

Souhegan Valley Quilters Guild

2010 "Blooming Quilts" Show

Vendor Invitation & Contract

Souhegan Valley Quilters Guild invites you to participate as a vendor at our 2010 Quilt Show. Vendor space is limited and will be accepted on a first-come, first-served basis with consideration being given to the category of your goods being offered.

Venue: Messiah Lutheran Church, Route 101, Amherst, NH

Dates:	Thursday, May 20	1:00– 5:00pm	Vendor move-in and set-up
	Friday, May 21	9:00 – 4:00pm	Show and vendor booths open
	Saturday, May 22	9:00 – 4:00pm	Show and vendor booths open
		4:00 – 6:00pm	Vendor breakdown & move-out

Booth Availability: Various booth selections are available. Sizes range from 8' x 8' to 13' x 13'. Four spaces are available in the main building (2 – 8' x 10' and 2 – 10' x 10' spaces). Two larger spaces are available in the community center building. Quilts will be displayed in both buildings and the food & beverage area will be directly outside the community center.

SVQG services provided for the vendor fee:

- Booth space with access to electrical outlets
- First-come-first-served process due to limited number of vendor spaces (6 spaces)
- Entrance to the quilt show
- Access for a maximum of two vendor representatives (others must pay entry)
- Vendor name and website link included on our website – www.nhquilts.org
- Vendor name included on our Quilt Show flyers
- Quilt show promotion in national and local magazines: Quilter's Newsletter, WRBO Show Time, Quilters Guide & Directory, NH To Do
- Quilt show promotion in local newspapers, quilt shops and community bulletin boards

Vendor Responsibilities:

- Completed contract & payment by February 15, 2010
- Providing at least one representative in the booth at all times during show hours
- To only sell items appropriate for the quilt show audience
- Keeping booth area neat, clean and open during show hours (no breakdown before the end of the day)
- To be respectful of the show venue/building, other vendors, attendees & show representatives
- To provide booth tables, signage, electrical extension cords, trash receptacles and any other items deemed necessary to operate their business at the quilt show

Fees, Payment & Cancellation: All booths are offered at \$100 for two days; this fee is non-refundable, unless the show is cancelled for any reason in which case 100% of vendor fees will be refunded. Payment must accompany this contract.

Vendor/Company Name _____

Contact Name _____

Address _____

City/State/Zip _____

Email Address _____

Contact Phone _____ Cell Phone _____

Website _____

Vendor will sell the following items in their quilt show booth: _____

How would you like your name listed on signage and publications? _____

Liability: Souhegan Valley Quilters Guild is not responsible for insurance, theft of or damage to vendor displays/equipment, merchandise or personal items. SVQG will provide reasonable entry control during show hours and a locked venue during non-show hours. Each vendor assumes the entire responsibility and liability for any damages to the venue resulting from their or their representatives' actions or negligence.

Please **sign and send TWO copies** of this completed form along with a check made payable to: **SVQG**, with 2010 Quilt Show on memo line. Forms and payment should be sent no later than February 15, 2010 to:

Michelle Marrone, Vendor Coordinator, Souhegan Valley Quilters Guild, P.O. Box 113, Amherst, NH 03031

Questions: Contact Michelle Marrone at 603.566.3681 or mcmarrone@aol.com

I **understand and agree with this contract.** (A counter-signed copy will be returned with your confirmation.)

Signature _____ Date _____

Name Printed _____ Title _____

Company Name _____

SVQG Confirmation by Quilt Show Chairman

Signature _____ Date _____