



2019 AQS QuiltWeek — Grand Rapids, Michigan
August 21 – 24, 2019
DeVos Place Convention Center
Vendor Contract

SPACE REQUIREMENTS AND COST

We hereby request to reserve exhibit space indicated below.*

Booth Type	Booth Size	Regular Booth Cost	Early Bird Discount Price
<input type="checkbox"/> Single	10' x 10'	\$1,200	\$1,140
<input type="checkbox"/> Single Corner	10' x 10'	\$1,450	\$1,378
<input type="checkbox"/> Double	10' x 20'	\$2,400	\$2,280
<input type="checkbox"/> Double Corner	10' x 20'	\$2,650	\$2,518
<input type="checkbox"/> Double End Cap	10' x 20'	\$2,900	\$2,755
<input type="checkbox"/> Triple	10' x 30'	\$3,600	\$3,420
<input type="checkbox"/> Triple Corner	10' x 30'	\$3,850	\$3,658
<input type="checkbox"/> Quad	10' x 40'	\$4,800	\$4,560
<input type="checkbox"/> Quad Corner	10' x 40'	\$5,050	\$4,798
<input type="checkbox"/> Quad End Cap	20' x 20'	\$5,300	\$5,035
<input type="checkbox"/> Other Size: _____			

*Requested exhibit space not guaranteed.

Returning vendors:

Request Previous Booth Space? Yes (*not guaranteed*) No

Products or services to be exhibited: _____

DIRECTORY LISTING | BILLING INFO

Company name as it should appear on your Booth ID signs

(Name is used in all marketing materials – please verify it is correct)

Company address: _____

City: _____

State: _____ Zip: _____

Contact person: _____

Cell phone: _____ Office phone: _____

E-mail: _____

Website: _____

Payment Method: _____

Credit Card* (form below) Check** (must be received within 14 days of registration for application to be accepted)

Name as it appears on credit card (print clearly): _____

Address of cardholder (if different from above): _____

City: _____ State: _____ Zip: _____

I authorize a charge of \$_____ to my credit card.

VISA MasterCard AmEx Discover

Card number: _____

CCV: _____ Exp. Date: _____

Amount paid: \$_____ Balance Due: \$_____

*Credit Card Payments, excepting the 10% deposit and any balances paid after February 13, 2019, will have a 4% processing fee added.

**10% deposit paid by credit card will have processing fee waived via discount.

**Returned Check fee is \$50.

BOOTH RENTAL PAYMENT INFORMATION

- Advance Reservation Deadline is September 28, 2018.
- After September 28, 2018, booths will be assigned in the order reservations are received.
- A 10% non-transferable and nonrefundable deposit of total booth space must accompany booth request. Online requests will require a credit card payment for the 10% deposit. The standard credit card processing fee of 4% will be waived via discount for the initial deposit (deposit not to exceed 10% of the booth fee). Paper applications must be accompanied by a check or credit card number (with the processing fee waived via discount) for the deposit. No space will be confirmed until full payment and contract are received by AQS.
- The Early Bird deadline is May 24, 2019. Balance must be paid in full by that date to receive the 5% Early Bird Discount.
- The final due date at the regular rate is June 21, 2019.
- Any balance paid after June 24, 2019 will incur a 5% late fee.
- Any balances remaining after August 7, 2019 (14 days before the first show day) will acquire an additional 5% late fee (for a total of 10% total fee). At this time, all remaining balances must be paid by credit card, and the standard credit/debit card processing fee will be waived via discount.
- Booth numbers will not be confirmed until full payment and signed contract is received.
- Cancellations must be received in writing. If AQS is able to resell the booth space, vendor will receive a refund of 50% of the resale price of the booth less the nonrefundable deposit.

See page 2 for Terms and Conditions of the AQS Vendor Contract.
 Applications without payment will not be processed.

2019 DISCOUNT PACKAGE: Vendors who participate in all six AQS QuiltWeek shows will receive 3% off their total booth fees for the 2019 show year. This is in addition to the 5% Early Bird Discount. Participating vendors must register and pay the 10% deposit on each show by **November 30, 2018** to be eligible. Vendors must also participate in the free "I Am AQS" program at each show in order to receive the discount. This offer cannot be combined with any show sponsorship agreements. Please contact Tamara Hanes for sponsorship details.

ADVERTISING | PROMOTIONS

- We are interested in Sponsorship opportunities.
 - We are interested in Show Book advertising.
 - We are interested in the "I am AQS" initiative.
 - We are interested in the Learning Center.
- Promotional materials provided by AQS for you to distribute:
 50 100 other _____ PDF for you to e-mail

ACKNOWLEDGMENT

I have read, do understand, and agree to abide by the Terms and Conditions of the AQS Vendor Contract and Vendor Handbook, which is made part of this agreement.

