

Quilt-a-Fair 2024

Boulder County Fairgrounds 9595 Nelson Rd. Longmont, CO



(Required)

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 25

8am-6pm

Thursday, September 26 -Show:

Friday, September 27

9am-4pm

Saturday, September 28

9am-3pm

Saturday, September 28 **Tear Down:**

3pm-6pm

Exhibitor Information

Business Name:		Owner:		
Address:	City:	State:	_Zip:	
Contact Phone:	Email: _			
Website (URL):		Sales Tax #:	(Requi	
Description of goods/services to be off	ered in booth (attach add	litional details if desired):		
Devil Dive		Fortune		
Booth Prices		Extras		
□ 10' X 10' - \$265 ea	\$	☐ Extra 8' Table (96" x 30") - \$18	\$	
□ 10' X 16' - \$425 ea	\$	☐ Extra 6' Table (72" x 30") - \$18	\$	
☐ 10' X 16' Corner - \$450 ea	\$	☐ Extra School House Table (96" x 18") - \$18	\$	
Booth Fees Include: Full pipe and drape (e		☐ Extra School House Table (72" x 18") - \$18	\$	
2 tables, 1 chair, 2 vendor badges, link on CO and electrical.	QC show website page,	☐ Extra Chair - \$2	\$	
(please specify if you require electric	city, yes no)	☐ Extra Vendor Badge (submit name by 9/1) - \$10	0 \$	
		Specify Booth Choices (not guarantee	ed**see #1)	
Please specify table choices. Select TWO Tables (any combination of size):		Choice#1:Choice#2:Choi	•	
Regular 8' Regular 6' School House				
(Table selections are final)		For QAF Use Only Postmark Date: Envelope #:		
		Booth Assigned:		
Sponsorship Booth Total	\$	Check #: CC #:		
Extras Total	\$	Amount:		
Pricing for below on Sponsorship Page: Advertising Total	<i>*</i> \$			
Show Special Fee	\$	Membership Confirm: COI:		
Credit Card Fee (\$8.00 per transac		Confirmed by:		
CC#				
Exp: Code:		Confirmation Email Date:		
TOTAL DUE	\$	*Special offer for QAF: COI (Liability Insuranc	e) available	
Signature:		at https://app.actinsurance.com/policy/buy/ai/t	•	
I have read, understand and agree to abide Conditions of this contract.	e by the Terms and	starting at \$49 for 3-days. (\$5.00 coupon co	de: quilt5)	

CANCELLATION POLICY: Cancellation must be submitted via written notice only, prior to August 15, 2024. 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, 2024 deadline.

Exhibitor Contract Terms, Conditions, and Important Information:

- 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.
- This contract is non-transferable. 4)
- 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.
- 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.
- **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 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/policy/buy/ai/MzkxMw==
- Tables must be draped to the floor unless items under the table are for sale and displayed tastefully.
- 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 Show Special Sponsorship details).

- **Every effort will be made to provide Vendor with booth choice. 12) Free WIFI is provided by the Fairgrounds but is not reliable. We suggest that Vendors arrange for personal hotspots.
 - 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.
 - 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.
 - 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.
 - No balloons allowed due to Fairgrounds' rules.
 - 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.
 - 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.
 - 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, Betsy Stewart, membershipcgc@gmail.com, (303) 726-4676.

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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Show Special Sponsorship

"We Celebrate Quilting!" Show Special Promotion - \$30.00

- Every Vendor who contracts for this promotion receives a designated 1-hour "Spotlight" during Show hours, where the focus is specifically on you and your booth! This special Vendor Spotlight includes the following opportunities, all to occur within the 1-hour Spotlight time only.
- Vendor is invited to:
 - Feature 1 Show Special item at your booth with special pricing.
 - Present a demonstration at your booth.
- This promotion also includes:
 - Display of Special Signage at your booth.
 - o P.A. Announcements drawing attention to your booth.
 - Shop name listed in Show Program Schedule.

Limited Availability - First Come, First Reserved

Contact Vendor Coordinator for details and availability of Sponsorships.

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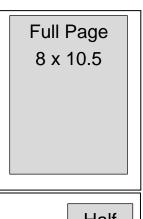
Ads in Show Program

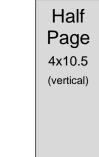
☐ Full Page Ad – 8" x 10.5"	\$ 200.00
☐ Half Page Horizontal Ad – 8" x 5.25"	\$ 100.00
☐ Half Page Vertical Ad – 4" x 10.5"	\$ 100.00
☐ 1/4 Page Vertical Ad – 4" x 5.25"	\$ 50.00

Print Ad Specs & Requirements:

- Camera ready art due August 1, 2024
- 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

Sample Layouts (not to scale)





Half Page 8 x 5.25 (horizontal)

> 1/4 Page 4x5.25 (vertical)



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Preliminary Floorplan - Subject to Change

