

VENDOR RULES AND REGULATIONS

Show hours July 16th and 17th 9-5 each day

Booth Rental: Each booth is 10' by 10'; double booths are 10' by 20'. Please stay within your booth space. You may use S hooks to hang items from the top poles. Drapes and poles will be behind vendor booths and will separate booths.

Equipment: One table and two chairs will be provided for each single booth and two tables and two chairs will be provided for a double booth. Electricity includes an outlet only so bring your extension cord. Keep the booth dimensions in mind as you plan.

Check-in/Set-up: Check-in and set-up times are from 10:30 a.m. to 4:00 p.m. on Thursday, July 15th at the Mayborn Convention Center in Temple, Texas. Vendors must enter and unload using the NE loading dock. **No one** will be allowed to unload using the front doors. Judging will be occurring during check-in so vendors must be as quiet as possible during this time.

Check-out: The show closes at 5:00 p.m. on Saturday, July 17th. Please do not begin breaking down your booth until this time. Everyone must be out of the building by 7:00 p.m. on Saturday. You will exit using the same NE loading dock.

Food, Drinks, Breaks: No food or drinks are allowed in the exhibit area. A concession stand is available with food and drinks. Booth sitters will be provided for breaks and meals for exhibitors who are sole operators of their booths. Booth sitters will watch your booth for 20 minute breaks.

Badges: Two vendor ID badges will be issued to each vendor. Please ask your staff to wear them at all times when in the building. Badges must be returned at the end of the show. Please contact the Vendor Chairperson if you need one additional badge.

Sales Tax: Each vendor is required to have a sales tax permit for Texas. Each vendor is responsible for reporting and paying taxes. Questions may be referred to the Office of the State Comptroller at 1-800-252-5555.

Cancellations: No refunds of registration fees will be made to vendors unless the Temple Quilt Guild management deems it necessary or prudent AND the space can be sold to another vendor.

Please sign and return the contract to:

Stacy Clady

2019 River Rock Trail

Harker Heights, Texas 76548

Contact information: wildflowerquiltguildtex@yahoo.com, Please call Stacy at 1 254 220 5597 with any question