

# QUILTFEST 2017 *PIECEFUL FRIENDS*

## HOT SPRINGS AREA QUILT GUILD VENDOR INFORMATION

The Hot Springs Area Quilt Guild is proud to present **QUILTFEST 2017** to be held on Friday and Saturday, July 14 and 15, 2017, at the Hot Springs Convention Center located at 134 Convention Center Blvd., Hall A, Hot Springs National Park, Arkansas.

Set-up hours are Thursday, July 13th from 8:00 am to 9:00 pm. The show will be located in Exhibit Hall A. Unloading will be done at the back of the center, Church Street entrance. There is a loading dock attached to the back of Hall A.

**Vendor Space and Fees:** Booth Rental Fee includes both days of the show.

Booth Space: 10' x 10'

Rental Fee: \$130.00 per space

Extras: Electricity, pipe & drape, tables, etc. are available for additional fees.

See Vendor Application Form at our website [www.hsquiltguild.com](http://www.hsquiltguild.com) for more information.

**Vendor Spaces are available on a first come, first served basis:**

Applications must be received by January 20, 2017. DO NOT DELAY as we sold out spaces early last show. A check for the booth rental fee and any other applicable extra costs must accompany the application form. You will be notified by February 3, 2017, if your application is accepted. If payment or deposit/arrangement is not met by April 3, 2017, the show reserves the right to rent that spot to one of the vendors on the waiting list. Please pick up your Vendor Welcome packet when you arrive at the hall.

**Equipment:**

Tables must be skirted. You may use your own skirts, or indicate on the application form and they may be rented. Please remember to note any other rental needs on your form so we can arrange delivery for the rentals in advance. **Rental prices not arranged in advance of the show are doubled.**

**Cancellation:**

If you need to cancel and we receive your written cancellation notice by April 3, 2017, your booth rental fee will be refunded if the space can be rented to another vendor. If, for any reason HSAQG cancels the show, your fee will be fully refunded.

**Show Hours:**

Vendors must remain open for the **duration** of the show. No early packing up, it is disruptive. The show hours are **10 am - 4 pm both days** of the show. We will announce opening of the doors to the public at 10:00 am each morning and closing at 4:00 pm for your convenience.

## **HOT SPRINGS AREA QUILT GUILD VENDOR INFORMATION**

### **Set Up and Take Down Times:**

Set-up time for vendors is Thursday, July 13 from 8:00 am to 9:00 pm.

Take down is Saturday, July 15 from 4:00 pm to 8:00 pm.

### **Merchandise For Sale:**

All merchandise for sale must be quilt or needlecraft related, or items of interest to quilters. No quilts from foreign countries can be sold.

### **Security:**

Hot Springs Area Quilt Guild members will do our best to protect your property during the show, and the halls will be locked in the evenings, but HSAQG and Hot Springs Convention Center are not responsible for losses or damages.

### **Vendor Quilt Angels:**

HSAQG will provide volunteer 'Quilt Angels' to watch your booth while you go to lunch or take a break. Just look for an Angel in a blue apron. We will also check with you often to see if we can help you in any way.

### **Sales Tax:**

Sales tax in Hot Springs is currently 9.5% (2016). It is important that you provide your tax ID # on your application. Tax forms will be in your Vendor Welcome packet.

### **HSAQG Information:**

If you have any questions, please feel free to contact me:

Carol Swigart, Vendor Chair for QuiltFest 2017

email: [oklatwister@hotmail.com](mailto:oklatwister@hotmail.com)

or cell: 501-467-2107, leave message and I will return your call.

Hot Springs Area Quilt Guild

PO Box 21003

Hot Springs, AR 71903

All forms and more information will be available on our website: [www.hsaquiltguild.com](http://www.hsaquiltguild.com)