

General Information for Vendors
“Celebrations and Inspirations”
Quilt Show 2023
June 10 & 11, 2023

Show Dates and Hours

Set-up	Friday June 9, 2023	1:00 PM – 6:00 PM
Show	Saturday June 10, 2023	9:00 AM – 5:00 PM
	Sunday June 11, 2023	10:00 AM – 4:00 PM
Take Down	Sunday June 11, 2023	4:00 PM – 6:00 PM

Venue

Kingswood Oxford Field House
832 Trout Brook Road
West Hartford, CT

Booth Rental Includes

Two tables (8x12 space) – Four tables (12x15 space)

Note: Tables are 6 foot.

Two chairs (8x12 space) – Four chairs (12x15 space)

Listing and business card ad in the show program

Listing on the GHQG.org website and on our Facebook page

Vendor badges: 2 per booth (8x12 space) 4 per booth (12x15 space)

Hospitality suite (Only Water is allowed on the show floor)

Wi-Fi access

Booth Rental Does Not Include

Extra tables

Telephone lines

Table draping

Extension cords

Specific Terms and Conditions

1. Space is rented for the full run of the show and must remain open until 4:00 PM on the final day. Under no circumstances will the vendor begin packing or dismantling any portion of the booth until after 4:00 PM.
2. No transfer of space is permitted, and no subletting is allowed.
3. Vendors should be prepared to move their own equipment and merchandise to their specified location. We hope to have staff to help but cannot promise it at this time.
4. Vendors will tend the booth at all times during the show hours listed.
5. Vendors are required to keep all fixtures and merchandise inside their designated space.
6. There will be no eating, drinking or smoking in the exhibit or vendor areas.
7. Absolutely no screws, nails, tape, etc., are to be put in or on the walls. Painter's tape may be used as long as the wall is not damaged.
8. Window treatment must be untouched.
9. Vendor spaces are assigned on a first come, first served basis.
10. Vendor understands that these terms and conditions are valid only for the 2023 show and contain no option or renewal rights for any future show.
11. Any violation of these terms and conditions will be cause for exclusion from vending at future GHQG shows

Refunds and Cancellations

Upon receipt of an application accompanied by the requisite reservation fee, your fee becomes non-refundable.

It is agreed that in the event of cancellation of the GHQG 2023 Quilt Show due to fire, strikes, government regulations, or causes that would prevent its scheduled opening or continuance, then and thereupon your agreement with GHQG will be terminated and GHQG shall determine an equitable basis for the refund of reservation fees.

Sales Tax

The State of Connecticut has a 6.35% sales tax and you must obtain a Connecticut Sales Tax Identification Number, collect and submit the taxes you collect. Please bring a copy of your sales tax registration form to have in your booth.

Interpretation and Enforcement of Rules

All Vendors agree to abide by all other reasonable rules that GHQG may adopt for the set-up, exhibiting, and dismantling of show. GHQG has full authority to interpret or amend rules and its decision is final. All issues not addressed herein are subject to the decision of GHQG. These rules and regulations have been formulated in the best interests of all parties. Full cooperation will ensure success for both vendors and attendees. As a condition to vending, each vendor agrees to adhere to all policies.

Protection of the Venue

Vendors will be solely responsible for any damage caused to the venue or GHQG property, and no material or matter of any kind shall be posted on, tacked on, nailed on, screwed to or otherwise attached to columns, walls, floors or other parts or portions of the facility or furnishings. If any controversy arises as to the need or propriety thereof, GHQG and/or venue staff will be the final judge thereof and his/her decision shall be binding on all parties concerned. The Vendor agrees to indemnify and hold harmless GHQG for any and all claims arising out of damage to the venue.

Indemnification

Vendor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save GHQG and the venue, their employees and agents harmless against all claims, losses and damages to persons or property, governmental charges of fines and attorney's fees arising out of or caused by Vendor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part hereof, excluding any such negligence of the venue, its employees and agents.

In addition, Vendor acknowledges that the venue and GHQG do not maintain insurance covering Vendor's property and that is the sole responsibility of Vendor to obtain business interruption and property damage insurance covering such losses by Vendor.