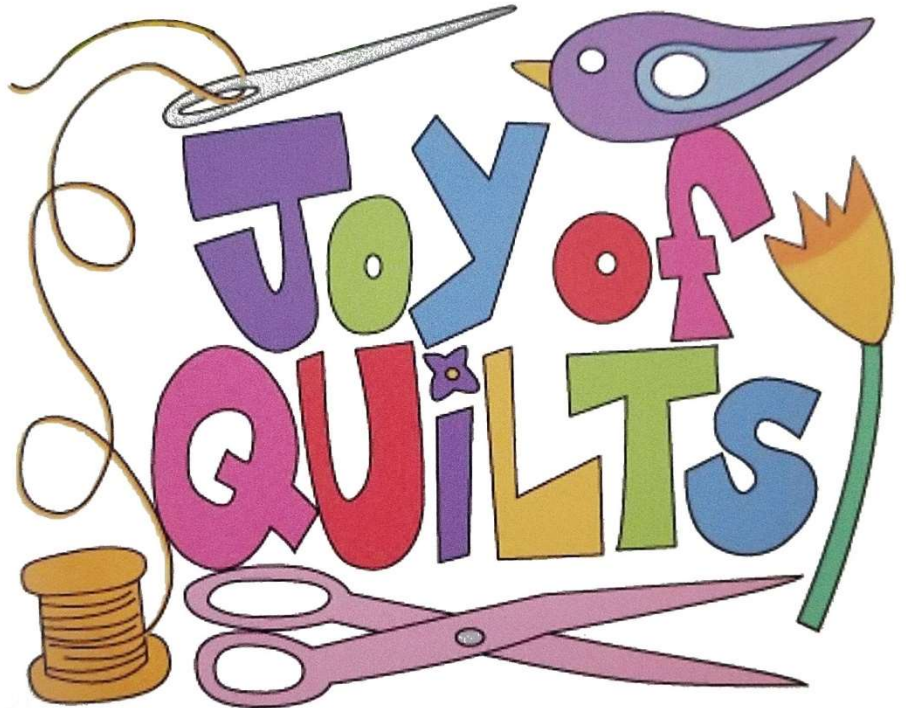


Quilt Guild of Greater Houston



SHOW DATES

Friday, January 17, 2025

Saturday, January 18, 2025

10:00 AM-4:00 PM

SHOW LOCATION

Stafford Center

10505 Cash Road

Stafford, TX 77477

WEBSITE

www.HoustonJoyOfQuilts.com

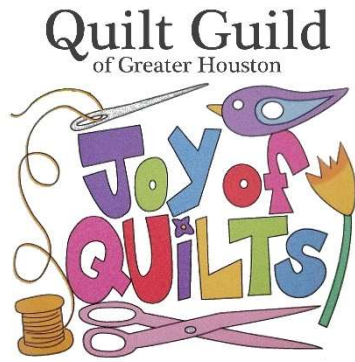
FOR MORE INFORMATION

Vendors@HoustonJoyOfQuilts.com

VENDOR PACKET

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A Quilt Show Presented by the
Quilt Guild of Greater Houston
Stafford Centre 10505 Cash Road Stafford, Texas
January 17 & 18, 2025

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)
- 20% discount on booth rental (\$55, \$105 or \$155 value)
- Preferential booth location on vendor floor (priceless!)
- Free advertising in QGGH Newsletter for TWO years (1/2 page size) (\$350 value)
- Free weblink on the QGGH Website for TWO years (New feature for 2024!)

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 for one year in QGGH Newsletter (1/4 page size) (\$125 value)
- Free weblink on the QGGH Website for 1 year

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. 2025) in QGGH Newsletter (business card size) (\$75 value)
- Free weblink on the QGGH Website for 6 months

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.

