



2018 Capital of Texas QuiltFest

Vendor Information, Policies and Procedures

Show Information

Show Dates: Friday, September 28th, 2018: 10:00 a.m. – 6:00 p.m.
Saturday, September 29th, 2018: 10:00 a.m. – 6:00 p.m.
Sunday, September 30th, 2018: 12:00 p.m. – 5:00 p.m.

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

Vendor Move In: Thursday, September 27, 2018 9 a.m. – 3 p.m.

Vendor Move Out: Sunday, September 30, 2018, 5 p.m – 7 p.m.

The theme of the 2018 Capital of Texas QuiltFest is “World of Color.”

The event website is www.captxquiltfest.org

Our show will feature the following:

- ❖ Opening Night reception for members on Thursday, September 27th, 7 p.m., with an awards presentation
- ❖ Judged show of AAQG members' quilts
- ❖ Special exhibits and non-judged 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, where a wide array of quilting techniques are demonstrated by our members
- ❖ Boutique, featuring hand-made crafts by AAQG members for sale
- ❖ Raffle quilt
- ❖ AAQG activities, history, and membership areas

Concessions, provided exclusively by Palmer Events Center, 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.

Booth Information

- ❖ Booth spaces will be reserved in the order payment is received. After 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.
- ❖ In fairness to all applicants, we will not honor specific requests regarding booth location. Booth placement is made by our floor plan committee based on layout needs.
- ❖ Electronic submission and online payment are recommended and the best way to guarantee your space early.
- ❖ Contact us with questions at showvendors@aaqg.org
- ❖ 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/services/exhibitors/>

Booth rental covers the four-day period from Thursday, September 27th - Sunday, September 30th, and a single booth includes a 10' x 10' space with one 8' draped table, one chair, and side & back drapes. Booth sizes include: Single (10'x10'), 1.5 (10'x15') Double (10'x20') and triple (10'x30')

Venue and Setup Information

- ❖ Vendor set-up will take place on Thursday, September 27, 2018. QuiltFest will be located at the Palmer Events Center, 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.
- ❖ On September 27th, you may arrive and check in anytime between 9:00 a.m. and 2:00 p.m. Your booth space(s) must be completely set up by 5:00 p.m. on September 27th. 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.
- ❖ 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 10x10 booth will be provided at no additional cost up to one chair and one 8' draped table. Requests for electric and other services are handled directly by Palmer Event Center. If you need anything else, please let us 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 regulation to prevent restriction of walkway space for crowds to move through the area.
- ❖ Security will be provided 24/7. This security service will be inside and outside of the Center throughout the weekend. Security also requires that you and your staff wear your vendor badges at all times.
- ❖ On September 28-30, you will be allowed access to your booth one hour before the show opens. AAQG and Palmer Events Center suggests covering tables and displays every night as a security precaution. Vendor booths are not open for sales during Opening Night on September 27th and should be covered.
- ❖ Although the City of Austin has a 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.

- ❖ We will accommodate additional badge requests if received by August 15th.
- ❖ 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.
- ❖ No one may take down his or her booth(s) before 5:00 p.m. on Sunday, September 14th. 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.

QuiltFest Rules and Regulations

1. The Capital of Texas QuiltFest encourages creativity; however, the display of objectionable and/or illegal products and items is not permitted.
2. Vendors shall be solely responsible for the payment of state and local sales 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 own 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%.
3. Vendors may sell quilt-related items. All merchandise for sale is subject to approval by the Show Co-Chairs.
4. All displays shall conform to reasonable safety standards.
5. 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.
6. All displays shall be neat and clean. Each booth will be draped and AAQG will provide one draped table and one chair for each booth. Additional tables and chairs may be ordered directly from the decorator at admin@conventionandexpo.net. Extra merchandise should be stored under cover and out of sight. Pins are not allowed in the drapes. Please use the S hooks provided instead.
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, 2018 may incur additional costs. Please visit the Palmer Events Center website for more information: <https://www.palmereventscenter.com/services/exhibitors/>
10. 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.

11. The show is open 10:00PM to 6:00PM on Friday and Saturday, and Noon to 5:00PM on Sunday. Vendors may not dismantle displays or remove merchandise before 5:00PM on Sunday.
12. Vendors may set up their booth between 9:00AM and 5:00PM on Thursday. Booths must be completely set up by 5:00 pm on Thursday. Vendors may enter the building one hour before the QuiltFest opens on Friday, Saturday, and Sunday.
13. Any vendor that has not checked in, either in person or by phone, as of 2:00PM, Thursday, September 27, 2018, forfeits their exhibit space without refund, and their space may be reassigned by the Show Committee.
14. The assigned space and the surrounding area shall not be changed, altered, or damaged in any way.
15. 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.
16. 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.
17. The Palmer Events Center is a smoke-free environment.
18. Vendors do not have to be members of the Austin Area Quilt Guild.
19. Cancellation Policy: 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, 2018: 50% of booth fee if a replacement can be found. Refund checks will be mailed after July 1, 2018.
 - b. Cancellation postmarked after July 1, 2018: no refund
20. 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.