



Quilt-a-Fair 2023

Boulder County Fairgrounds
9595 Nelson Rd. Longmont, CO



Vendor Application

Please sign and return this agreement (copy of page one) 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 20
8am-6pm
Show: Thursday, September 21 –
Friday, September 22
9am-4pm
Saturday, September 23
9am-3pm
Tear Down: Saturday, September 23
3pm-6pm

Contact Vendor Coordinator for pricing and availability of Sponsorships. Limited quantity available on a first request basis.

Exhibitor Information

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

Booth Prices

- 10' X 10' - \$265 ea \$ _____
- 10' X 16' - \$425 ea \$ _____
- 10' X 16' Corner - \$450 ea \$ _____
- 10' X 20' Endcap - \$575 ea \$ _____
- 10' X 23.25' - \$625 ea \$ _____
- 10' X 32' - \$850 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. Please specify table & booth choices in boxes.

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 (*not guaranteed**see #1*)

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

Select TWO Tables (any combination of size): Regular 8' Regular 6' School House 8' School House 6' (**Table selections are final**)

Booth Space Total \$ _____

Extras Total \$ _____

Pricing for below on Sponsorship Page:

Advertising Total \$ _____

Sponsorship Total \$ _____

TOTAL DUE \$ _____

Signature: _____

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

For QAF Use Only

Postmark Date: _____ Envelope #: _____

Booth Assigned: _____ Check #: _____

Amount: _____

Membership Confirm: _____ COI: _____

Confirmed by: _____

Confirmation Email Date: _____

*Special offer for QAF: COI (Liability Insurance) available at <https://app.actinsurance.com/events/3913> starting at \$49 for 3-days. (\$5.00 coupon code: quilts5)

CANCELLATION POLICY: Cancellation must be submitted via written notice only, prior to August 15, 2023. 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, 2023 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 its own general liability insurance for the show dates, including set-up and teardown. A *Certificate of Insurance (COI) will be submitted by **Vendor** along with completed application. 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 replacement of lost or stolen goods. Special for QAF: *Ins. available at Act Insurance: <https://app.actinsurance.com/events/3913>*
- 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 to enter building.
- 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." *Show Specials limited to paid sponsorship only (see Sponsorship Opportunities).*
- 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. Some exceptions are possible depending on booth location and adjacent booths and/or displays. Exceptions must be approved by QAF Vendor Coordinator. 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 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.
- 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 close of show.
- 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.

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, Dawn Pettinger at dawnw1105@aol.com or (303) 857-4006.

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
18121 E. Hampden Avenue Unit C #236
Aurora, CO 80013

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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Sponsorship Opportunities

Sponsorship \$1,250.00

- Vendor Logo on all Quilt-a-Fair marketing and advertising
- Optional opt out of Silent Auction participation (Value \$120.00)
- Reserved parking space (2 cars) in vendor lot.
- Prime booth location at the show
- Priority move-in 3-5 pm on Tuesday, Sept. 19th
- ½ page ad in the program (value \$100.00) – upgrade to a full page for additional \$50.00
- Recognition on signage at the Quilt-a-Fair show entrance
- Logo on all Quilt-a-Fair E-blasts

Contact Vendor Coordinator for details and availability of Sponsorships. Limited quantity available on a first request basis.

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

Sponsorship \$800.00

- Prime booth location at the show
- Priority move-in 3-5 pm on Tuesday, Sept. 19th
- ¼ page ad in the program (value \$50.00) – upgrade to a ½ page for additional \$25.00
- Recognition on signage at the Quilt-a-Fair show entrance
- Logo on all Quilt-a-Fair E-blasts

"We Celebrate Quilting!!" Show Special Promotion - \$30.00 (Limited Availability)

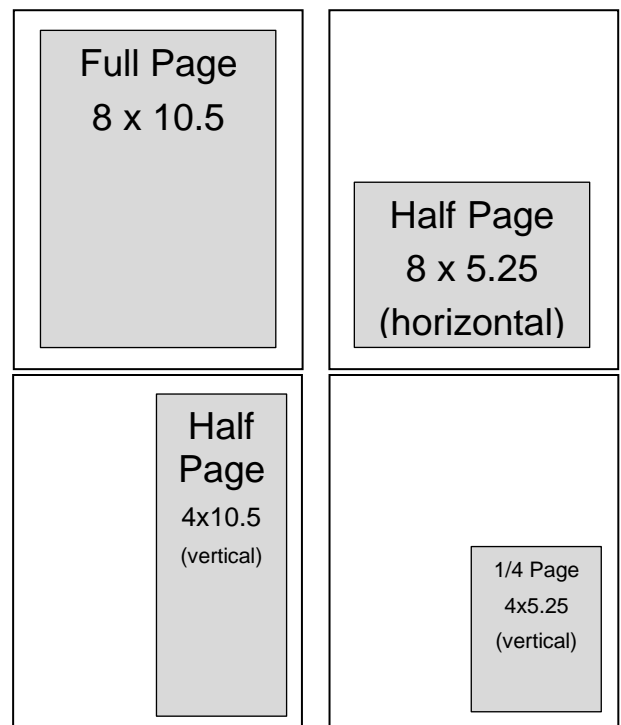
- Designated 1-hour Spotlight includes and is limited to your assigned 1-hour slot:
 - Feature 1 Show Special at your booth
 - Display of a Special Sign at your booth
 - P.A. Announcements

Limited Availability - First Come, First Reserved

Ads in Show Program

- | | |
|---|-----------|
| <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 |

Sample Layouts (not to scale)



Print Ad Specs & Requirements:

- Camera ready art due August 21, 2023
- Files must be 300 dpi
- Formats: JPG, PDF
- 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

