drapes, one 8 foot table, two chairs and electricity. Two paid admissions are included with each booth rental. Additional admission tickets must be purchased. Badge-swapping is not allowed.

> Vendor set-up time is from 1:00 to 5:00 p.m. on Thursday, September 19, 2019 and from 8:30 to 9:30 a.m. on Friday, September 20, 2019. Teardown is from 4:00 to 6:00 p.m. on Saturday, September 21, 2019. **NO EXCEPTIONS TO THESE TIMES.**

> Unloading prior to commencement of set-up time or packing up prior to the closing times stated in the contract will not be allowed.

> All tables must be draped to the floor on the three aisle-facing sides. Vendors may use their own skirting or rent skirting at the additional fee listed on the Vendor Rate Schedule.

> Nailing or affixing any objects to the property of the Benton Event Center is not allowed. Supplied booth drapes may not be removed. Any vendor-supplied backdrops must be hung with hooks from the top pipes and not attached to the drapes. No vendor display material is to be attached to the black drapes supplied by the Show Host.

> Vendors will provide a one-sentence description of their products for publication in the Show Book.

> Vendors' booths must remain open during all show hours. Village Quilt Guild "Angels" will be provided to man your booth if you must leave for a short time.

> Vendors will be allowed to conduct a demonstration in the lobby as described in the Vendor Rate Schedule.

> Arkansas state law requires retailers to collect and remit applicable sales tax on all sales in the State of Arkansas. Current sales tax rates will be furnished to vendors two weeks before the show.

Cancellation policy: Requests for cancellation must be submitted in writing to **Vendor Chairman, P. O. Box 8311, Hot Springs Village, AR 71910**. A full refund will be given for any cancellations made prior to July 1, 2019. A 50% refund will be given on cancellations made between July 1 and August 1, 2019. After August 1, 2019 no refunds will be given.

The vendor agrees to all terms and conditions of this Vendor Contract.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Business name \_\_\_\_\_

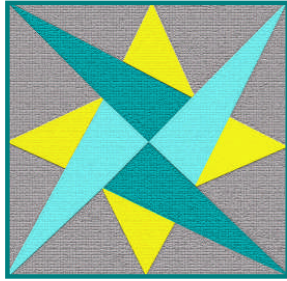
Vendor's Name \_\_\_\_\_

Address \_\_\_\_\_

Phones \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_



# Arkansas Village Quilt Show 2019

Presented by Hot Springs Village Quilt Guild

Benton Event Center

17322 I-30 North, Benton, AR

## VENDOR RATE SCHEDULE

Thank you for becoming a Vendor. We truly appreciate your participation in this Show.

# needed

_____	One 10 foot by 10 foot single booth includes pipe and black drape, two chairs, one 8 foot table, electricity	\$120
_____	One black three-sided table drape (all tables must be draped to the floor)	\$ 18
_____	One additional standard booth chair, each, per show	\$ 10
_____	One additional 8-foot table, undraped, each, per show	\$ 10
_____	Waste basket, each, per show	\$ 10
_____	I wish to demonstrate my products in the lobby at a rate of \$25 per 20 minutes. I will contact the Vendor Chairman for a schedule of available times.	

If you do not need electricity, please help us conserve energy by checking the box. We will notify the Show Host.

If you are manning your booth alone and will require a Show "Angel" to watch your booth for a short time during breaks, please check the box.

If you think you may need temporary use of a ladder, screwdriver, or other tools while you are setting up your booth, please check the box.

If you have a condition requiring you to have a booth near the rest rooms, please check the box.

Our Show Committee staff will be glad to help you with any information you may need before, during, or after the Show. Please look for the people with the bright yellow name tags.

Your Name \_\_\_\_\_ Phone \_\_\_\_\_