

Tri-City Quilters' 27th Annual Quilt Show March 26-27, 2010
"Smell the Roses.....Quilt Your Dreams"

VENDOR INFORMATION

LOCATION: Three Rivers Convention Center, Kennewick, Washington
SHOW DATES & TIMES: Friday, March 26 - 10am-6pm Saturday, March 27 – 10am-5pm
VENDOR SETUP: Thursday, March 25 - 1pm-6pm
TAKEDOWN: Saturday, March 27 - 5pm-7pm

~~~~~

**Dear Merchant Mall Applicant** - We are happy to invite you to apply for booth space at our 2010 Show. Please read the following information carefully, even if you have been part of our Show before.

**SOME PROCEDURES HAVE CHANGED.**

**Important Dates:**

- **November 15, 2009 (postmarked)**      **Application deadline**
- **December 15, 2009 (mailed)**      **Response from us**
- **March 1, 2010 (notify us)**      **Cancellation with full refund**

**Booth Layout** will be substantially the same as 2009 with minor changes as requested by vendors. Booth size is 10' x 10' (100 sq ft), priced according to location. Limit of 2 spaces (one double booth) will be allowed per vendor.

- Returning vendors may request the same booth location as 2009.
- New vendors should include a photo of the booth with the application.

**Booth Categories – Locations & Prices:**

|          |                                         |                             |
|----------|-----------------------------------------|-----------------------------|
| Tier I   | Great Hall where the Quilt Show is hung | (\$200 per 10' x 10' booth) |
| Tier II  | Convention Center Lobby                 | (\$175 per 10' x 10' booth) |
| Tier III | Rooms G/H (Near the Café)               | (\$150 per 10' x 10' booth) |

|                                                                                                                                                                                 |                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Single Booth (100 sq ft) includes:</u></p> <ul style="list-style-type: none"> <li>• 1 skirted 8' table</li> <li>• 2 padded chairs</li> <li>• 1 electric outlet</li> </ul> | <p><u>Double Booth (200 sq ft) includes:</u></p> <ul style="list-style-type: none"> <li>• 2 skirted 8' tables</li> <li>• up to 4 padded chairs</li> <li>• 2 electric outlets</li> </ul> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

All booths include pipe and drape behind the booth and between adjacent booths, if needed. (No discount will be given for unused items). Any additional equipment or electrical services will be handled **directly** between the vendor and Three Rivers Convention Center staff. Please contact Adam Dyes (509) 737-3703 for availability and prices (e.g., furniture, extension cords, lights, higher voltage outlets, etc.)

We anticipate that applications will exceed available space. Please indicate your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices for booth location. If we cannot accommodate any of your choices, we will return your payment. **If you request only your first choice, and that is not available, your application will be returned.** Spaces will be assigned beginning November 15, considering all applications received by that time. Applications received later will be considered only if space is still available.

**Payment:** A check for the **FULL payment** for your first choice space plus business license (if needed) is due with the Application Form. Your check will not be deposited until we accept your application. If we are not able to provide your first choice, any overpayment will be refunded with our Acceptance Letter. If no booth space is available, we will return your check by postal mail.

**Waiting List:** If no booth space is available, you may elect to remain on our Waiting List. In that case, we will hold your application and payment, until space becomes available or until the date of the Show. Uncashed checks will be returned by mail. Indicate waiting list preference on the Application Form.

**Kennewick Business License** is required for all vendors participating in our Show. We will obtain a temporary license covering all vendors who do not already have this license at \$15 per vendor. All vendors must complete the Business License portion of the application; vendors needing the temporary license must include the \$15 fee with booth payment and application.

**Vendor Demonstrations** are encouraged. If you would like to offer a 15-20 minute demonstration of a technique or product, complete that portion of the Application Form. Demonstrations are well attended and usually result in a boost in sales for the demonstrating vendor.

**Door Prizes** are distributed during demonstrations. If you would like to donate door prize merchandise, please indicate on the Application Form. Bring door prize items to the Show on **Thursday**; the vendor committee will collect them Thursday evening so that Door Prizes can be assembled before demonstrations start on Friday.

**Communication:** This information and the [Application Form](#) are only available on our Guild website at [www.tcquilters.com](http://www.tcquilters.com). Your completed application must be submitted by postal mail. Our response (Acceptance Contract or regrets) will be sent by postal mail. Other communication will be handled by Email, unless you specify otherwise. Please provide an Email that is monitored frequently and is set so that spam filters do not exclude our emails. Please confirm receipt of all emails received from us regarding the Show. Check our website frequently for updates and information you may find helpful.

**Website Links:** If you provide your website URL, your business website will be posted and a link created on our Quilt Show webpage. A reciprocal link on your website would be appreciated.

**CONTACT US:**

|                                                                                                                   |                                                                                   |
|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <u>By phone or postal mail:</u>                                                                                   | <u>By email:</u>                                                                  |
| Phyllis Burnham, Merchant Mall Chairperson<br>5723 West Quinault<br>Kennewick, WA 99336<br>Phone: ( 509) 783-8341 | Katie Harris at<br><a href="mailto:tcquilters@gmail.com">tcquilters@gmail.com</a> |

We are excited and optimistic that our 2010 Show will be the best yet. We are looking forward to hearing from you. You may send us an email when you mail your application; we will watch for it and notify you if we do not receive the application.