



Vendor Information, Policies and Procedures

Show Information

Show Dates: Friday September 23th, 2022 10:00 a.m. – 6:00 p.m.
 Saturday September 24th, 2022 10:00 a.m. – 6:00 p.m.
 Sunday September 25th, 2022 12:00 a.m. – 5:00 p.m.

Location: Palmer Events Center
 900 Barton Springs Road, Austin, TX

Vendor Move In: Thursday, September 22th, 2022 – **please check in at 9 a.m. – 3 p. m.**

Vendor Move Out: Sunday, September, 25th, 2022 5 p.m. – 7 p.m.

The event website is www.aagg.org/quiltfest

Our show will feature the following:

- ❖ Opening Night reception for members on Thursday, September 22th, 7 p.m., with an awards presentation
- ❖ Judged show of AAQG member and non-member quilts
- ❖ Special exhibits and non-judged quilts
- ❖ Quilt appraisals by an American Quilter's Society-certified appraiser
- ❖ Marketplace, featuring wide variety of quilt-related vendors and other services
- ❖ Silent Auction, featuring quilts, and quilt-related items made and donated by members
- ❖ Boutique, featuring hand-made crafts by AAQG members for sale
- ❖ Demonstration area, where a wide variety of quilting techniques are demonstrated by our members
- ❖ Raffle Quilt
- ❖ AAQG activities, history, and membership areas

Booth Information

Single	10' x 10'	One 8' table, one chair	\$400
1.5	10' x 15'	One 8' table, one chair	\$600
Double	10' x 20'	Two 8' tables, two chairs	\$800
Triple	10' x 30'	Three 8' table, three chairs	\$1200

1. Booth spaces are reserved in order the payment is received. After the registration form is submitted and receives approval by the QuiltFest Committee, vendors will receive an email with a link to our online payment page as well as a copy of QuiltFest Rules and Regulations.
2. In fairness to all applicants, we will not honor a specific request regarding booth location.
3. Electronic submission and online payment are recommended and the best way to guarantee your space early.
4. Utility services (electrical, phone, secured wireless, etc.) must be procured directly from Palmer Events Center in advance of the show. Unsecured wireless connections are free of charge. Charges may increase if not ordered 2 weeks in advance of the show.
<https://www.palmereventscenter.com/exhibit/>
5. Vendors do not have to be members of the Austin Area Quilt Guild.
6. Only those vendors whose names are on the vendor application form may exhibit and/or offer merchandise or services for sale. Booth may not be shared by anyone not accepted as a vendor.
7. Contact us with questions at showvendors@aaqg.org

Setup Information – Thursday, September 22, 2022

1. Vendor set-up will take place on Thursday, September 22th. There is a large area for loading and unloading at the facility and 24-hour security cameras.
2. On September 22th, you may arrive and check in anytime between 9:00 a.m. and 3:00 p.m. Your space(s) must be completely set up by 5:00 p.m. on September 22th. A member of the vendor committee will meet you at the loading dock entrance to supply you with your vendor badges, vendor packet, and show you to your booth. Platform dollies will be available for your use.
3. Your booth(s) will be draped on the back and sides. The decorator does not allow any pins in these drapes, but S-hooks will be available for your use. Each 10'x10' booth will be provided one chair and one 8' draped table. Additional tables and chairs may be ordered directly from the decorator at admin@conventionandexpo.net. If you need anything else, please let us know as soon as possible.
4. We will accommodate additional badge requests if received by August 15th.
5. All displays shall conform to reasonable safety standards and be neat and clean.

6. Due to City of Austin regulations, all merchandise must remain within the boundaries of the assigned space. Vendors and displays must not interfere with adjacent vendors or aisle space in any way, and all exhibit booths must maintain clear and appropriate exits from the booth.
7. Taping, gluing, tacking, etc., to any surface/tables provided through AAQG is not allowed.
8. Vendors must bring everything necessary to set up their booths. Vendors are responsible for bringing heavy-duty extension cords, if required.
9. Electricity and phone service and other services are separate charges and ordered directly from Palmer Events Center. Unsecured wireless connections are free of charge. Ordering your services after August 31, 2022 may incur additional costs. Please visit the Palmer Events Center website for more information:
<https://www.palmereventscenter.com/exhibit/>
10. Any vendor that has not checked in, either in person or by phone, as of 3:00 p.m., Thursday, September 22, 2022, forfeits their exhibit space without refund, and their space may be reassigned by the Show Committee.

During the Show

1. Vendor booths are not open for sales during Opening Night on September 22th and should be covered.
2. On September 23-27, you will be allowed access to your booth one hour before the show opens. AAQG and Palmer Events Center suggest covering tables and displays every night as a security precaution
3. You are responsible for providing your own change. AAQG will not be able to provide change for vendor booths. An ATM machine is available onsite.
4. Security requires that you and your staff wear your vendor badges at all times.
5. The AAQG QuiltFest encourages creativity; however, the display of objectionable and or illegal products an items are not permitted
6. Vendors are responsible for keeping their areas clean during the QuiltFest. Vendors must dispose of their trash. Spaces must be cleared and empty of trash at the end of each day. Vendors that leave trash may be denied entry into subsequent AAQG Shows.
7. Vendors shall be solely responsible for the payment of state and local taxes in connection with the QuiltFest. Vendors must display their current Texas Sales and Use Tax Permit in a visible place in their booth. Each vendor must have a permit number in his/her name or corporate name. Contact the Texas Comptroller of Public Accounts at 1-800-252-5555 to obtain a permit. The sales tax rate in Austin is 8.25%.
8. Vendors are required to adhere to reasonable standards of behavior, decorum, cooperation, and courtesy. No vendor is allowed to disturb the QuiltFest with loud music, noise, any other offensive or inappropriate behavior or language. The Show Committee

reserves the right to ask a vendor to leave if, after being given notice, he or she continues any unreasonable behavior.

Takedown – Sunday, September 25, 2022

1. No one may take down his or her booth(s) before 5:00 p.m. on Sunday, September 25th. Takedown will begin immediately at that time. Platform dollies may not be reserved until the entire booth is packed and ready to go. The entire QuiltFest must be out of Palmer Events Center by 8:00 p.m.

Venue Information

1. Security will be provided 24/7. This security service will be inside and outside the Center throughout the weekend.
2. Although the City of Austin has single-use plastic bag ban in place, we have been advised by Palmer Events Center staff that the bag ban does not apply to special events such as QuiltFest.
3. The assigned space and the surrounding area shall not be changed, altered, or damaged in any way.
4. Concessions, provided exclusively by Palmers Events Center, will include a variety of food and drinks. No outside food or drink is allowed.
5. The Palmer Events Center is a smoke-free environment.

Cancellation Policy

1. If an applicant is not accepted, all fees will be returned. If a vendor cancels, refunds will be prorated as follows:
 - a. Cancellation postmarked on or before July 1, 2022: 50% of booth fee if a replacement can be found. Refund checks will be mailed after July 1, 2022.
 - b. Cancellation postmarked after July 1, 2022: no refund

Failure to Follow Rules and Regulations

1. A vendor's participation in the QuiltFest is deemed an acceptance of these Rules and Regulations. Failure to comply with these Rules and Regulations may result in a vendor's expulsion from the QuiltFest and the vendor could be denied entry into future AAQG events.