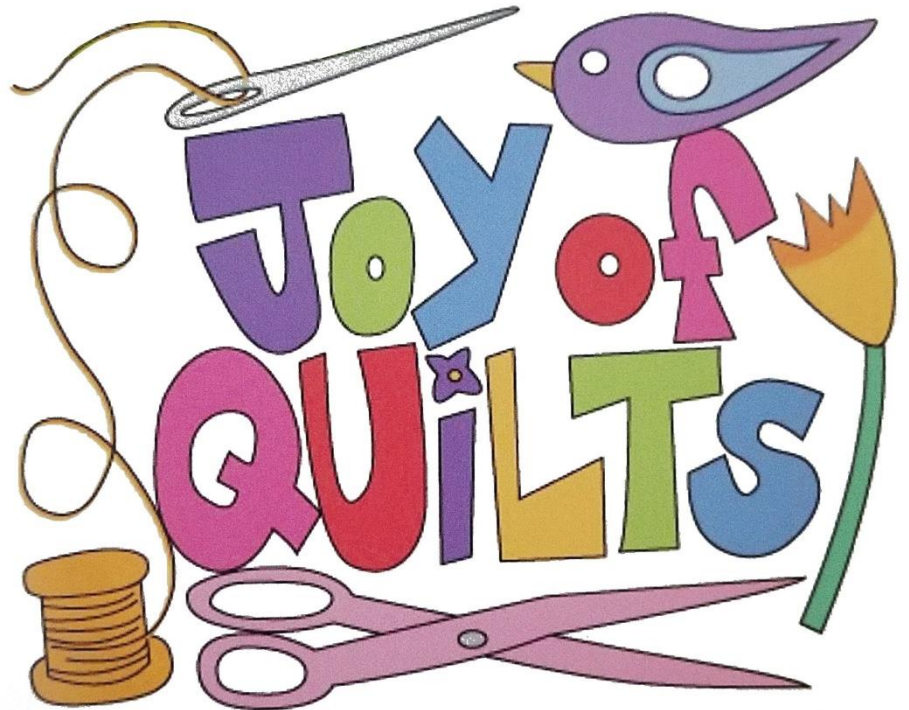


# Quilt Guild of Greater Houston



## SHOW DATES

January 27, 2023

10:00 AM-5:00 PM

January 28, 2023

10:00 AM-4:00 PM

## SHOW LOCATION

Stafford Center

10505 Cash Road

Stafford, TX 77477

## WEBSITE

[www.HoustonJoyOfQuilts.com](http://www.HoustonJoyOfQuilts.com)

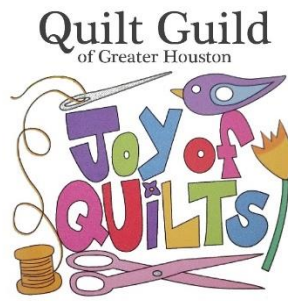
## FOR MORE INFORMATION

[Vendors@HoustonJoyOfQuilts.com](mailto:Vendors@HoustonJoyOfQuilts.com)

## VENDOR PACKET

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January 27-28, 2023  
Stafford Centre

A Quilt Show Presented by the  
**Quilt Guild of Greater Houston**  
Stafford Centre 10505 Cash Road Stafford, Texas  
January 27 & 28, 2023

[www.HoustonJoyOfQuilts.com](http://www.HoustonJoyOfQuilts.com)

## SPONSORSHIP OPPORTUNITIES

The success of our show is dependent upon the generosity of our sponsors in providing great awards for the talents of those fortunate enough to win in their appropriate categories. We are hopeful that you will be a sponsor for Quilt Guild of Greater Houston Show of 2023. Various Sponsorship Opportunities and their benefits are detailed in this document.

