

Arizona Quilters Guild 2023 Quilt Show Vendor Terms and Conditions

- 1. Acceptance Policy** – AQG reserves the right to determine vendor selection and booth placement, which will be made based on product, requested booth size, and Application date and timestamp. Items must be sold at retail and available for immediate purchase. Completed Application and T&C, AZ Tax license number, and deposit are required for acceptance. _____Initial
- 2. Booth Size** – AQG will make every effort to honor booth size requests. Vendor understands that if AQG deems it to be in the best interest of the show, AQG may assign a vendor an alternate booth size or location any time prior to set-up. Vendor understands they may need to provide additional lighting for the booth space. _____Initial
- 3. Deposit and Payment** – A deposit equal to a minimum of 50% of the **PROJECTED TOTAL FEE** (#1 booth choice fee plus options) must be received by 11/14/22 to complete your application for a booth at the 2023 show. The full booth fee shall be paid no later than **January 27, 2023**. Final payment will reflect the assigned booth size and options selected. **Failure to remit the final payment by January 27, 2023, will result in forfeiture of the booth space.** _____Initial
- 4. Set-Up** – Vendor check-in/set-up begins at 4:00 p.m. on **Wednesday March 22, 2023** Set-up hours are **Wednesday, March 22, 4:00 p.m. - 8:00 p.m.** and **Thursday, March 23, 8:00 a.m. - 4:30 p.m.** **Set up must be completed no later than 4:30 p.m. Thursday March 23, 2023.** Nothing may extend beyond your booth configuration and may not exceed the height of the display drapes. To protect the safety of our guests, you may be requested to modify your display. Vendor agrees to comply with AQG requests for booth modification and merchandise relocation. _____Initial
- 5. Default in Occupancy** – In the event a vendor fails, for any reason, to check in with the AQG Vendor Coordinator by **1:00 p.m., Thursday, March 23, 2023**, AQG shall have the right, without further notice to vendor, to take possession of said space. Vendor agrees all sums previously paid by vendor shall be retained and deemed to be liquidated damages resulting from vendor's default. _____Initial
- 6. Unloading/Parking** – Parking and unloading will be directed by the Vendor Coordinator and their instructions must be adhered to. Loading areas are closely monitored. **Unattended vehicles will not be permitted;** vehicles should be unloaded/loaded quickly, then moved. Vendors are required to park oversize vehicles, all vehicles with trailers, and box trucks in the North lot and passenger vehicles should be parked in the East lot on Pasadena. No vehicle may be parked in the museum or library parking lots. No overnight parking is permitted. _____Initial
- 7. Tear down** – For safety, vendor shall NOT bring in tear down equipment or remove any portion of booth display until the show officially closes and all customers have exited the show floor. Takedown begins **Saturday, March 25, at 4:15 p.m.** **Vendor may NOT bring a vehicle to the unloading/loading area until Vendor Coordinator has determined your booth is fully packed and ready to be loaded** to ensure quick loading of your vehicle. _____Initial
- 8. Show Hours** – Vendors must staff their booths at all times during show operation hours. Runners may be requested IF you will be working booth alone. **Hours are Thursday March 23, 2023 (5:00 p.m. – 8:00 p.m.), Friday March 24, 2023 (9:00 a.m. to 5:00 p.m.), and Saturday March 25, 2023 (9:00 a.m. – 4:00 p.m.).** Vendors are required to staff their booths at least 15 minutes prior to show opening each day. The show opening each day will not be delayed due to the failure of the vendor to arrive on time. AQG will NOT cover the booth

for the vendor. AQG is not responsible for loss or damage to booth contents due to failure of the vendor to arrive on time. _____Initial

9. Food and beverages are NOT permitted on the show floor during ANY show hours.

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10. **Badge/passes provided** – ID Badges/passes will be provided for booth staffing and must be worn by staff members at all times while on the show floor. Vendor is responsible for arranging adequate staffing for booth. Vendor will be required to provide staff names 3 weeks prior to show. _____Initial

11. **Refund Policy** – The booth fee is refundable IF written cancellation is received by AQG no later than **January 27, 2023**. Regardless of reason, any cancellation received after this date will be considered non-refundable.

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