



Quilt-a-Fair 2024

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 25
8am-6pm
Show: Thursday, September 26 –
Friday, September 27
9am-4pm
Saturday, September 28
9am-3pm
Tear Down: Saturday, September 28
3pm-6pm

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 \$ _____

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 __)

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)

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: _____

For QAF Use Only

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

Sponsorship Booth Total \$ _____

Extras Total \$ _____

Pricing for below on Sponsorship Page:

Advertising Total \$ _____

Show Special Fee \$ _____

Credit Card Fee (\$8.00 per transaction) \$ _____

CC# _____

Exp: _____ Code: _____

TOTAL DUE \$ _____

Signature: _____

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

**Special offer for QAF: COI (Liability Insurance) available at <https://app.actinsurance.com/policy/buy/ai/MzKxMw==> starting at \$49 for 3-days. (\$5.00 coupon code: 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:

- 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** 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/MzkkMw==>**
- 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 Show Special Sponsorship details).**
- 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, Betsy Stewart, membershipcqc@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.
 - 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.

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

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)

Full Page
8 x 10.5

Half Page
8 x 5.25
(horizontal)

Half Page
4x10.5
(vertical)

1/4 Page
4x5.25
(vertical)

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: cqcquiltfair@gmail.com
- Design Services available @ \$50/ad



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Preliminary Floorplan – Subject to Change

