

25th Annual Black Canyon Quilt Show, Inc.

P.O. Box 2053 Montrose, CO 81402

<http://www.blackcanyonquiltshow.com/>

Show Dates: July 17, 18, 19, 2020

2020 Theme: Silver Threads



Dear Prospective Vendor,

Black Canyon Quilt Show, Inc. is making plans for its 25th annual show at the Montrose Pavilion, 1800 Pavilion Drive, and we want to invite you to participate as a vendor! Our 2020 show is scheduled for Friday July 17 through Sunday July 19. Show hours are 9:00 to 5:00 on Friday and Saturday, and 10:00 to 4:00 on Sunday. Setup for vendors at the show is on Thursday, July 16 between 10:30 a.m. and 5:00 p.m. Tear-down prior to 3:30 p.m. on Sunday is NOT allowed and must be complete by 5:30 p.m.

About the Booth Space

- Vendors will be allowed only one booth space, but can specify a first and second choice of location. BCQS will retain the right to make final determination of booth assignments.
- Available sizes: approximately 10'X10' at \$200 or 10'X20' at \$400.
- We expect vendors to bring products for sale, not just samples of what can be purchased at your store location or online. If a vendor intends to only bring samples of goods in order to obtain orders for delivery, their application will be secondary in consideration.
- ABSOLUTELY nothing may be attached to the walls or ceiling. No drapes or piping are provided.
- Vendors are accepted on a first come first served basis upon receipt of the Application, completed and signed Terms and Conditions, and full payment.
- Vendors are responsible for securing their own liability insurance for everything they have at the show, as well as personnel working on their behalf. Proof of liability coverage must be submitted with your application.
- Vendors are encouraged to present demonstrations at their booths during show hours. Your demos will be announced and advertised if you provide that information in advance.
- If you are accepted as a vendor, you are welcome to conduct your own gift giveaway within your booth space, with all tickets being the responsibility of the vendor.

About Access for Load-in and Load-out

- Vendors are responsible for loading, unloading, setting up and tearing down their own booth space. This includes all products and booth furniture/decorations. If you require a dolly or hand truck, you will need to bring your own.
- The loading dock is approximately 45" from the ground. The "handicap access" ramps are narrow with 90 degree turns and suitable for small carts or dollies only. We are currently working on options to make the dock more accessible for non-commercial vehicles. (longer/wider ramp, etc.).
- Most doorways into the vendor space are 36" wide. If you have equipment/displays larger than that, special arrangements can be made – contact Vendor chair for details.
- Final load-out on Sunday must be completed no later than 5:30 p.m.

Giveaway Table Alternative

In lieu of being a vendor at the BCQS Show, you may opt to offer a gift basket/Giveaway for show attendees, which represents your business. We suggest the retail value of your Giveaway be **approximately \$100.00**. Space is limited to 2 such Giveaways.

Businesses are expected to provide their own drawing entry tickets and appropriate container for a drawing. All entries for the drawings must remain on the premises for the duration of the show. A winner will be drawn by a Black Canyon

Quilt Show Board Member at the conclusion of the show and the business will be notified. All drawing entry tickets will be given to the respective business. There may not be a business representative at the Giveaway table during the show.

A separate table will be available at the show entrance for leaving vendor sale flyers, discount coupons, business cards, and other quilt show announcements, etc.

Other Useful Info

- Every year the Black Canyon Quilt Show chooses a local non-profit to receive proceeds from our "Boutique" where items of all sorts (mostly handmade) are sold. The charity chosen for proceeds from the 2020 BCQS is the local chapter of "Sleep in Heavenly Peace". See www.shpbeds.org for more details. Product donations by our show vendors are greatly appreciated and help increase the proceeds given to this charity.
- There will be an opportunity to order a box lunch on Friday, Saturday and Sunday. Several choices will be offered. You must submit your order by **July 1** so food vendors can prepare ahead. Payment in CASH or CHECK will be collected on Thursday during set up. *No late lunch orders can be accepted.*

Vendor Application Process

Complete the attached Application and Terms and Conditions form and submit them, along with **full payment** ASAP. Vendors are accepted on a first come first served basis. While EMAIL notification of your interest in participating in BCQS is greatly appreciated, acceptance is based on receipt of your completed application and payment in the US Mail. There will be no reservations without payment, and no partial payments will be accepted. There are no refunds unless Black Canyon Quilt Show cancels the event. (This has never happened.) Upon receipt of payment, if there are no booths available, we will return your check as quickly as possible, or you may opt to be waitlisted *per your designation on the application*. In this case we will hold the check until we are certain there are no cancellations.

