

QuiltFest 2020 – New Braunfels, Texas

Vendor Information

QuiltFest Location

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

Dates & Times

The Civic Center is open from 8 a.m. to 8 p.m. July 24-25; however, the show hours are 10 a.m. to 6 p.m. on Friday and Saturday. 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 6 p.m. on Saturday, as all quilts must be accounted for before anyone leaves the building. Vendors may begin packing up items, but nothing may leave the building. Vendors, should they choose, may also break down booths on Sunday. Since we are now a two-day show, the third day will be for take-down.

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.

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.

WiFi & Internet Access

WiFi is secure and available throughout the building free of charge. Passwords are not needed to access the internet. 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 breaks 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 and Saturday. Vendors are welcome to visit the concession area. The area is set up across the hall from the larger Exhibit Hall. Seating is available.

The following is simply information. Vendors MUST complete an application to make the choices for booth sizes and locations, loading and unloading, tables and chairs for the booths, door prizes, presentations, etc.

- **BOOTHS** are available on a first-come, first-served basis. We offer three sizes: 10x10, 10x20, and 10x24. For an additional fee, vendors may choose a corner booth.
- **TABLES** and **CHAIRS** are provided at no additional cost to the vendors. On the application, choose the number needed. Once vendors have arrived, additional tables and chairs are available if needed. Simply let the vendor chairperson know.
- On the application, vendors will choose a window of time for **UNLOADING** on Thursday, July 23. To facilitate as many vendors as possible and to avoid long waits at the loading docks, it is important for vendors to arrive on time. Vendor may check in any time after 8 a.m., but they may not start unloading until their assigned time and in their assigned location.
- All loading and unloading must take place through one of the four **LOADING ZONES**. On the application vendors will choose the type of loading zone they will require:
 - Large trucks (furniture, machines, boxes, etc.)
 - Small trucks, vans, or cars (smaller items, boxes, etc.)
- The Civic Center has a limited number of **DOLLIES** available for loading and unloading. Ask at the vendor check-in table if they are needed.
- At the show, vendors are welcome to participate in **PRODUCT DEMONSTRATIONS** or services on the small stage in the Ballroom. There is no additional cost for this service. Vendors choosing to participate will be given 30 minutes to set up, present, and break down for their presentation. A microphone and podium is available for use. Vendors should complete this portion of the application if interested. As the show draws nearer, vendors will be contacted with more specific information.
- Vendors are encouraged to donate **DOOR PRIZES** to QuiltFest. Vendors will submit a business card or flyer that will be given to the winner. At that point, the winner will return to the vendor's booth to pick up the prize and learn more about the products. The cost and quantity of door prizes are entirely up to the vendor. Vendors should fill out this portion of the application if interested.