### SPONSORSHIP LEVELS

#### **GOLD \$500**

##### **Benefits:**

- Primary billing on lobby signs and show banners
- Free full page ad in program (\$100 value)
- 25% discount on booth rental (\$69 value)
- Preferential booth location on vendor floor (priceless!)
- Free advertising (Jan.-Dec. 2023) in QGGH Newsletter (1/2 page size) (\$175 value)
- Free weblink on the QGGH Website for one year (New feature for 2023!)

#### **SILVER \$250**

##### **Benefits:**

- Secondary billing on lobby signs and show banners
- Free half page ad in show program (\$50 value)
- 10% discount on booth rental (\$27 value)
- Preferential booth location on vendor floor
- Free advertising (Jan.-Dec. 2023) in QGGH Newsletter (1/4 page size) (\$125 value)
- Free weblink on the QGGH Website for 6 months (New feature for 2023!)

#### **BRONZE \$150**

##### **Benefits:**

- Billing on lobby signs and show banners
- Free quarter page ad in show program (\$25 value)
- 5% discount on booth rental (\$14 value)
- Preferential booth location on vendor floor
- Free advertising (Jan.-Dec. 2023) in QGGH Newsletter (business card size) (\$75 value)
- Free weblink on the QGGH Website for 3 months (New feature for 2023!)

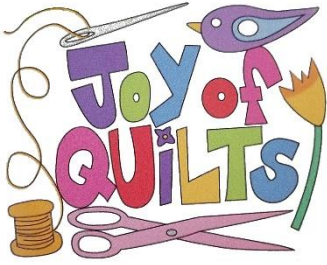
NOTE: Billing on lobby signs and show banners will be size appropriate according to the amount of the sponsor's commitment. Preferential booth placement will depend upon available locations when commitment is made.

For more information or to sign up to participate, our contact information is:

Email: [Vendors@houstonjoyofquilts.com](mailto:Vendors@houstonjoyofquilts.com)

Lois Cleveland  
2023 QGGH Quilt Show Chair

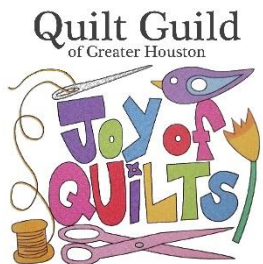
Debi Mishael  
2023 QGGH Vendor Chair



January 27-28, 2023  
Stafford Centre

## DATES TO REMEMBER

DATE	TIME	EVENT
July 1, 2022		Deadline to complete payment for 10% discount on booth space
November 1, 2022		Last date to cancel and receive 50% refund. No refund after 11/1/22
November 18, 2022		Payment in full due date
December 2, 2022		Space assignments made after this date
December 16, 2023		Vendors notified of booth assignments
January 10, 2023		Appointments for setup sent to vendors
January 26, 2023	9:00 AM-4:00 PM	Vendor Setup & Unloading by appointment
January 26, 2023	6:00 PM	Unclaimed vendor space forfeited and reassigned
January 27, 2023	8:00 AM	Vendor access opens at Stafford Center
January 27, 2023	9:00 AM	Deadline for booth set-up
January 27, 2023	10:00 AM-5:00 PM	Joy of Quilts Show
January 28, 2023	9:00 AM-4:00 PM	Joy of Quilts Show
January 28, 2023	4:00 PM-7:00 PM	Vendor dismantling and checkout



January 27-28, 2023  
Stafford Centre

## VENDOR RULES AND REGULATIONS

### **CONTRACT FOR SPACE**

The application for space and the formal notice of assignment by the Quilt Guild of Greater Houston (QGGH) for the 2023 show "Joy of Quilts" constitutes a contract for the right to use the space allotted. In the event of fire, strikes, or other uncontrollable circumstances, rendering the building unfit or unavailable for use, this contract will not be binding.

#### **1. PAYMENT FOR SPACE/CANCELLATION FEE**

A minimum deposit of \$150 per space must be sent with the contract. In order to receive a 10% discount, full payment must be made prior to July 1, 2022. If you pre-pay for your exhibit space in full, half of the exhibit rental will be refunded if cancellation notice is received before November 1, 2022. No refund will be made for cancellation after November 1, 2022.