Applications and checks, made payable to Black Canyon Quilt Show, Inc. should be mailed to
PO Box 2053 Montrose, CO 81402

Staying in Montrose

We are currently negotiating special hotel rates at several hotels in Montrose. We will forward information on accessing that discount to vendors accepted into the 2020 show.

We are also hopeful that a few local restaurants will provide discounts to our vendor partners during the Show. Again, that information will be forwarded to accepted vendors as it is available.

Businesses in town are very supportive of this long-standing event and are happy to host both vendors and attendees of the show. Go to www.visitmontrose.com to find out more our beautiful city and the surrounding area.

I hope you decide to join us in Montrose and welcome your Vendor application. If you have any preliminary questions, you may contact me at the e-mail address below with **Black Canyon Quilt Show** in the subject line.

I look forward to hearing from you soon!



Jean Hatfield

Jehat310@gmail.com Phone: 970-901-5239 (text is ok too!)

Vendor Chairman, 2020

attach.: Application, Terms and Conditions, 2020 Booth Layout Floor Plan

Vendor Application
25th Annual Black Canyon Quilt Show, Inc.

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Please Print Clearly

Contact Name: (Individual) _____

Title: _____

Company Name: _____

Tax ID # _____

Mailing Address: _____

City, State, Zip _____

Office Phone: _____ Cell: _____ Home: _____

Email address : _____

Indicate Booth Number preference: (See attached 2 page floor plan for booth locations)

No. _____ Size _____ First Choice No. _____ Size: _____ Second Choice

BCQS will retain the right to make final determination of booth assignments.

Once booth assignments are made, you will be asked to specify how many draped tables you will need. (Various sizes of draped rectangle and round tables are available)

Will you need an electrical outlet for your booth? Yes___ No___

Would you be willing to do any demonstrations during the show? Yes___ No___

If booths are sold out, would you like to be waitlisted for an opening? Yes___ No___

Would you like to donate a \$100 gift basket/giveaway to represent your business?
(not available if you will have a booth at the show) Yes___ No___

Would you like to donate an item to our "Boutique" that gives proceeds to charity? Yes ___ No ___

Please give a brief description of the products you intend to bring to the show:

Full payment and the signed "Terms and Conditions" form are required with this Application. Make checks payable to Black Canyon Quilt Show, Inc. and mail to the above address. We look forward to having you as part of our 25th Annual Black Canyon Quilt Show!

PLEASE MAKE A COPY FOR YOUR FILES!



Black Canyon Quilt Show, Inc.

P0 Box 2053 Montrose, CO 81402

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Vendor Terms and Conditions

July 17-19, 2020

Quilt show hours: Friday and Saturday 9:00 a.m. to 5:00 p.m. Sunday 10:00 am to 4:00 pm.

Vendor set-up will begin at 10:30 a.m. on Thursday, July 16, and must be completed by 5:00 p.m. that day. Draped tables will be provided as requested by the vendor. No piping or drapes are provided. Early take down or closing prior to 3:30 p.m. on Sunday July, 19 is not allowed.

Vendors are asked to post notice in plain sight within their booth regarding what methods of payment will be accepted, i.e. cash only and/or credit cards, etc.

A tax calculation form will be provided. It is up to the Vendor to either pay the taxes themselves, or as a convenience, have BCQS pay applicable sales tax. If BCQS is to pay, monies must be calculated and given to BCQS Vendor Chair or designee prior to departure on Sunday. Every vendor must turn in a form even if no tax is due/collected.

As a vendor, you will be responsible for loading, unloading, setting up and tearing down your own booth space. This includes all your own products and booth furniture/decorations. If you require a dolly or hand truck, you will need to provide your own. All individuals and vendors must be vacated from the building by 5:00 on Thursday, and by 5:30 on Friday, Saturday and Sunday.

No refunds will be issued unless the show is canceled.

Vendors will be accepted on a first come, first served basis upon receipt of Application, payment, and signed Vendor Terms and Conditions. Certificate of Insurance will be required of all accepted vendors.

I/We have read the Vendor Terms and Conditions and Application and understand and agree to all stipulations. (Please print legibly all information, except signature.)

Date: _____

Authorized Signature: _____

Printed Name _____ Title: _____

Booth/Store Name: _____

Please return a signed copy of this “Terms and Conditions”, a completed Application, and full payment to the address listed above. Please keep copies for your files.



