



Dear Prospective Vendor:

Coastal Prairie Quilt Guild of Texas is proud to announce the fifth biennial quilt showcase. We have great expectations for our Coastal Prairie Quilt Showcase 2018, "A Decade in Stitches" to be held September 7-8, 2018. We are looking forward to our show to celebrate the guild's 10 year anniversary.

CPQG is again working to insure that our quilt categories will reach out and draw in all different sections of the quilting community. We want to embrace all areas that contribute to the quilting industry and open our entries to not only CPQG members but other nonmember quilters. Our theme for 2018 is "A Decade in Stitches."

We realize that your success as a show vendor is directly dependent upon our ability to bring customers into the venue. That means using as many ways to advertise the event as possible, including print media, internet, social media and the distribution of show information cards to area quilt shops and guilds. Additionally, the show will also be listed on both the Stafford Centre's website and the marquee.

I have included all of the information you will need in order to plan your participation in this event. Please look over the opportunities and register soon – booth selection will be allotted in the order of space deposit receipt. Feel free to contact me for any further information you might need.

Sincerely,

CPQG Vendor Coordinator  
PO Box 55  
Stafford TX 77497  
Email: [vendors@cpqgtx.org](mailto:vendors@cpqgtx.org)

**All registration paperwork should be mailed to:**

**CPQG Vendor Coordinator**

**PO Box 55**

**Stafford TX 77497**

# VENDOR APPLICATION AND CONTRACT

## FOR EXHIBIT SPACE



### Coastal Prairie Quilt Guild Showcase 2018

Stafford Centre  
10505 Cash Road  
Stafford, Texas  
**September 7-8, 2018**

**IN ACCORDANCE** with the Rules and Regulations (which are a part of this contract) governing the exhibits to be held at the Coastal Prairie Quilt Guild Showcase, the undersigned hereby makes application for exhibit space.

#### 1. COST OF EXHIBIT SPACE

Exhibit space is priced at \$300 per 10' x 10' area with a **\$25.00 discount possible ONLY if complete payment is made by March 1, 2018.**

#### 2. PAYMENT OF EXHIBIT SPACE RENTAL

A **non-refundable deposit of \$150** toward your exhibit space should be sent with this contract. Booth space assignment will not be guaranteed before your signed contract and deposit check is received. **Mail the completed Application, Payment and Contract to:**

**Coastal Prairie Quilt Guild Showcase 2018**

**Vendor Coordinator**

**PO Box 55**

**Stafford TX 77497**

#### 3. ASSIGNMENT OF EXHIBIT SPACE

- Space assignments will be made with full consideration given to the amount of space required, date of the receipt of application, competing products, and general grouping of exhibits for proper display and comparison. Assignments will be made after 3/1/2018 giving full consideration to the date each was received.
- Notice of booth space assignment will be mailed by 8/1/2018 upon approval of the booth application form and receipt of full payment for the exhibit space rental.

# Coastal Prairie Quilt Guild Vendor Application

Quilt Showcase 2018 - September 7-8, 2018

## Reservation Deadline:

July 15, 2018

Please type or print legibly, as this information is used in the Show Program.

Business Name	
Address	
City, State,zip	
Phone	
E-mail	
Website	

Texas Tax Permit Number  
(11 Digit, Starting with 3 or 1)

**Permit MUST be displayed at show**

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Name to appear on  
booth sign


City & State

Note: Program listing will contain the above information unless otherwise instructed.  
(Name, address, phone, booth sign etc.)

New Vendor?		Did you participate last show?
Yes	No	Yes No

Contact Name at Show:  
(phone # if different from above)

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Merchandise Description

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Special Requests (including booth location requests)

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**EQUIPMENT REQUEST**

Booths	# _____ 10' x 10' standard booth @ \$300 each (\$25 discount per booth space available for those who pay in full prior to 3/1/2018)	\$
Skirted Tables	# _____ 8' x 30" 1 will be automatically provided unless noted here	NO CHARGE
Chairs	# _____ 2 will be automatically provided unless noted here	NO CHARGE
Electrical Service Connection*	NO YES Advance Cost \$40 Within 72 Hrs Cost \$70	\$
Wireless Internet Connection*	NO YES Advance Cost \$30 Within 72 Hrs Cost \$45	\$
<b>TOTAL</b>		<b>\$</b>
PLEASE SEND CHECKS ONLY \$150.00 deposit required per booth space (non-refundable)		Deposit Paid \$
		Balance Due \$

\* Please note that this year there is an additional form attached that needs to be completed and returned with your application. This form is required by the Stafford Centre for each electrical and/or Wi-Fi request.

