

ST. ANDREW BAY QUILTERS' GUILD, INC

2017 QUILT SHOW "Quilts From the Heart"

FEBRUARY 10 and 11, 2017

VENDOR AGREEMENT

Venue: Florida State University, Holley Center, 4750 Collegiate Dr., Panama City, FL. 850-770-2116

Dates/Times: Set Up – Thursday, February 9, 2017 9:00 am – 4:00 pm, Preview Show 6-8:00 pm

Show –Friday, February 10 and Saturday, February 11, 2017 9:00 am - 4:00pm

Take Down- Saturday, February 11, 2017 4:00 pm

Completed Form to: Jo-Ellen Rogers, 2711 Talon Ct., Panama City, FL. 32405-6672

Booth Space: Single Space is 10' x 10' draped

Each 10' booth will contain (2) 5' x 2' tables with two chairs. (If you prefer, a standard 8 ft table is available from Convention Services for \$26.00 each. SABQG will procure for you)

Booth Rental Fee: \$250.00 Full Fee due: January 6, 2017 Extra Table fee \$26.00 per table

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Description of items you will be offering in your booth \*attach business card to application, if possible

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application due by: November 1, 2016 Deposit Fee: \$50.00 per 10 ft. booth, \$100 for double booth space, due at application. Final Booth rental fee due by January 6, 2017

Additional terms, conditions and important information

- \*Vendor space is limited. Vendors will be accepted on a first-come-first-serve basis.
- \*No display items or signs may be attached to the wall or drape of venue
- \*Tables must be skirted or covered to the floor
- \*Electricity available upon request
- \*Vendors requested to be open the evening of February 9, 2017 for the Preview Party, 6:00 – 8:00 pm
- \*Vendors required by law to collect and remit Florida state sales tax
- \*St. Andrew Bay Quilt Guild member volunteers are available to sit in your booth and relieve you for short periods. Refreshments are offered to you at our Hospitality area. Light luncheon provided on Thursday, Friday and Saturday. (only sandwiches allowed in display area)
- \*Notification of approval for booth space will be done via email.
- \*Exhibitor acknowledges that St. Andrew Bay Quilters' Guild does not accept responsibility for the property of the exhibitor during the time of the show.
- \*St. Andrew Bay Quilters' Guild will provide the security of the premises after show hours.
- \*Cancellation policy: Full refund will be given for any cancellations before January 1, 2017. Cancellations after that date will not be refunded. Cancellations should be made in writing delivered to: Jo-Ellen Rogers, 2711 Talon Court, Panama City, FL 32405-6672 or phone (850)769-1314
- \*All checks should be made out to: St. Andrew Bay Quilters' Guild
- \*Website for further information at [www.sabqg.org](http://www.sabqg.org)

The below vendor agrees to all terms and conditions of this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*Directions to the venue: Holley Center, FSU/PC is located on Collegiate Dr., Panama City. Travel South on Hwy 231 to US 98 West. Turn right at last signal before Hathaway Bridge to Collegiate Dr.

\*\*\*Major hotels and restaurants located on 23<sup>rd</sup> St., Panama City or on Panama City Beach