AUTHORIZED SIGNATURE

By signing below, I hereby acknowledge that I have read, understand, and agree to be bound by the AQS Vendor Contract and the Terms and Conditions of the AQS Vendor Contract set forth on the following pages of this application and in the Vendor Handbook. I further acknowledge that failure to abide by the Terms and Conditions of the AQS Vendor Contract or the Vendor Handbook may result in the loss of my Vendor Privileges without recourse or refund. By signing below I agree to allow AQS or its agents and representatives to contact me by phone and email with information and special offers regarding AQS and its shows, services, and products. COMPLETING AND SUBMITTING THIS APPLICATION IS NOT A GUARANTEE OF SPACE OR PLACEMENT. NEITHER ACCEPTANCE OF THIS APPLICATION NOR ACCEPTANCE OR NEGOTIATION OF PAYMENTS OR DEPOSITS BY AQS SHALL BE CONSTRUED AS PAYMENT IN FULL OR A GUARANTEE OF SPACE. I UNDERSTAND THE 10% DEPOSIT IS NON-TRANSFERABLE AND NONREFUNDABLE. THIS APPLICATION SHALL NOT BE A BINDING CONTRACT UNTIL THIS PAGE OF THE APPLICATION HAS BEEN SIGNED BY THE VENDOR AND AN AQS REPRESENTATIVE.

Authorized signature: _____

Date: _____

Please keep a copy of your application.

For AQS Office Use Only:	
Date rec'd: _____	Amount rec'd: _____
Accepted by: _____	Notes: _____

TERMS AND CONDITIONS OF THE AQS VENDOR CONTRACT

2019 AQS QuiltWeek – Grand Rapids, Michigan, August 21 – 24, 2019

1. Additional Terms and Conditions

It is mutually agreed by the parties that there exists no oral or written agreement other than those contained in this document and the Vendor Handbook/Contract Addendum and that these documents will ultimately constitute the entire contract between the parties.

- Vendors shall not sublet or assign any part of the booth to another vendor without prior written approval from AQS.
- Booths cannot be sold with the sale of a business.
- Vendors understand that this contract is valid only for this show and contains no option or renewal rights or booth placement for any subsequent shows.
- Additional terms and conditions, state guidelines, or safety regulations from the host venue may be applicable and will be sent to the vendor for acceptance. By signing below, I commit to following any additional conditions hereafter.

2. Assignment of Space

Exhibit space shall be assigned by AQS in its sole discretion for the event and for the event dates only. Any such assignment does not imply that similar space will be assigned for future events held by AQS. AQS reserves the right to change the floor plan or to move a Vendor to another booth location prior to or during the event if AQS in its sole discretion determines that to do so is in the best interest of the event.

3. Exhibit Space Occupancy

The vendor shall tend the booth at all times during the show hours designated by AQS. The booth shall remain open until 4:00 p.m. on the final day of the show and under no circumstances will the vendor begin packing or dismantling the booth until after 4:00 p.m. on the final day of the show. This term is not waivable and shall not be modified. After one initial warning for not following this requirement, vendor will be fined \$100. When vendor is fined three (3) times, or anytime a fine is not paid, vendor will no longer be allowed to vend at QuiltWeek events.

4. Exhibit Space Provisions

- Booths will be piped and draped in the same color on three sides. The dimensions of a single booth are 10' x 10' with back and side drapes 8' tall. One 8' x 24" table and one chair are provided per single booth. Booth height is limited to 8' from the floor. Sponsors may request a height not to exceed 12' from the floor by submitting a request in writing to AQS for approval.
- Tables and products must fit inside the confines of rented booth space.
- All 8 ft. tables provided by the decorator are skirted to the floor. All tables rented or provided by the vendor shall be skirted to the floor. If a vendor wants a 6' x 24" table in exchange for the 8' table, the smaller table must be requested in advance; changes at the show will incur a charge.
- Vendors may use the side of the booth for display but must share with neighboring vendors.
- Vendors with corner booths may remove the aisle drapes.
- Electrical service (if needed) must be ordered in advance from the convention center and the vendor will pay charges for this service. Lights cannot be attached to the poles provided by the decorator.
- Vendors shall be primarily responsible for their own booth security.
- There shall be no eating, drinking, or smoking in the exhibit or booth areas. Vendors cannot sell food in this facility.
- Vendors will be responsible for keeping the booth in neat order at all times and the space occupied will be surrendered at the close of the show in the same condition that the vendor found it. Vendors agree to pay for any damage to their booth area.
- Each vendor may offer one show special item at a reduced price, using a professionally printed sign. Handwritten signs cannot be displayed in the booth(s). In fairness to all vendors, the entire booth may not be discounted below the manufacturer's suggested retail price (MSRP).
- Cardboard or other types of shipping containers must be hidden from view during show hours within your booth space. Merchandise cannot be sold from these containers. Contact the decorator for storage of product or empty boxes or other containers.
- Vendors are prohibited from flying drones in the hall at any time. In the event that a drone triggers an alarm, the vendor will be liable for all damages to property and all revenue loss.