**The undersigned agrees to be responsible for all loss, damage, or injury to their merchandise and personnel, or that are caused by their personnel. I agree to hold harmless the Coastal Prairie Quilt Guild and the Stafford Centre for any claims arising from my participation in the 2018 Coastal Prairie Quilt Guild Show.**

I have read and agree to abide by all the rules.

**X**  
Initial Agreement

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Date Rec. Form	Date Rec. Check	Check #	Amount
Amount Due	Date Rec. Check	Check #	Amount

Make checks payable to CPQG and return form and deposit to:

**Vendor Coordinator  
PO Box 55  
Stafford TX 77497**

**STAFFORD CENTRE**

**ELECTRICAL SERVICE AND WIRELESS INTERNET ORDER FORM**

**IMPORTANT CONDITIONS & REGULATIONS**

1. Wall, column, & permanent building outlets are not part of booth space & are not to be used by exhibitors unless specified otherwise.
2. All equipment regardless of source of power must comply with all federal, state, & local safety codes.
3. Use of open clip sockets, latex or lamp cord wire, duplex attachment plugs in exhibits prohibited.
4. Claims will not be considered unless filed by exhibitor prior to close of exposition.
5. All equipment must be properly tagged & wired with complete info as to type of current, voltage, phase, horsepower, etc.
6. All material and equipment furnished by Stafford Centre for this service order shall remain the Centre property and shall be removed ONLY by the Stafford Centre at the close of the show.
7. Electrical power for lights and displays will be turned on one hour prior to show opening time and off at show closing time daily.
8. All exhibitor's cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment for special wiring.
10. Advance orders must be received a minimum of three (3) days, 72 hours, prior to exhibitor's arrival for move in.
11. For electricity requirements over 120 volts a generator must be rented and a licensed electrician must be on site for load in and load out. Please contact facility's Operations Manager for details
12. Internet usage is password protected and cannot be shared with non-authorized users. Client/Vendor Laptops must have wireless automatic detection settings "enabled" before password can be entered by the Stafford Centre's Event Manager.

**Standard Electrical Service Available**

120 Volt, A.C., Single Phase, 60 cycle

**Electrical Service Connections**

Check One	Description (in Amps)	Advance Cost	Within 72 hrs Cost	Total Cost
_____	1-20	\$40	\$70	_____

**Wireless Internet Connections**

Check One	Description	Advance Cost	Within 72 hrs Cost	Total Cost
_____	Internet Use (per IP Address)	\$30	\$45	_____
			Total	_____

**TRADESHOW:** \_\_\_\_\_ **BOOTH #** \_\_\_\_\_

**FIRM NAME (EXHIBITOR)** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **CITY, ST** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**AUTHORIZED BY (PRINT)** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**I acknowledge I have read, understand, & will abide by the conditions and regulations stated above.**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**EXHIBITOR MUST REMIT PAYMENT AND FORM TO SHOW PROMOTER**

**PROMOTER IS RESPONSIBLE FOR RENDERING PAYMENT IN FULL TO THE STAFFORD CENTRE PRIOR TO THE START OF THE SHOW  
NO EXCEPTIONS PLEASE**

## RULES AND REGULATIONS

### CONTRACT FOR SPACE

The application for space and the formal notice of assignment by the Coastal Prairie Quilt Showcase constitute a contract for the right to use the space allotted. In the event of fire, strikes, or other uncontrollable circumstances, rendering the building unfit or unavailable for use, this contract will not be binding.

#### 1. PAYMENT FOR SPACE/CANCELLATION FEE

A minimum deposit of \$150 per space must be sent with this contract. In order to receive the \$25.00 discount full payment must be made prior to March 1, 2018. If you pre-pay for your exhibit space in full, half of the exhibit rental will be refunded for cancellation received before June 1, 2018. No refund will be made for cancellation after June 1, 2018.

