

# Vendor Contract for Stars 'N' Stitches Quilt Show

Sponsored by Chattahoochee Evening Star Quilt Guild  
September 18<sup>th</sup> and 19<sup>th</sup>, 2010

Gymnasium of the Former Old Milton High School, 86 School Drive, Alpharetta, GA

## VENDOR ACCEPTANCE:

Vendor space is limited. Vendors will be accepted on a first-come-first-serve basis with consideration being given to the category of your goods being offered. Our guild strives to provide a good variety of merchandise for our show attendees to purchase, however we do not grant exclusivity on sale or display of any products or merchandise. We encourage you to complete and submit your vendor form right away if you are interested in participating as a vendor. Our deadline for vendor application is 4/5/10. We do understand these are difficult economic times, so our vendor fees have remained flat. Additionally, no vendor checks will be deposited prior to 8/2/10, so you may put this date on your check. We do request, however, that you ensure you submit your vendor application by our 4/5/10 deadline in order that we may complete our confirmation process in a timely fashion. You will be notified via email once we are able to confirm our participating vendors. Directions to the Show and booth assignment details will be provided in this email, which you will receive by the end of April. In the event we are unable to confirm you as a vendor, you will be notified by email, and your original check will be voided and returned to you.

## BOOTH DETAILS:

Each booth is approximately 10'X12'. Vendor Setup is from 10:00AM – 5:00PM on 9/17/10. Please arrive in time sufficient to complete your booth setup during the hours allotted. Booths must be staffed on 9/17/10 from 5:30PM-9:00PM, on 9/18/10 from 9:30AM-6:00PM, and on 9/19/10 from 10:30AM – 5:00PM. No breakdown prior to 9/19/10 at 5:00PM is allowed. You will have until 6:30PM on 9/19/10 to complete breakdown. Décor and method of display are at the option of the vendor. The booth spaces shall be used for display, promotion and the sale of goods handled by the vendor. All tables, displays, chairs, etc. are the responsibility of the vendor and must fit within the footprint of your booth. Our guild volunteers are available to booth sit during meal breaks, etc. Light refreshments are provided for you in our vendor break area. At this time, we cannot commit to move-in/move-out fee-for-hire-assistance. Should that change, we will post the info on our website. This is why we have extended the setup and breakdown timeline. In the event tables/chairs become available for rent, you will be notified.

## FEES AND PAYMENT/CANCELLATION DEADLINES:

The booth fee of **\$150** is payable to Chattahoochee Evening Stars. Vendor Contract and payment are due by April 5, 2010. A fee of \$25 will be charged for cancellations prior to September 1, 2010. After that date, the vendor is responsible for the full booth fee. Any cancellations must be made in writing, and postmarked by US mail to Sheila D. Miller, Vendor Chair, 905 Hillside Dr., Grayson, GA 30017.

## TAXES:

Vendors must collect all applicable sales tax. Vendors are solely responsible for reporting such taxes. Chattahoochee Evening Stars is in no way responsible for ascertaining or paying the amount of taxes collected or due.

## LIABILITY:

By signing below, the vendor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to displays, equipment and other property brought upon the premises of the Gymnasium and indemnifies and holds harmless the Chattahoochee Evening Stars and its members and Fulton County and its employees from any and all such losses, damages, and claims.

**Please complete this form in its entirety. Retain one copy of this contract for your records, and send an original signed copy along with your check (\$150) made payable to:**

**Chattahoochee Evening Stars, c/o Sheila D. Miller, 905 Hillside Drive, Grayson, GA 30017.**

### PLEASE PRINT!

BUSINESS NAME: \_\_\_\_\_ BIZ Web Address: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

BIZ ADDRESS: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

Is access to electricity (for register, etc.) a requirement for your booth? Circle: YES NO

**Please use the reverse side of this form to provide the details of your merchandise.**

With my signature below, I hereby agree to all conditions stated in this agreement:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date