

27th Annual Black Canyon Quilt Show, Inc.

P.O. Box 2053 Montrose, CO 81402

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

Show Dates: July 12, 13, 14, 2024

2024 Theme: Southwest Fiesta



Dear Prospective Vendor,

Black Canyon Quilt Show, Inc. is making plans for its 27th annual show at the Montrose Pavilion, 1800 Pavilion Drive, and we want to invite you to participate as a vendor! Our 2024 show is scheduled for Friday July 12 through Sunday July 14. Show hours are 9:00 to 5:00 on Friday and Saturday, and 10:00 to 3:30 on Sunday. Setup for vendors at the show is on Thursday, July 11 between 10:30 a.m. and 5:00 p.m. Tear-down prior to 3:00 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. BCQS will retain the right to make final determination of booth assignments.
- Available sizes:
 - 10'X10' at \$200 or
 - 10'X20' at \$400.
 - 10'X30' at \$600 (limited number available)
- 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 to bring products for sale, not just samples of what can be purchased at your store location or online.
- Vendors may present demonstrations of products at their booths during show hours.
- 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.
- 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. NO EXCEPTIONS! Financial penalties are incurred after 5:30.

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. Upon receipt of payment, if there are no booths available of your chosen size, we will return your check as quickly as possible. Or, you may opt to be waitlisted and we will hold your check until we are sure 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

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 about our beautiful city and the surrounding area.

I hope you decide to join us in Montrose and we welcome your Vendor application. If you have any preliminary questions, you may contact me at the e-mail address below.

I look forward to hearing from you soon!

Mary Ross

bcqsvendors@gmail.com

Phone: 970-596-6379 (text is ok too!)

Vendor Chairman, 2024

Attach: Application, Terms and Conditions

Vendor Application

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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 Size Preference:

_____ Single Booth space (10' x 10') @ \$200, includes (2) 8' tables

_____ Double Booth space (10' x 20') \$400, includes (4) 8' tables

_____ Triple Booth (10' x 30') \$600, includes (6) 8' tables

BCQS will determine location of your booth.

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

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

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

Any item you wish to donate to our "Boutique" will benefit our chosen local charity.

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 27th Annual Black Canyon Quilt Show!

PLEASE MAKE A COPY FOR YOUR FILES!



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Vendor Terms and Conditions

July 12-14, 2024

Quilt show hours: Friday and Saturday 9:00 a.m. to 5:00 p.m. Sunday 10:00 am to 3:30 pm.

Vendor set-up will begin at 10:30 a.m. on Thursday, July 11, and must be completed by 5:00 p.m. that day. No piping or drapes are provided. Early take down or closing prior to 3:00 p.m. on Sunday July, 14 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. All Vendors are responsible for paying all applicable City, County, and State taxes. Please keep a copy for your records and provide one to the BCQS prior to Sunday departure.

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 serve basis upon receipt of Application, payment, and signed Vendor Terms and Conditions.

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.