#### **2. BOOTH EQUIPMENT AND SERVICES**

QGGH agrees to provide to the Vendor one identification sign and for each (10' x 10') booth contracted by Vendor, one 8' x 30" table (no skirt included) and 2 chairs.

#### **3. EXHIBIT HOURS**

Show hours will be from 10 am – 5 pm on Friday, January 27, 2023, 9 am – 4 pm on Saturday, January 28, 2023. Vendors must be set up and operational by 9 am January 27th. On Saturday, January 28th, vendors will be allowed in at 8 am. QGGH reserves the right to make such modifications in the exhibit hours as may be necessary to meet program needs.

#### **4. INSTALLATION/SET-UP**

Move-in appointments will be used for set-up/unloading on Thursday, January 26<sup>th</sup>. Appointments will be sent to vendors by January 10<sup>th</sup>. Vendors must use their appointed time to move in. If unable to meet the appointed time, move-in will be at end of day, or as the schedule opens up. Adhering to schedule should alleviate a long waiting period for use of the dock and loading areas. The show area closes at 6 pm and will re-open to vendors at 8 am Friday, January 27<sup>th</sup>. Any space not claimed and occupied before 6 pm on January 26<sup>th</sup> may be reassigned without refund of rental paid, unless previous arrangements have been made with QGGH.

#### **5. SECURITY**

QGGH will provide security during the hours the exhibit area is open. However, the vendor is solely responsible for his own exhibit material. No responsibility is assumed for goods left in the exhibit hall after the closing hour of the exhibit. It is suggested that the vendor carry insurance covering loss or damage to the vendor's materials.

#### **6. ELECTRICAL SERVICE**

Wall, column, and permanent building outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise. The use of open clip sockets, latex or lamp cord wire, duplex attachment plugs in exhibits is prohibited. Electrical power for lights and displays will be turned on one hour prior to show opening time and turned off at show closing times daily. All exhibitors' cords must be of the 3-wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded. Advance orders must be received a minimum of ten days prior to exhibitor arrival for move in. If electric service is ordered at the event, cost will be \$70 for Standard Service Connections.

#### **7. INTERNET SERVICE**

Advance orders must be received a minimum of ten days prior to exhibitor arrival for move in. If internet service is ordered at event, cost will be \$45 per Wi-Fi Connection. Internet usage is password protected and cannot be shared with non-authorized users. Laptops must have wireless automatic detection settings "enabled" before password can be entered by Stafford Centre's Event Manager.

## **8. RESTRICTIONS IN USE OF SPACE**

All demonstrations, interviews, or other sales activities must be confined to the limits of the exhibit booth. No vendor shall assign, sublet, or share the whole or any part of the space allotted without prior approval of QGGH. No vendor is permitted to show goods other than those manufactured or dealt in by him/her in regular course of business. Displays shall not be placed in such manner as to interfere with other vendors. Nothing shall be displayed beyond the assigned booth space.

## **9. NOISE-MAKING EXHIBITS**

Exhibits which include the operation of musical instruments, radios, sound systems, or any noise-making machines must be conducted or arranged so that the noise resulting from the demonstrations will not annoy or disturb adjacent vendors and their patrons. Operators or noisemaking exhibits must secure approval of operating methods before the exhibit opens. No balloons may be used in the exhibit hall.

## **10. LIABILITY**

Neither QGGH or the Stafford Centre, nor their representatives or agents will be responsible for any injury, loss or damage that may occur to the vendor or to the vendor's employees or property from any cause whatsoever. The vendor, on signing the contract, expressly releases the foregoing names, organization, and individuals from any and all claims for such loss, damage or injury.

