



Northwest Quilters

47th Festival of Quilts - Vendor Contract
 Friday & Saturday, March 8th & 9th 2024
 Set up Thursday March 7th

Wingspan Event & Conference Center
 801 NE 34th Avenue Hillsboro, OR 97124

Business name: _____

Contact person's name: _____

Contact Phone: _____ Email address: _____

Website: _____ Facebook: _____

Address: _____

City, State & Zip: _____

Price includes **FREE Wi-Fi & Electricity** (See Specifics on page 2) and 8' tall drape on 3 sides of booth

BOOTH SIZES & RATES:					CHAIRS, TABLES & SKIRTING RATES				
10 x 10	\$ 295.00	ea	x	= \$	Chairs	\$ 5	ea	x	= \$
10 x 15	\$ 485.00	ea	x	= \$	6' x 30" table	\$ 20	ea	x	= \$
10 x 20	\$ 595.00	ea	x	= \$	6' w/ skirting	\$ 30	ea	x	= \$
10 x 30	\$ 850.00	ea	x	= \$	8' x 30" table	\$ 20	ea	x	= \$
10 x 40	\$ 1190.00	ea	x	= \$	8' w/ skirting	\$ 30	ea	x	= \$
Total A = \$					Total B = \$				
Would you like a corner booth? (Corners assigned as space available...)					+ Total A = \$				
Yes - Open end Yes - Drape on End No Either					Grand Total \$				
Early Bird Discount! Pay for your booth in FULL by December 15, 2023 and receive a 10% discount!!! (Sorry, discount does not include table or chair rental)					Additional Electrical- 20 amps \$125 (see page 2 for more on electricity)				
50% Deposit due at signing					Amount Due				
Balance Due by February 9, 2024					All monies are refundable until February 1, 2024 See page 3 for information regarding refunds after February 1, 2024				

Names of those attending to help in booth for name badges: _____

Parking:

Each vendor space will be given one parking pass for each ticketed day of the show. Additional parking passes can be purchased ahead of time and picked up on set-up day for additional staff. Rate is \$10 per day per vehicle. There are no "in and out" privileges for parking.

Electricity:

Each 10 x 10 and 10 x 15 booth will receive 5 amps (60 watts) of electric service included in their booth price at no additional charge coming from 1 extension cord provided by the vendor.

Each 10 x 20 booth will receive 10 amps (120 watts) of electricity service included in their booth price at no additional charge coming from 2 extension cords provided by the vendor. (power usage should be split evenly between the two sources)

Each 10 x 30 booth will receive 14 amps (180 watts) of electricity service included in their booth price at no additional charge coming from 3 extension cords provided by the vendor. (power usage should be split evenly between the three sources)

Each 10 x 40 booth will receive 20 amps (240 watts) of electricity service included in their booth price at no additional charge coming from 4 extension cords provided by the vendor. (power usage should be split evenly between the four sources)

All extension cords and appliance cords must be grounded. All electrical appliances must be UL approved.

Iron and sewing machine vendors may need a separate drop to cover power usage.

A 2400 watt / 20 amp drop = **\$125 if ordered by February 22, 2024** (14 days prior to show) **\$150 if ordered after Feb. 22, 2024**

Note: 5 amps of power will provide 60 watts, which is plenty to operate your laptop or cell phone and a card reader.

Laptop ≈ up to 2.5 amps

Card reader ≈ 1 amp

Phone charger ≈ 1 to 2.5 amps

Sewing Machine ≈ 1 amp

Cash Register ≈ 100 - 200 **watts**

Iron ≈ 1100 **watts**

Fees and Refunds:

A deposit of 50% of your total fees is due at the time you sign your contract.

Balance is due by Friday, February 9, 2024.

All monies are refundable until February 1, 2024.

After February 1, 2024 booth spaces are non-refundable, however fees may be transferable to another uncontracted vendor that you supply. *(This would require that they pay you for the spot being forfeited by your company. Northwest Quilters will not get involved in this transaction.)*

Refunds for chairs, tables and extra electricity will only be made if requested prior to February 9, 2024.

Indemnification and Release: Vendors shall be liable for and pay all costs and expenses arising from any and all injury, damage or loss of any kind, to any person or property that may arise from Vendor rental and occupation of sales space at the event. By signing this contract, the vendor hereby expressly releases the Northwest Quilters, Inc. guild and show, it's planning committee and the Wingspan Event Center at Westside-Commons from any and all liability for any injury, damage or loss of any person or property that may arise from Vendor's rental and occupation of exhibit space at the event. Vendor shall at it's own cost and expense obtain all necessary insurance coverage to enable it to meet these foregoing obligations.

Contract Acceptance: I, the duly authorized representative of the undersigned organization, agree to the rules and regulations associated with my involvement as a vendor

Business name: _____ Date: _____

Signature: _____ Title: _____

Make checks payable to: **Northwest Quilters, Inc.**

Please send signed vendor contract and all checks to:

**Vendor Coordinator
Northwest Quilters, Inc.
PO Box 82158
Portland OR 97282-0158**