

## **Brazos Bluebonnet Quilt Guild**

Debbie Brooks, Vendor Chair  
1408 Lawyer St  
College Station, TX 77840

January 2, 2019

Dear Prospective Vendor:

The Brazos Bluebonnet Quilt Guild is proud to announce its 2019 Biannual Quilt Show. We invite you as a vendor to join us for our quilt show on **September 6<sup>th</sup> and 7<sup>th</sup> 2019**. The show will be held at The Brazos Center in Bryan, TX. Show hours will be from 10 am to 6 pm on Friday and from 10 am to 5 pm on Saturday. We hope that you will participate in our show!

We are working hard to ensure good attendance both days of our show through advertising on the internet, newspapers, magazines, and television and guild newsletter ads. Our quilt guild has about 175 members. The paid attendance at the 2017 show was 754.

If you wish to join us, please return the enclosed contract along with your deposit. Please type or print legibly as this information will be used for our mailing list and show program. Make a copy for your records and send us the original, along with one of your business cards.

Each application is given a number when it is received. Booths are assigned in that order: first come, first served. If you have specific request as to location, next door neighbors, etc., please make that notation and get your application in early. Please be specific as to your needs.

Confirmation, map and hotel information will be included in the exhibitor packets, to be mailed in July. The final payment is due by August 1st. We hope to hear from you soon and look forward to seeing you at our biggest show to date!

For more information contact:

Debbie Brooks

[979-229-2117](tel:979-229-2117)

[debbie\\_mackay@yahoo.com](mailto:debbie_mackay@yahoo.com)

Sincerely yours,

*Debbie Brooks*  
Vendor Chairperson

# 2019 Exhibitor Rules

Brazos Bluebonnet Quilt Guild  
September 6<sup>th</sup> and 7<sup>th</sup> 2019

## Booth Rental

We have four booth sizes this year. All displays must be within your booth space.

|   |                    |
|---|--------------------|
| 5' by 10' – \$125 (a very limited number) | 10' by 10' – \$200 |
| 15' by 10' – \$300                        | 20' by 10' – \$375 |

## Equipment

The following describes the number of eight foot tables and folding chairs that will be provided per booth purchase.

|   |   |
|---|---|
| 5' by 10' – 1 table; 2 folding chairs   | 10' by 10' – 2 tables; 2 folding chairs |
| 15' by 10' – 3 tables; 2 folding chairs | 20' by 10' – 4 tables; 2 folding chairs |

*Please specify if you need additional tables; cost is \$10 per table.*

Tables must be covered and you are responsible for providing proper table covers.

Electric power is available at no additional cost. Bring your own extension cords.

Wireless Internet is available for no additional cost through the Brazos Center.

*Pipe and drape are not provided, but is available for an additional charge.*

*Please contact me for pricing.*

## Check-in Thursday, September 5, 2019

Check-in is from 10 am to 4:30 pm on Thursday, September 5<sup>th</sup> only. There will be no set up on Friday.

Check-in at the back loading dock of the Brazos Center. We will direct you to your booth.

Please be considerate of you fellow vendors. Please unload as efficiently as possible and move your vehicle. You MUST BE finished setting up your booth by 4:30 pm.

## Check-out Saturday, September 7, 2019

Do not break down your booth until the close of the show on Saturday, September 7<sup>th</sup>. Again, please be considerate of your fellow vendors. Do not move your vehicle into loading area until you are fully packed and ready to load out.

## Additional Information

Booth sitters will be provided for exhibitors who are the sole operators of their booths. Booth sitters will watch your booth for a 20 minute lunch break. Vendors will be provided lunch and snacks for all three days, by the guild.

Vendor name tags will be provided by the guild. These tags must be worn at all times during the show and will allow you to enter the show each day.

You will be provided with a booth number which corresponds to your booth listing in the show program. This number needs to be displayed prominently. Please bring an identification sign for your booth as well.

## Exhibitor Packets

Packets will be mailed in July and will include confirmation of your space and other pertinent information. This weekend is not a home football game for the Texas A&M Aggies, but it would be wise to make hotel reservations as early as possible.

# Application and Contract for Exhibitor Space

Brazos Bluebonnet Quilt Guild

September 6<sup>th</sup> and 7<sup>th</sup> 2019

Please type or print legibly, as this information is used in the program:

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Evening: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Type of Business (Merchandise Description): \_\_\_\_\_

Sales Tax Number: \_\_\_\_\_

### **Please Reserve:**

|               |                                   |          |
|---------------|-----------------------------------|----------|
| <b>Booths</b> | # _____ Booths ( 5'x10' ) @ \$125 | \$ _____ |
|               | # _____ Booths (10'x10' ) @ \$200 | \$ _____ |
|               | # _____ Booths (15'x10' ) @ \$300 | \$ _____ |
|               | # _____ Booths (20'x10' ) @ \$375 | \$ _____ |

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|                                   |                       |          |
|-----------------------------------|-----------------------|----------|
| <b>8-Foot Tables</b> (additional) | # _____ Tables @ \$10 | \$ _____ |
|-----------------------------------|-----------------------|----------|

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### **Show Program Advertisement**

I wish to purchase a \_\_\_\_\_ (full, half, business card) page ad in the show program.  
(Full size is 5 1/2 x 8 1/2") **Cost:** Full = \$50, Half = \$35, Business Card = \$20 \$ \_\_\_\_\_

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|  |                                      |          |
|--|--------------------------------------|----------|
|  | TOTAL                                | \$ _____ |
|  | Non-refundable \$50 deposit enclosed | \$ _____ |
|  | Balance due by August 1, 2019        | \$ _____ |

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**Special Requests** (e.g., not next to a competitor, wants to be near a specific exhibitor, etc. Please be specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Will you be willing to donate door prizes?** Yes \_\_\_\_\_ No \_\_\_\_\_

If so, how many & brief description? # \_\_\_\_\_  
\_\_\_\_\_

*The undersigned agree to be responsible for all loss, damage, and/or injury to his or her merchandise and personnel, or that are caused by his or her personnel.  
I have read and agree to abide by all the rules.*

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|                     |           |       |      |
|---------------------|-----------|-------|------|
| Name (please print) | Signature | Title | Date |
|---------------------|-----------|-------|------|

### **Please return to:**

Brazos Bluebonnet Quilt Guild, Debbie Brooks

1408 Lawyer St, College Station, TX 77840

Phone: (979) 229-2117

E-mail: [debbie\\_mackay@yahoo.com](mailto:debbie_mackay@yahoo.com)

### **For office use only:**

Seq# \_\_\_\_\_ DateRec \_\_\_\_\_ Ck# \_\_\_\_\_ Amt \_\_\_\_\_ Conf.Sent \_\_\_\_\_ Amt. Due \_\_\_\_\_ DateRec \_\_\_\_\_ Ck# \_\_\_\_\_