



**Austin Area Quilt Guild 2010 Show and Sale – “*Changing Gears*”**  
**September 17 – 19, 2010**

**VENDOR INFORMATION**

The following information contains instructions for vendors participating in our 2010 Quilt Show and Sale.

The Austin Area Quilt Guild’s 16th biennial Quilt Show and Sale, “Changing Gears”, will be held September 17 – 19, 2010, with vendor set-up on Thursday, September 16th. The Show and Sale will be at the Palmer Events Center, located at 900 Barton Springs Road, Austin, Texas 78704, which is in downtown Austin. There is a large area for loading and unloading at this facility and 24-hour security cameras.

Vendor set-up is on Thursday, Sept. 16th. You may arrive and check in anytime between 9 a.m. and 3 p.m. Your booth space(s) must be completely set up by 5 p.m. A member of the vendor committee will meet you at the loading dock entrance to supply you with your vendor badges, vendor packet, and to show you to your booth. Please send me an email by September 1st if you will need additional vendor badges that were not listed on your original contract so they can be made up in advance. (Names are not necessary.)

There may be another event setting up in Palmer at the same time. If so, we will need to share the available parking. There are multiple doors for unloading, so this should not be a problem. A number of platform dollies will be available for your use. If judging is not yet complete, we will need you to be as quiet as possible during the set-up time.

Your booth(s) will be draped on the back and sides. The Center does not allow any pins in these drapes, but S-hooks will be available for use as needed. Your booth will contain the chairs and tables that you requested in your application. Requests for electric and other services are handled directly by Palmer. If you need anything else, please let me know as soon as possible.

No one may display anything on the outsides of the booth or have items outside the booth. This is an Austin Fire Marshal law. There must be a certain amount of walkway space for crowds to move through the area.

Security will be provided around the clock. This security service will be inside and outside of the Center throughout the weekend. Security also requires that you and your staff wear vendor badges at all times.

On show days you will be allowed to enter the facility one hour before the show opens. Since vendor booths will not be open for sales on Opening Night (Thursday, September 16th), we request you cover your tables and displays that night with sheets to protect them and as a security precaution. Palmer Events Center also suggests covering tables and displays all other nights as well.

The show hours are listed below:

Friday, September 17th – 10 a.m. to 6 p.m.

Saturday, September 18th – 10 a.m. to 6 p.m.

Sunday, September 19th – 12 p.m. (noon) to 5 p.m.

The 2010 Show and Sale will include the following events:

- Opening Night reception on Thursday, September 16th, 7 p.m., with an awards presentation
- Judged show of Guild members' quilts
- Judged exhibit of wearable art
- Special exhibits and non-judged quilts
- Sale of Guild members' quilts
- Quilt appraisals by an American Quilter's Society-certified appraiser
- MarketPlace, featuring a wide variety of quilt-related vendors and other services
- Silent Auction, featuring quilts and quilt-related items made and donated by our members
- Demonstration area in which a wide array of quilting techniques are demonstrated by our members
- Guild Boutique, featuring hand-made crafts by Guild members for sale
- Conservation area with information about conserving, restoring, and storing quilts
- Raffle quilt
- AAQG activities, history, and membership areas
- Children's quilt activities area and exhibit

Concessions, provided exclusively by PEC, will include a variety of food and drinks. No outside food or drink is allowed.

The Palmer Events Center is a smoke-free environment, by ordinance of the City of Austin. You are responsible for providing your own change, so please bring plenty, as we won't have extra change available for you. An ATM machine is available onsite.

It is important that no one takes down his or her booth(s) before 5 p.m. on Sunday, September 19th. Takedown will begin immediately at that time. No one may "reserve" a dolly until the entire booth is packed and ready to go. Please plan to be efficient, as we must be out of Palmer by 8 p.m.

We are looking forward to another great show, and thank you all for your support.

If you have any questions or concerns, please contact me.

Judy Schooley, Vendor Coordinator

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