**Tidewater Quilters' Guild, Inc. P.O. Box 62635 Virginia Beach, VA 23466-2635**

**EXHIBIT SPACE APPLICATION AND CONTRACT**

**Tidewater Quilters’ Guild Quilt Show - Friday, June 7 - Saturday, June 8, 2024**

**\*EARLY BIRD SPECIAL – Sign up by April 1, 2024**

**“Receive a Discount” (See Below)**

Please submit the completed application with a non-refundable deposit of 50% of the total booth fee to **Tidewater Quilters’ Guild, c/o TQG Quilt Show (Vendors),P.O. Box 62635 Virginia Beach, VA 23466-2635**

Booth assignments will be issued on a first-come, first-serve basis. Every effort will be made to meet your space requirements. Space will not be assigned until the deposit is paid. The remaining balance is due by **May 17, 2024.**

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| **(\*Early Bird Special is effective through April 1, 2024 and must be accompanied with 80% of the full booth fee payment when submitting your application. 50% of which is non-refundable.)** | | |
| **Company Name** | | |
| **Address** | | |
| **City, State & Zip** | | |
| **Telephone** | | |
| **Email** | | |
| **Name of Staff Manning Your Booth** | | |
| **Booth Size Desired:** | | |
| **Power Needed** | **Yes** | **No** |
| **# of Tables Needed** |  | |
| **Booth Size**  **(deep x wide)** | **Booth Fee** | **Early Bird Special** |
| 10’ X 10’ Includes 2 passes | $200.00 | $160.00 |
| 10’ x 15’ Includes 4 passes | $250.00 | $210.00 |
| 10’ x 20’ Includes 4 passes | $300.00 | $250.00 |
| 10’ x 30’ Includes 4 passes | $375.00 | $325.00 |

I/We have read, understood and agree to abide by the terms and conditions listed above and on the enclosed “Terms and Conditions.” I understand that the event coordinator maintains the right to accept or decline by application. Should my application not be accepted, I will receive a full refund of my deposit.

Authorized Signature   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_               Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**Terms and Conditions**

All exhibitors are subject to the following terms and conditions. The word “Management” refers to the Tidewater Quilters’ Guild acting through its officers. The word “Show” refers to the Tidewater Quilters’ Guild Quilt Show. “Site” refers to the Cape Henry Collegiate, 1320 Mill Dam Road, Virginia Beach, Virginia 23454 and “Premises” refers to the space used by the Exhibitor at the TQG Quilt Show (Booth space).

The Management has the sole discretion to determine the eligibility of any person participating in the Quilt Show and the decision of Management is final and binding. Exhibitors with outstanding payments due prior to the show opening will not be allowed to move into the site.

**Indemnity**: Each exhibitor agrees that Management is not liable for any personal injury, property damage or economic loss (the “Injuries”) sustained by the exhibitor, his/her officers, employees, agents, or any member of the public if such injuries arise out of or are in any way connected with the exhibitors use or occupancy of the premises or participation in the show (the exhibitors “injuries”). Each exhibitor assumes all risk and agrees to hold the management harmless and completely indemnified against any and all losses, claims, suits, expenses (including attorney’s fees) and demands which arise form exhibitor’s injuries.

**Insurance:** Exhibitors must make provisions for safe guarding their materials, equipment and displays at all times. Exhibitors are advised to carry special insurance to cover exhibit materials against loss and damage and public liability insurance against injury to the persons and property of others.

The management will be not be liable for failure to hold the show as scheduled. Should any contingency such as fire or other casualty, strikes, lock-outs, construction operations, action or condition of the site, litigation, action of elements. Acts of God or other circumstances beyond the management’s control prevent the holding of the convention or require the rescheduling of the show at any time, in a place of time that makes it impossible for the exhibitor to attend, the management will retain only such part of the exhibitor’s rental as required for expenses incurred up to the time such contingency shall have occurred. The exhibitor waives all claims for damages or recovery of payments made, if, for any reason, the show shall be interrupted or cancelled any time during the period of June 6 – 8, 2024.

**Assignment of Booth Space:**

* Booth space will be assigned on a first-come, first-serve basis. Previous vendors will receive their exhibit application and contract forms first. Space will not be assigned until the deposit is paid.
* The management reserves the right to modify the floor plan to accommodate space sales or relocate exhibitors to avoid conflict, as necessary, after consultation with the affected exhibitors. In all instances, that management reserves the right to determine the final placement of exhibitors.
* Management reserves the right to prohibit any rearrangement of the premises, which in its opinion may in any way case danger or risk of injury to persons attending the show.

**Booth Operation:**

* No exhibitor will be permitted to erect signs or display products obstructing the view, causing possible injury to, or disadvantageously affect the display of other exhibitors.
* No subletting the space or advertising/displaying goods or services other than those declared on the contract.
* Exhibitors must maintain their booth interior area and in front, side and rear of the booth area in an orderly and presentable manner at all times. All tables must be covered to the floor, unless items under the table are for sale & displayed tastefully.
* Booth must be open and manned with qualified personnel during show hours.
* All exhibits, devices, materials or other activities by exhibitors and their employees must be confined to the limits of the booth space & not impede traffic or interfere with the activity of other exhibitors. Aisles, openings & doors must be kept clear in accordance with fire and safety regulations. If demonstrations or events are planned, exhibit space must be adequate to contain consumers involved.
* All exhibitors are responsible for securing all booth displays with floor carpeting or other appropriate floor covering so that tables, displays do not create any indentations or scratches in the venue hall flooring. (The floor is a basketball court. Vendors are encouraged to use scrap carpeting squares or something similar to place under booth furniture.)
* All exhibitors are responsible for securing their space after show hours.
* No nailing or affixing of any objects to the show site.
* NO PETS allowed in the venue.

**Trash Removal** : Exhibitors are responsible for trash removal from their booth during and after the show. Exhibitors must surrender space occupied by them in the same condition as it was at the beginning of the event.

**Booth Set-Up:** Set-up starts on Thursday, June 6, 2024 at 2 pm and will continue until 6:00 p.m. Exhibitor’s employees or set-up personnel only are permitted at this time.

**Booth Take Down:** Take down begins immediately after the end of the quilt show at 5:00 p.m. on Saturday, June 8, 2024. No booth can be taken down until then. These terms and conditions have been drawn with the single objective of a successful exhibition for exhibitor and the public. In emergencies and whereas the forgoing rules do not cover, management reserves the right to make such ruling as may appear in the best interest of the entire show and the exhibitor agrees to abide by such rulings.

**Please complete the attached application/contract and mail with your deposit or full payment to:**

**Tidewater Quilters’ Guild, c/o TQG Quilt Show (Vendors),P.O. Box 62635 Virginia Beach, VA 23466-2635**

**email: TQGQuiltShowVendors@gmail.com**