

NB QuiltFest Vendor Information

QuiltFest Location

New Braunfels Civic Center, 375 S. Castell, New Braunfels, TX 78130

Parking

Parking lots are located across the street from the building both on S. Castell and Garden Streets. There is also parking along the streets. The “front” of the building faces S. Seguin Street. There is a small amount of parking, but vendors should plan to park in a parking lot. Please park large trucks and trailers in the back of the parking lots.

Dates & Times

The Civic Center is open from 8 a.m. to 8 p.m. July 26-29. Vendor set up is scheduled for July 26. See information about loading/unloading below. The show hours for July 27-28, are 10 a.m. to 5 p.m. and 11 a.m. to 4 p.m. on July 29. Vendors may arrive as early as 8 a.m. any day and may stay until 8 p.m. Vendors may not unload booths until after 5 p.m. on Sunday, as all quilts must be accounted for before anyone leaves the building. Vendors may begin packing up items, but nothing may leave the building.

Booth Size & Locations

The show offers a variety of booth sizes for vendors and are available on a first-come, first-served basis. Booth sizes include: 10x10 single, 10x24 corner, and 10x20 double. Triple booths (10x30) are available on a limited basis, as well. See the application for more information.

Loading and Unloading

The Civic Center does not allow vendors to load or unload from the main doors. All loading and unloading must take place through one of the four loading zones. On the application, choose a time to unload your merchandise and indicate the type of vehicle you will be using. This will help the Vendor Chairperson to coordinate all of the vendors. You may check in as a vendor any time after 8 a.m., but you may not start unloading until your assigned time and in your assigned location. The Civic Center has a limited number of dollies available for loading and unloading. Ask at the vendor check-in table.

Civic Center Rules

- Loading and unloading must take place through the loading docks only.
- This is a non-smoking venue
- No live animals or pets are allowed; exceptions will be made in accordance with the Americans with Disability Act.
- No glitter, confetti, or artificial snow as decoration.
- Do not nail, staple, tape, or Velcro items to the tables, chairs, walls, or floors.
- Only painter's tape may be used. Duct and packaging tape is prohibited!
- Fire exits, extinguishers, exit signs, and air system inlets or outlets may not be blocked.
- Center staff will clean common areas only. Vendors are responsible for cleaning inside their own booths.
- Vendors are responsible for removing bulk trash (boxes, pallets, packing materials, etc.)
- Boxes must be broken down and taken to the loading dock.

Electrical Specifications

All booths have electricity available, but vendors must provide their own extension cords. Vendors in need of 220V access must contact Michelle Cole Beer prior to the show.

WiFi & Internet Access

WiFi is secure and available throughout the building free of charge. Passwords are not needed to access the internet. Vendors may apply for a dedicated internet line at an additional charge, but most people will find this to be unnecessary. Contact the vendor chairperson if this is an issue. Due to the large amount of traffic at the event, please refrain from streaming movies or other applications that will stress WiFi availability.

Restroom Facilities

There are two sets of restrooms located in the lobby. Both have multiple stalls. There is not a "family" restroom, but there are benches located in the larger S. Seguin lobby restrooms. There are also couches and chairs located in the lobbies should vendors want to take a break away from their booth.

Concessions

The local Elks Lodge is running the concessions at the show. They will provide hot and cold food, snacks, and drinks from 10 a.m. to 2 p.m. on Friday, Saturday, and Sunday. Vendors are welcome to visit the concession area. The area is set up across the hall from the larger Exhibit Hall. Seating is available.

Program Advertisements

All vendors will receive a free business-card sized ad in the program. Additional advertisement space is available. Use the application to indicate your interest.

Vendor Name Tags

Each single-booth vendor will be given name tags for up to three people. Vendors need to wear the name tag in order to receive free entrance into the show. Vendors with larger booths may have additional name tags. Make arrangements through the vendor chairperson. Vendor name tags will be distributed at check-in.

Venue Maps

When vendors check in, they will receive the map with the location of their booth. Because there are often changes up to just weeks before the show, the vendor chairperson will not be able to assign a booth before that time. However, there are maps available with a general idea of vendor booth locations.