5. Vendor Staffing

- Vendor personnel shall wear show identification badges at all times.
- Two name badges are included per 10' x 10' space. Additional name badges are \$10 each.
- Badge names must be submitted to AQS by July 19, 2019.
- Any name badges printed at the show or submitted after the July 19, 2019 date are subject to a \$10 fee per badge.
- All persons tending the booth must be over the age of 18 unless prior approval is requested in writing and approved in writing by AQS.
- If you need manpower to assist with unloading and loading, contact the decorator directly.

6. Cancellation of the Event

AQS reserves the right to change the event location or cancel at any time in case of emergency, act of God, or other circumstances over which they have no control.

7. Cancellation by Vendor

Cancellations must be received in writing. For cancelled booths, if AQS can sell the booth, vendor will receive a refund of 50% of the resale price of the booth less the nonrefundable deposit. Cancelled booths are sold by AQS and there will be no refund for unsold booths. If booth fees are not paid by the deadline, then the booth may be cancelled by AQS and any deposits will be forfeited.

8. Publicity and Promotion

Promotion is key to the development and support of show attendance. AQS invests in multipronged advertising and publicity campaigns for all QuiltWeek events. AQS encourages vendors to let their customer network know they will be vending at QuiltWeek; however, vendors must refrain from participating in any promotion that reflects negatively on QuiltWeek or on any other vendor participating in the event. Vendors must also refrain from any vendor promotion that conflicts with the interests, regulations, or rules of QuiltWeek events. In the event that a vendor has any questions regarding a promotion or press opportunity they would like to participate in, the vendor should contact an AQS vendor coordinator before participating.

9. Brand Protection

Mass-produced quilts may not be included as merchandise.

10. Fire and Safety Laws

All booth equipment, furniture, carpeting, and merchandise must be confined to the measured limits of the booth. This includes product displays, shelving, chairs, staff, and cash registers. After one initial warning for not following this requirement, vendor will be fined \$100. When vendor is fined three (3) times, or anytime a fine is not paid, vendor will no longer be allowed to vend at QuiltWeek events. All doors, fire pulls, emergency lights, and aisles shall be kept clear in accordance with fire and safety regulations. All extension cords must be grounded and taped to the floor per fire marshal regulations.

11. Observance of Laws and Copyrighted Materials

Vendors shall comply fully with any and all local, state, and federal laws, regulations, rules, constitutional provisions, common laws, and rights of others applicable to the reproduction, display, or performance of proprietary or copyrighted materials and works of third parties and to the protection of the intellectual property rights associated with such works. Vendors agree to indemnify, defend, protect, and hold harmless the Operator and all indemnities of and from all manner of losses arising in any way from the use by vendors of proprietary intellectual property of third parties under the copyright or other laws of the United States.

11a. Product Liability

Each vendor participating in AQS QuiltWeek activities is responsible for product liability and any injuries, damages, losses, or claims, whether known and unknown, which arise during or result from any activity, services, or products provided to any attendee at any AQS QuiltWeek show. Vendors agree to indemnify, defend, protect, and hold harmless the Operator and all indemnities of and from all manner of losses, liabilities, damages, costs, or expenses arising in any way.

12. Distribution of Literature and Materials

Literature or other materials (fliers, food items, tote bags, etc.) may NOT be distributed in public areas of the facility or in the aisles of the exhibit hall. Materials can only be distributed inside the confines of the rented booth space. No solicitation or distribution of materials is allowed in public and rented spaces.

13. Limitation of Liability

Neither AQS, the show decorator, nor the convention center shall be deemed liable or held responsible for any loss, theft, or damages to persons or personal property on the premises while the vendor is participating in the show.

14. Acceptance of Contract and Rules

Vendors agree to abide by all other reasonable rules that AQS may adopt for the setup, exhibiting, and dismantling of the quilt show. Any violation of this contract will cause exclusion from vending at future AQS shows. In the event of a dispute not covered by the terms of this contract, the decision of AQS shall be accepted as final.

15. Failure to Comply

Failure to comply with these Terms and Conditions may result in cancellation of all vendor contracts and forfeiture of any prepaid booth fees.