## **11. CIRCULATION AND SOLICITATION**

Circulars or advertising matter of any description of the vendor's products may be distributed and patronage may be solicited only within the booth assigned to the vendor presenting such material unless otherwise approved in advance by QGGH. No firm or organization not assigned space in the exhibit area will be permitted to solicit business in any manner within the exhibit hall.

## **12. DISMANTLING/TAKE-DOWN AT END OF SHOW**

The vendor expressly agrees not to dismantle the exhibit or do any packing before the final closing hour of the exhibit, which is 4 pm, Saturday, January 28<sup>th</sup>. Goods must be removed from the exhibit hall by 7pm, Saturday, January 28<sup>th</sup>. Vendors must check out with an assigned QGGH member prior to leaving the premises.

## **13. RESTRICTIONS IN OPERATION OF EXHIBITS**

QGGH reserves the right to restrict exhibits which because of noise, method of operation or any reason, become objectionable, and also to prohibit or evict any exhibit, which in the opinion of QGGH may detract from the general character of the exhibit as a whole. The reservation includes persons, things, conduct, printed matter, or anything of a character which QGGH determines is objectionable to the exhibit. In the event of such restrictions or eviction, QGGH is not liable for any vendor expense.

## **14. CARE OF BUILDING AND EQUIPMENT**

Vendors, or their agents, shall not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. When such damage appears, the vendor is liable to QGGH.

**THESE REGULATIONS** become a part of the contract between the vendor and QGGH. QGGH respectfully asks the full cooperation of the vendors in their observance. All points not covered are subject to the decision of QGGH.

### **\*\*Special Accommodations**

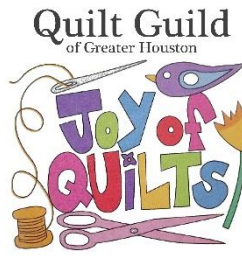
If you need special accommodations addressed by the Americans with Disabilities Act, please contact us before the opening date of the show.

# VENDOR APPLICATION

CONTRACT FOR EXHIBIT SPACE

January 27 & 28, 2023  
 Stafford Centre – 10505 Cash Rd.  
 Stafford, Texas 77477

[www.HoustonJoyOfQuilts.com](http://www.HoustonJoyOfQuilts.com)



January 27-28, 2023  
 Stafford Centre

Deposit Rec'd: \_\_\_\_\_

Paid in Full: \_\_\_\_\_

Assigned Booth No(s) \_\_\_\_\_

[Vendors@houstonjoyofquilts.com](mailto:Vendors@houstonjoyofquilts.com)

Company Name: \_\_\_\_\_

Owner/Manager Name: \_\_\_\_\_

Address/Street : \_\_\_\_\_

City, \_\_\_\_\_ State, \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address \_\_\_\_\_

Please PRINT exact letting for your identification sign and show listing

---

Company Specialty:    Quilt Shop     Fabric     Patterns     Beads     Furniture

Other (describe)  \_\_\_\_\_

	TOTALS
<b>Would you like to be a sponsor for our show?</b> <input type="checkbox"/> Gold (\$500) <input type="checkbox"/> Silver (\$250) <input type="checkbox"/> Bronze (\$150)	\$ _____
<b># of Booths needed</b> _____ x \$275 (Hallway booths are available) (-10% discount ON BOOTH SPACE for complete payment before July 1, 2022) Preferred location(s) _____ or _____ or _____ (1 <sup>st</sup> Choice)                      (2 <sup>nd</sup> Choice)                      (3 <sup>rd</sup> Choice)	\$ _____ (\$ _____)
<b>Electrical Requirements (advanced order price – see Rules and Regulations):</b> _____ 0 – 20 Amps (standard) x \$25 (\$50 on day of set up) Standard Electrical Service 120 Volt, AC, Single Phase, 60 Cycle	\$ _____
<b>Internet Requirements (advanced order price – see Rules and Regulations):</b> _____ Internet Use per WIFI Connection X \$30 (\$45 day of set up) Internet usage is password protected and cannot be shared with unauthorized users.	\$ _____
Ad in program <input type="checkbox"/> Yes <input type="checkbox"/> No    Copy & artwork to be supplied by you: Included <input type="checkbox"/> Will send <input type="checkbox"/> <input type="checkbox"/> 1/4 Page \$25 <input type="checkbox"/> 1/2 Page \$50 <input type="checkbox"/> Full Page \$100	\$ _____
<b>TOTAL AMOUNT DUE</b>	\$ _____