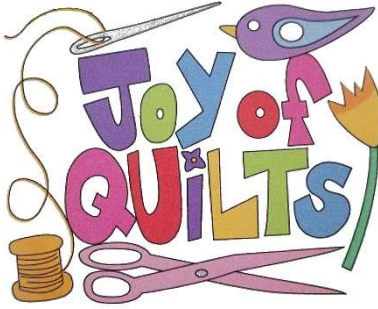
For more information or to sign up to participate, our contact information is:

Email: Vendors@houstonjoyofquilts.com

Janice Schindeler
2025 QGGH Quilt Show Chair

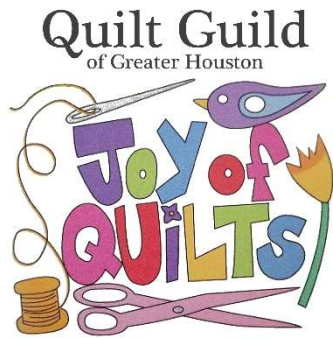
Debi Mishael
2023 QGGH Vendor Chair

Quilt Guild of Greater Houston



DATES TO REMEMBER

DATE	TIME	EVENT
July 1, 2024		Deadline to complete payment for 10% discount on booth space
November 1, 2024		Last date to cancel and receive 50% refund. No refund after 11/1/24
November 15, 2024		Payment in full due date
December 2, 2024		Space assignments made after this date
December 16, 2024		Vendors notified of booth assignments
January 3, 2024		Appointments for setup sent to vendors
January 16, 2025	9:00 AM-4:00 PM	Vendor Setup & Unloading by appointment
January 16, 2025	6:00 PM	Unclaimed vendor space forfeited and reassigned
January 17, 2025	8:00 AM	Vendor access opens at Stafford Center for set-up
January 17, 2025	9:00 AM	Deadline for booth set-up
January 17, 2025	10:00 AM-4:00 PM	Joy of Quilts Show
January 18, 2025	10:00 AM-4:00 PM	Joy of Quilts Show
January 18, 2025	4:00 PM-7:00 PM	Vendor dismantling and checkout



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 2025 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, 2024. 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, 2025. No refund will be made for cancellation after November 1, 2025.

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 – 4 pm on Friday, January 17, 2025, 10 am – 4 pm on Saturday, January 18, 2025. Vendors must be set up and operational by 9 am January 27th. On Saturday, January 18th, 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 16th. Appointments will be sent to vendors by January 3rd. 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 17th. Any space not claimed and occupied before 6 pm on January 16th 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 18th. Goods must be removed from the exhibit hall by 7pm, Saturday, January 18th. 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**

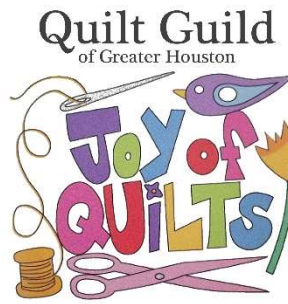
If you need special accommodations addressed by the Americans with Disabilities Act, please contact us before the opening date of the show.

