

LICK SKILLET QUILT GUILD
“Quilts by the Lake” Quilt Show 2016
September 22-24, 2016

VENDOR AGREEMENT

VENUE: Oxford Civic Center, 401 McCullars Lane, Oxford, Alabama 36203

Dates/Times:

Set Up - Thursday, September 22, 2016 9:00 am - 4:00 pm
Preview Show - Thursday, September 22, 2016 5:30 - 7:00 p.m.
Show - Friday, September 23, 2016, 9:00 am - 5:00 pm
Saturday, September 24, 2016 9:00 am - 5:00 pm
Take Down - Saturday, September 24, 2014, 5:00 pm

1. Vendors Booths for the show are available at the following rates:
 - Single Booth - 10' X 10' = \$100.00
 - Double Booth - 10' X 20' = \$175.00
 - Triple Booth - 10' X 30' = \$250.00

2. The cost of the booth(s) must be remitted with the signed copy of the Vendor Agreement. Booth assignments will be made in the order that the vendor agreements are received. Completed Vendor Agreement and deposit should be mailed to:

Becky Everett
597 Mays Bend Lane
Pell City, Alabama 35128.

Checks should be made payable to Lick Skillet Quilt Guild.

3. Requests for cancellations must be submitted in writing to the vendor chair. A full refund will be given for any cancellations made prior to July 1, 2016. A 50% refund will be given on cancellations made between July 1, 2016 and August 1, 2016. After August 1, 2016, no refunds will be given.

4. Vendor space is limited. Vendors will be accepted on a first come, first served basis based on postmarked dates. Confirmation of booth space reservations will be acknowledged via email. If upon receipt of Vendor Agreement, all booths have been filled, the vendor will be given an option to either receive a refund or to be placed on the vendor waiting list. If the vendor is not provided booth space from the waiting list, a full refund will be given after the show is over.

5. Booth sharing or subletting is allowed only with prior written consent of the Lick Skillet Quilt Guild.

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6. Neither the Lick Skillet Quilt Guild nor the Oxford Civic Center will assume responsibility or liability for any loss or damages or claims to vendor's displays, equipment or other property brought upon the premises of the Oxford Civic Center.

7. Piping and draping, one 8 foot table and two chairs per booth will be provided. If you plan to bring your own tables/chairs please indicate on application. Access to electrical outlets is limited and therefore **must** be requested on your application. *Electrical needs not identified on application will not be met.*

8. No objects may be nailed or affixed by any other means to the property of the Oxford Civic Center.

9. Booths must be staffed during all show hours. Lick Skillet Quilt Guild volunteers will be available to booth sit during meals and breaks. Refreshments will be provided to you in our Hospitality Area at *no charge*.

10. Vendors are required by law to collect and remit Alabama state sales tax. Information, instructions and envelopes will be provided in your Vendor Packet.

11. You will be provided two vendor's badges for a 10' X 10' booth reserved. For each additional 10' X 10' space, one badge will be added. Additional badges will cost \$10.00 each. The Vendor's business and names will appear on the nametags.

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VENDOR BUSINESS NAME: _____

VENDOR NAME: _____

CO-WORKER'S NAMES: _____

ADDRESS: _____

TELEPHONE(S): _____

EMAIL ADDRESS: _____

DESCRIPTION OF MERCHANDISE YOU WILL BE OFFERING _____

BOOTH SIZE REQUIRED: _____ SINGLE _____ DOUBLE _____ TRIPLE

TABLE AND CHAIRS NEEDED: _____ YES _____ NO

ELECTRICITY REQUIRED: _____ YES _____ NO

AMOUNT REMITTED WITH VENDOR AGREEMENT: _____

The below vendor agrees to all terms and conditions of this agreement.

Signature: _____ Date: _____

(make a copy for your records and PLEASE RETURN ALL THREE PAGES)

Additional Information:

_____ I will donate a door prize (\$50 value or more) for the Community Service Project drawing.

Preview Night

_____ I will open my booth on Thursday evening for the Preview Night for guild members and volunteers.

_____ I will give a 10% discount to guild members on purchases made at the Preview Night.

Lodging

_____ I would like information regarding lodging in Oxford.

