

Quilt-a-Fair 2025

Boulder County Fairgrounds
9595 Nelson Rd. Longmont, CO



Vendor Application

Please sign and return a copy of page one of this agreement with payment in full, and provide copies of COI* and sales tax license (*required* at time of application).
First received - based on postmark - First Reserved!!
CQC Membership is a requirement for vending.

Show Dates and Times

Set-Up: Wed, September 24
8am-6pm
Show: Thursday, September 25 –
Friday, September 26
9am-4pm
Saturday, September 27
9am-3pm
Tear Down: Saturday, September 27
3pm-6pm

Exhibitor Information

Business Name: _____ Owner: _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Phone: _____ Email: _____
Website (URL): _____ Sales Tax #: _____ (*Required*)
Description of goods/services offered (attach additional details if desired): _____
Show Special: _____

Signature: _____
I have read, understand, and agree to abide by the Terms and Conditions of this contract.

Booth Prices

Please specify table choices.

Select **TWO** Tables (any combination of size):

- Regular 8' Regular 6' School House 8' School House 6'
(*Table selections are final*)

- 10' X 10' - \$265 ea \$ _____
 10' X 16' - \$425 ea \$ _____
 10' X 16' Corner - \$450 ea \$ _____

Booth Fees Include: Full pipe and drape (*except on open sides*), 2 tables, 1 chair, 2 vendor badges, link on CQC show website page, and **electrical**.

(*Please specify if you require electricity. Yes_ No ___*)

Booth Total \$ _____
Extras Total \$ _____

Pricing for advertising on Advertising Page:

Advertising Total \$ _____
Credit Card Fee (\$8.00 per transaction) \$ _____
CC# _____
Exp: _____ Code: _____

TOTAL DUE \$ _____
(address to mail checks is at bottom of page 2)

Extras

- Extra 8' Table (96" x 30") - \$18 \$ _____
 Extra 6' Table (72" x 30") - \$18 \$ _____
 Extra School House Table (96" x 18") - \$18 \$ _____
 Extra School House Table (72" x 18") - \$18 \$ _____
 Extra Chair - \$2 \$ _____
 Extra Vendor Badge (submit name by 9/1) - \$10 \$ _____

Specify Booth Choices by Booth Number (see floor plan) (*not guaranteed**see #1*)

Choice #1: _____ Choice #2: _____ Choice #3: _____

For QAF Use Only

Postmark Date: _____ Envelope #: _____
Booth Assigned: _____
Check #: _____ CC: _____
Amount: _____
Membership Confirm: _____ COI: _____
Confirmed by: _____
Confirmation Email Date: _____

**Vendors with their own COI should submit this at time of application. COI Liability Insurance is available from ACT Insurance at a special rate, after July 1, 2025. COI must be submitted not later than August 1, 2025.*

CANCELLATION POLICY: Cancellation must be submitted via written notice only, prior to August 15, 2025. Refund of 50% of contract payment will be returned. If QAF can re-sell booth then full refund will be returned less a \$40 service charge. NO EXCEPTIONS. No refunds given after August 15, 2025 deadline.

Exhibitor Contract Terms, Conditions, and Important Information:

- 1) **Every effort will be made to provide Vendor with booth choice. Vendor Coordinator reserves the right to select final location.
- 2) Vendor fees, insurance info and sales tax license are due at time of application submission.
- 3) Vendor understands that this contract is valid for this show only and contains no option or renewal rights for subsequent shows.
- 4) This contract is non-transferable.
- 5) A Vendor supplied display sign (minimum size of 24" long by 8" high) must be clearly visible in Vendor booth. Business Name and City/State is required. QAF supplied Booth # must be displayed and visible to customers.
- 6) Each Vendor is required to supply one item per booth space for the Silent Auction with a minimum retail value of \$40.00 per item, per booth space (Double booth \$80); more is always appreciated. Gift certificates or services are not acceptable items.
- 7) Vendor is responsible for obtaining their own general liability insurance for the show dates, including set-up and teardown. A *Certificate of Insurance (COI) will be submitted by Vendor by August 1, 2025. Each Vendor is responsible for their booth space, and it is Vendor's responsibility to keep said space free of conditions that might be dangerous to persons on the premises. QAF is not responsible for the replacement of lost or stolen goods. Special for QAF: Insurance is available at Act Insurance, after July 1, 2025 use code "quilt5" <https://app.actinsurance.com/policy/buy/ai/MzKxMw==>
- 8) Tables must be draped to the floor unless items under the table are for sale and displayed tastefully.
- 9) Vendor to provide own extension cords for electricity as power source may be a distance away from booth. Central outlet posts are used by the Fairgrounds. Note: electrical connectors may reside in Vendor's booth per floorplan. Every effort will be made to make this as non-intrusive as possible.
- 10) Security is provided during show hours, however it is wise to man your booth at all times during show hours. QAF is not responsible for theft or damage to your property. Your Vendor badge must be displayed on your person at all times while on the premises.
- 11) To maintain the integrity of the show and in an effort to be fair to all those Vendors participating, we have adopted a policy of "NO OVERALL DISCOUNTING." One Show Special per booth is allowed – it must be item specific. Identify item on Contract.
- 12) Free WIFI is provided by the Fairgrounds but is not reliable. We suggest that Vendors arrange for personal hotspots.
- 13) Booth displays are limited to the inside of the booth only and must not extend beyond the booth dimensions. No pinning to draping is allowed.
- 14) No set-up or teardown outside of times stated in this contract. Be respectful and do not place product, displays and/or packaging in other Vendors' booths, and do not block aisles.
- 15) Vendor booth must remain open during all show hours and cease sales at show closing times. No early departure is allowed. Early packing and/or departure will disqualify Vendor from future CQC shows.
- 16) No balloons, duct tape or alcohol allowed due to Fairgrounds' rules.
- 17) All pipe and drape are the responsibility of the Vendor throughout the entire show. Vendor space will be surrendered at close of show in the same condition that the Vendor found it. Vendor agrees to pay for any damage to their pipe, draping or booth area. Trash must be taken to the trash bins!
- 18) Vendor is prohibited from flying drones in the hall at any time and will be responsible for any damages resulting from such prohibited action.
- 19) Sales tax must be collected and filed online under a CO Sales Tax License, or a CO Special Use License. Information is available on the Colorado Department of Revenue website www.colorado.gov/revenueonline. The sales tax info will be provided in the Vendor Packets at check-in. QAF will provide the list of Vendors to the State of Colorado 10 days after the show close.
- 20) Vendor agrees to indemnify and hold harmless Colorado Quilting Council or QAF, its affiliates, employees, agents or representatives, or the owners of the Fairgrounds' premises for loss, theft, damage or destruction of property, or for any injury to Vendor or its agents and employees that may occur from any cause whatsoever.
- 21) In the event of the cancellation of QAF, all paid fees will be refunded within 30 days of cancellation date.
- 22) Vendor Coordinator has the right to refuse any Vendor participation in QAF due to violation of provisions of this contract or misconduct by Vendor.

