



Four County Quilters Guild

Four County Quilters Guild (FCQG) Quilt Show
August 4 and 5, 2023
Calvary United Methodist Church
403 S. Main Street
Mt. Airy, MD.21771



Four County Quilters Guild is pleased to announce the return of our Biennial Quilt Show in August 2023. Held in historic Mt. Airy, MD, we anticipate an exciting and crowd-pleasing event. Vendors are always a welcome addition to our Quilt Show, and we are excited to provide the following information.

Information and Vendor Policies

Set Up: **Thursday, August 3, 2023 (12 - 4)**
Show: **Friday, August 4 and Saturday, August 5, 2023**
Show Hours: **10:00 – 4:00**
Vendor Fees: **\$175 for Perimeter Spaces**
\$150 for Center Spaces

Please see the photos on this website of the auditorium at Calvary United Methodist Church and a scale drawing of the room arrangement.

General Information

- Our show typically draws many quilting enthusiasts and visitors to the Mt. Airy area.
- There is a daily entrance fee of \$10 for attending the show.
- Booth sizes are approximately 10 feet by 12 feet. Sizes may vary due to room variations. Please refer to attached room layout. One 8 foot table and two chairs will be provided in each booth. An additional table (6 ft) may be requested for a minimal charge of \$10. Vendors are encouraged, however, to bring their own extra table(s). Vendors must supply their own display, pipe and drape and electrical extension cords. *(PLEASE NOTE: The scale drawing of the auditorium shows an 8' table and a 6' table in each space. However, each space is able to fully accommodate two 8' tables.)*
- There is convenient and easy access for loading and unloading. After unloading, vendors will be required to move their vehicles to the church parking lot behind the church.
- FCQG is a guild of about 140 members which will be displaying over 200 quilts. Food will be available for purchase during the show. During the show, the guild will have "Emporium" and "Peddlers" tables where visitors may purchase

handmade items made by guild members and/or purchase donated fabric. There will also be raffle baskets, on-going demonstrations, and door prize give aways.

- In order to provide a variety of shopping options to our guests, vendors will be selected by categories of interest and then by the order of their application.

Confirmation:

Whether using the online or mailed in registration, each vendor will receive a confirmation of acceptance. The confirmation will be sent via email; mailed confirmations will only be sent to vendors without email addresses.

Door Prizes:

Throughout the show, there will be drawings for door prizes donated by the Guild and the show vendors. ***Vendors are asked to provide one or more items to be used as a door prize. Vendors will be acknowledged for their donations throughout the show.***

Publicity:

Flyers will be distributed throughout Mt. Airy, adjoining areas and at local quilt shops advertising the Quilt Show and vendors. The FCQG website will list participating vendors with links to their websites. A flyer will be placed in The County Register, and electronic notices will be placed on the "What's Happening" pages of local newspapers and on the Maryland State page of upcoming events. We are currently discussing other ways to advertise this event with Mt. Airy city officials. Also, upon entrance to the event, a vendor map with directions to the vending area will be posted.

Payment:

All fees must be paid by CHECK. Checks should be made out to Four County Quilters Guild (FCQG). Please indicate VENDOR in the memo line.

ALL CHECKS WILL BE HELD UNTIL THE VENDOR IS NOTIFIED OF ACCEPTANCE.

Deposit:

A deposit of 50% will be required at the time of registration. The remainder of the fee will be due upon receipt of your acceptance.

NOTIFICATION, Refund and Cancellation:

Accepted vendors will be notified beginning October 1, 2022.

A full refund, less a \$25 processing fee, will be issued for any vendor cancelling by March 1, 2023.

After March 1, the fee refund policy will be as follows:

After March 1, 2023 – 50% Refund

After May 1, 2023 – No refund unless the booth is rented by another vendor.

All vendors are expected to stay at their booths until the close of the show each day.

WiFi

Vendors will be able to access the church's WIFI. The Guild recommends, however, that if you are reliant on internet connection to complete sales that you have an alternative internet connection, hot spot, or a WiFi booster. The Guild cannot provide technical assistance on the equipment owned by the church. For further clarification, please see the contact information below.

Liability and Security:

The church has an alarm system and guild members will be assigned to various locations during the show to act as additional security. We also require vendors attest to their insurance coverage.

Sales Tax:

Vendors are responsible for collecting and remitting applicable home state sales tax.

Submission Information:**How To Complete and Return Application:**

1. Open the PDF, then "save as" to your device.
2. You may then simply print the application, complete and mail to the address below.
3. You may also complete the PDF form on your device, save and "share a copy" or email to the address below.
4. Checks must be sent by mail and must be received before any application can be approved.
5. Any questions? Contact information is below.

Contact and Mailing Address

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