VENDOR APPLICATION

CONTRACT FOR EXHIBIT SPACE

January 17 & 18, 2025
 Stafford Centre – 10505 Cash Rd.
 Stafford, Texas 77477

www.HoustonJoyOfQuilts.com



Deposit Rec'd: _____

Paid in Full: _____

Assigned Booth No(s) _____

Vendors@houstonjoyofquilts.com

Company Name: _____

Owner/Manager Name: _____

Address/Street : _____

City, _____ State, _____ Zip _____

Phone: _____ Cell: _____

E-mail address _____

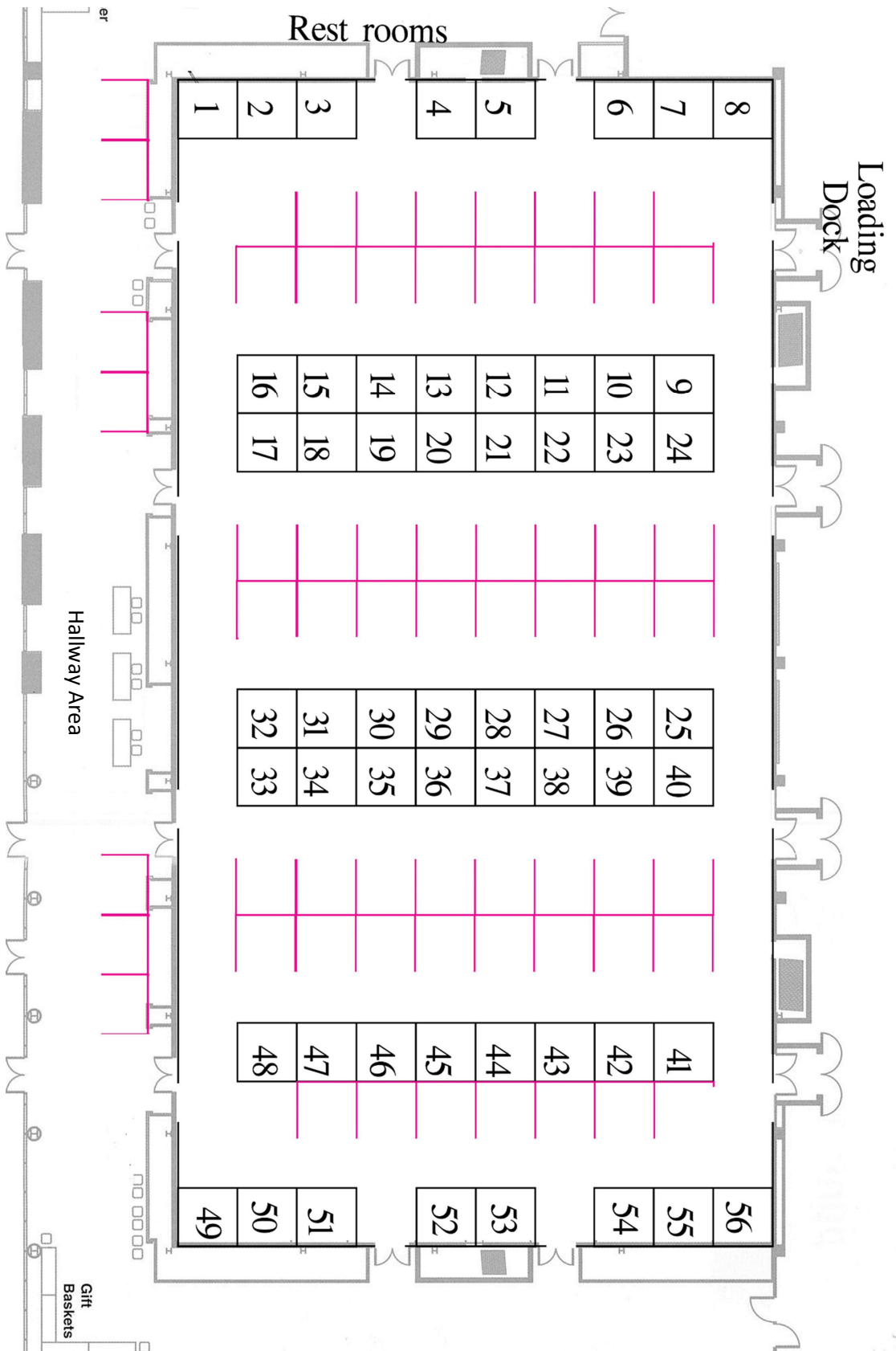
Business Website: _____

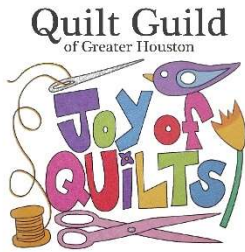
Please PRINT exact letting for your identification sign and show listing

Company Specialty: Quilt Shop Fabric Patterns Beads Furniture
 Other (describe) _____

	TOTALS	
Would you like to be a sponsor for our show?	\$ _____	<input type="checkbox"/> Gold \$500 <input type="checkbox"/> Silver \$250 <input type="checkbox"/> Bronze \$150
_____ of Booths needed x \$275 (Hallway booths are available at a reduced price)	\$ _____	
(Discount ON BOOTH SPACE for SPONSORS)	(\$ _____)	<input type="checkbox"/> Gold -20% <input type="checkbox"/> Silver -10% <input type="checkbox"/> Bronze -5%
(-10% discount ON BOOTH SPACE for complete payment before July 1, 2024)	(\$ _____)	
Electrical Requirements (advanced order price – see Rules and Regulations): _____ 0 – 20 Amps (standard) x \$25 (\$50 on day of set up) Standard Electrical Service 120 Volt, AC, Single Phase, 60 Cycle	\$ _____	
Internet Requirements (advanced order price – see Rules and Regulations): _____ 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
TOTAL AMOUNT DUE	\$ _____	

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'	\$500.00
Triple booth 10'x30'	\$775.00
Hallway booth.....	\$175.00

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, 2024.
- 10% discount on booth space if paid in full by July 1, 2024.