



Capital of Texas QuiltFest

Vendor Application

Please Print:

Vendor /Owner Name: _____

(All exhibitors must be listed)

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: Business: _____ Alternate Number: _____

Tax ID Number: _____

Email Address: _____

Business Website: _____

Description of Merchandise or Services: _____

Rental fees shown below cover the four day period from Sept 13 – 16, 2012

_____ Booth Spaces @ \$375 each \$ _____
(10ft X 10ft including one 8 ft draped table, one chair, side & back drapes)

Total \$ _____

_____ Number of badges required for staff

_____ I would like the services of a Volunteer Vendor Angel

Additional tables and chairs are available directly from Convention Expo Management Services at
admin@convnetionandexpo.net

Utility services (electrical, phone, secured wireless, etc.) are provided directly by Palmer Events Center. You must contract for the services you need directly with them. Unsecured wireless connections are free of charge. Please note that the cost of these services increases if not requested by August 31, 2012.

I certify that I have read and I agree to the Terms and Conditions as well as the Rules and Regulations for the 2012 Capital of Texas QuiltFest. I further certify that I will not hold the Austin Area Quilt Guild, Palmer Event Center or any individual from either organization responsible in the case of loss or damage to all or part of my exhibit, merchandise, or person. (All vendors listed on the application must sign.)

Vendor's Signature _____ Title: _____ Date: _____

Please make Checks payable to **Austin Area Quilt Guild**, and return with this form no later than March 16, 2012 to
Helen Gnuechtel
325 Chadwick Dr
Georgetown, TX, 78628

Applications will not be accepted if information is not complete.



Capital of Texas QuiltFest

September 14 -16, 2012

VENDOR INFORMATION

The following information contains instructions for vendors participating in our 2012 Capital of Texas QuiltFest.

The Austin Area Quilt Guild's 17th biennial Quilt Show and Sale, now called Capital of Texas QuiltFest, will be held September 14 - 16, 2012, with vendor set-up on Thursday, September 16th. The QuiltFest will be at the Palmer Events Center, located at 900 Barton Springs Road, Austin, Texas 78704, which is in downtown Austin. There is a large area for loading and unloading at this facility and 24-hour security cameras.

Vendor set-up is on Thursday, Sept. 13th. You may arrive and check in anytime between 9 a.m. and 3 p.m. Your booth space(s) must be completely set up by 5 p.m. A member of the vendor committee will meet you at the loading dock entrance to supply you with your vendor badges, vendor packet, and to show you to your booth. Please send me an email by September 1st if you will need additional vendor badges that were not listed on your original contract so they can be made up in advance. (Names are not necessary.)

There may be another event setting up in Palmer at the same time. If so, we will need to share the available parking. There are multiple doors for unloading, so this should not be a problem. A number of platform dollies will be available for your use. If judging is not yet complete, we will need you to be as quiet as possible during the set-up time.

Your booth(s) will be draped on the back and sides. The Decorator does not allow any pins in these drapes, but S-hooks will be available for use as needed. Your booth will contain one chair and one 8' draped table plus any other items you ordered directly from CEMS. Requests for electric and other services are handled directly by Palmer. If you need anything else, please let us know as soon as possible.

No one may display anything on the outsides of the booth or have items outside the booth. This is an Austin Fire Marshal law. There must be a certain amount of walkway space for crowds to move through the area.

Security will be provided around the clock. This security service will be inside and outside of the Center throughout the weekend. Security also requires that you and your staff wear your vendor badges at all times.

On show days you will be allowed to enter the facility one hour before the show opens. Since vendor booths will not be open for sales on Opening Night (Thursday, September 16th), we request you cover your tables and displays that night with sheets to protect them and as a security precaution. Palmer Events Center also suggests covering tables and displays all other nights as well.

The show hours are listed below:

Friday, September 14th - 10 a.m. to 6 p.m.

Saturday, September 15th - 10 a.m. to 6 p.m.

Sunday, September 16th- 12 p.m. (noon) to 5 p.m.

The 2012 QuiltFest will include the following events:

- Opening Night reception for members on Thursday, September 13th, 7 p.m., with an awards presentation
- Judged show of Guild members' quilts
- Exhibit of wearable art
- Special exhibits and non-judged quilts
- Sale of Guild members' quilts
- Quilt appraisals by an American Quilter's Society-certified appraiser
- Marketplace, featuring a wide variety of quilt-related vendors and other services
- Silent Auction, featuring quilts and quilt-related items made and donated by our members
- Demonstration area in which a wide array of quilting techniques are demonstrated by our members
- Guild Boutique, featuring hand-made crafts by Guild members for sale
- Conservation information about conserving, restoring, and storing quilts
- Raffle quilt
- AAQG activities, history, and membership areas
- Children's quilt activities area and exhibit

Concessions, provided exclusively by PEC, will include a variety of food and drinks. No outside food or drink is allowed.

The Palmer Events Center is a smoke-free environment, by ordinance of the City of Austin. You are responsible for providing your own change, so please bring plenty, as we won't have extra change available for you. An ATM machine is available onsite.

No one may take down his or her booth(s) before 5 p.m. on Sunday, September 16th. Takedown will begin immediately at that time. No one may "reserve" a dolly until the entire booth is packed and ready to go. Please plan to be efficient, as we must be out of Palmer by 8 p.m.

We are looking forward to another great show, and thank you all for your support. If you have any questions or concerns, please contact me.