CQC Membership is a prerequisite for vending at Quilt-a-Fair. Membership must be current and will be verified before application is approved. CQC membership and fees are non-refundable and are independent of this Quilt-a-Fair agreement. General membership includes a listing in the roster, access to monthly online newsletter, and allows for purchase of a standard advertisement in the monthly newsletter. Additional benefits are available for Business Members. Contact CQC Membership Coordinator, Betsy Stewart, membershipcqc@gmail.com.

Please return this completed and signed form along with contract payment, copies of COI and Sales Tax license to the attention of and payable to:

CQC Quilt-A-Fair
514 Grand Ave #214
Laramie, WY 82072

Vendor application becomes a valid contract upon acceptance and notification by QAF. Please keep a copy of this completed form for your records.

Dawn Mills, Vendor Coordinator Phone: (303) 929-8543, Email: cqcquiltafair@gmail.com

If your contract is accepted, an email confirmation will be sent with a signed copy of this contract attached.

If your contract is declined, we will also send an email notification.



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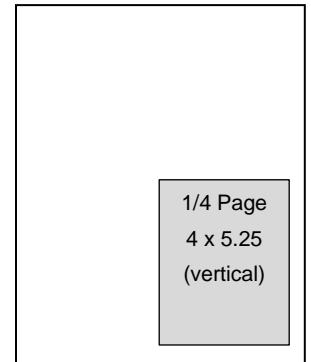
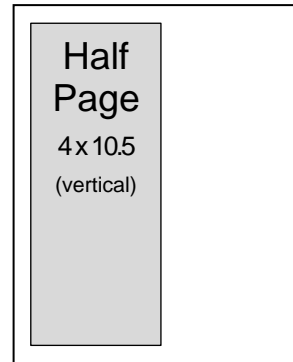
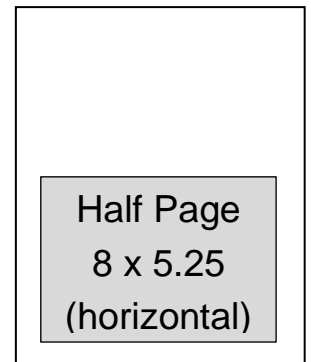
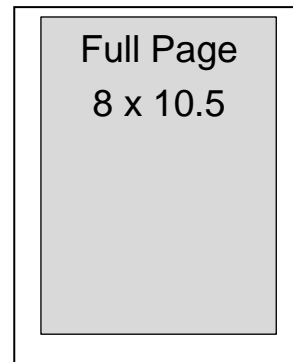
Advertising in Show Program

Contact Vendor Coordinator for details and availability of advertising.

Dawn Mills, Vendor Coordinator
Phone: (303) 929-8543
Email: cqcquiltafair@gmail.com

Sample Layouts (not to scale)

- | | |
|---|-----------|
| <input type="checkbox"/> Full Page Ad – 8” x 10.5” | \$ 200.00 |
| <input type="checkbox"/> Half Page Horizontal Ad – 8” x 5.25” | \$ 100.00 |
| <input type="checkbox"/> Half Page Vertical Ad – 4” x 10.5” | \$ 100.00 |
| <input type="checkbox"/> 1/4 Page Vertical Ad – 4” x 5.25” | \$ 50.00 |



Print Ad Specs & Requirements:

- Camera ready art due August 1, 2025
- Files must be 300 dpi
- Formats: JPG, PDF
- Ads must be B/W only – no color
- Unusual or Custom Fonts must be included with submission
- Submit ads and/or questions: cqcquiltafair@gmail.com
- Design Services available @ \$50/ad



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Preliminary Floorplan – Subject to Change