- ❖ Sponsors will have priority for booth location(s).
- ❖ Space assignments will be made after December 2, 2022 with full consideration given to Sponsorship, the amount of space required, date of the receipt of application, competing products, and general grouping of exhibits for proper display and comparison. You will be notified of your space assignment by December 16, 2022.
- ❖ A **non-refundable deposit of \$150** toward your exhibit space should be sent with this contract. Booth space assignment will not be guaranteed before your signed contract and deposit check is received.
- ❖ Make checks payable to Quilt Guild of Greater Houston (or QGGH). Full payment is due by November 18, 2022.

**Mail the completed Application, Payment and Contract to:**

Quilt Guild of Greater Houston  
 c/o Debi Mishael 2023 Vendor Show Chair  
 4813 Tamarisk Lane  
 Bellaire, TX 77401

Please Note: Space in the show is limited. If we find that applications exceed booth space, we will notify you to see if you would like to be put on our waiting list. Deposit money and/or rental fees will be returned if we cannot provide booth space for you.

<b>TOTAL AMOUNT DUE (from page 1)</b>	\$ _____
<b>AMOUNT ENCLOSED (minimum \$150 required)</b>	\$ _____
<b>Balance due</b>	
<b>By November 18, 2022 with no discount</b>	\$ _____
<b>By July 1, 2022 for 10% discount</b>	\$ _____