Helen Gnuechtel, Vendor Coordinator
325 Chadwick Dr
Austin, TX 78628
showvendors@aaqg.org
www.aaqg.org www.captxquiltfest.org



Capital of Texas QuiltFest

September 14 -16, 2012

Rules and Regulations

1. The Austin Area Quilt Guild's 17th Biennial Quilt Show and Sale (hereinafter referred to as the QuiltFest) encourages creativity; however, the display of objectionable and/or illegal products and items is not permitted.
2. Vendors shall be solely responsible for the payment of state and local sales taxes in connection with the QuiltFest. Vendors must display their current Texas Sales and Use Tax Permit in a visible place in their booth. Each vendor must have a permit number in his/her own name or corporate name. Contact the Texas Controller of Public Accounts at 1 -800-252-5555 to obtain a permit. The sales tax rate in Austin is 8.25%.
3. Vendors may sell quilt-related items. All merchandise for sale is subject to approval by the Show Co-Chairs.
4. All displays shall conform to reasonable safety standards.
5. Due to City of Austin regulations, all merchandise must remain within the boundaries of the assigned space. Vendors and displays must not interfere with adjacent vendors or aisle space in any way, and all exhibit booths must maintain clear and appropriate exits from the booth.
6. All displays shall be neat and clean. Each booth will be draped and AAQG will provide one draped table and one chair for each booth. Additional tables and chairs may be ordered directly from the decorator at admin@conventionandexpo.net. Extra merchandise should be stored under cover and out of sight.
7. Taping, gluing, tacking, etc., to any surface/tables provided through AAQG is not allowed.
8. Vendors must bring everything necessary to set up their booths. Vendors are responsible for bringing heavy-duty extension cords, if required.
9. **Electricity and phone service and other services are separate charges and ordered directly from Palmer Events Center. Unsecured wireless connections are free of charge. Ordering services after August 31, 2012 is more expensive than ordering earlier. Information to follow as soon as I get it.**
10. Only those vendors whose names are on the vendor application form may exhibit and/or offer merchandise or services for sale. Booth may not be shared by anyone not accepted as a vendor.
11. The show is open 10:00 am to 6:00 pm on Friday, 10:00 am to 6:00 pm on Saturday, and noon to 5:00 pm on Sunday. Vendors may not dismantle displays or remove merchandise before 5:00 pm on Sunday.
12. Vendors may set up their booth between 9:00 am and 5:00 pm on Thursday. Booths must be completely set up by 5:00 pm on Thursday. Vendors may enter the building one hour before the QuiltFest opens on Friday, Saturday, and Sunday.
13. Any vendor that has not checked in, either in person or by phone, **as of 2:00 pm, Thursday, September 13, 2012**, forfeits their exhibit space without refund, and their space may be reassigned by the Show Committee.
14. The assigned space and the surrounding area shall not be changed, altered, or damaged in any way.

15. Vendors are responsible for keeping their areas clean during the QuiltFest. Vendors must dispose of their trash. Spaces must be cleared and empty of trash at the end of each day. Vendors that leave trash may be denied entry into subsequent AAQG Shows.
16. Vendors are required to adhere to reasonable standards of behavior, decorum, cooperation, and courtesy. No vendor is allowed to disturb the QuiltFest with loud music, noise, any other offensive or inappropriate behavior or language. The Show Committee reserves the right to ask a vendor to leave if, after being given notice, he or she continues any unreasonable behavior.
17. The Palmer Events Center is a smoke-free environment.
18. A vendor's participation in the QuiltFest is deemed an acceptance of these Rules and Regulations.
19. Failure to comply with these Rules and Regulations may result in a vendor's expulsion from the QuiltFest, and the vendor could be denied entry into future AAQG events.



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September 14 -16, 2012

You may rent 1 or more booths. AAQG will advertise the QuiltFest in and around Austin and through other quilt guilds.

Vendor Coordinator: Helen Gnuechtel and Judi Schani, showvendors@aaqg.org

Terms and Conditions

1. *Postmarks:* Booth spaces are assigned in order of postmark, so please mail your completed application and check as soon as possible. All applications must be postmarked no later than March 16, 2012 to be eligible for the QuiltFest. Applications postmarked after March 16, 2012 will be considered if space is still available. A postmark on or before March 16, 2012 does not guarantee that a space will be assigned.
2. *Booth Assignments:* The AAQG 2012 Vendor Committee will make all booth assignments. All booth assignment decisions of the Committee will be final. The Committee will e-mail confirmation packets with booth assignments on or about April 30, 2012.
3. *Membership:* Vendors do not have to be AAQG members.
4. *New Vendors:* You must submit photos of your merchandise if you have not previously participated in an AAQG Quilt Show. The photos must be representative of the items you will sell. If you are a service provider, you must provide a description of the services you will be making available.
5. *Cancellation Policy:* If an applicant is not accepted, all fees will be returned. If a vendor cancels, refunds will be prorated, as follows:
Cancellation postmarked on or before July 1, 2010:
50% of booth fee if a replacement can be found.
Refund checks will be mailed after July 1, 2012.
Cancellation postmarked after July 1, 2012: no refund
6. *Booth Fees:* Booth fees are \$375 per 10-ft x 10-ft booth, including one 8' draped table and one chair, with side and back drapes.
7. *Services:* Electricity, secure phone lines, and other services will be furnished by and directly contracted through the Palmer Events Center. Palmer provides unsecured wireless phone service without charge. Payment for these services must be made directly to PEC.

8. *Extra tables and chairs:* can be ordered directly from Convention Expo Management Services at admin@conventionandexpo.net. Please identify your booth with the Austin Area Quilt Guild in your correspondence.

Rules and Regulations: Vendors are also subject to the Rules and Regulations for the QuiltFest.