#### 2. BOOTH EQUIPMENT AND SERVICES

CPQG agrees to provide to the Vendor a single (10' x 10') booth with one 8' x 30" table (skirt included), 2 chairs, and one ID sign.

#### 3. EXHIBIT HOURS

Show hours will be from 10 am – 5 pm on Friday, 9 am – 4 pm on Saturday. CPQG reserves the right to make such modifications in the exhibit hours as may be necessary to meet program needs.

#### 4. INSTALLATION

Move-in may be started at 10 am on Thursday, Sept. 6th. The show area closes at 6 pm and will re-open to vendors at 8:30 am Friday, September 9th. Vendors must be set up and operational by 9 am September 7th. On Saturday, Sept. 8th, vendors will be allowed in at 8 am. Any space not claimed and occupied before 6 pm Sept. 6th may be reassigned without refund of rental paid, unless previous arrangements have been made with CPQG. A rotating schedule for set-up/unloading on Thursday, September 6th will be issued in August 2018. This schedule should alleviate a long waiting period for use of the dock and loading areas. It will be based on booth location.

#### 5. SECURITY

CPQG will provide security during the hours the exhibit area is open. However, the vendor is solely responsible for his own exhibit material. No responsibility is assumed for goods left in the exhibit hall after the closing hour of the exhibit. It is suggested that the vendor carry insurance covering loss or damage to the vendor's materials.

#### 6. RESTRICTIONS IN USE OF SPACE

All demonstrations, interviews, or other sales activities must be confined to the limits of the exhibit booth. No vendor shall assign, sublet, or share the whole or any part of the space allotted without prior approval of CPQG. No vendor is permitted to show goods other than those manufactured or dealt in by him/her in regular course of business. Displays shall not be placed in such manner as to interfere with other vendors. Nothing shall be displayed beyond the assigned booth space.

#### 7. NOISE-MAKING EXHIBITS

Exhibits which include the operation of musical instruments, radios, sound systems, or any noise-making machines must be conducted or arranged so that the noise resulting from the demonstrations will not annoy or disturb adjacent vendors and their patrons. Operators or noisemaking exhibits must secure approval of operating methods before the exhibit opens. No balloons may be used in the exhibit hall.

## **8. LIABILITY**

Neither CPQG or the Stafford Centre, nor their representatives or agents will be responsible for any injury, loss or damage that may occur to the vendor or to the vendor's employees or property from any cause whatsoever. The vendor, on signing the contract, expressly releases the foregoing names, organization and individuals from any and all claims for such loss, damage or injury.

## **9. CIRCULATION AND SOLICITATION**

Circulars or advertising matter of any description of the vendor's products may be distributed and patronage may be solicited only within the booth assigned to the vendor presenting such material unless otherwise approved in advance by CPQG. No firm or organization not assigned space in the exhibit area will be permitted to solicit business in any manner within the exhibit hall without express permission of CPQG.

## **10. DISMANTLING**

The vendor expressly agrees not to dismantle the exhibit or do any packing before the final closing hour of the exhibit, which is 4 pm, Saturday, September 8th. Goods must be removed from the exhibit hall by 8 pm, Saturday, September 8<sup>th</sup>.

## **11. RESTRICTIONS IN OPERATION OF EXHIBITS**

CPQG reserves the right to restrict exhibits which because of noise, method of operation or any reason, become objectionable, and also to prohibit or evict any exhibit, which in the opinion of CPQG may detract from the general character of the exhibit as a whole. The reservation includes persons, things, conduct, printed matter, or anything of a character which CPQG determines is objectionable to the exhibit. In the event of such restrictions or eviction, CPQG is not liable for any vendor expense.

## **12. CARE OF BUILDING AND EQUIPMENT**

Vendors, or their agents, shall not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. When such damage appears, the vendor is liable to CPQG.

**THESE REGULATIONS** become a part of the contract between the vendor and CPQG. CPQG respectfully asks the full cooperation of the vendors in the observance. All points not covered are subject to the decision of CPQG.

### **\*\*Special Accommodations**

If you need special accommodations addressed by the Americans with Disabilities Act, please contact us before the opening date of the exposition.