



## Exhibitor Agreement 2019 North Central Washington Quilt Guild - Quilt and Fiber Arts Festival

Dear Merchant,

The North Central Washington Quilt Guild is having its 35rd annual Quilt and Fiber Arts Festival. On behalf of the NCWQG

I would like to invite you and your shop or business to participate in our quilt show's Merchant Mall.

The Festival will be at the Town Toyota Center, 1300 Walla Walla Ave, Wenatchee, WA.

Friday, August 16 - Event Hours 9 am - 5 pm

Saturday, August 17 - Event Hours 9 am - 5 pm

Set up will start on Thursday, August 15 at 11 am. Load in doors will be locked at 4:30



pm.

The booth spaces are 8' x 10' in size both in the arena and on the concourse. We will provide poles and drapes for the backdrop and sides of the booth. We suggest that you bring additional lighting for your booth and any necessary extension cords if you wish to highlight certain products.

The arena base fee per space is \$125, which includes one table and two chairs. Additional booth space fee is \$125; Please specify if you want any additional tables and/or extra chairs.

If you wish to have electrical power for your booth, we are contracting with the Town Toyota Center to provide the electrical service at \$35 (reduced from \$55).

The flooring of the arena is placed over the ice of the hockey rink. Even though the room is well heated, at times your feet can become cold or there can be condensation on the outside of storage containers under your table. We recommend that you bring a small carpet for under your feet at your chair. It is important that storage of extra products be in plastic containers.

If you wish a booth in the concourse area (there is not ice under this area) the charge is \$150 for one space and \$125 for each additional space. There is also a \$35 fee for power to these booths. Booth sizes will be strictly controlled this year, so please be sure to reserve enough booths for your display needs.

**Paid booth reservation entries will be accepted on a first come, first served basis.** Booths will be assigned in order of the date the contracts are received. Space is limited, so if you plan on attending, be sure to return your Exhibitor Agreement form and fees as soon as possible. **If you have any questions please call, or email me at: [abaye@nwi.net](mailto:abaye@nwi.net)**

The City of Wenatchee requires a \$25 temporary 3 day business license for vendors from outside city limits or an annual license from vendors in Wenatchee. You do need to display your license in your booth. Please attached the completed business license application (Available at <http://www.wenatcheewa.gov/government/finance/business-license>) with your completed vendor agreement. Include the license fee in the total amount due and the NCW Quilt Guild will process and pick up your license for you. Because we are using the Town Toyota Center facility you do not need to supply a copy of property owner's permission.

We look forward to hearing from you and having you join us for the 2019 Harvest of Quilts!

Thank you,  
Ann Baye

NCWQuilt Show Vendor Coordinator (509 293 1464)

Mail to: Ann Baye P.O. Box 4882, Wenatchee, WA 98807  
NCWQuilt Guild website: <http://www.ncwquilt.org/>

or email: [abaye@nwi.net](mailto:abaye@nwi.net)



# Exhibitor Agreement 2019 North Central Washington Quilt Guild - Fiber Arts and Quilt Festival

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_

Alt Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

**Agreement Summary:**

Booth Price (arena floor)	\$125	_____
Extra Booth(s) (arena floor)	\$125ea	_____
Booth Price (concourse)	\$150	_____
Extra Booth(s) (concourse)	\$125ea	_____
Power	\$35	_____
Business card size ad in program	\$20	_____
Temp. Wenatchee business lic. (if not already licensed)	\$25	_____
	=====	
Total		_____

50% due upon contract signing to reserve space.

**Invoicing Information:**

\_\_\_\_ Check  
 \_\_\_\_ Invoice in Full

Total	Paid	Balance

**Exhibitor Terms & Conditions**

1. Each booth space includes pipe and drape for a 10' wide by 8' deep space.

2. 110 power available at an additional charge of \$35.
3. Exhibitors are required to be at their booth a minimum of 15 min. prior to the show opening each day.
4. Exhibitors are required to staff their booths at all time during the Quilt Show.
5. Exhibitors must have a Wenatchee city business license.
6. Under no circumstances will booths be permitted to be taken down prior to the close of the show. A fine of \$100 will be issued for early tear down.
7. Parking for all exhibitors is located on the north side of the center. Main parking is reserved for attendees only.
8. Exhibitors are asked to show respect for their neighbor exhibitors in regard to noise, odors, and use of space.
9. Exhibitors are liable for any damage caused to the center during set up, display, or tear down; and may not in any way change/damage the walls, floors, ceilings, exhibition, areas, entrances or exits.
10. Headsets and handheld microphones will be permitted in designated areas with prior approval. No other amplification devices will be allowed.
11. Wi-Fi connection is available at the center.

Balance due in full by **July 31, 2019.**

Signed \_\_\_\_\_ Printed Name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Quilt Show Representative \_\_\_\_\_

Mail to:

Ann Baye

P.O. Box 4882

technique

Wenatchee, WA 98807

email: [abaye@nwi.net](mailto:abaye@nwi.net)

NCWQuilt Guild website: <http://www.ncwquilt.org/>

Would you like to:

Donate a door prize

Do a 20 - 30 minute demo of a product or

(More information will be provided later)