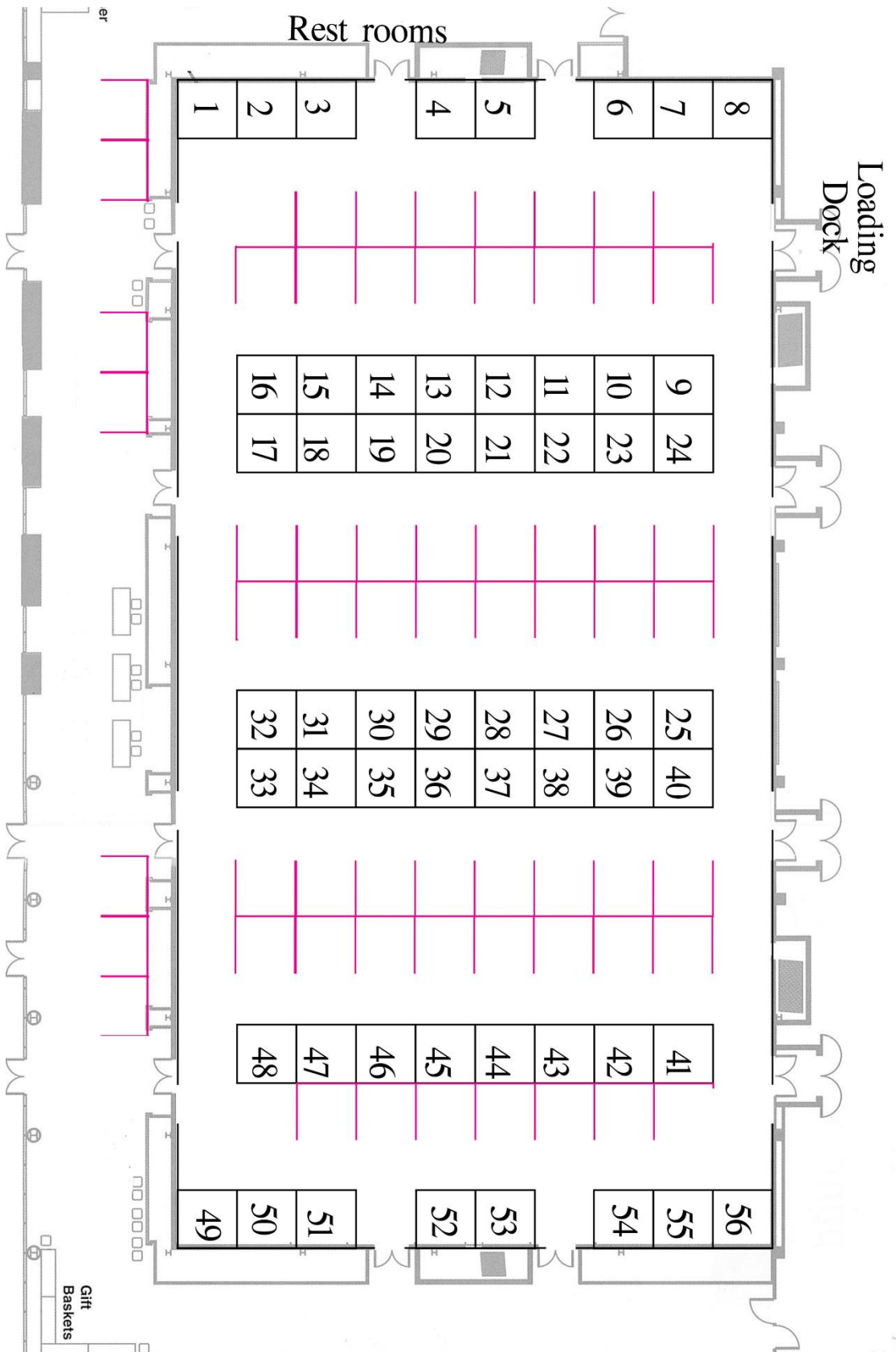
Please read Vendor Rules and Regulations sent with this packet, or on our website, [www.HoustonJoyOfQuilts.com](http://www.HoustonJoyOfQuilts.com) before signing. Your signature on this contract indicates that you have read and agree to abide by the Rules and Regulations set forth therein. To the maximum extent permitted by law, Vendor agrees to indemnify and hold harmless The Stafford Centre and the Quilt Guild of Greater Houston and their agents, officers, members, employees or contractors from any all claims, and/or personal injury, accidents, property damage, theft or loss as a result of traveling to or from The Stafford Centre or at any time during the show set-up, tear-down or any time The Stafford Centre is in use by the QGGH show, "Joy of Quilts".

SIGNATURE: \_\_\_\_\_

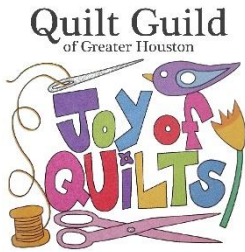
Print Name : \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

# STAFFORD CENTER- Booth Layout







January 27-28, 2023  
Stafford Centre

## MASTER PRICE LIST

### SPONSORSHIP

Gold Level .....	\$500.00
Silver Level .....	\$250.00
Bronze Level.....	\$150.00

### PROGRAM BOOK AD SPACE

Full Page Ad .....	\$100.00
Half Page Ad.....	\$50.00
Quarter Page Ad .....	\$25.00

### EXHIBIT -BOOTH SPACE

Single 10'x10' booth .....	\$275.00
Double booth 10'x20' .....	\$550.00
Triple booth 10'x30' .....	\$825.00

### EXTRAS (Fees charged by Stafford Center)

Standard Electrical .....	\$25.00
If not requested in advance .....	\$50.00 (Day of setup)
Internet Wifi Connecton .....	\$30.00
If not requested in advance .....	\$45.00 (Day of setup)

- A non-refundable deposit of \$150 is required with your contract to hold exhibit space.
- Balance due by November 18, 2022.
- 10% discount on booth space if paid in full by July 1, 2022.
-